

Minutes of the Meeting held on Monday 3 April 2023 at 7pm

Present Caroline Ilott, Peter Tye, Helen Tye, Ian Francis, Deborah Roberts, County Cllr. Peter McDonald and District Cllr. James Hobro. No members of the public present.

- 1. Apologies for Absence - none**
- 2. Open Forum for Public Participation - none**
- 3. Members Declarations of Interest for items on the agenda – none**
- 4. To approve and sign the Parish Council minutes of the meeting of 6 March 2023 and Planning Committee meeting of 20 March 2023** Proposed Peter Tye, seconded Deborah Roberts. All agreed. Caroline Ilott signed the minutes.

5. Matters arising from these minutes:

Cllr. James Hobro advised, in relation to the leaning wall by the post office, that the issue has been taken up by the shop tenant who will apply pressure on the landlord to fix the wall prior to the cycle rack being installed (hopefully in the summer). There is no more that SCDC Enforcement can do.

An online meeting with Kerry Allen, Project Manager for the Melbourn Greenway, had been offered during the week of 17 April to discuss the plans and their impact on Foxton. Councillors to confirm availability.

Cllr Peter McDonald had requested survey data for Foxton roads and pathways which is awaited (the data will need to be extracted from the software).

The Clerk will circulate some legal information regarding bylaws.

All other actions completed.

Action Cllr Peter McDonald

- Provide Foxton roads and pathways survey data to the Parish Council
- Provide a plan of the civil parking locations in Foxton
- Follow up on (i) the 2-month delay in Milestone's report on the broken run of storm drain pipe on the High Street; and (ii) the missing manhole cover in Hall Close

Action Caroline Ilott

- Check use of S106 art fund for play area

Action all

- Confirm availability for Melbourn Greenway meeting on (w/c 17 April 2023)

Action Clerk

- Circulate bylaws information
- Appoint Alistair Russell for Phase 1 of the playground project
- Notify Foxton Cricket Club of decision on siting 2 permanent cricket nets on the recreation ground and reminder about risk assessment
- Notify Andy Cambridge that a bag of grass seed had been approved
- Notify Foxton Gardens Association that Caroline Ilott will attend their AGM
- Notify Melbourn library of agreed £50 donation

- 6. 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 (including cost of living support and food vouchers for low-income families and a public transport link between Cambourne and Cambridge). Cllr. McDonald will request a plan of the civil parking locations in Foxton for the Parish Council.

Cllr. McDonald will follow up on (i) the 2-month delay in Milestone's report on the broken run of pipe on the High Street; and (ii) the missing manhole cover in Hall Close.

- 7. 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 (SCDC enforcement action taken on fly tipping and a planning breach relating to site access on the A505, East West Rail route Bedford to Cambridge announcement in May 2023, bank holiday bin collection changes, by-election result in Cottenham Ward and an opportunity to buy low-cost (£25) compost bins through a collaboration with www.getcomposting.com).

It was noted that consideration of the emerging Local Plan had been delayed due to uncertainty over water supply with the possibility that it would be available for public consultation in the Autumn.

Extracts from report:

Bank Holiday bin collection changes

The addition of the Coronation to the usual schedule of Bank Holidays for Easter and the two May holidays means that over half the bin collections in April and May will be delayed by one or two days. The Foxton Ward bin collection days will be:

April: Tue 4, Thu 13, Wed 19, Tue 25

May: Wed 3, Wed 10, Tue 16, Tue 23, Wed 31

Bin collection dates can be checked for any postcode in the district at

<https://www.scambs.gov.uk/binday>

In the Spring Budget policy paper released following the Chancellor's Budget speech on 15 March, it was confirmed that,

- *The East–West Rail route announcement will happen in May,*
- *The government will provide up to £15 million local capacity funding to support local authorities along the East West Rail route to maximise economic opportunities.*

8. Infrastructure

A report had been circulated.

a. Application for 20mph scheme in Foxton (deadline 30 April 2023) printed leaflet (x550) approved by clerk/chair £46 <https://www.cambridgeshire.gov.uk/20mph-funding>

A questionnaire had been printed and circulated to all residents and published on the Parish Council website and Facebook to identify whether there was village support for the scheme. Questionnaire responses can be left in the box in the shop or submitted online or via email to the clerk. An application will be submitted by the Parish Council with evidence obtained of village support and Cllr. McDonald will support an application from Foxton. Deadline for application is 30 April 2023.

b. Update on LHI - works due 8 May 2023

The Parish Council had been informed that the earliest the Local Highways Improvement traffic calming works from the 2022/23 programme would commence was 8 May 2023. This is due to a 2-month delay from CCC Highways contractors.

Cllr. McDonald left the meeting.

9. Update on vacancies, recruitment of Parish Councillors, information for prospective councillors, and promotion leaflet (500-600 copies) £107-£125, additional distribution of 150 copies of the Laurentian to whole village £85

The Parish Council has 5 vacancies and there is an urgent need for more councillors to assist the Parish Council. It was agreed to publish a 'your village needs you' poster in Foxton and online and to pay £85 up to twice per year for an all-village circulation (an additional 150 copies) of the Laurentian containing Parish Council news. To take place in June and December. This would help reach residents who are not online whilst supporting the Laurentian. Proposed Caroline Illott, seconded Deborah Roberts. All agreed.

A separate recruitment leaflet to all households will be considered after the Annual Parish Meeting.

10. Planning update and applications

- a. **Outcome of street trading licence application for A10 layby** – this application was refused.

Post meeting note: the second separate street trading licence application outside the White Horse Pub and Burlington Park had also been refused.

- b. **Planning application 23/00997/HFUL; 23 High Street Foxton, single storey rear extensions; new windows and doors with external alterations to all facades.**

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

Cllr. Hobro left the meeting

11. S106 Community playground project

- a. **Approve plan and costs for phase 1 (S106: £90-100k)**

A report had been circulated and a working group meeting held on 23 March 2023. The Parish Council voted at the February Parish Council meeting to move to a phased project. To avoid further delays Phase 1 will use part of the funds available to review the Jupiter Play plan and install some new equipment in line with the original plans (and based on consultation feedback) as well as re-use existing equipment and materials where possible. Phase 1 will retain the mound with the slide, which will be repolished, the ‘donut’ and the Kompan swing. All these items had been professionally inspected and had no defects.

The Parish Council authorised an expenditure of £90k plus £10k contingency for the overall cost of phase 1 of the playground project. Proposed Caroline Ilott, seconded Helen Tye. All agreed. The project will not rely on grant funding, although grant funding could be explored in the summer.

It was agreed to allow an expenditure of up to £200 for a revised plan of the playground from Jupiter Play if they will undertake this work. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

Quotes to repair the play unit with a climbing wall will be brought to the May Annual Meeting. This will not form part of Phase 1.

Community seating and tree planting could be considered in the next budget starting April 2024.

Basketball court sound reduction surfacing could be in the region of £6000 and it was proposed to consult the village on whether the cost of this was supported by the village. The hoop will need to be removed whilst the area is used as a construction compound for the playground project and its reinstatement will depend on whether the cost of resurfacing is supported by the village.

Water supply for a drinking fountain will be considered after tenders for the playground project are received.

b. Approve appointment of project manager/ quantity surveyor (4% of overall cost)

It was agreed to appoint Alistair Russell to undertake the preliminary work of drawing up the tender contract, prepare documents for the required national tendering process, and to manage the procurement process and project at a rate of 4% of the total project cost. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

12. Civility and respect pledge and Dignity at Work Policy

<https://www.slcc.co.uk/news-publications/civility-respect-pledge/>

It was agreed not to sign up to this pledge and to rely on the Nolan principles in the code of conduct. This could always be revisited when there are greater numbers of parish councillors. Proposed Deborah Roberts, seconded Peter Tye. All agreed.

13. R&A

a. **Update** – all grass cutting contracts had been signed and received

b. **David Bracey whole recreation ground and play equipment inspection on 3 April 2023 £200+VAT (approved by Clerk/ Chair)** An inspection was carried out on 3 April and a report is awaited.

c. **Sports Club meeting and request for permanent cricket club nets, Cricket Club risk assessment** There will be a sports club meeting with representatives of Foxton Cricket Club and Foxton Football Club on 6 April 2023. Having reviewed the recreation ground it was agreed that it would not be possible to site two permanent cricket nets on the recreation ground as there were no suitable locations. Proposed Caroline Ilott, seconded Helen Tye. All agreed.

Foxton Cricket Club will be asked to bring a play/ equipment risk assessment to the sports club meeting. The risk assessment is required to comply with Parish Council insurance requirements.

d. **Grass seed for public area of recreation ground £125 Proposed Caroline Ilott, seconded Ian Francis.** All agreed.

14. Police update/responsibility

The clerk has asked for monthly updates to be emailed to the clerk – response awaited. It was noted that the recent posters provided by the police, displaying a barcode to access information on police community meetings, were unsatisfactory and would not be accessible to many residents in the village. The clerk had raised this concern with the police. Dates had been published on the Parish Council website and Facebook.

15. Annual Parish Meeting on 24 April 2023 agenda and cost of refreshments

A representative from the Preschool is now attending. The Parish Council authorised an expenditure of up to £100 for refreshments including red and white wine, soft drinks and snacks. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

16. Invitation to Foxton Gardens Association AGM on Tuesday 25 April at 7.30pm

Caroline Ilott will attend this meeting.

17. Finance

- a. End of year review** – a report and budget review had been circulated. It was noted that the general reserve should be about 3 to 12 months working expenditure. The end of year expenditure excluding S106 was £47,668.55. Total general reserves at the end of the financial year 2022-23 were £38,138 (between 9- and 10-months expenditure) compared to £40,808 at the end of the previous financial year. This is a reduction of £2670 (NB £2000 was added to the LHI budget from general reserves).
- b. Update on street lighting overcharge**
The Clerk advised that a credit of £157.71 had been received from Opus. A response regarding compensation was awaited. *Post meeting note: a goodwill gesture of £60 had been offered.*
- c. Request for donation to Melbourn Library (S137)**
The Parish Council had received a request for a donation to the Melbourn Community Library who have a number of customers who live in Foxton, who can benefit from the library and cafe services offered at Melbourn Hub. Having considered the benefit of the library to Foxton, it was agreed to donate £50 using S137. Proposed Caroline Ilott, seconded Ian Francis. All agreed.
- d. CAPALC membership £456.94 (from £434.75), DPO scheme £50**
This payment was agreed, having considered the benefit of CAPALC membership (providing regular legal updates, access to NALC legal advice and HR and financial advice). Proposed Caroline Ilott, seconded Peter Tye. All agreed.
- 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 Caroline Ilott, seconded Deborah Roberts. All agreed.

Receipts and payments

Receipts

1. VAT reclaim - LGA 1972 s111 (Parish Council: £1571.46 and RGT £2448.63)	£4020.09
2. Foxton Cricket Club defibrillator contribution	£12.00
3. Foxton Football Club defibrillator contribution	£12.00
4. Foxton Bowls Club defibrillator contribution £12 and £5 rent	£17.00
5. Lloyds bank S106 bank interest - LGA 1972 s111	£21.87
6. Lloyds bank general bank interest - LGA 1972 s111	£31.36
7. Barclays bank S106 bank interest - LGA 1972 s111	£35.16

Payments

Payments made (prior agreed)

1. Salary (SO) - LGA 1972 s112	£1000.00
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2. Pension - LGA 1972 s112, s111	£52.97
3. Google Ireland Gmail - LGA 1972 s111, s142	£36.80
4. Opus Metered Street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£28.60 inc VAT
5. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£41.42 inc VAT
6. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£8.57 inc VAT
7. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£9.28 inc VAT
8. Grounds Maintenance Association - Open Spaces Act 1906 s9-10 <i>approved 6 March 2023</i>	£175 inc VAT
9. Cambs. Conservation volunteer expenses - Open Spaces Act 1906 s9-10 <i>Approved Clerk/chair</i>	£42.70

Payments to be authorised

1. Parish Clerk Salary/ HMRC/ expenses - LGA 1972 s112/ LGA 1972 s111	£447.32
2. SW Gardens play area cut back - Open Spaces Act 1906 s9-10	£111.60 inc VAT
3. CAPALC Affiliation fee £456.94 plus DPO fee £50 LGA 1972 s111	£506.94
4. CAPALC planning training LGA 1972 s111	£50.00
5. Royston & District Community Transport S137 <i>approved 9 Jan 2023</i>	£100.00
6. St Laurence Church S137 <i>approved 6 Feb 2023</i>	£750.00
7. Red Shoes Accounting payroll LGA 1972 s111	£57.60 inc VAT
8. Recreation Ground Trust, Foxton VAT reclaim LGA 1972 s111	£2448.63

Payments received after agenda published

1. Peter Evans village warden - Open Spaces Act 1906 s9-10	£216.00
2. Starboard Systems Scribe accounting software - LGA 1972 s111	£414.72 inc VAT
3. Foxton village hall office hire - LGA 1972 s111	£109.81
4. Foxton village meeting room hire (x2) - LGA 1972 s111	£28.45
5. Langham Press 20mph flier - LGA 1972 s111	£46.00
6. SW Gardens grass cutting - Open Spaces Act 1906 s9-10	£210 inc VAT

*Local Government Act

18. Items for next agenda

19. Date and time of Annual Parish Meeting Monday 24 April 2023 at 7pm (village groups attending and refreshments provided). Date and time of Parish Council Annual Meeting: **Tuesday 9 May 2023 at 7pm**

20. Clerk's contract, pay scale and holiday allowance This confidential item was delayed until the Parish Council meeting in June. It was noted that the Clerk's pay scale had automatically increased under contract by one level to LC225.

The meeting closed at 9.20pm.

Annabel Wright

Annabel Wright, Foxton Parish Clerk, 5 April 2023