

## **Draft Minutes of the Meeting held on Monday 6 March 2023 at 7pm**

**Present** Caroline Ilott, Peter Tye, Helen Tye, Ian Francis, Deborah Roberts, County Cllr. Peter McDonald and District Cllr. James Hobro. There were six members of the public present.

- 1. Apologies for Absence** – Geoff Barnes
- 2. Notification of councillor vacancy** – The Chair explained that there were four vacancies on the Parish Council with ten councilors required in total. It was considered that the Parish Council had a busy work load, especially with its current ongoing projects, and as a matter of urgency needed to reach out to Foxton residents for help. Without more councillors it may not be possible to progress ongoing projects, such as the playground project. The Clerk noted that a quorum of four councillors was required for Parish Council meetings and the numbers were now very tight. The Parish Council supported a leaflet drop to all households in the village, posters and online messaging with a ‘your Parish Council needs you’ message and a brief explanation of what the Parish Council does, its ongoing projects and the time commitment required of a parish councillor. A quote will be sought for printing a double-sided A4 leaflet.

### **3. Open Forum for Public Participation**

The Clerk explained that an email query from a local resident about the plans for the playground project had been received and circulated. The Parish Council will provide a written response.

One resident was interested in the 20mph application and was invited to speak under the agenda item (9b).

- 4. Members Declarations of Interest for items on the agenda** – none
- 5. To approve and sign the Parish Council minutes of the meeting of 6 February 2023**  
Proposed Deborah Roberts, seconded Helen Tye. All agreed. **To approve and sign the Planning Committee meeting of 19 April 2022** (approval of these minutes had been missed). Proposed Peter Tye, seconded Caroline Ilott. All agreed.  
Caroline Ilott signed the Parish Council minutes and the Planning Committee minutes.
- 6. Matters arising from these minutes:**  
Cllr. James Hobro advised, in relation to the leaning wall by the post office, that the District Council Enforcement department unfortunately did not have the legal power to intervene as the wall was on a boundary between two private properties. If the wall was leaning out over the pavement, then the situation would be different.

James had spoken to the shop tenant who will apply pressure by writing to the landlord. SCDC can write a letter of support if required and the landlord’s insurers could be

informed directly of the issue. The proposal for a cycle rack funded by SCDC Zero Carbon grant in this location is on hold until the wall has been made safe. The funding for the cycle rack needs to be spent within a year.

An online meeting, after the GCP executive board meeting on 16 March 2023, with officers and the Parish Council had been requested to discuss the Melbourn Greenway project. Dates will be circulated.

The Clerk had completed all actions.

Action Cllr Peter McDonald

- Provide Foxton roads and pathways survey data to the Parish Council.

Action Cllr James Hobro

- Circulate dates for online meeting with officers and Parish Council to discuss Melbourn Greenway plans
- Look into whether local residents can be informed directly by SCDC about trading licence applications in their immediate area in the same manner as residents are advised of planning applications by neighbours.

Action Caroline Ilott

- Obtain quote for village leaflet re Parish Council vacancies
- Questionnaire for 20mph feedback. This might be combined with the PC leaflet to the village.
- Prepare playground costs list in conjunction with parish councillors and Playground Working Group

Action Ian Francis

- Circulate dates for sports meeting
- Research bylaws

Action Clerk

- Respond to resident query re: playground project
- Respond to trading licence application (A10 layby) by 15 March 2023
- Publish environmental policy
- Send grounds maintenance and village warden contracts to contractors
- Confirm GMA membership
- Respond to the Football Club re fertiliser treatment
- Notify Tennis Club about decision not to allow access from a resident's property to the tennis club due to security reasons
- Email police about residents' concerns
- Update APM invitees on meeting format
- Obtain refund for streetlight electricity from Opus

- Seek additional quote for play equipment inspection
- Accept S W Gardens quote for playground clearance work

7. **County Councillor's Report** – a written report was published on the Parish Council website and Facebook and circulated to Parish Councillors. Please see published report for details.

Cllr. McDonald ran through the key points in his report (allocation of secondary school places, civil parking enforcement and Highways programmes including Station Road pavement repair).

Cllr. McDonald explained that all the roads and paths in the area are scanned and graded, with a scan every six to 12 months to enable comparison. Cllr. McDonald will provide Foxton survey data to the Parish Council.

*Cissy Sleigh arrived.*

8. **District Councillor's Report** – a written report was published on the Parish Council website and Facebook and circulated to Parish Councillors. Please see published report for details.

Cllr. Hobro ran through the key points in his report (budget setting and district council goals, increase in council tax by £5 per year for the average band D home, housing plan including a target of at least 75 new council homes each year, a holistic approach to cost of living support and wellbeing hubs).

## 9. Infrastructure

### a. Response to street trading licence application for a fast-food van in the lay-by near the A10 level crossing

The Parish Council had received a number of concerned emails from Foxton residents about this application. There was nowhere at this location for cars to pull up and it was considered too near the level crossing for safety. The Parish Council agreed to oppose this application and include residents' expressed concerns in its response. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

It was noted that residents in the area had expressed concern that they had not been notified directly by SCDC about this application. Cllr. Hobro will look into this further.

### b. Application for 20mph scheme in Foxton (27 Feb-30 April 2023)

<https://www.cambridgeshire.gov.uk/20mph-funding>

This scheme will be wholly funded by Cambridgeshire County Council with £100k available this year and £150k in the next two years but applications will be competitive. If an application fails in one year, it can be reapplied for in the following year. The scheme would apply to the main roads in the village.

It was considered that although enforcement may be difficult, the Parish Council had a duty of care to residents and a 20mph limit would act as a good deterrent for speeding with data showing that restrictions do work to encourage safer driving. There was concern over near misses and cars mounting the pavement. As much evidence as possible would be needed to support an application. Previous Speedwatch data and police accident data could be used. A questionnaire included in the leaflet to the village with a drop off box in the shop and an online form will be used to generate feedback from residents to demonstrate any support within the community.

It was proposed to apply for this scheme and request feedback from the village. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

A resident who lives on Fowlmere Road reported a near miss about a month ago when a white van mounted the pavement just in front of her as she was walking along. The resident was encouraged to notify the police. The resident also noted the dangerous access to the road from her property with poor visibility due to the high bank and no pavement.

A councillor replied that they had taken pictures of the narrow bends and damaged verges in the Village to support the application, and had witnessed a near miss with vehicles mounting the pavement.

#### **c. Update on LHI**

The installation dates for the 22/23 LHI scheme are awaited.

#### **d. Update on Melbourn Greenway**

Latest information on the Melbourn Greenway showed that the GCP will not consider including a footpath from the A10/ Shepreth Road to Foxton - this has been pushed back to Cambridgeshire County Council. The proposed crossing on the A10 will be a Toucan crossing giving equal right of way to pedestrians and cyclists.

The proposed Foxton Travel Hub will be considered at an executive board meeting in September 2023 only if it has been submitted and approved by CCC Planning Committee by then.

### **10. Preschool Update**

The Preschool will, subject to committee approval, be offering 4-days of care on Mondays, Tuesdays, Wednesdays and Thursdays from September 2023. Foxton Village Hall reserves the right to cancel the Tuesday session for regular hire by an alternative village group or hire providing an activity for an alternative village demographic which cannot be accommodated in a smaller room or alternative day/time. The existing Tuesday meeting room hire by the Over 60s group, twice a year must be accommodated. The period of notice for permanent cancellation is yet to be agreed between the Village Hall and the Preschool Committee, but should probably be around 8 - 10 weeks maximum.

*Cllr. McDonald and Cllr. Hobro left the meeting*

## **11. S106 Community playground project update and proposal**

Further to the decision at the February Parish Council meeting to move the playground project ahead in a phased approach, following a failure to secure large grant funding, the Parish Council and Playground Working Group are now putting a revised plan together. Phase 1 will remove some old play equipment that is nearing its end of life and install new equipment, trying to keep as much as possible of the original Jupiter Play design. Subsequent phases will involve going after smaller grant funding for additional play equipment and seating and planting would be considered. The proposed play area is reserved for the playground project. Costs are being worked out to get the best value for money and the revised plans will be put out to all residents as soon as possible. Some S106 funds will be retained to form seed money for further grant applications. There will not be another village consultation as the Parish Council can work from the original design and would like to avoid any further delay to implementing new play equipment.

A resident and member of the Playground Working Group outlined his suggestions for the revised playground plans. He was asked to bring these suggestions to the working group meeting to consider further.

*Cissy Sleigh and one member of the public left the meeting.*

A costed list of the revised plans for Phase 1 of the playground project will be brought to the April Parish Council meeting for approval and to form the basis of a tender contract. Alastair Russell could be employed to undertake the preliminary work of drawing up the tender contract and to manage the procurement process and project. The cost would be 4% of the total project price (compared to 8-10% normally charged by quantity surveyors) and will be considered at the April Parish Council meeting

## **12. R&A**

### **a. Sports Club meeting and request for permanent cricket club nets**

Dates will be circulated for a meeting with the Cricket and Football Clubs. The Cricket Club has asked the Parish Council whether the revised playground plans would allow room for a permanent cricket net. The area for the proposed playground remains unchanged. It was proposed to discuss the Cricket Club's requirements at the sports club meeting.

### **b. Update on gym equipment installation and insurance**

New gym equipment, paid for by the Recreation Ground Trust, Foxton had now been installed on the recreation ground and had received good feedback. The equipment is insured by the Parish Council at no extra cost (and as such the Parish Council has the responsibility to risk assess and maintain the equipment).

### **c. Update recreation ground rules for remote control car use and display full set of rules**

It was agreed that the current recreation ground rules provide for any danger presented from using large/ fast remote-control cars: *“any activity which may be*

*dangerous to other Users is strictly prohibited” and “The following activities are not permitted at any time: [...] Any activity which may endanger or offend other Users”.* The full recreation ground rules will be put on the notice board at the Pavillion and bylaws will be looked into.

- d. Parish Council environmental policy** – a draft policy had been circulated. Proposed Peter Tye, seconded Deborah Roberts. All agreed. The policy will be included with the new grounds maintenance and village warden contracts.
- e. Approve terms of grounds maintenance and village warden contracts**  
Draft contracts with updated terms had been circulated. Proposed Peter Tye, seconded Deborah Roberts. All agreed
- f. Update on Football Foundation Grant and consider recreation ground fertiliser requirements**  
The grant application process allowing Parish Councils to apply as lead applicant had been delayed until May 2023. It was agreed to wait until the Autumn before considering applying any fertiliser treatment and this will be discussed at the sports club meeting.
- g. GMA annual membership renewal £175**  
It was considered that the GMA (Grounds Maintenance Association) membership had resulted in a saving on the previous pitch report and provided independent advice. Proposed Peter Tye, seconded Ian Francis. All agreed.
- h. Resident request for Tennis Club access gate on border of Parish Council land**  
A resident bordering the boundary of the tennis club had requested a gated access to the tennis club, which is on Parish Council land. It was agreed that access should not be granted as this would be a security issue allowing resident access to a secured area of the recreation ground. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.
- i. Proposal for Illingworth way footpath to rec lighting £237.50+VAT per unit**  
A proposal for vandal proof, solar powered low bollard lighting to improve the visibility of the footpath was presented to the Parish Council. This will be brought to the August Parish Council meeting for consideration. It was noted that there was no specified budget for this.
- j. Update on Men’s Shed from Shepreth Parish Council**  
Three residents from Foxton have shown interest in setting up a Men’s Shed, the project being led by Shepreth Parish Council. Foxton Parish Council does not have the capacity to take this project forward, and the clerk has asked Shepreth Parish Council if interested residents could contact them directly (a response is awaited).

### **13. Planning update and Planning Committee Chair and members**

It was agreed that Caroline Ilott, Peter Tye and Deborah Roberts will form the new planning committee, now that Pierre Redelinguys had left. Proposed Helen Tye, seconded Ian Francis, all agreed.

The Chair will be decided at the next Planning Committee meeting. There is a planning committee meeting scheduled for 20 March 2023 at 7pm at Foxton Village Hall to consider the application at 32 Fowlmere Road.

The application for a new garage at 1 Hall Close had been refused.

#### **14. Police update**

A police representative was invited to the Annual Parish Meeting but disappointingly could not attend. Community police liaison meetings are now held online. The Neighbourhood Watch are looking to recruit new members. The Clerk will email the police with any current issues.

#### **15. Confirm invites and format for Annual Parish Meeting on Monday 24 April 2023 at 7pm**

Confirmed invites: County Councillor Peter McDonald, District Councillor James Hobro and representatives from Friends of Foxton Woods, Foxton Twinning, Rail Partnership, Neighbourhood Watch, Care Together, Over 60s Group and Foxton Village Hall. In addition to a brief Chair summary (and finance report), it was agreed to allow a 3-minute report per group with informal Q&A and to provide refreshments.

#### **16. Finance**

##### **a. Update on street lighting overcharge**

The Clerk advised that a credit had been applied on both the Yu Energy and Opus accounts. Opus had continued to charge the Parish Council for electricity, despite the account having been transferred to Yu Energy in November 2022. The Clerk will follow up with Opus to ensure the credit is refunded to the Parish Council's bank account. The Chair thanked the Clerk for her effort in resolving the issue and for pursuing some compensation from Opus on behalf of the Parish Council (a response from Opus about this is awaited).

##### **b. Quotes**

###### **i. Internal auditor appointment £95+VAT**

It was agreed to appoint LGS Services who have provided a timely and good service to date and whose costs remain the same as last year. Proposed Caroline Illott, seconded Peter Tye. All agreed.

###### **ii. Clerk broadband and phone – increased charge £3.63 per month (total £39.38)**

Proposed Deborah Roberts, seconded Ian Francis. All agreed

###### **iii. ROSPA whole recreation ground and equipment inspection £493+VAT**

The gym equipment was new and remedial work had recently been carried out on the skatepark. It was questioned whether an inspection could wait until the new playground equipment had been installed. The Clerk recommended that an inspection was carried out on an annual basis to meet insurance best practice requirements. It was agreed to obtain a further quote for the playground and skatepark and to bring the quote to the April Parish Council meeting.

iv. **Cut back shrub and brambles in playground £93+VAT**

It was agreed to accept S W Gardens quote. Proposed Peter Tye, seconded Deborah Roberts. All agreed.

c. **Approval of payments in attached schedule**

*Invoices received after the agenda has been published may be brought to the Parish Council meeting for approval*

Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

**Receipts and payments**

**Receipts**

1. VAT reclaim - LGA 1972 s111	£2165.04
2. RGT recharge for minute secretary - LGA 1972 s111	£853.73
3. Lloyds bank S106 bank interest - LGA 1972 s111	£29.90
4. Lloyds bank general bank interest - LGA 1972 s111	£29.76

**Payments**

**Payments made (prior agreed)**

1. Salary (SO) and pension - LGA 1972 s112, s111	£1033.74
2. Google Ireland Gmail - LGA 1972 s111, s142	£36.80
3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£21.11 inc VAT
4. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£49.41 inc VAT
5. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£53.59 inc VAT
6. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£10.31 inc VAT

**Payments to be authorised**

1. Parish Clerk Salary, tax/ NI and expenses - LGA 1972 s112/ LGA 1972 s111	£408.37
2. SW Gardens clearance by tennis court - Open Spaces Act 1906 s9-10 ( <i>money owing on previous invoice as only pre vat amount paid</i> )	£44.80 inc VAT
3. Bruce Barnes clearance behind playground - Open Spaces Act 1906 s9-10	£20
4. Bruce Barnes clearance church boundary - Open Spaces Act 1906 s9-10	£200
5. SportsCourts fencing by skatepark and compound - Open Spaces Act 1906 s9-10	£5271.30 inc VAT
6. Peter Evans village warden - Open Spaces Act 1906 s9-10	£252.00
7. Foxton Village Hall meeting room hire (x2) - LGA 1972 s111	£32.40

LGA: Local Government Act

**17. Items for next agenda**

**18. Date and time of Parish Council Meeting: Monday 3 April 2023 at 7pm**

The meeting closed at 9.15pm.

*Annabel Wright*

Annabel Wright, Foxton Parish Clerk, 9 March 2023