

### **Minutes of the Meeting held on Monday 4 October 2021 at 7.30pm**

**Present** – Simon Buggey, Caroline Ilott, Andy Brown, Geoff Barnes, Peter Howell, Peter Tye and John O’Neill. District Cllr. Deborah Roberts. There were 3 members of the public present.

- 1. Apologies for Absence** – Apologies received from Jane Trevanion, Sheryl Williamson, Cllr. Peter McDonald
- 2. Laurentian Reporting** – Peter Howell
- 3. Open Forum for Public Participation**

A member of the public expressed concern that there were not enough litter or dog bins on well used dog walks, for example from Caxton Lane along the public footpath to Fowlmere; at Chardle Field and at the hard standing off Fowlmere Road opposite the barn, and as such dog waste bags and other litter was being left by the paths. He asked if more bins could be provided on these routes.

Caroline Ilott advised that the bins are emptied by SCDC and there is charge per bin. SCDC may need to have road access for any new bins.

Andy Brown added that a dog waste bin at the entrance of the Dovecot would also be useful.

The Parish Council will look into options with SCDC and publish a reminder on Facebook and the website to residents to use the available litter and dog bins.

*One member of the public left the meeting.*

A resident couple from the village expressed concern about speeding traffic and vehicle size and width using the High Street, particularly at Vicarage Corner. They expressed concern about the risk to members of the public, particularly children using the pavement, and the proximity of large, heavy vehicles to pavement users. Living at Vicarage Corner, the couple has witnessed heavy, speeding vehicles coming to an abrupt halt and mounting the verge and the kerb on both sides of the road. They have witnessed agricultural vehicles and machinery, the school bus, double decker buses and lorries using this stretch of road. They wondered whether the weight of the vehicles could damage the road and period properties alongside it. The residents noted it is illegal for vehicles to mount the kerb and verges and that a car had already ploughed into their house on this corner.

Simon Buggey explained that the village bus had only recently started using this route and provides a service to Fowlmere and the top of Foxton village.

Caroline Ilott noted that there are road signs at the corner to warn that traffic may use the middle of the road. As part of the Melbourn Greenway project in 2025, a speed limit of 20mph will be implemented on Shepreth and Station Road along a cycle path. It is hoped that this speed limit could be extended throughout the village.

Concern was expressed that it would take an accident or a fatality before any safety improvements would be made.

The Parish Council has applied to the Cambridgeshire County Council Local Highways Initiative (LHI) for road calming measures for the past three years but the application has been rejected each time. Last year's application was rejected, despite following application advice from a County Council officer and providing Speedwatch data. The Parish Council is reapplying for the LHI grant this year for speed calming measures in the village.

Caroline Ilott and Peter Tye will be walking around the village with Cllr. Peter McDonald and a Highways officer on Wednesday 6 October and will raise this issue.

Peter Tye suggested that the Parish Council could ask Cllr. Peter McDonald if the village bus size could be reduced. The residents added that there weren't many people using the buses.

Geoff Barnes suggested that the residents could report any unsafe commercial vehicles to their company owners, noting their number plates.

**4. Members Declarations of Interest for items on the Agenda – none**

**5. To approve and sign the minutes of the Parish Council Meeting on 6 September 2021**

The minutes were approved. Proposed Simon Buggey, seconded Caroline Ilott. All agreed.

The confidential minutes were approved. Proposed Simon Buggey, seconded Peter Howell. All three attendees of the meeting agreed.

Simon Buggey signed the minutes.

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

- It was noted that Cllr. McDonald had not provided a copy of Babraham's successful LHI bid for a 20mph speed limit and it would be too late for this to help Foxton's application before the submission deadline.
- Caroline Ilott had provided Seearo update to Cllr. McDonald. Residents have requested a site meeting with Seearo but no response received yet.
- The conservation officer has agreed that the Parish Council can repaint the pumps on the Green and at the junction of Mortimers Lane and Fowlmere Road and redo the woodwork for the pump on the Green. R&A will need to cost this work if it would like this to be considered in next year's budget.
- The Village Hall Trust will make the application for WIFI for the village hall as the bill payer. (Connection charge to be paid for by S106).
- Residents have been reminded to send any complaints about cricket balls to the Clerk
- A finance working group meeting will be set up to consider next year's budget.
- An email was sent to Progreen about the requirement of a separate invoice for the Parish Council and RGT work. The Parish Council work has been paid for and no response has been received from Progreen.

- The Clerk had actioned all other items.
- Renew SLCC membership
- Prepare recreation ground access letter

#### Action Cllr. McDonald

- Arrange meeting with the Mayor of Cambridgeshire and Peterborough to discuss proposed travel hub
- Confirmation awaited that the Parish Council can be represented at the GCP Executive Board meeting on 9 December 2021.

#### Action Cllr. Roberts

- Chase reinstatement of Mortimers Lane sign

#### Action R&A

- Seek quotes for pumps painting and repair work if to be considered for next year's budget.
- Consider grounds maintenance contracts and whether to retender or extend

#### Action all

- Review recreation ground rules
- Budget suggestions to Clerk by end of October

#### Action Andy Brown

- Approach MP Anthony Brown and Cllr. Peter McDonald to see if they can help arrange meeting with the Mayor of Cambridgeshire and Peterborough dept. and Network Rail
- Email response to OxCam Arc consultation
- If necessary, provide a copy of the Dovecot management plan to Cambridgeshire County Council

#### Action Caroline Ilott

- Arrange informal budget ideas meeting
- Research bin options with SCDC

#### Action Simon Buggiey

- WIFI setup at village hall – ongoing, seek mesh quotes
- Advised MP Anthony Browne that the Parish Council are in favour of a public meeting with him to discuss the travel hub proposal.

#### Action Clerk

- Publish reminder about using litter and dog bins (Facebook/ website)
- Notice on Facebook re mini goal availability
- Set up Finance Working Party meeting to consider budget 2022/23 and savings and current account options
- Prepare budget 2022/23
- Confirm to resident, PC support of Platinum Jubilee event
- Confirm appointment of Jupiter Play and contact unsuccessful companies
- Notice on Facebook and website re: using litter bins
- Purchase frame for defibrillator poster

- Advise Football Club re access gate sign and RGT proposal
- With Peter Howell, apply for SCDC 6 free trees
- Renew Cambridgeshire Acre membership
- Book playground inspection with David Bracey

## 7. District Councillors report

Cllr. Roberts expressed concern that at a recent SCDC meeting, councillors were advised that SCDC have not had their accounts audited since 2018. SCDC has two weeks to provide all audit information or risk special measures under which another authority would take control. There could be an impact on SCDC services and spending authority. A special meeting of the council has been requested. Cllr. Roberts expressed concern about SCDC's large, commercial spending commitments in light of this new audit information.

Cllr. Roberts expressed concern about SCDC plans for approximately 49k new houses and how this fitted with its green agenda. Cllr. Roberts particularly expressed concern about the impact of such housing on water supply, chalk streams and provision of education, GP and hospital care. There will be a public consultation about this in November 2021.

Cllr. Roberts advised that at the last full SCDC meeting, a motion to refer planning applications to the planning committee on request by Parish Councils, was rejected. Cllr Roberts expressed her disappointment, reminding the Parish Council of the SCDC leader's commitment to obtain the views of and provide better transparency to Parish Councils.

## 8. County Councillors report – none

## 9. Planning, Infrastructure, R&A, Village Hall and Police updates will be provided in writing and published prior to the meeting

Caroline Ilott advised that responses on the planning applications for 32 Fowlmere Road, Foxton and the Trinity School site will be submitted in the next few days.

Caroline Ilott advised that she, along with Peter Howell and Andy Brown, will meet with This Land Ltd, the County Council owned development company who own the Trinity School site, on Friday 8 October to discuss the Trinity School site application. The Parish Council is recommending this application be refused and referred to the SCDC Planning Committee if the planning case officer recommends it for approval. The same recommendation will be submitted for the 32 Fowlmere Road application.

## 10. Infrastructure

- Travel Hub update and GCP Executive Board meeting 9 December 2021 Parish Council representation. Consider meeting with mayor and Network Rail – AB**  
Andy Brown advised that he had represented the Parish Council on BBC Radio Cambridgeshire putting forward the views of the Parish Council regarding the travel hub. Cllr. Peter McDonald also attended on behalf of the County Council and explained that he was not supporting the travel hub proposal in its current form.

The Parish Council would like to organise a meeting with the Combined Cambs & Peterborough Authority – the Mayor's office and Network Rail but no response has been received. Andy Brown will approach MP Anthony Browne and Cllr. Peter

McDonald to see if they can help arrange this meeting. Caroline Ilott noted that the Cambridgeshire and Peterborough Combined Authority were currently reviewing their transport policy and therefore there was some urgency to hold this meeting for Foxton's views to be considered for this, in particularly regarding getting the level crossing and/or bypass put back into the policy.

Cllr. Peter McDonald has been asked if the Parish Council can be represented at the GCP Executive Board meeting on 9 December 2021. A response is awaited.

The Foxton travel hub action group Facebook site is now up and running.

Simon Buggy advised that MP Anthony Browne had asked if Foxton Parish Council would like him to organise a public meeting about the travel hub proposal. The Parish Council were in favour of this.

**b. Oxford Cambridge Arc Consultation Parish Council response, deadline 12 October 2021 <https://placebuilder.io/futureofthearc> - AB**

Andy Brown advised that he had submitted a response in his name on behalf of the Parish Council, but that the survey was very limited and it did not provide an option to name the Parish Council itself as the consultee. Andy will also send a response by email.

**c. Updated LHI bid (to include MVAS speed signs), new deadline 14 October 2021 – CI**

Caroline Ilott advised that a new deadline had been given of 14 October 2021 for this application.

The LHI application was approved at the previous Parish Council meeting. Caroline Ilott explained that the Parish Council could apply for a maximum grant of £15k and proposed that the LHI application be updated to apply for this full amount including two, permanently fixed, solar powered MVAS speeding signs, to be located on Fowlmere and Barrington roads. Caroline had researched mobile speed signs. The battery-operated ones are cheaper but they would require user training, batteries being removed and recharged every 14 days, and some risk of damage during this process. The fixed solar powered units are more eco-friendly. They have the ability to capture speed data which would reduce the Speedwatch group's monitoring locations by two. It is suggested by the selling company that these units reduce speeding by 5% overall.

Caroline Ilott noted that the costs included in the bid are currently estimated. This will need to come back for Parish Council approval on final costs when the LHI bid is progressed and a feasibility report from Highways is received.

The Parish Council has been advised that a minimum contribution of 20% of the works should be made by the Parish Council. It is proposed that the Parish Council contribute 30% of the £15k cost of works, £4500, to improve the chances of this application being approved by the County Council. The Parish Council already has ear marked reserves of £4900 set aside for this purpose.

John O'Neil noted that speeding is one of the major concerns of the village.

Proposed Caroline Ilott, seconded Peter Tye. All agreed.

The result of the application will be published by the County Council in March 2022.

- d. **Community volunteer gritting scheme, deadline 31 October 2021 - CI**  
Cambridgeshire County Council has provided details of its volunteer gritting programme. No councillors were in favour of applying for this.

## 11. R&A

a. **Dovecot Management Plan – AB**

A draft plan had been circulated. Andy Brown explained that this plan would provide a reference to future Parish Councillors. There is a slight increase in Dovecot meadow costs for scarifying the meadow once a year. Andy Brown will check if a copy of the plan should be provided to the owners, Cambridgeshire County Council.

The Dovecot Management Plan was approved.  
Proposed Andy Brown, seconded Peter Howell. All agreed.

b. **R&A Working Group Terms of Reference – PH**

Updated terms of reference had been circulated.  
Proposed Peter Howell, seconded Andy Brown. All agreed.

c. **Location of adult football goal – CI**

It was agreed to locate the adult football goal, donated by Foxton Football Club under the terms of a Parish Council S106 grant, in place of the mini goal currently on the recreation ground. R&A may need to consider ongoing ground wear and tear maintenance costs. It was considered that the mini goal had had considerable use and it was agreed to put a notice on Facebook to see if any resident would like to dismantle and take the goal away for free.

d. **Platinum Jubilee event request Friday 3 June 2022 (bank holiday) – CI**

A local resident has requested permission to hold a Platinum Jubilee picnic/ tea on the recreation ground on Friday 3 June 2022 and has kindly offered to help with the organisation of this event. The Parish Council is supportive of this event and approves the event being held on the recreation ground on Friday 3 June 2022, which is a bank holiday. It was proposed that a recreation ground booking process be considered by the Parish Council in November or December.

Cllr. Roberts described a competition held by Fowlmere Parish Council for the best decorated house.

e. **Defibrillator and emergency recreation ground access signs – AW (Waterproof outdoor poster frame approx. £15 [www.sign-holders.co.uk](http://www.sign-holders.co.uk))**

The Clerk had published information about the defibrillator and circulated this information to sports clubs. It is proposed that a how to use sign, published by the British Heart foundation, be placed next to the defibrillator. This will need a protective cover and will need to be mounted on the wall. It was agreed that the Clerk will purchase an outdoor frame for approximately £15.

Proposed Simon Bugey, seconded Caroline Ilott. All agreed.

The Football Club has asked if a bigger, no parking, sign could be placed on the access gate to the recreation ground from the Parish Council carpark. This is the only emergency vehicle access to the recreation ground.

The Clerk will contact the Football Club to advise that RGT will be considering moving the access gate, as part of the renovation of the whole Hardman Road fence, at its next meeting in December. In the meantime, the Football Club could advise match attendees, by email, not to park in front of the access gate and to use traffic cones to prevent the gate access being blocked during matches.

**f. 6 free trees application – tree choice and maintenance plan - PH**

Peter Howell advised that he is able to take delivery of the trees and look after them until they can be planted. They could potentially be moved to the play area to provide shade there. Six small whips will be requested and Peter Howell will choose the type of tree suitable for the recreation ground chalk soil.

**12. S106 update - CI**

Caroline Ilott advised that plans for the playground design will be displayed on Saturday 9 October 2021 for village consultation, on the same day as the Scarecrow festival. Volunteers will attend the event to explain the plans and answer any questions. The plans will be published on Facebook and the website for those unable to attend on Saturday, with a chance to submit comments to the Clerk by email until 19 October.

**13. Finance**

**a. Update and quarterly budget review - AW**

A finance report and budget review had been circulated. Spending to date is within budget. There were no further comments.

The Clerk advised that the second instalment of the precept had been paid. The 2022/23 budget needs to be prepared and will be considered at a meeting of the Finance Working Group to be organised this month. The budget will be brought to the November Parish Council meeting for first review and the December Parish Council meeting for approval. Caroline Ilott will arrange an informal meeting of councillors to consider ideas for the forthcoming budget.

Budget suggestions were requested by the end of October.

*Two members of the public left the meeting.*

Peter Tye noted that grounds maintenance contracts will need to be retendered or extended.

**b. Cambridgeshire Acre membership £57 per year [www.cambsacre.org.uk](http://www.cambsacre.org.uk) - AW**

The Clerk advised that Cambridgeshire Acre is able to provide advice regarding charities and the relationship between the Recreation Ground Trust and the Parish Council as its sole trustee. It also provides support with community consultations and engagement. It was agreed to approve the Parish Council's annual membership with Cambridgeshire Acre. Proposed Caroline Ilott, seconded Simon Bugghey. All agreed.

**c. Quotes and S106 grant applications:**

- i. Design brief for S106 playground project (from S106 funds) A: £3750, B: £2000, C: £4800 – CI  
The S106 working group had considered the quotes and proposed that the Parish Council approve the appointment of contractor A, Jupiter Play, being of mid-range cost with the ability to best meet the needs for this design brief. Proposed Caroline Ilott, seconded Peter Howell. All agreed.
- ii. Neighbourhood Plan printing 6 final copies £70 – CI  
The printing cost of £70 by Langhams was agreed. Proposed Caroline Ilott, seconded Peter Tye. All agreed.
- iii. Annual playground inspection £150+VAT – AW  
David Bracey has carried out the annual inspection for the last two years as required and it was agreed to appoint David Bracey to carry out this year's annual playground inspection at a cost of £150+VAT. The inspection will be carried out in October and attended by a member of the R&A Working Group. Proposed Peter Howell, seconded Andy Brown. All agreed.
- iv. Strimming Illingworth Way £150 – CI  
Caroline Ilott explained that the stimming of nettles and growth by Illingworth Way, between the play area and the footpath, would provide a clear view of how paths could be positioned for S106 projects. At this time of year there would be no harm to any wildlife or plants. The Parish Council agreed S W Gardens quote of £150 for this work. Proposed Caroline Ilott, seconded Simon Buggey. All agreed.
- v. SLCC clerk annual membership, due by November £144 – AW  
The SLCC provides training and guidance to the clerk as well as access to clerk forums. Proposed Simon Buggey, seconded Caroline Ilott. All agreed.
- vi. British Legion wreath donation S137 £50 – SB  
The Clerk explained the requirement of S137. The S137 power from the local government act 1972 enables a local council to incur expenditure which is "*in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants*". It was considered that this would be the only wreath laid at the war memorial and it was a symbolic gesture on behalf of all the village to remember those that served in the wars. Proposed Simon Buggey, seconded Peter Tye. All agreed.

**d. Approval of payments**

The bank reconciliation, account reports and bank statements have been circulated and checked and approved by Simon Buggey.

The following payments were approved. Simon Buggey, seconded Peter Howell. All agreed.

**Receipts**

SCDC Precept £22,500

**Payments made (prior agreed)**

i.	Parish Clerk salary/ pension LGA 1972 s112/ s111	£874.42
ii.	Google Ireland Gmail LGA 1972 s111, s142	£36.80
iii.	Opus Metered street lights Parish Councils Act 1957, s3; Highways Act 1980 s301	£19.83 inc. VAT
iv.	Opus Unmetered street lights Parish Councils Act 1957, s3; Highways Act 1980 s301	£85.72 inc. VAT
v.	St Laurence Church S106 Scarecrow signs grant approved PC 6 Sept 2021 - S106	£372.00
vi.	Foxton Football Club S106 Football goal grant approved PC 4 Aug 2021 - S106	£2,100
vii.	Foxton Village Hall Meeting room hire x 1: LGA 1972 s111	£16.20
viii.	FPC Top up Treasurers Account to £500 LGA 1972 s111	£229.89
ix.	Progreen Weed control only half invoice paid, remainder to be invoiced to RGT- Open Spaces Act 1906 s9-10	£120 inc. VAT
x.	Amazon 3 x Note pads and pens LGA 1972 s111	£13.72 inc. VAT

**Payments to be authorised**

i.	Parish Clerk *LGA 1972 s112/ LGA 1972 s111	£124.89
ii.	Foxton Cricket Club Grass Cutting Open Spaces Act 1906 s9-10	£300.00
iii.	DP Garden Works Hedge/ grass cutting Open Spaces Act 1906 s9-10	£950.00
iv.	Andy Brown Dovecot BBQ relaunch expenses approved PC July 2021- Open Spaces Act 1906 s9-10	£43.62
v.	FPC Top up Treasurers Account to £500 LGA 1972 s11	£13.72

**Invoices received after agenda circulated**

i.	Red Shoes Accounting Payroll LGA 1972 s111	£55.80 inc. VAT
ii.	R. Barnes Mowing Dovecot meadow Open Spaces Act 1906 s9-10	£60.00
iii.	Peter Evans Village warden duties Open Spaces Act 1906 s9-10	£245.00
iv.	Maps4Planners Ltd Maps for Neighbourhood Plan Town & Country Planning Act 1990, S61F(1), (2); Planning and Compulsory Purchase Act 2004, s38C (2)	£75.00
v.	Foxton Village Hall Meeting Room hire LGA 1972 s111	£53.15
vi.	SW Gardens Grass cutting Open Spaces Act 1906 s9-10	£260.00

\*LGA: Local Government Act

**14. New website update - AW**

The website go live date has been delayed. Documents have now been loaded onto the website and therefore it is hoped that a meeting with Huw Liddell can be set up shortly in order to publish the website.

- 15. Items for next agenda** – to be submitted to the Parish Clerk by email.
- 16. Date and time of next Parish Council Meeting:** Monday 1 November 2021 at 7.30pm

*Cllr. Roberts left the meeting*

*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 items 17 and 18*

Proposed Simon Buggey, seconded Caroline Ilott. All agreed.

**17. Cricket Club net storage**

Due to previous disputes over this matter and its sensitive and confidential nature, this item was discussed in a closed meeting of the Parish Council.

- 18. Recreation ground access** – *legal advice, access licence and maintenance. The meeting will be closed to consider legal advice and reopened to approve any access arrangements*  
Due to the confidential and privileged nature of this item, discussion was held in a closed meeting.

It was agreed to continue with the annual letter to residents bordering the recreation ground with some revised wording. The letter will explain that the Parish Council is formalising a maintenance plan and will provide safe access to the recreation ground if access is requested. It was requested that a licence arrangement be reviewed next year.

The meeting closed at 9.50pm.



Annabel Wright  
Foxton Parish Clerk  
21 October 2021