

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

**Present** Caroline Ilott, Peter Tye, Helen Tye, Ian Francis, Pierre Redelinghuys, Deborah Roberts, County Cllr. Peter McDonald and District Cllr. James Hobro. There were three members of the public present including a representative of Foxton Cricket Club.

**1. Apologies for Absence** – Geoff Barnes

**2. Open Forum for Public Participation**

The Clerk read out an email query from a local resident asking whether a light could be installed on the recreation ground end of the Illingworth Way footpath to improve safety and security. The Parish Council will look into feasible options and reminded residents that it was advisable to carry a torch when accessing the recreation ground after dark.

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

**4. To approve and sign the Parish Council minutes of the meeting of 9 January 2023 and Planning Committee meeting of 23 January 2023**

Proposed Deborah Roberts, seconded Peter Tye. All agreed. Caroline Ilott signed the Parish Council minutes and Pierre Redelinghuys signed the Planning Committee minutes.

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

The overgrown tree on the junction of High Street and Station Road, impeding the light from the lamp post, had been pruned by County Council Highways. Future pruning of this tree will be the responsibility of the resident owner.

*Cllr. McDonald arrived*

The Clerk had emailed Sarah Phillips, SCDC to express an interest in the trial recycling bin scheme; shared information on the Rail Partnership group on website/ Facebook; submitted the precept to SCDC; renewed Cambridgeshire Acre membership. The clerk will report to the Parish Council outside of the meeting on Microsoft software options and is due to have a demo of the website forms facility on Friday. The donation to Royston & District Community Transport will be made in the new financial year.

Action Cllr James Hobro

- Chase response from SCDC re leaning wall at Foxton shop
- Provide latest updated Melbourn Greenway plans regarding the route through Foxton to Parish Council and organize zoom call with officers and Parish Council to discuss plans

Action Caroline Ilott

- Confirm costs agreement for LHI scheme
- Consider website form for 20mph village consultation

Action Clerk

- Follow up with Football Foundation on grant
- Ask Foxton Cricket and Football clubs if they have any home games scheduled for the Coronation weekend.
- Confirm grass cutting and village warden contracts
- Check approval of 19 April Planning Committee minutes
- Invite village groups to the Annual Parish Meeting
- Confirm church donation

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

Cllr. McDonald reported on the rise in council tax of 4.99% and the future plan for bus services (extra £12 annual charge on top of Council Tax charges from the Cambs & Peterborough Combined Authority -the Mayor's office, to ensure a bus service for the next three years and continued subsidised fares) – see published report for detail.

A councillor asked whether smaller, more environmentally friendly, village 'hopper' buses could be provided for the local area to manage road conditions better and be cheaper to run. Cllr. McDonald advised that a 2-year trial scheme in St Neots providing an on-demand service of smaller buses had been successful and could be rolled out further. It proved cost effective and could be a good model for Foxton.

The Parish Council had provided a written report to Cllr. McDonald detailing examples of Highways and their contractor's system delays in getting work carried out in Foxton and asked Cllr. McDonald to raise these issues with the County Council Transport Committee.

Cllr. McDonald confirmed that the headline read out of the congestion charge survey results will be provided in March 2023 and a formal response will be provided in June 2023.

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

Cllr. Hobro ran through the key points in his report (new battery collection with recycling, defibrillator funding, government consultation on planning policy closing 2 March 2023, council houses key amnesty and more homes needed for Ukrainian guests). Please see published report for details.

Cllr Hobro updated the Parish Council on the Melbourn Greenway progress. After analysing feedback from the consultation conducted in October 2022, the Greater Cambridge Partnership (GCP) is due to submit detailed plans for the Melbourn Greenway to its Joint Assembly on 16 February 2023. If approved, the plans will be considered by the GCP Executive Board on 9 March 2023. This will allow the next stages of the project to go ahead, including construction work on sections where only council land is required and where no additional planning permission is needed. Cllr. Hobro will ask for the latest version of the plans to be provided to the Parish Council, which will likely be after the Joint Assembly meeting on 16 February. Issues raised and to be checked: location of crossing and confirmation on lighting option for the A10/ Shepreth road junction. A zoom call with officers and the Parish Council was requested to discuss the plans and village requirements.

## **8. Infrastructure**

### **a. Update on Local Highways Improvement scheme (LHI) and approve either (i) additional cost of £2000 to cover County Council contractor's increased costs; or (ii) reduce scope of project to meet budget previously set by the Parish Council**

Despite the costs of the LHI scheme being confirmed by Cambridgeshire County Council and since budgeted for by the Parish Council in next year's precept, the County Council's contractor, Milestone, has increased its costs by approximately 20%. The Parish Council acknowledged the difficult economic climate and expressed its dissatisfaction that the costs had increased after a delay of approximately two months. Proposals for a 20mph speed limit under the Melbourn Greenway plans were not certain enough and could be implemented some years from now. The Parish Council considered reducing the scope of the project by removing one buffer zone but decided it was in the best interests of the village and safety of residents to proceed with the agreed LHI plan and pay the increased cost of £2002.40 from general reserves, with the expectation that works would be implemented asap. Proposed Deborah Roberts, seconded Ian Francis. All agreed.

### **b. Update on 20mph scheme and consider Foxton application (open Feb-April 2023)**

Cllr. McDonald advised that applications for the 20mph scheme would be open towards the end of February or beginning of March 2023. The next Highways Committee meeting is on 7 March 2023, after which guidelines would be issued on how to apply, overall cost and whether Parish Council's would need to contribute towards the cost of the scheme. Evidence of community support would be required for the application. The website form could be used for this purpose.

### **c. Update on village road sign restoration by village warden, High Street tree cut back and storm drains work on the High Street and at Hillfield**

The village Barrington Road/ Cambridge sign from the junction of High Street and Station Road is being restored by the village warden. As the old paint work was

lifting off, it was agreed that a reflective vinyl background and lettering would now be applied with identical font to the old lettering. This application will be used for two other village road signs.

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

**9. Preschool Update – no report provided (apologies received post meeting)**

**10. S106 Community playground project update on grant application failure, consider next steps and a review of existing equipment**

The Parish Council's expression of interest for an Amey Community Fund had been unsuccessful. Amey had £100K available and requests for funds from 14 projects totalling £800K. Amey prioritised projects with the highest urgency and a good level of partnership funding. As the original playground project depended on grants from both Amey and FCC, the FCC application had been withdrawn. The grants are available quarterly throughout the year. Various options to progress the project were considered by the Parish Council, including reducing the size of the project and implementing the project in stages.

Sovereign Play will be reviewing the current playground site, free of charge, with a view to advising what equipment could be repaired. All councillors are welcome to join the meeting on 9 February 2023.

The play project had been ongoing for two years and residents of Foxtan were looking forward to a new playground being installed. The Parish Council had about a third of the funds required for the project in its current design. It was agreed to avoid any further delay, to implement the project in phases, as funds allowed. The first phase would use part of the funds available to remove old equipment and install a few of the pieces of equipment in line with the Jupiterplay design, hopefully this year. Grants of a more achievable size could be applied for again in due course for which third party funding would be required. A revised costed plan would be brought to the March Parish Council meeting and the final revised plan displayed at the Annual Parish Meeting on 24 April 2023 (7pm). The S106 working group will be informed of the Parish Council's plans. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

RGT funded gym equipment will be installed on the recreation ground on Wednesday 8 February 2023.

**11. R&A**

**a. Update on Football Foundation Grant**

The Parish Council's application for the Football Foundation Grant had been unsuccessful as parish councils are currently unable to apply as the lead applicant (despite previous advice to the contrary). The Football Foundation is expecting the

process to change in the next few weeks to allow the Parish Council to apply. The clerk will follow up on this in mid- February.

**b. Consider quotes and award contracts for: village verges, recreation ground and Dovecote field grass cutting/ maintenance; weed spraying; and village warden contracts**

i. **Village verge grass cutting/strimming/hedge cutting and litter picking: Quote A £8010, Quote B £5325+VAT, Quote C £38,246.22.** Quote A from DP Garden Works was approved as an annual contract starting on 1 April 2023, based on a high quality, flexible and good value service. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

ii. **Recreation ground grass cutting: Quote A £2900, Quote B £2664.75+VAT, Combined Quote C £5150.** Quote C, a combination of play area grass cutting by Foxton Cricket Club (£2000) and recreation ground outer areas by S W Gardens (£3150) was approved as annual contracts starting on 1 April 2023. After discussion, one councillor favoured Quote A, two councillors favoured Quote B and three councillors favoured Quote C. A vote was taken - three voted for, three voted against with the Chair having a casting vote in favour of Quote C. Proposed Caroline Ilott, seconded Helen Tye. Quote C was approved. The decision to approve Quote C was based on continuing the current quality service provision for the village.

A representative from Foxton Cricket Club gave his reflection on the decision stating the village would now have the best of both worlds, and that the contractor covering the recreation ground outer areas had done an excellent job last year.

iii. **Dovecote field (x 2 cuts and removal of cuttings) and Dovecote boundary cut: Quote A £700, 2 no quotes as unable to remove cuttings.** This quote from DP Gardens was approved. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

iv. **Weed control: Quote A £420+VAT.** This quote from Progreen, for one application on the recreation ground, Parish Council car park and Illingworth Way path was approved. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

v. **Village warden: Quote A £18 per hour (contract: At quiet times, 1.5 to 2 hours a week, at busier times maximum of 4 hours per week).** It was agreed to extend the Peter Evans' contract for another year from 1 April 2023. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

*The Cricket Club representative left the meeting*

**c. Consider whether there are any Coronation village celebration plans**

The Parish Council had not been notified of any village plans for the Coronation and will use the new website forms function to ask residents if they had any plans for using the recreation ground over the Coronation weekend (6 May 2023). The clerk will ask Foxton Cricket and Football clubs if they have any home games scheduled for this weekend (response needed by the March Parish Council meeting).

**12. Parish Council recruitment and engagement and information dissemination – next steps**

The Parish Council will use the Annual Parish Meeting to kickstart the engagement process and encourage recruitment to the Parish Council.

**13. Planning Committee report; update terms of reference (inc. quorum of three)**

It was noted that the planning minutes dated 19 April 2022 were unsigned. The clerk will check whether these still need to be approved.

It was agreed to update the Planning Committee terms of reference to allow a quorum of three and updated wording as follows:

*The Planning Committee will be determined by the Parish Council, reviewed at the Parish Council annual meeting and shall consist of a minimum of 3 members of the Parish Council. The Committee will appoint a Chair at its first meeting of the year. A meeting must have 3 members of the Parish Council present to be quorate.*

Proposed Caroline Ilott, seconded Peter Tye. All agreed.

**14. Police update – catalytic converter thefts and policing responsibility, consider inviting Neighbourhood Watch to March Parish Council meeting and APM**

Recent catalytic converter thefts in the village and local area and police response times were discussed. A police representative and the Neighbourhood Watch will be invited to the Annual Parish Meeting. Following the meeting, the Parish Council will write to the police commissioner for Foxton, copying the MP, with any concerns raised.

**15. Finance**

**a. RFO report**

A report had been circulated.

**b. S137 St Laurence Church grant for its charitable purpose £750**

After considering the requirements of S137 and NALC guidelines, the Parish Council approved a donation of £750 to St Laurence Church to further its charitable purpose on condition that the church would now commission a survey on an extension to the churchyard. The Parish Council agreed this donation was a proportionate sum of money for the benefit to residents. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

**c. Approve transfer of S106 funds (up to £15k) from Foxton Parish Council's Lloyds savings account to Unity Trust Savings account to benefit from higher interest return (FSCS protection £85k per bank)**

A transfer of £15k from the Lloyds S106 savings account to the Unity Trust S106 savings account was approved. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

**d. Balfour Beatty street light maintenance renewal (3 years, no price increase)**

On consultation with the Parish Council, the clerk had renewed the Balfour Beatty street light maintenance agreement which expired on 1 February 2023 for a further term of three years. The Parish Council was in agreement with this decision.

**e. 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 Deborah Roberts, seconded Ian Francis. All agreed.

**Receipts**

1. Lloyds bank S106 bank interest - LGA 1972 s111	£25.43
2. Lloyds bank general bank interest - LGA 1972 s111	£24.84

**Payments**

**Payments made (prior agreed)**

1. Salary (SO), pension - LGA 1972 s112	£1067.67
2. Google Ireland Gmail - LGA 1972 s111, s142	£36.05
3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£24.57 inc VAT
4. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£109.44 inc VAT
5. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£73.82 inc VAT
6. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£79.97 inc VAT
7. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£15.29 inc VAT
8. Peter Evans - Open Spaces Act 1906 s9-10	£108.00
9. Aubergine annual website hosting - LGA 1972 s111	£238.80
10. Lexis Nexis Arnold Baker Local Govn. Publication - LGA 1972 s111	£131.99
11. Red Shoes Payroll - LGA 1972 s112/ LGA 1972 s111	£76.80
12. Cambridgeshire Acre - LGA 1972 s111	£57.00 inc VAT

**Payments to be authorised**

1. Parish Clerk Salary, HMRC - LGA 1972 s112/ LGA 1972 s111	£78.98
2. Parish Clerk expenses LGA 1972 s111 ( Microsoft Office, mileage, postage)	£15.91
3. Peter Evans village warden - Open Spaces Act 1906 s9-10	£144.00
4. SW Gardens clearance by tennis court - Open Spaces Act 1906 s9-10	£224 inc VAT
5. Aubergine website forms module (annual) - LGA 1972 s111	£60.00 inc VAT
6. Foxton Village Hall electricity recharge - LGA 1972 s111	£97.20
7. SP Landscapes tree work - Open Spaces Act 1906 s9-10	£3036 inc VAT

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| 8. Foxton Village Hall meeting room hire (x2)- LGA 1972 s111   | £28.45 |
| 9. Foxton Parish Council Treasurers A/c top up - LGA 1972 s111 | £71.57 |

*NB: potential overcharge for street lights since change of electricity supplier being queried*

LGA: Local Government Act

**16. Format for Annual Parish Meeting on 24 April 2023 at 7pm**

The meeting will comprise a short report from the Chair (*post meeting note: and RFO presentation of accounts*) and a more informal Q&A with village groups. The clerk will invite village groups to the meeting.

**17. Items for next agenda**

**18. Date and time of Parish Council Meeting: Monday 6 March 2023 at 7pm**

*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 about to be transacted on the following agenda item.*

Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

**19. Consider response to letter from Crawford Chartered Loss Adjusters on behalf of their client at 46 Illingworth Way, Foxton re a subsidence claim**

Due to its sensitive and confidential nature pertaining to an insurance claim, this item was discussed in a closed meeting of the Parish Council.

The meeting closed at 9.20pm.

*Annabel Wright*

Annabel Wright, Foxton Parish Clerk, 9 February 2023