

Minutes of the Meeting held on Monday 5 December 2022 at 7.30pm

Present Caroline Ilott, Peter Tye, Ian Francis, Pierre Redelinguys, County Cllr. Peter McDonald and District Cllr. James Hobro. There were 4 members of the public present.

1. Apologies for Absence – Geoff Barnes, Deborah Roberts provided apologies post meeting.

2. Presentation on parish councillor marketing and recruitment

Sarah Hardison, a Foxton resident, kindly shared her marketing expertise with the Parish Council, sharing ideas on how to fill Parish Council vacancies. The key ideas were to raise awareness (e.g. opportunities available/Parish Council recent achievements), demonstrate the value of participating in the council, make it easier for people to imagine their role in the council and drive participation. Campaign activities such as advertising on social media, the Laurentian, using flyers, and regular, informational blog posts were considered. The Chair thanked Sarah for her very helpful advice and the Parish Council agreed to start a campaign in January 2023. Cllr. McDonald advised that Christine Burchill (Cambs. County Council) and Gareth Bell (SCDC) in charge of communications at the councils may be able to offer advice.

3. Open Forum for Public Participation

A resident raised concern about (i) a dangerous leaning wall by the post office which could fall over at any time; (ii) a privately owned tree opposite the village shop that urgently needed cutting back as it was obscuring the street light; and (iii) dangerous parking on the shop side of the High Street near Caxton Lane.

The post office tenants had written about the leaning wall to the landlord who had taken no action. The SCDC building surveyor had inspected the wall in July 2022 and considered it not an immediate danger. It was discussed that the wall had become significantly more dangerous more recently and would not be a safe location for a proposed bike rack. Cllr. Hobro will ask SCDC to inspect the wall again and request further action.

County Council Highways had assured the Parish Council that the overgrown tree opposite the village shop would be pruned by County Council Highways, despite it being a privately owned tree. Cllr. McDonald will follow up with Highways to see if the job number had been raised.

Residents were advised that any dangerous parking should be reported to the police (online/tel:101) as there was currently no civil parking enforcement. Yellow lines or box markings could be considered, although it was noted that this was a conservation area. There may be civil parking enforcement in place next year in South Cambs. This is currently under discussion by County Council.

Another resident noted that mothers in the village had complained that the informal football goal had been removed from the recreation ground and their children were travelling to other villages to play football. An informal football goal will be revisited alongside the new playground project and it was requested that any complaints should be sent directly to the clerk for Parish Council consideration.

Cllr. McDonald left the meeting.

- 4. Members Declarations of Interest for items on the agenda** – Peter Tye declared a personal interest in item 7, being married to Helen Tye, the candidate for co-option.

Sarah Hardison left the meeting.

- 5. To approve and sign the Parish Council minutes of the meeting of 7 November 2022 and Planning Committee minutes of the meeting of 13 October 2022**

Proposed Peter Tye, seconded Ian Francis. All agreed. Caroline Ilott signed the minutes.

- 6. Matters arising from these minutes:**

Action Cllr Peter McDonald

- Explanation as to why Foxton not included in the group of villages considered for the 20mph speed limit
- Follow up with Highways re overgrown tree on High Street opposite village shop.

Action Cllr James Hobro

- Ask SCDC to inspect leaning wall
- Look into recycling bins for the recreation ground

Action Caroline Ilott

- Circulate playground tenders received to all parish councillors.
- Arrange S106 working party in new year to discuss contingency plans if grants not obtained
- Notify Bruce Barnes re monthly maintenance work behind playground

Action Ian Francis

- Send updated Football Foundation grant T&Cs to Foxton Football Club and Parish Council

Action all

- Ideas for improving police presence in the village

Action Clerk

- Email questions from this Parish Council meeting to Cllr. McDonald

- Notify Cllrs. Hobro and McDonald of new Parish Council meeting start time of 7pm from January 2023.
- Submit FCC grant application form
- Email thanks to the Chair of FGA.
- Notify Foxton Football Club of withdrawal of funds for leaf collector
- Circulate tender information to grass cutting contractors
- Notify Foxton Football Club of Parish Council's approval of Football Foundation grant subject to T&Cs being agreed.
- Update budget for January PC meeting and vire funds
- Notify Foxton Tennis Club and SW Gardens re approval of tree work and request £100 from Tennis Club towards this cost.
- Email MAYD

7. Co-option of candidate for Parish Council vacancy

a. Candidate for Parish Council vacancy is invited to speak and there will be an opportunity for questions from the Parish Council

Helen Tye was invited to speak and explained that she used to work for Harlow Council for 15 years managing cleaners, waste disposal and street cleaning. Helen was a union rep. for 5 years before retiring. Helen wanted to join the Parish Council to have a say and make improvements in the village.

Motion to exclude Public and Press: Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed in the following agenda item b:

Proposed Caroline Ilott, seconded Ian Francis. All agreed.

b. Consideration of candidate the meeting will be closed to the public for a short discussion about the candidate by the Parish Council. Members of the public, including the candidate, are invited to re-join the meeting after 5 minutes.

The meeting was closed to the public for a short discussion about the candidate by the Parish Council. Members of the public, including the candidate, were invited to re-join the meeting after 5 minutes.

3 members of the public including Helen Tye returned to the meeting.

c. Vote and resolution on co-option of candidate for Parish Council vacancy

Caroline Ilott nominated Helen Tye as a member of Foxton Parish Council.

Proposed Caroline Ilott, seconded Pierre Redelinghuys. All agreed.

8. County Councillor's Report – a written report was published on the Parish Council website and Facebook and circulated to Parish Councillors.

- a. **Questions: (i) 20mph in villages – is this part of the LHI scheme – if so the parish council was not previously made aware of this; (ii) have you had any contact from Roland Potter, Transport director of Cambs & Peterborough Combined Authority, re scoping bypass for Foxton and Harston?**

Peter McDonald left the meeting prior to this item so was unable to answer the questions in the meeting. Questions will be sent by email.

9. **District Councillor's Report** – a written report was published on the Parish Council website and Facebook and circulated to Parish Councillors.

Question: The parish council has been told by SCDC that there are no funds for more recycling bins on the recreation ground. Please could you look into this?

The SCDC zero carbon officer advised that there was no funding for recycling bins at the moment. Cllr. Hobro was asked if he could look into this further and help obtain recycling bins for the recreation ground in the new year.

Leaf sweeping had been carried out by SCDC to a good standard. At the request of the Parish Council, High Street and Station Road sweeping would not start until 9am to give the optimum time for parked cars to move away. This has resulted in better leaf clearance.

10. **Planning Report, application and Planning Committee members**

A planning report had been circulated.

Applications approved:

21/00560/FUL - Expansion of the existing car dealership to provide additional hardstanding for the storage of vehicles together with other works. 27 Royston Road Foxton CB22 6SE. Granted Permission 8 November 2022.

22/01823/FUL - Extension and external alterations to the Press Building (Units 2, 3 and 7), landscaping and associated works. The Burlington Press 1 Station Road Foxton Cambridge. Granted Permission 8 November 2022.

Planning applications in process:

22/03826/FUL - Demolition of buildings and associated structures, erection of an office and research and development building for Use Class E(g)(i) and E(g)(ii) uses, refurbishment of existing buildings, parking and landscaping, and associated works. Burlington Park Station Road, Foxton.

Comments received in relation to landscape with the application in its current form not being supported and comments received in relation to urban design with changes requested. The traffic flow had been re-modelled with vehicle trips showing higher than previously stated which should be addressed by planning officers. It was agreed that Foxton Parish Council would not make any further comments as nothing submitted had materially changed its original submission.

Planning application awaiting a decision: 21/01922/FUL - Conversion of storage barn to form detached two storey dwelling. 71A High Street Foxton CB22 6RP

The earliest the proposed Foxton Travel Hub could come to County Council planning Committee is late January 2023.

Pierre Redelinghuys (Planning Committee Chair), Caroline Ilott and Deborah Roberts are currently members of the Planning Committee which is one councillor short for a quorum. It was agreed that if a Planning Committee meeting needed to be called, any parish councillor could attend the Planning Committee Meeting to make up a quorum in line with the Planning Committee terms of reference.

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.

a. Reference: 22/04501/HFUL, 11 High Street, Foxton

Public Access

The Parish Council recommended approval. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

Cllr. Hobro left the meeting

11. Propose a new start time of 7pm for Parish Council meetings from 1 January 2023 and consider meeting requirements in standing orders and possible reduction in meetings

It was agreed to change the Parish Council meeting start time to 7pm from January 2023 and notify Cllrs. Hobro and McDonald of the new time. Proposed Peter Tye, seconded Pierre Redelinghuys. All agreed.

It was noted that the standing orders require 4 Parish Council meetings per year including the Parish Council Annual meeting. Parish Councillors were asked to consider the pros and cons of reducing the number of Parish Council meetings and to review in the new year.

2 members of the public left the meeting.

12. S106 Community playground project

a. Update on tenders and review bid evaluation group

3 tenders for the playground project had been received and need to be evaluated.

The initial evaluation will now take place online at 9.30am on Fri 16 December 2022 with the evaluation group (quantity surveyor, Alistair Russell. Caroline Ilott, Peter Tye, Deborah Roberts and Catherine Cairns). Playground tenders received will be circulated to all parish councillors. Evaluation will continue in January 2023

with all bidders being informed that contract award is totally dependent on grant funding success.

b. Update on AMEY EOI and FCC application and signatory authority

The AMEY expression of interest for a grant application had been submitted and the FCC application had been completed, ready to submit. On behalf of the Parish Council, the Chair thanked Catherine Cairns, Linda Smith and the Clerk for their huge input with the playground grant applications.

A draft application form for the FCC Communities Foundation Grant had been circulated to all parish councillors.

The FCC grant application was approved and it was agreed that the parish clerk, Annabel Wright, would sign the application form and submit the application on behalf of the Parish Council. Foxton Parish Council will provide third party funding of 10.75% of the overall funding request from S106 funds. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

c. Foxton Garden Associations pledge of £1500 for playground soft landscaping

On behalf of the Parish Council, the Chair thanked the Foxton Gardens Association (FGA) for their kind pledge of £1500 for the new playground soft landscaping. The Clerk will email thanks to the Chair of FGA.

d. Withdraw S106 funding of £1157 for football club leaf collector and inform Foxton Football Club.

It was agreed to withdraw approval of S106 funding of £1157 for a football club leaf collector as the Football Club uses a leaf blower for the pitches and does not collect leaves on the rest of the recreation ground. The Clerk will notify the Football Club. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

There will be an S106 working group meeting in the new year to discuss contingency plans if the grant applications are unsuccessful.

13. R&A

a. Open spaces tenders and timetable

A request for tenders will be circulated to prospective contractors. Contracts, with a start date of 1 April 2023, will be approved at the February Parish Council meeting. The Clerk was asked to write to all contractors to thank them for their hard work over the year.

- b. Football Foundation Grant - Foxtton Parish Council and Foxtton Football Club partnership 50% funding £500 to £640 per year, for 6 years. Maximum annual budget £640 (within £1300 proposed for fertilizer/ weed control).**

Foxtton Football Club had advised that it would, in principle, like to go ahead with the Football Foundation grant on a 50/50 basis with Foxtton Parish Council. The Spring fertiliser application will be funded by the grant which could achieve a budget saving of approx. £700 for the Parish Council. Draft terms and conditions for the grant partnership had been circulated. It was agreed to update the wording of the terms and conditions to state that any annual contribution from the Parish Council towards the grant funding, for any treatments deemed necessary, would include an additional contribution for any parts of the recreation ground outside the designated areas.

It was agreed to progress with the Football Foundation Grant and approve a 50% contribution towards the grant of up to £640 per year for 6 years and to circulate the updated terms and conditions to Foxtton Football Club. Proposed Ian Francis, seconded Peter Tye. All agreed.

14. Finance

- a. Approve budget and precept 2023-2024**

An updated draft budget for the next financial year, 2023-2024 had been circulated to the Parish Council and an informal budget meeting had been held with councillors.

It was agreed to delay approval of the budget and precept until the January Parish Council meeting to allow clarification on open spaces costs. The precept application must be submitted by 31 January 2023. An additional budget of £100 will be included for flyers.

- b. Consider viring funds from unused budgets for skatepark work**

It was agreed to vire the following funds:

Open spaces: £2000

Highways street lights: £2335

EMR parking bays: £1523

Total: £5858

Vire £5858 to an ear marked reserve for skatepark fencing

Vire £1900 of contested election allowance to clerk budget.

Vire MAYD £300, admin: £838, donations: £250 and remainder of contested election £100 (total £1488 to ear marked reserves for tree works)

Proposed Caroline Illott, seconded Ian Francis. All agreed.

c. Royston & District Community Transport request for funding in next budget –
this will be brought to the January Parish Council meeting

d. Confirmation of (i) energy supply fixed contract and (ii) order for skatepark fence work; approve deposit payment to SportCourts £1464.25+VAT

The Clerk confirmed that a 3-year fixed contract had been set up with Yu Energy with the final quote coming in slightly less than the quote considered at the last Parish Council meeting. Annual cost: £704.27+VAT

The Clerk confirmed that an order had been submitted to SportsCourts for skatepark fencing repair following an onsite meeting with the contractor and parish councillors. It was agreed to pay the deposit to SportsCourts of £1464.25+VAT. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

e. Confirmation of finance working group (Caroline Ilott, Ian Francis, Pierre Redelinghuys)

It was agreed that Caroline Ilott, Ian Francis, Pierre Pierre Redelinghuys and Helen Tye would form the Finance working group alongside the RFO.

f. Approval of quotes:

i. Tennis court trees £236+VAT with contribution of £100 from Foxton Tennis Club

It was agreed to accept this quote from SW Gardens and accept the contribution of £100 from Foxton Tennis Club. The Clerk will notify SW Gardens and Foxton Tennis Club. Proposed Peter Tye, seconded Ian Francis. All agreed.

ii. Cutting back shrubs around playground and basketball court £206+VAT – delayed until February Parish Council meeting

iii. Cambridge Conservation Volunteers donation for coppicing day (if requested) £50 – proposed Caroline Ilott, seconded Ian Francis. All agreed.

iv. Bruce Barnes' clearance work at the back of the playground and to maintain access to recreation ground - change to 1hr per month (from 2hrs every other month) – all agreed

g. Approval of payments

The bank reconciliation and bank statements were reviewed and approved by Ian Francis.

Proposed Caroline Ilott, seconded Pierre Redelinghuys. All agreed.

Payments

Payments made (prior agreed)

1. Salary (SO) & pension - LGA 1972 s112	£1064.42
2. Google Ireland Gmail - LGA 1972 s111, s142	£41.40
3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£18.32 inc VAT

4. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£22.29 inc VAT
5. Foxtton Cricket Club October grass cutting - Open Spaces Act 1906 s9-10	£350.00
6. Friends of Foxtton donation for Christmas tree lights S137	£50.00

Approved by PC on 3 October 2022

Payments to be authorised

1. Parish Clerk Salary/ HMRC LGA 1972 s112/ LGA 1972 s111	1,198.37
2. Office Supplies (Tesco) LGA 1972 s111	£34.45
3. Office Supplies (Amazon) LGA 1972 s111	£6.94
4. SportsCourts UK Ltd - Open Spaces Act 1906 s9-10	£1757.10 inc VAT
5. Balfour Beatty - Parish Councils Act 1957, s3; Highways Act 1980 s301	£72.00 inc VAT
6. SW Gardens grass cutting November (1) - Open Spaces Act 1906 s9-10	£210 inc VAT
7. Foxtton Cricket Club November grass cutting - Open Spaces Act 1906 s9-10	£350.00

Payments received after agenda published

1. Ian Sayer & Co Quantity surveyor - S106	£3967.50 inc VAT
2. CAPALC planning training X 2 - LGA 1972 s111	£100
3. Foxtton Village Hall - LGA 1972 s111	£16.20
4. SW Gardens grass cutting November (2) - Open Spaces Act 1906 s9-10	£210 inc VAT
5. Peter Evans village warden - Open Spaces Act 1906 s9-10	£218.75

*Local Government Act

h. Consider looking into a Parish Council event licence – delayed until January Parish Council meeting

i. Response to MAYD request for continuing support and financial contribution – the Clerk will email Melbourn Parish Council to advise that Foxtton Parish Council will not be contributing towards MAYD in its next budget as local outreach was not going ahead and there has only been 3 attendances by one Foxtton resident since 30 March 2020.

15. Police Report – coffee with a cop update and next steps – report circulated. The Parish Council would like to improve police presence in Foxtton - ideas requested and suggestion to report problematic areas and support Foxtton neighbourhood watch.

16. Infrastructure

a. **Proposal to arrange a joint/ village group meeting with Anthony Browne MP to discuss a Foxtton bypass** – delayed until January Parish Council meeting

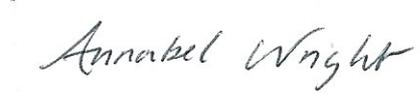
17. Response to Preschool re additional days at the village hall - update

Foxtton village hall trust have currently agreed that Preschool will continue with Mon, Wed and Thurs daytime bookings but will only have Tues on condition that if another long term user wants a space then Preschool might have to vacate on that day. Preschool are now considering this offer.

18. Items for next agenda – Rail user group presentation

19. Date and time of Parish Council Meeting: Monday 9 January 2023 at 7pm

The meeting closed at 10pm.

A handwritten signature in cursive script that reads "Annabel Wright". The signature is written in black ink on a white background.

Annabel Wright