

Draft Minutes of the Meeting held on Monday 11 January 2021 at 7.30pm

Present – Simon Buggey, Jane Trevanian, Caroline Ilott, Sheryl Williamson, Peter Howell, Geoffrey Barnes, Huw Liddell, District Cllr. Deborah Roberts and County Cllr. Peter McDonald. There were 0 members of the public present.

Due to Covid 19 the meeting was conducted via video/teleconference. The conference was recorded following all attendees' consent. The recording will be kept until the minutes are approved at the next meeting.

1. **Apologies for Absence** – Peter Tye, Andy Brown
2. **Laurentian Reporting** – Peter Howell
3. **Open Forum for Public Participation** – none
4. **Members Declarations of Interest for items on the Agenda** – Peter Howell registered an interest in item 10(a)(iii) as a member of the Tennis Club and Jane Trevanian registered an interest in item 10(a)(iii) as her husband is treasurer of the Tennis Club.
5. **To approve and sign the minutes of the Parish Council Meeting on 7 December 2021**
Proposed Jane Trevanian, seconded Peter Howell. All agreed.
6. **Matters arising from these minutes:**
 - The Parish Clerk contacted Shepreth, Barrington and Haslingfield Parish Clerks about the trucks on Barrington Road. They are pursuing this issue with their District and County Councillors and discussing with their Parish Councils. Caroline Ilott is waiting to hear from Speedwatch regarding the speeding issue. The lorries don't seem to be running at the moment
 - Simon Buggey will set up a meeting for the joint Parish Council transport working party
 - Huw Liddell is still working on the website and will circulate shortly
 - Letter to DVLA re inaction on second hand car dealing considered no longer required as this time
 - The cricket club terms of use still need to be updated. All other Parish Clerk items have been actioned

Action Cllr. McDonald

- Contact hauliers re safety concerns on Barrington Road

Action CI

- Request an update on outstanding issues from County Council Highways

Action SB

- Contact/set up a meeting with the A10 villages group
- Contact PC Lynch re dangerous parking in the village
- Update S106 tracker

Action HL

- Finalise website and circulate website link for comment

Action Parish Clerk

- Share link to South West Cambridgeshire Action Group (SWCAG) website and Q&A minutes from SWCAG meeting with Thakeham, a property development group.

7. District Councillor's report

Cllr. Roberts updated the Parish Council on her views about the 25,000-housing development plan. She questioned when the District Council knew about the proposal and the timing of information being made public and expressed concerns about the SWCAG action group. She felt that the action group set up to represent local villages should be a cross-party working group. She explained it is not currently clear how serious a proposition the Thakeham proposal is and thought that there was no need to be too worried at this stage. As this will be a matter for the District Council and the planners, she questioned why County Councillors were involved with the SWCAG. She hasn't received any correspondence about the proposal from local residents and will keep the Parish Council updated with any news.

8. County Councillor's report – see Appendix 1 for written report

Cllr. McDonald explained that the action group, SWCAG, had a virtual call with Thakeham on 4 January and had published the Q&A showing Thakeham's verbatim comments. Thakeham seem to be hedging their bets, having spoken to Homes England and intending to make a submission to SCDC for the local plan call for sites by Easter. In November, the Chancellor made an announcement about 4 development corporations. Although it is not known where these will be, the SWCAG group is concerned that if central government announce development corporations, one of them could be around the Ox-Cam arc. Thakeham has not provided a map to show the extent of their proposed development. The proposed development is 3 times the size of any developments the company has completed to date. The development proposal could potentially come down the local plan route or a national designation route.

Concern was raised by Cllr Williamson about the party-political nature of the discussion and the Chairman agreed that a Parish Council meeting was not the forum for political discussions.

Cllr Roberts left the meeting

Cllr. McDonald explained that Granta Medical Services, among other medical practices in the area, will start vaccinating category 1 and 2 groups this Friday. Cllr McDonald has requested a discussion with Dr Morrow and all local councillors to discuss the vaccination process. In particular whether a similar approach could be used to the flu vaccination undertaken from the Imperial War Museum over 2 consecutive Saturdays, which allowed a huge number of people to be vaccinated. The epidemiology in the area is very concerning and the rate of vaccination is very important now.

Geoff Barnes joined the meeting late due to phone connection issues

9. Infrastructure

A report has been circulated. Caroline Ilott will request an update on outstanding issues from County Council Highways.

Caroline Ilott advised that Hills property development had planted 4 Rowan trees either side of the entrance to Challis Close in error as only 2 had been requested. Hills have confirmed that the Parish Council can use 2 of these trees for other purposes.

Cambridgeshire County Council will remove a dead cherry tree outside 73 High Street, opposite Vicarage Corner, and plant one of the spare Rowan trees in its place at no cost to the Parish Council. A location, potentially the Dovecote, will be found for the other spare tree.

The village parking bays proposal is still going ahead but may take some months to be implemented particularly in light of Covid.

A local resident has raised concern regarding dangerous parking to the East of Caxton Lane. Sheryl Williamson expressed her concern about this, and dangerous parking on the Green, which could lead to an accident. Caroline Ilott reminded the Parish Council that if councillors or residents see any dangerous parking this should be reported to the police. Yellow lines would act as a deterrent and cannot be enforced. It was suggested that more evidence would need to be gathered to support such a proposal and advice can be sought from County Council Highways.

a. Approve Local Highways Initiative (LHI) feasibility study

A feasibility study had been circulated.

Caroline Ilott discussed the LHI proposal in detail with an officer of County Council Highways, who advised that substantial cost savings can be made on the proposal.

£5000 for the Parish Council contribution towards the LHI bid has been allowed in next year's budget and it was expected a further £5000 would be needed in the following year based on initial cost projections.

The road markings were originally going to be done in red tarmac which is very expensive and costs up to £15,000 more than white road markings. It is proposed that white markings are used instead.

Village gateways are too expensive to have on each of Fowlmere, Shepreth and Barrington Roads. The Highways officer recommended one village gateway would be of most benefit on Fowlmere Road. If this bid is successful then further gateway requests can be made part of future LHI bids.

The Movable Vehicle Activated Sign (MVAS) unit can be clipped onto lampposts, rather than using more expensive metal posts. An attachment licence from Balfour Beatty will be required which costs about £50.

Based on the recommendations of the County Council Highways officer, Caroline Ilott proposed the following traffic calming measures to be put forward to the LHI panel:

- A 40mph buffer zone on Fowlmere Road at Chalk Hill

- A village gateway on Fowlmere Road
- Painted 30MPH roundels and dragons' teeth on village entrances at Fowlmere, Shepreth and Barrington Road
- A MVAS speed unit which can be moved between Fowlmere, Shepreth and Barrington Roads

at a cost of £15,000 to Cambridgeshire County Council and £4000/ £5000 to the Parish Council.

The Parish Council agreed the feasibility study and that this should be submitted to Highways, County Council. Proposed Caroline Ilott, seconded Simon Buggey. All agreed.

Caroline Ilott will attend the LHI panel slot on Monday 8 February 2021. Any decisions will be communicated to the Parish Council in June 2021.

Cllr. McDonald left the meeting.

10. Finance

The Clerk advised that the precept request has been submitted to SCDC and a VAT reclaim for £1593 has been submitted and received from HMRC.

a. Quotes for approval:

i. Fertiliser £1120, weed spraying £320 (all recreation ground) and £50 (church car park & Illingworth Way footpath) for next year's budget, work scheduled March/ April 2021

Two quotes had been received and considered. The Parish Council agreed to use Progreen for this work, at the costs listed above. The work will be carried out in March/ April. Progreen provided a cheaper quote and availability was also considered. Proposed Jane Trevanion, seconded Caroline Ilott. All agreed.

ii. S106 funding for Vertidraining of recreation ground training area £125

The ground is very waterlogged. This work will improve the recreation ground for all and is therefore eligible for S106 funding.

Proposed Caroline Ilott, seconded Sheryl Williamson. All agreed.

iii. S106 funding for the Tennis Club application for resurfacing, new fencing and new paving £15,000

This application was received from the tennis club for S106 funding. The Tennis Club will also be raising grant funding towards this project as well as contributing funds of their own. Proposed Caroline Ilott, seconded Sheryl Williamson. As a member of the tennis club, Peter Howell refrained from voting. The 6 remaining councillors in attendance voted in favour.

b. Approval of payments

The bank reconciliation, account reports and bank statements have been circulated.

The following payments were approved. Proposed Simon Buggey, seconded Jane Trevanion. All agreed.

Receipts

Payee	Item	Gross £
SCDC	Zero carbon grant (for wildflower meadow)	834.00
HMRC	VAT reclaim	1593.06

Payments**Payments made (prior agreed)**

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	SO	827.04	0.00	LGA 1972 s112
Parish Clerk	Pension	DD	45.36	0.00	LGA 1972 s111
Opus Energy Ltd	Street lighting (unmetered)	DD	205.06	9.76	Parish Councils Act 1957, s3; Highways Act 1980 s301
Google Ireland Ltd	Gmail	DD	46.00	0.00	LGA 1972 s111, s142
Zoom video comms.	Monthly subscription	DD	14.39	2.40	LGA 1972 s111
Barcham Trees	Deposit for tree on recreation boundary (S106) authorised PC meeting 7 Dec	BACS	50.00	8.33	S106
S W Gardens	Dovecote hedge cutting authorised Chair/ Clerk	BACS	140.00	0.00	Open Spaces Act 1906 ss9
SP Landscapes	Recreation boundary tree works (S106) - authorised PC meeting 5 Oct	BACS	630.00	0.00	S106

Payments to be authorised

Payee	Item	Payment by	Gross (£)	VAT (£)	
Parish Clerk	Additional salary inc. phone/ broadband £31.50 and home allowance £18	BACS	293.56	0.00	*LGA 1972 s112/ LGA 1972 s111
HMRC	National insurance & income tax	BACS	151.36	0.00	*LGA 1972 s112/ LGA 1972 s111
Cambs County Council	Dovecote annual rent	BACS	96.85	0.00	LGA 1972 s126, Public Health Act 1875, s164
Peter Evans	Village warden	BACS	175.50	0.00	Open Spaces Act 1906 ss9

Foxton Cricket Club	Grass cutting (December)	BACS	200.00	0.00	Open Spaces Act 1906 ss9
Foxton Football Club	Maintenance of sports areas	BACS	150.00	0.00	Open Spaces Act 1906 ss9
Foxton Village Hall	Office hire (final quarter instalment)	BACS	91.63	0.00	LGA 1972 s111
Shelley Signs	Interpretation panel	BACS	1422.00	237.00	S106

*LGA: Local Government Act

11. Website update and approve 50% contribution to village hall WIFI (24-month contract with Vodaphone: 1st year total cost £310.04, 2nd year total cost £230.04)

Due to the ongoing lockdown restrictions and closure of the village hall this item was delayed for discussion at a later meeting. RGT still need to discuss whether to contribute towards village hall WIFI and the ability to hold online meetings beyond May is still being considered by government. A survey will be carried out on the hardware requirements of the village hall in a few weeks' time. An up-to-date quote for WIFI provision can be sought once the village hall reopens.

12. R&A

A report has been circulated.

R&A is considering contracts and documents for the use of the recreation ground. A meeting with the sports clubs, that use the open green spaces, will be held on 13 January 2021.

The basketball hoop has been removed due to the safety risk of the poor ground surface.

Concern was raised that the basketball hoop had been taken down with no timescale given for when it will be reinstated.

It was discussed that the basketball hoop will be put back once the Parish Council has agreed the best location for it and this will be done as soon as possible. Residents will be kept updated.

R&A are looking at temporary goals for children but this is on hold due to Covid restrictions.

13. Police Liaison

Simon Buggey met with PC Lynch on 11 December 2020 in Foxton and had a brief walk around the centre of the village to point out key areas of concern. PC Lynch explained that as far as the police are concerned Foxton is a quiet, crime free and antisocial behaviour free village as they rarely received any reports of crime. This highlights the importance of reporting any crimes to the police so they are aware of them. The police do patrol the village and sometimes use unmarked cars. If they do see unauthorised activity they do act. He also pointed out that a management level police officer would be better suited to attend a Parish Council meeting. PC Lynch is happy to answer any questions collated from the village. The Parish Council will consider whether this is required once the lockdown ends.

Geoff Barnes has received advice about a Covid vaccine scam requesting personal details and payment for a Covid vaccine. The vaccine is free and no personal details should be given out. A warning notice has been put on Facebook and the website.

14. S106 Update

The S106 working group had a meeting on 8 January 2021.

It is hoped that the children's playground can be refurbished by the summer although this timescale may slip with lockdown restrictions. It is proposed that four playground providers are approached for quotes and the working party will prepare a brief for this.

The current playground is for children up to the age of 12 to 13. Cllr Williamson has suggested a separate playground for 0–5 year olds, potentially on a portion of the basketball court.

It is planned to present proposals to the village for comment.

Caroline Ilott has researched grant funding and narrowed down 4/5 grant bodies that the Parish Council could apply to. Most are on 3 monthly grant funding cycles. The Parish Council has until March to submit an application for the next funding round.

An S106 grant banding document will be brought to the February Parish Council meeting for approval.

Advice will be sought on the tender process from the SCDC procurement officer.

Cllr Williamson noted that the S106 working group has been working very hard on considering S106 proposals and good progress is being made.

Caroline Ilott will circulate some dates and times for an S106 evening meeting at the end of January to allow Parish Councillors with work commitments to attend.

The churchyard hedge project should be finished by the end of this week. A proposal for the final details for this area (such as picnic tables costs) will be brought to the next Parish Council meeting.

15. Planning

There will be a planning meeting on 18 January 2021 with one application to discuss. The Neighbourhood Plan consultation has recommenced and will run from Tues 12 January 9am to Tues 23 February 5pm. The plan will then go to the examiner at which point it will carry considerable planning weight.

Planning permission, required for conservation area and TPO trees, has been granted for tree work on the recreation ground. One of the planning conditions, for a small dead ash tree to be removed and replaced with another tree, will be brought to the next Parish Council meeting for consideration.

There are two trees that won't be taken down completely, leaving some tree trunk that could potentially be carved using S106 art funds.

16. Correspondence – none

17. Items for next agenda – to be submitted to the Parish Clerk by email, Caroline llott asked for the defibrillator to be on the next agenda.

18. Date and time of next Parish Council Meeting: Monday 1 February 2021 at 7.30pm

The meeting closed at 9.12pm.

Annabel Wright
Foxton Parish Clerk
19 January 2021

Appendix 1 – County Councillor Report

Report for Parish Councils – January 2021.

Cambridgeshire County Report

C19 Case Numbers Cambridgeshire

Epidemiology

Liz

Rates in most districts across Cambridgeshire have increased to between 400-500 per 100,000. Although the rates are lower than the national and regional average, they are rising more quickly in percentage terms.

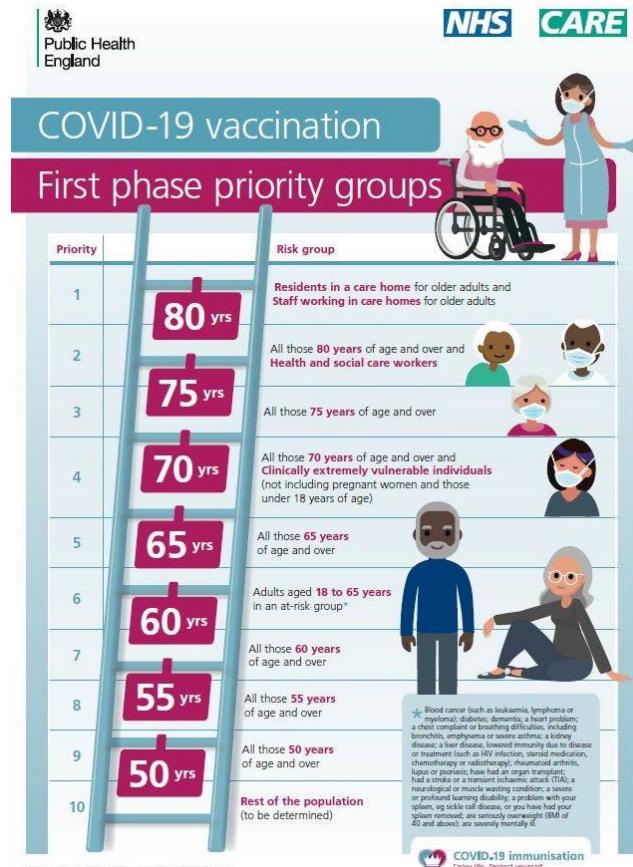
Incidence rate for the week up to 31st Dec 20



	Weekly Incidence (cases/100,000) & trend vs previous 7 days	7-day change in case rate (%)	Weekly incidence - 60+ years (cases per 100,000) & trend vs previous 7 days
Data to date	31-Dec	31-Dec	31-Dec
Cambridge	505.6 ↑	82.9%	283.4 ↑
East Cambridgeshire	407.4 ↑	74.3%	340.0 ↑
Fenland	377.0 ↑	80.3%	385.8 ↑
Huntingdonshire	463.6 ↑	111.6%	307.0 ↑
South Cambridgeshire	435.0 ↑	70.5%	254.0 ↑
Peterborough	453.4 ↑	12.1%	329.6 ↑
EAST OF ENGLAND	730.1 ↑	22.7%	474.6 ↑
ENGLAND	546.9 ↑	32.6%	363.7 ↑



Vaccination I think you all know the vaccination hierarchy but here it is anyway. Granta Medical Practise will be starting Cat 1 & 2 Jan 15th.



Summary of County Council Services Opened & Closed

Coroners - The Coroners service for Cambridgeshire and Peterborough is continuing to operate as normal. Inquests are continuing to be held remotely (via Skype) and in person. It is recommended that people attend inquests remotely where possible.

For more information on the service including contact details and forthcoming inquests visit [here](#)

Household Recycling Centre – All nine HRCs in Cambridgeshire will remain open as usual during lockdown with safety measures in place, however customers are advised to avoid unnecessary visits.

For more information, including opening hours and booking timeslots visit [here](#)

Libraries – All libraries in Cambridgeshire are open, with safety measures in place but operating a restricted service. Customers can use the Select and Collect service to choose and pick up titles, as well as using computers by appointment, with bookings limited to those using public services only. For more information about library services and opening hours visit [here](#)

Registration Services - Following the lockdown announcement, marriage and civil partnership ceremonies can only take place in exceptional circumstances (such as one party with a terminal illness meaning very short life expectancy) and both council's registrations teams are in the process of contacting all couples with a ceremony booked in January and February to discuss options.

In Cambridgeshire, the county's registration service is open for certain pre-booked appointments only:

- Deaths that took place in Cambridgeshire (these are conducted by telephone)
- Births that took place in Cambridgeshire
- Notices of marriage or civil partnership (ceremony must be booked first – these can be booked for late Spring onwards)
- Citizenship ceremonies

Copy certificates, for events previously registered, can be ordered online.

For full details about Cambridgeshire registration services and / or to book visit [here](#). If you are unable to book / order on-line then please call 0345 045 1363.

Residents can continue to register births, but there may be a longer wait than usual for an appointment. Death registrations take place over the telephone, you can book an appointment by calling the office or online.

For notice of marriage/civil partnership appointments – customers with booked appointments during lockdown can still attend. The team is contacting, in ceremony date order, those couples who need to give their notice of intention.

Citizenship Ceremonies - Small group citizenship ceremonies are being held. To book a place call 01733 864646.

Certificates - Orders can only be taken for certificates from recently registered births and deaths. The priority service is suspended.

Clinically extremely vulnerable urged to shield and seek support if they need it -

Residents across Cambridgeshire and Peterborough who have been identified by the NHS as clinically extremely vulnerable are being urged to shield once again, following the announcement by the Prime Minister of a further national lockdown.

You can read the full guidance on shielding on the government website, visit <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If you have previously registered or have already secured priority supermarket delivery slots, you don't need to re-register. But if you haven't already done so, you can register online today. To access the registration service, go to <https://www.gov.uk/coronavirus-shielding-support>

Contact details for the local support hubs are as follows:

- If you live in the South Cambridgeshire District Council area:
www.cambridgeshire.gov.uk/coronavirus or 0345 045 5219

If you are not sure which is your local hub, contact the countywide coordination hub via www.cambridgeshire.gov.uk/coronavirus or call 0345 045 5219.

The national NHS Volunteer Responders service is also still available, and support can be accessed via <https://nhsvolunteerresponders.org.uk/services>, or by calling 0808 196 3646 (8am to 8pm, 7 days a week).

Peter McDonald
January 10th 2021.