

## Minutes of the Meeting held on Monday 3 October 2022 at 7.30pm

**Present** Caroline Ilott, Chris Herriot, Peter Tye, Ian Francis, Colin Reynolds, Pierre Redelinghuys. There were 3 members of the public present.

- 1. Apologies for Absence** – County Cllr. Peter McDonald and District Cllr. James Hobro, Deborah Roberts (who was able to attend the end of the meeting)

- 2. Open Forum for Public Participation and notice of Parish Council vacancies**

A resident had provided a written report and gave a further update on whether or not a parish council could legally make a contribution to church yard maintenance. He noted NALC's interpretation of the law that the 1894 act banning Parish Council's from contributing to church maintenance took precedent over the later 1972 act which implied the opposite. He noted that the position could only be settled by case law or the government repealing the 1984 Act.

NALC guidance dated 2018 states that:

*It would, of course, be possible to clarify the point with a specific provision in new legislation, however, the Government's current view on the legal issues is that there is no need for any further legislation as they believe that the 1894 Act restrictions do not override the provisions in later Acts of Parliament.*

The Chair of Foxton Preschool, Cissy Sleigh, raised an issue with the conduct of the Village Hall Trust (VHT) regarding the hire of the village hall for preschool provision and asked for the Parish Council's help to resolve the issue.

Cissy referred to the Preschool's survey and report dated May 2021 which showed that the Preschool was an important community facility which was crucial for the long-term growth of the village, the continued viability of the school, and for hard-working families who wanted to live and bring up their children in the village. Preschool had been trying to increase its provision to 5 days per week for a number of years. Having explored and exhausted all options through the work of the Preschool and Wrap Around Care Committee, Preschool had found itself trying to negotiate with the VHT to increase the number of days that preschool was run in the village hall.

Cissy further explained that the Preschool had been put in a vulnerable and precarious position as the VHT was seeking to impose unexpected and unreasonable demands on the Preschool's hours, rates and terms of use which were contrary to the way things had been run for 20 years. VHT was seeking to impose a pay more or get out earlier condition and had tentatively offered Preschool the use of the hall on a Tuesday on condition that Preschool agreed to close or move out of the meeting room on any day of the week, at a week's notice, if any other hirer wanted to use it. At these times it was suggested that Preschool moved into the Pavilion if it was available, having secured OFSTED approval for this. The practicalities of this arrangement would be difficult and the Preschool had been told by VHT that the terms were not up for discussion. This issue will not only affected the Preschool as an organisation but also the hard-working current and future families of Foxton village.

Councillors asked questions and it was clarified that (i) the Preschool had a sufficient number of staff to provide 5 days of provision; (ii) that 1 weeks' notice had been requested for any event, not just a funeral wake; (iii) it would be difficult to pack up and

pack down resources if the Preschool had to move to the pavilion; (iv) as far as they were aware there was no written contract for preschool hire but there was 20 years of existing precedent; (v) it was impossible to market a 5-day provision without first establishing it and agreeing rental with VHT; (vi) local residents were unable to use their full 30 hour free childcare provision with the current Preschool provision (it may be possible if a 4-day provision could be provided).

*Two members of the public left the meeting.*

**3. Members Declarations of Interest for items on the agenda – none**

**4. To approve and sign the minutes of the Parish Council Meeting on 5 September 2022**

Proposed Colin Reynolds, seconded Chris Herriot. All agreed. Caroline Ilott signed the minutes.

**5. Matters arising from these minutes:**

- Cambridgeshire County Council had confirmed that they could not provide a lighting column at Foxton Bottom. Pedestrian/ cycle lighting should be provided under the Melbourn Greenway project, although the implementation of the project would be 2.5 years away. Councillors could emphasise the need for lighting in the Melbourn Greenway survey due by 28 October 2022 (a link to the survey will be placed on the website and Facebook).
- The Network Rail poster encouraging drivers to switch off engines at the Foxton level crossing had been posted on Facebook. County Council Highways had advised that it could authorise Parish Council's to place signs at the level crossing but they would not be enforceable (although stationary idling is an offence under Section 42 of the Road Traffic Act 1988). It was asked whether a low emission zone could be implemented and it was suggested that this could be referenced in in the Melbourn Greenway survey. It was suggested that a further notice could be put on Facebook and both the County and District councillors could be asked to pursue this with their respective councils.
- Steve Alexander from Highways County Council had confirmed that the remedial pavement work at St Laurence Road, Rowlands Close and West Hill Road had been completed in July. In fact, the majority of the hatches look untouched, and therefore photos of a sample of these will be sent to Highways County Council with a request for the necessary remedial work to be undertaken. An update will be posted on Facebook about this.
- Accident data for Foxton Bottom had been received.
- The slanting damaged post at the A10 junction had been reported to County Council Highways. It had been pushed upright but did not seem secure – this will be followed up.
- Skatepark grants had been looked into but were not available.
- A list of local businesses that could be approached for donations to S106 play/ community space project had been provided and it was considered that large companies outside the parish could also be considered.
- The village warden did not want to undertake inspection training but would complete a weekly inspection report on the skate park and playground. The clerk will ask the insurance provider if there is an exact weekly timing requirement.
- The Clerk had completed all actions.

Action Cllr Petr McDonald

- Update on remedial work on pavements at St Laurence Road, Rowlands Close and West Hill Road.
- Update on This Land pre-application for old school site and request site maintenance/ tree felling

Action Caroline Ilott

- Ask This Land to empty/ remove cigarette box at the Old School site
- Provide notice of wood coppicing day to the school and the Laurentian

Action Colin Reynolds

- Follow up damaged post at A10 junction with County Council highways as it does not look secure.
- Prepare an information notice re switching engines off at the level crossing for publication on Facebook and in the Laurentian.

Action Geoff Barnes

- Contact rail group about Network rail poster re switching engines off
- Attend the MAYD meeting in Melbourn (20 September at 9.30am) and online police meeting (Wed 5th October 7pm), enquire about a Police group village, face to face, public meeting

Action Pierre Redelinghuys

- Find out if a deposit is required for work on the Village Sign at the junction of Station Road and High Street

Action Ian Francis

- Ask Foxton & Fowlmere Dynamos for information on the joint village arrangement including number of Foxton children on their books and a fixture list for games played on Foxton recreation ground.
- Clarify with the Football Club how the years 3 to 6 of the Football Foundation tapering grant could be funded.
- Bring further ideas on the proposed location of the informal football goal to the November PC meeting.

Action Clerk

- Post link to Melbourn Greenway survey on the website and Facebook
- Email County and District councillors to ask for follow up on vehicles running engines when stationary at the level crossing
- Post update on Facebook re pavement remedial work at St Laurence Road, Rowlands Close and West Hill Road.
- Seek insurance advice re weekly inspection timing.

**6. County Councillor's Report** – a written report was published on the Parish Council website and Facebook

7. **District Councillor's Report** – a written report was published on the Parish Council website and Facebook
8. **Any Planning, Infrastructure, R&A, S106 and Police updates will be provided in writing if not included as a separate agenda item** - Reports had been circulated.
9. **Infrastructure update**  
There was no update on the proposed GCP travel hub. The earliest it would be considered would be at the County Council Planning Committee meeting on 9 November 2022.

It was noted that the public footpath from Fowlmere Road, Foxton to Newton had not been cut well and access had been obstructed by fallen trees and long grass. However, a councillor had used the path yesterday and it had been cleared. It was noted that the Melbourn Greenway survey was now open and due by 28 October 2022.

#### 10. **Planning Committee Report and applications:**

##### a. **Approve planning committee and updated terms of reference**

It was agreed that Pierre Redelinghuys, Caroline Ilott, Deborah Roberts, Chris Herriot and Ian Francis would be appointed members of the Planning Committee. It was accepted that Chris Herriot and Ian Francis would be limited to attending the next Planning Committee meeting only due to current time constraints although this would remain under review and could change in the future. The new terms of reference will allow for any member of the Parish Council to make up the quorum of 4 with notice to the clerk five days before the meeting. Planning Committee meetings are only called when needed and applications can be brought to a Parish Council meeting. Proposed Caroline Ilott, seconded Pierre Redelinghuys. All agreed.

The next Planning Committee Meeting to consider the application for the Burlington Press site was scheduled for Thursday 13 October 2022 at 7.30pm. The SCDC planning officer and Mission Street would be invited, with Mission Street invited to present and answer questions at the beginning of the meeting before being asked to leave prior to consideration of the application.

A new draft terms of reference for the Planning Committee had been circulated. It was agreed to accept the new terms with the following changes included:

##### 3. Membership and Chair

*The Planning Committee shall consist of a minimum of 4 members of the Parish Council. The Committee will appoint a Chair at its first meeting of the year. A meeting must have 4 members of the Parish Council present to be quorate. Any Parish Councillor can act as a substitute member of the Planning Committee with 5 days' notice to the Parish Clerk before the Planning Committee Meeting. All Parish Councillors can attend any Planning Committee Meeting.*

Proposed Caroline Ilott, seconded Ian Francis. All agreed.

**b. Approve policy for inviting developers to Parish Council meetings**

A draft policy had been circulated which would allow the Parish Council to agree to a public meeting with a developer, for an application of more than four dwellings or any major planning application, only when a planning application had been lodged and notified to the Parish Council by the SCDC Planning department. Developers will be referred to Foxton's Neighbourhood Plan for further information.

Proposed Caroline Ilott, seconded Chris Herriot. All agreed.

**c. Reference: 22/03582/HFUL, 2 Station Road, Foxton**

Replace flat roof to pitched roof, and solar panels

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03582/HFUL>

It was agreed to support this Application. Proposed Caroline Ilott, seconded Chris Herriot. All agreed.

**11. R&A**

**a. Request for Parish Council support for village shop/ pub bike rack grant application**

The Parish Council had been notified that the Community Chest Grant had been approved and therefore there was no need for any further Parish Council involvement. The bike rack will be located on privately owned land.

**b. Sports meeting and football foundation grant update and next steps**

Draft minutes had been circulated and an update was provided on the recent meeting held between two Parish Councillors, Foxton Football Club and Foxton Cricket Club.

Training lights – they are not used by Foxton Football Club nor Foxton Cricket Club. Dynamos had confirmed that they would not be used after October (they are used for under 9s until the clocks change when they move to synthetic pitches).

Foxton and Fowlmere Dynamos – information has been requested on the joint arrangement, including numbers of children from Foxton and the fixtures list.

Cricket square – new caps had been placed on the poles and the run off area was discussed. The Football Association website stated that ideally 1.83m was required (it was currently 1.6m). Although the distance doesn't quite meet the ideal distance specified it was within the guidelines and the sports clubs accepted any risk.

The Football Foundation grant scheme – The Football Club confirmed that it would cover all the pitches, outfield and run off areas plus areas in between the pitches (ie the areas covered in the Cricket Club's grass cutting contract) for maintenance work if the grant was taken up. The Cricket Club confirmed it was happy to use the same controlled release fertiliser and grass seed as previously used. An annual maintenance plan had been received from the football club and the club will be asked what type of fertiliser and grass seed would be used. The tapering down of the grant in years 3 and 6 of the scheme was discussed and whether it could be partnership funded. If the grant was run down with no funding contribution in years 3/6, the grant funding would end and could not be reapplied for, for a further four years. It was noted that at a meeting with the sports clubs in January, the Football

Club had confirmed that it would not seek additional funding from the Parish Council to make up any shortfall. Concern was raised about what would happen in the future if the Football Club was unable to meet the funding requirements. Further discussions with the Football Club will be needed.

Fun run – The cricket club would do the boundary markers and provide free water.

Informal football goal – Foxton Football club was very concerned about the Parish Council's proposed location and that it would be used by people from outside Foxton which could increase the wear of the grass in that area and on the football pitch. The informal goal proposal will be brought to the November Parish Council meeting.

Grass cutting contracts – contracts end on 30 November 2022. All contracts will be put out to tender for starting April 2023. Foxton Cricket Club stated that they will be able to offer a contract for next year to cut the existing area, although they noted that the picnic area by the allotments was not in their contract. The cricket club would prefer to negotiate their next contract rather than submit a tender.

**c. Update on tree work within the tennis court compound**

Work is required on two overgrown Cherry trees and for removal of ivy on Parish Council owned land which is rented to the Tennis Club. Residents have raised concern that they were unable to maintain their fences in this area. Despite trying to source three quotes, only one quote had been received. A meeting will be organised with two councillors and the tennis club to discuss required works and any potential contribution. The rental arrangement may need to be considered in the future to cover maintenance.

**12. S106 Community playground project – update and 30 October fun run**

The community playground plan will be tidied up and Alistair Russell, the quantity surveyor and project manager, is drawing up tender documents. Procurement training had been moved to 12 October at 7pm in the village hall lounge. The clerk will need to register the Parish Council's interest for grants.

The Fun Run, which is for raising seed funding and to heighten community involvement for grant application for the playground and community seating project, is going ahead on 30 October with the assistance of residents in the community. The school had received hard copies of entry forms and a poster would shortly be going up around the village. Notice of the wood coppicing day would also be provided to the school and published in the Laurentian. A request was made for stall contributions of books, bottles, cakes and jams/preserves. Letters will be sent to businesses for potential donations.

**13. Finance**

**a. RFO update and budget review**

A report had been circulated. A draft budget for the next financial year, 2023-2024, will be considered at the November Parish Council meeting.

**b. Energy audit and quotes for street lighting (unmetered supply fixed contract ends 31 October 2022)**

The Clerk advised that there were no quotes to consider as these were awaited from Utility Aid (who in turn are waiting for information from the Parish Council's energy supplier, Opus). After 31 October the energy supply for unmetered street lights will revert to a variable rate. There was some contingency in the current budget as the street light cost had reduced since the budget was set as bulbs were replaced with LED.

**c. S137 grant requests**

**i. Royal British Legion wreath donation £50**

Proposed Caroline Ilott, seconded Chris Herriot. All agreed.

**ii. Church yard grass cutting £750 (moved forward, considered after item 11b)**

Two councillors met with Rev. Melaniphy and the church warden about the churchyard provision and maintenance. It was explained that the Parish Council needed to be careful to make any donations lawfully and had received advice from NALC and the internal auditor about this in the past. NALC had advised that a donation could be made to the church as a charity under the provision of S137 to further its charitable purpose (but not for maintenance) and the Parish Council had followed this advice previously to provide a donation to the church to assist with its running costs. The church did not need the funds immediately and therefore this allowed time for the Parish Council to consider its budget over the next months. It was considered that the church and churchyard were a central part of the village. The church would like to bring a churchyard extension into use that required a ground water survey amongst other work.

The Parish Council agreed to make a donation to the church under S137 to fund its running costs and further its charitable purpose. The amount of the donation would be decided when the new budget had been finalised in December. A condition of any grant would be that the church committed to bringing the churchyard extension into use with notice and outcome of the ground water survey provided to the Parish Council. Any charitable contribution from Foxtton Parish Council to the church would be considered annually.

Proposed Caroline Ilott, seconded Chris Herriot. All agreed.

**iii. Christmas tree provision/ insurance plus donation for tree lights £50 – application from St Laurence Church (moved forward and considered after item 11b)**

It was agreed that a Christmas tree would benefit all Foxtton residents, and to provide a donation of £50 under S137 for Christmas tree lights. It was agreed to allow the Christmas tree to be located on the green at the junction of Station Road and High Street. The Church would procure and set up the tree and lights, however, the Parish Council would be ultimately responsible for the tree and its insurance (under the Parish Council's insurance policy) and as such must ensure a risk assessment is completed and any insurance requirements complied with. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

**d. Approval of quotes:**

**i. Informal football and goal surface (S106)**

This item will be considered at the November Parish Council meeting with a new location proposal.

**ii. Skate Park fence repair** This item will be considered at the November Parish Council meeting as one further quote was awaited. It was considered that there may be contingency funds in the budget that could be vired towards this cost.

**iii. Shrub and tree pruning in playground area £206**

This work is not required until January/ February next year and therefore will be considered at a later date.

**iv. S106 fun run race numbers £23.98 + VAT (moved forward and considered after item 12)** - It was agreed to allow up to £40 for fun run race numbers and any other costs that may arise in relation to the fun run. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

It was agreed that approval of any fee required for St John's ambulance to attend the fun run could be agreed by councillors by email. Proposed Peter Tye, seconded Colin Reynolds. All agreed.

**v. Foxton Village Sign refurbishment** - ownership and quotes. Village sign at junction of Station Road & High Street: Quote A £1,810.20 inc. carriage (original manufacturer, 12-15 month lead time), Quote B £2370.50+VAT and carriage (carriage £60+VAT each way); Shepreth Road direction signs: Quote A: £546+VAT (carriage £60+VAT each way), Quote B £525  
The village sign which was installed 10 years ago had faded and it was discussed whether its refurbishment was a necessity or nice to have. The sign could be refurbished by the original maker who had a 12-15 month lead time. It was considered that hotter weather could impact fading and therefore it may be prudent to protect the sign. The long lead time would allow the cost to come from the next budget. It will be clarified whether a deposit is required to place an order and this item will be reconsidered at the November Parish Council meeting.

Refurbishment of the metal Shepreth road sign was discussed. The County Council would replace the sign with a new plastic sign for free. It was considered that Foxton village was a conservation area and it was important to preserve the old sign. It was agreed to accept the quote of Peter Evans £525 to paint and refurbish the sign. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

**e. Approval of payments**

The bank reconciliation and bank statements were reviewed and approved by Chris Herriot.

It was agreed to pay for planning training sessions for three councillors at £50 per councillor and the following payments were approved. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

**Receipts**

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| 1. SCDC Precept (2 <sup>nd</sup> half) | £22,500.00 |
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**Payments****Payments made (prior agreed)**

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| 2. Salary (SO) - LGA 1972 s112   | £1000.00       |
| 3. Pension - LGA 1972 s112, s111   | £51.68         |
| 4. Google Ireland Gmail - LGA 1972 s111, s142  | £36.79         |
| 5. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £92.67 inc VAT |
| 6. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301   | £17.63 inc VAT |
| 7. Foxton Village Hall meeting room hire - LGA 1972 s111                               | £40.70         |
| 8. Barnes Garden Maintenance- Open Spaces Act 1906 s9-10                               | £40.00         |
| 9. SW Gardens grass cutting August (2) - Open Spaces Act 1906 s9-10                    | £175.00        |
| 10. Unlimited Logos Ltd - Open Spaces Act 1906 s9-10, authorised PC July 2022          | £108.00        |

**Payments to be authorised**

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|---|----------|
| 1. Parish Clerk Salary LGA 1972 s112/ LGA 1972 s111<br>RGT hrs 12 £181+tax, phone/ internet £35.75 and home allowance £22 | £204.70  |
| 2. HMRC NI/ tax - LGA 1972 s112/ LGA 1972 s111  | £162.47  |
| 3. Parish Clerk Expenses – July (mileage) - LGA 1972 s111   | £11.52   |
| 4. Foxton Cricket Club September grass cutting - Open Spaces Act 1906 s9-10   | £350.00  |
| 5. Foxton Village Hall – S106 grant WIFI installation approved by PC June 2022  | £4080.00 |
| 6. D Garden Works - Open Spaces Act 1906 s9-10  | £630.00  |

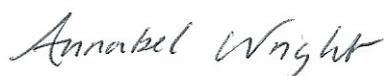
**Payments received after agenda published**

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| 1. SW Gardens grass cutting September (1) - Open Spaces Act 1906 s9-10                       | £175.00         |
| 2. Peter Evans village warden - Open Spaces Act 1906 s9-10                                   | £175.00         |
| 3. Foxton Village Hall office hire - LGA 1972 s111   | £85.38          |
| 4. Foxton Village Hall meeting room hire - LGA 1972 s111                                     | £16.20          |
| 5. Red Shoes Accounting payroll- LGA 1972 s112/LGA 1972 s111<br>(including RGT recharge £16) | £76.80 inc. VAT |
| 6. SP Landscapes Dovecote meadow cutting/ raking - Open Spaces Act 1906 s9-10                | £990.00 inc VAT |

\*Local Government Act

**14. Items for next agenda****15. Date and time of Parish Council Meeting: Monday 7 November 2022 at 7.30pm**

The meeting closed at 9.50pm.



Annabel Wright  
Foxton Parish Clerk  
7 September 2022