

Draft Minutes of the Annual Meeting held on Tuesday 9 May 2023 at 7pm

Present Caroline Ilott, Peter Tye, Helen Tye, Ian Francis, Deborah Roberts. Two members of the public present.

- 1. To elect the Chair of the Council & to receive the Chairman's Declaration of Acceptance of Office** – Caroline Ilott was elected as Chair of the Council. Proposed Deborah Roberts, seconded Helen Tye. All agreed. The Chair signed the Declaration of Acceptance of Office before the Clerk.
- 2. To elect the Vice Chair of the Council & to receive the Vice Chairman's Declaration of Acceptance of Office** – Peter Tye was elected as Vice Chair of the Council. Proposed Deborah Roberts, seconded Helen Tye. All agreed. The Vice Chair signed the Declaration of Acceptance of Office before the Clerk.
- 3. Apologies for Absence** - none
- 4. Open Forum for Public Participation** - none
- 5. Members Declarations of Interest for items on the agenda** – none
- 6. To approve and sign the Parish Council minutes of the meeting of 3 April 2023**
Proposed Ian Francis, seconded Peter Tye. All agreed. Caroline Ilott signed the minutes.
- 7. Matters arising from these minutes:**
All Clerk actions completed.

Action Cllr Peter McDonald

- Follow up on (i) the 2-month delay in Milestone's report on the broken run of storm drain pipe on the High Street

Action councillors

- Attend onsite meeting with GCP re Melbourn Greenway

Action Caroline Ilott

- Oversee set up of MVAS units and volunteer training/ risk assessment

Action Peter Tye

- Seek revised quote from the Dylan Group for play tower refurbishment

Action Ian Francis

- Update recreation ground rules/ sports clubs' terms and conditions for circulation

Action Clerk

- Publish Parish Council news bulletin online in June and basketball use questionnaire
- Prepare MVAS unit risk assessment
- Write to the Football Club, the Cricket Club and Dynamos re considerate parking on the High Street, Foxton
- Return signed appointment contract to Ian Sayer (Playground project quantity surveyor/project manager)
- Seek CAPALC advice re 3-quote threshold in Financial Regulations and increasing the threshold
- Submit 3 planning responses
- Submit approved AGAR and supporting docs and publish AGAR
- Publish updated asset and risk registers; updated standing orders, financial regs and scheme of delegation; and personnel committee terms of reference
- Contact Eddie Done to order phone box repair work
- Update Foxton Football Club and Foxton Cricket Club about the Football Foundation Grant now open to Parish Councils and ask Andy Cambridge if he is able to undertake the pitch power report.
- Send letter re 32 Fowlmere Road to land owner/ architect and the police

8. Parish Council vacancies and risk of Parish Council becoming inquorate and approval of copy for June Laurentian

The Parish Council has 5 vacancies and, with a quorum of 4 required, is at risk of becoming inquorate for holding meetings in the event of two councillors being unable to attend a meeting. In the event of an inquorate council, the Clerk would be able to make regular payments in accordance with the delegation authority outlined in its Financial Regulations and certain delegated decisions relating to planning and personnel matters could be made by a committee with a minimum quorum of three councillors.

The June copy of Parish Council news for the Laurentian was approved. The news will be published online in June and the Clerk will add a short form questionnaire to the Parish Council website to assess basketball court use. The Parish Council previously agreed to cover the £85 cost of the additional distribution to all houses in Foxton and members of the Parish Council will help with distribution.

9. Infrastructure

A report had been circulated.

a. Update on 20mph application

The Parish Council submitted an application to Cambs. County Council for a 20mph speed restriction in Foxton following a positive response from Foxton residents to a questionnaire distributed to all households and online. A response from the County Council is due in July. 192 of 214 responses supported the scheme. It was noted that bids to benefit from this scheme would be highly competitive but if the Parish Council was unsuccessful this year there would be an opportunity to apply again in subsequent years.

- b. Update on LHI 22/23 installation of infrastructure work. MVAS risk assessment to be completed. Authorise Parish Councillors and named volunteers to (i) program, move and alter the location of the MVAS units; and (ii) provide data to Cambridgeshire County Council. Volunteers must be provided with MVAS training and safety guidance and all volunteer names should be provided to the Parish Clerk.**

The two Parish Council owned, solar powered, MVAS units had been collected from Cambs. County Council Highways. The County Council had begun the installation of posts for the MVAS units and the 40mph buffer zones. There are 8-9 volunteers who will assist with moving the 2 MVAS units between the 4 post locations (2 on Barrington Road, 1 on Shepreth Road and 1 on Fowlmere Road) and 2-3 volunteers will assist with programming and data capture. A risk assessment will be completed and reviewed regularly. It was noted that the MVAS units must be moved by 2 people at a time and training and high viz jackets would be provided.

- c. Update on GCP meeting with the Parish Council and District Cllr. James Hobro re Melbourn Greenway in Foxton**

An online meeting between the GCP, Parish Council and Cllr. James Hobro was held on 17 April 2023. The GCP has agreed to attend an onsite meeting with councillors in Foxton to assess some of the issues with the current proposed plans, raised by the Parish Council. The Parish Council had provided photo evidence to the GCP to evidence the issues raised.

- d. Issue raised about parking outside the village shop during/ after sports matches**

Concern has been raised with the Parish Council about the use of the County Council designated 30-minute parking bays outside the village shop during and after sports matches preventing shop users with access needs from parking near the shop.

It was agreed to write to the Football Club, the Cricket Club and Dynamos to request that sports club members and visiting teams were reminded to be considerate when parking on the High Street, to ensure all residential access is maintained, and to keep the designated parking bays in front of the shop clear for shop users (particularly those who may have access needs such as the elderly).

Cars that were parked in the bays for a long period of time could be reported to the police.

10. Playground project to approve:

- a. Alistair Russell Quantity Surveyor and Project Management contract £3,600**

It was noted that the contract was for a fixed fee of £3600, based on 4% of the total expected project cost of £90,000. Proposed Ian Francis, seconded Deborah Roberts. All agreed. The contract was signed by the Chair and Clerk.

b. Timeline for phase 1

c. Design brief for tender and contract documents

Items b and c were considered together and a report outlining the proposed timeline, design brief and equipment list had been circulated. It was noted that a roundabout and under 5s multi play unit would be dependent on grant funding. The evaluation parameters were weighted with 40% for price and 60% for quality. Alastair Russell, the appointed quantity surveyor and project manager, will prepare the invitation to tender that will be published on the procurement portal. The proposed timeline, design brief and equipment list were approved for submission with the invitation to tender subject to final amendments. Proposed Peter Tye, seconded Ian Francis. All agreed.

d. Evaluation committee to consider all bids received from the tendering process

It was agreed that Caroline Ilott, Deborah Roberts, Catherine Cairns and the Clerk will form the bid evaluation committee with Alastair Roberts attending in an advisory role. Any recommendations will be brought to the Parish Council for approval and it was noted that an extraordinary meeting may need to be set up for this. Proposed Peter Tye, seconded Ian Francis. All agreed.

e. Refurbishment of multi-play unit Quote A £7045+VAT, Quote B £4,228.72+VAT (2 further companies were approached but declined to quote)

It was noted that some residents had requested that play equipment be reused if possible. Further to a professional inspection of the play equipment it was determined that much of the play equipment needed to be replaced but the existing play tower was suitable for refurbishment.

Four quotes had been sought but only two costed quotes had been received, with two companies declining to quote. It was noted that contractor availability for remedial work of this type was limited due to contractor's workload and an unwillingness to work on refurbishing equipment, rather than supplying new equipment. Quote B had increased to £7538+VAT after a further site inspection. The site inspection had resulted in recommendations for additional refurbishment of items on the play unit, such as a climbing ladder needing to be replaced, repairs of the ground surfacing and the re-purposing of an item from one of the existing pieces of play equipment, all of which increased the overall cost. It was agreed to accept a quote from the Dylan Group (provider of Quote B) up to a cost of £7500, subject to confirmation from CAPALC that the Parish Council had met its obligations to obtain 3 quotes for costs over £5000. The Dylan Group will be approached to see if it can lower its quote. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

Post meeting note: CAPALC advised that the Parish Council would meet its obligations under the Financial Regulations if it can (i) demonstrate that it strived to obtain 3 quotes; and (ii) agreed and minuted to accept less than 3 quotes in this instance. There is no need to increase the threshold in the Financial Regulations as the Parish Council is able to accept less than 3 quotes where it can demonstrate that it strived to obtain 3 quotes.

11. Planning

- a. Reference: 23/01208/ADV, Site address: The White Horse, 45 High Street Foxton
Installation of illuminated and non-illuminated signs to the exterior of the building**

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01208/ADV>

Foxton Parish Council unanimously agreed to recommend approval of this application with the following planning comment:

Foxton Parish Council unanimously agreed to recommend approval of this application. However, the Parish Council considers that given the site is within the village conservation area, and close to residential properties, it agrees with the view of the SCDC Conservation Officer that lighting should be of a low wattage and there needs to be a conditional cut off point. The Parish Council suggests that there should be no illumination on the frontage or side of the building after the pub's official hours of opening. This will be in order to respect the right of neighbouring properties to night time ambience.

- b. Reference: 23/01446/HFUL, Site address: 1 Hall Close, Foxton
Construction of detached garage at front of property.**

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01446/HFUL>

Foxton Parish Council unanimously agreed to recommend refusal of this application with the following planning comment:

Foxton Parish Council unanimously agreed to recommend refusal of this application. The Parish Council asks SCDC to please refer back to its recent refusal on the same site (ref 23/00068/HFUL) and reasons given therein.

The Parish Council feels that the reasons for refusal have not changed nor been overcome. The building would be in the front garden close to the road and out of the local building line and its present configuration. Gardens in the area are large, well vegetated and consistent to the area around. Although the height has been reduced the position, size and bulk of the building have not changed.

The Parish Council considers the building would still be ugly, far too large, wrongly positioned and incongruous to its surroundings. It is of poor design, and would be a most unattractive and out of keeping addition to the street scene which the Parish Council trust will once again be avoided.

The Parish Council also has serious concerns in relation to the TPOd ancient oak tree which is extremely close to where this building would have its foundations. This is the oldest and possibly largest tree within the village and any groundworks would therefore likely have serious detrimental or indeed dangerous consequences for its survival and in the light of its village importance, these consequences must be avoided at all cost. The oak tree TPO was done in November 2019 by the SCDC Tree Officer and this should be checked in the light of the previous refused application delegation report stating there was no TPO.

- c. Reference: 23/01512/FUL, Site address: Moores Farm
Erection of domestic stables, hay barn and menage**

Foxton Parish Council unanimously agreed to recommend approval of this application with the following planning comment:

Foxton Parish Council agreed to recommend the application based as it is upon written statements within the application as to it being both personal for the applicants and agricultural in use (therefore policy compliant). It also clearly states within the documents that this application is simultaneously and intimately connected to the previous and recent approval on the original site building (grain store) for a change of use from agricultural to domestic that falls within the same curtilage of land and stated ownership.

Therefore in order that there be no future misunderstandings as to its use or constraints the Parish Council respectfully ask that any approval should be conditioned in such a manner that the whole site is to be clearly defined as to be of a coalescence and is clearly seen as merged as one unit not two completely separate units. This to be undertaken by some form of formal wording that the Parish Council is happy to leave to the SCDC legal and planning officers to deal with. This should help avoid any future splitting of the site area which could then result in further attempts at urbanisation in the open countryside which though not supported by policies that protect such land from inappropriate or speculative development could be attempted.

The Parish Council also requested that there be a condition applied so as to clarify that there can be no commercial use made of the whole site, for example a commercial livery use.

d. Burlington Press application approved

It was noted that the second main Mission Street application for building work at the Burlington Press site had been approved and the Parish Council was keeping an eye on planning conditions as they are submitted.

The Parish Council had received confirmation that application 23/00610/FUL for 32 Fowlmere Road Foxton would not be referred to Planning Committee, despite the Parish Council's request for this. The Parish Council was reassured by the reasons given for this decision.

12. Review of internal auditor report for year ending 31 March 2023

The Parish Council records, including policies, financial documents and minutes, were reviewed by the internal auditor and the internal auditor report circulated to the Parish Council.

The Parish Council considered the internal auditor report and it was noted that the internal auditor raised no points or issues and had provided a signed report to be sent to the external auditor.

13. Annual Return for year ending 31 March 2023

a. Section 1 - Complete and approve the Annual Governance Statement 2022/2023

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the arrangements of the Accounting Statements, and all agreed, to the best of their knowledge and belief with respect to the Accounting Statements for the year ended 31 March 2023, the following:

Statement 1 - Yes
 Statement 2 - Yes
 Statement 3 - Yes
 Statement 4 - Yes
 Statement 5 - Yes
 Statement 6 - Yes
 Statement 7 - Yes
 Statement 8 - Yes
 Statement 9 - Yes

The Parish Council unanimously approved the Annual Governance Statement 2022/2023.

b. Section 2 - Approve the Accounting Statements 2022/2023 as presented by the RFO

The Parish Council considered the Accounting Statements 2022/2023, as presented by the RFO, and these were unanimously approved. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

14. Review and approve

a. Bank accounts, bank signatories and direct debits

The Parish Council has the following bank accounts:

Unity Trust Bank Current Account – main account for day-to-day transactions
 Unity Trust Instant Access Account - S106 funds
 Lloyds Treasurers Account – used for debit card payments and topped up to £500
 Lloyds 32-day Notice Account – general reserves savings
 Lloyds S106 Account – S106 funds
 Barclays FPC Base Rate – S106 funds
 Barclays Saver Account - zero balance

S106 funds and savings have been shared between three different banks in order to protect the money under the FSCS deposit protection limit of £85,000.

Direct debits and standing orders as follows:

Clerk salary standing order: £1000

Direct Debits:

Unity Trust service charge - £18 quarterly
 Nest pension- variable
 Opus Energy DD metered street lighting - variable
 Yu Energy DD unmetered street lighting - variable
 Google Cloud gmail - variable depending on number of email accounts set up
 Information Commissioner's Office (ICO) data protection registration fee - £35

Bank signatories on all bank accounts: Caroline Ilott, Peter Tye and Ian Francis on all accounts.

All noted and unanimously approved. Proposed Deborah Roberts, seconded Ian Francis. All agreed.

b. Asset (including land) Register and Risk Register

An updated Asset Register and Risk Register had been circulated. The Clerk had updated the asset register to include any new assets and to show land and equipment held as sole trustee of RGT (Recreation Ground Trust, Foxton) with nil value. The updated Asset and Risk Registers were approved. Proposed Deborah Roberts, seconded Ian Francis. All agreed.

15. Appoint members of Planning Committee and Finance & Personnel Committee and approve terms of reference

It was agreed that Deborah Roberts, Caroline Ilott and Ian Francis would be members of the Planning Committee, having a minimum quorum of three. Planning applications will be brought to the Parish Council meeting where possible. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

It was agreed to set up a personnel committee with the following members: Helen Tye, Caroline Ilott and Deborah Roberts. Proposed Peter Tye, seconded Caroline Ilott. All agreed.

The terms of reference of the personnel committee and minimum quorum of 3 were approved. Proposed Deborah Roberts, seconded Peter Tye. All agreed.

16. Review working groups and allocation of Councillors responsibilities (R&A, Finance, S106, Sports Clubs Liaison; Infrastructure; Police; IT; Rail; Dovecote; Village Hall Representatives) – no changes were made to current responsibilities

17. Approve updated Standing Orders and review: financial regulations, scheme of delegation and other policies

Some minor changes had been made to the standing orders (to reference the personnel committee) and numbering in the Financial Regulations. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

A new scheme of delegation, provided by CAPALC, was approved. Proposed Peter Tye, seconded Caroline Ilott. All agreed.

Two members of the public left the meeting.

18. Finance and approval of quotes

a. Insurance renewal (Year 2 of 3-year undertaking) £1,392.64

Proposed Peter Tye, seconded Ian Francis. All agreed.

b. Repairs to old phone box £365.48

It was noted that the phone box library was a well-used village amenity which was in need of repair and refurbishment (resealing the windows, checking the door closure and repainting). This quote from Eddie Done was approved. Proposed Caroline Ilott, seconded Helen Tye. 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.

The bank statements were checked against the bank reconciliation by Ian Francis. The payments list was signed by two councillors.

Proposed Peter Tye, seconded Ian Francis. All agreed.

Receipts and payments

Receipts

1. Precept	£24,300.00
2. Lloyds bank S106 bank interest - LGA 1972 s111	£29.39
3. Lloyds bank 32-day notice general bank interest - LGA 1972 s111	£42.61

Payments

Payments made (prior agreed)

1. Salary (SO)/ pension - LGA 1972 s112	£1056.35
2. Google Ireland Gmail - LGA 1972 s111, s142	£29.81
3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£19.61 inc VAT
4. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£45.66 inc VAT
5. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£9.48 inc VAT
6. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£10.31 inc VAT
7. Caroline Illott APM expenses (refreshments) - LGA 1972 s111	£74.61
8. Melbourn library – S137	£50.00
9. Peter Evans village warden - Open Spaces Act 1906 s9-10	£216.00
10. Starboard Systems Scribe accounting software - LGA 1972 s111	£414.72 inc VAT
11. Foxton village hall office hire - LGA 1972 s111	£109.81
12. Foxton village meeting room hire (x2) - LGA 1972 s111	£28.45
13. Langham Press 20mph flier - LGA 1972 s111	£46.00
14. SW Gardens grass cutting - Open Spaces Act 1906 s9-10	£210 inc VAT

Payments to be authorised

1. Parish Clerk Salary/ expenses/ HMRC- LGA 1972 s112/ LGA 1972 s111	£618.20
2. David Bracey -Open Spaces Act 1906 s9-10	£240.00 inc VAT
3. BHIB Insurance - LGA 1972 s111	£1392.64
4. SW Gardens grass cutting April (1) - Open Spaces Act 1906 s9-10	£210 inc VAT
5. SW Gardens grass cutting April (2) - Open Spaces Act 1906 s9-10	£210 inc VAT
6. DP Garden Works grass cutting/ litter picking - Open Spaces Act 1906 s9-10	£525 inc VAT
7. Peter Evans village warden - Open Spaces Act 1906 s9-10	£216.00
8. Peter Evans signs refurb - Open Spaces Act 1906 s9-10	£525.00
9. Foxton village meeting room hire (x3) - LGA 1972 s111	£44.65

Payments received after agenda published:

1. Foxton Football Club overseeding - Open Spaces Act 1906 s9-10	£125.00
2. LGS Services internal audit - LGA 1972 s111; £95+VAT approved March 2023	£150.00 inc VAT

LGA: Local Government Act

19. R&A

- a. **Update on Football foundation grant and recreation ground treatments**
The Football Foundation grant application is now open to Parish Councils and the Parish Council has been advised to obtain an up-to-date pitch power report. The Clerk will update Foxton Football club and Foxton Cricket Club and ask Andy Cambridge if he is able to undertake the pitch power report.
- b. **Update on Sports Clubs meeting**
Minutes of the meeting had been circulated and there were no comments raised.
- c. **Update on playground inspection**
A playground inspection was undertaken by David Bracey on 3 April 2023 and a report circulated.
- d. **Approve recreation ground rules, sports clubs' terms & conditions 2023-24**
It was agreed to reissue the recreation ground rules and sports clubs' terms & conditions from 1 April 2023 to 31 March 2024 with an amendment to para 6.8 to confirm that the area inside and 1 metre around the cricket nets is strimmed by the Cricket Club due to an unacceptable risk to the Parish Council's contractor to undertake this. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

20. Police update – 32 Fowlmere Road

Concern had been raised to the Parish Council about trespassing at 32 Fowlmere Road. A draft letter to the land owner, copied to the land owner's architect and the police. had been circulated and was approved. Proposed Helen Tye, seconded Deborah Roberts. All agreed.

21. Items for next agenda

22. Date and time of Parish Council Meeting: Monday 5 June 2023 at 7pm

The meeting closed at 9.10pm.



Annabel Wright, Foxton Parish Clerk, 11 May 2023