

**MINUTES OF THE ANNUAL GENERAL MEETING OF FOXTON PARISH
COUNCIL**

HELD ON MONDAY, 12th MAY 2008, AT 7.45 p.m.

PRESENT Dr Oakley, Dr Grindley, Mr Allars, Mr Barnes, Mr Bentinck, Dr McKeown, Mrs Macintyre

IN ATTENDANCE 1 member of the public

APOLOGIES District councillor, Deborah Roberts

ELECTION OF CHAIRMAN

The clerk called for nominations for the position of Chairman of the Council. Dr Grindley proposed Dr Oakley as Chairman. Dr McKeown seconded the proposal, and all were agreed.

ELECTION OF VICE-CHAIRMAN

Dr Oakley then proposed Dr Grindley as Vice-Chairman. Mr Allars seconded the proposal and all were agreed.

**ELECTION OF THE WORKING PARTIES, PLANNING COMMITTEE
AND OTHER POSITIONS**

Dr Oakley proposed that the Working Parties, Planning Committee and other positions were filled by councillors as previously discussed in the following way:

Recreation and Amenities Working Party

Mr Bentinck (Chair), Dr McKeown (Deputy), Mrs Macintyre (Trees) and Mr Allars

Finance Working Party

Dr Oakley (Chair), Dr Grindley (Deputy) and Dr McKeown

Planning

Mr Barnes (Chair), Dr Grindley (Deputy) and Mrs Macintyre.

(Dr Oakley, as Chairman, is, ipso facto, a member of the Working parties and of the Planning Committee)

OTHER POSITIONS

Police Liaison

Mr Barnes

Parish Plan

Mr Allars

Dovecote/Meadow Project

Mrs Macintyre

Village Hall Management Committee Representative

Mr Allars

Youth Initiatives

Mr Bentinck (Chair), Dr Oakley, Dr McKeown and Mrs Macintyre

Dr Grindley seconded these proposals and all were agreed.

Correspondent for the Recreation Ground Trust

Dr McKeown volunteered to continue in this role.

Transport Representative

It was agreed that there was no real need to appoint a representative for transport issues.

Dr Oakley then moved on to the normal agenda for council meetings.

DECLARATION OF INTEREST

None.

MINUTES OF THE PREVIOUS MEETING

No amendments were necessary and Dr Oakley proposed that the Minutes of the previous meeting, held on Monday, 7th April 2008, be signed as a true record. Dr Grindley seconded the proposal and all were agreed.

MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7th APRILFinance Report

Dr McKeown clarified the matter of the payment of £500 to Mr Salmons. This sum included £96 for surplus plastic tiles that would be used on the Bike Park.

REPORTS FROM THE WORKING PARTIES**RECREATION AND AMENITIES**

Mr Bentinck said he had received some complaints about the quality of the grass cutting. Matt Grey Foxton Cricket Club) had asked for a double-cut on the Recreation Ground. *However, the clerk said that when she had followed this up it turned out that the Recreation Ground had already been cut. Dr Grindley said that, in any case, there were reasons for a double-cut not being a good idea.*

Mr Bentinck said that the Recreation Ground was shortly due to be sprayed against Plantain.

He had as usual received a report from Mr Salmons who had found a hypodermic needle and syringe in the car park bin and he had disposed of these items safely. Mr Bentinck said that Mr Salmons had already had a tetanus injection, but the council might need to arrange for him to have a hepatitis B injection.

There had been more instances of graffiti and the Police Support Officers had been disappointed to learn of this.

Dog-bins were overflowing and it appeared that they were not being emptied regularly. *The clerk agreed to try to get information from SCDC about when the bins should be emptied.*

Insulation tape was still being left on the Recreation Ground.

Garden hedges were overhanging the footways in the village. It was agreed that the council would aim to get an item about this in the July "Laurentian".

The bin outside the sports pavilion, which had been overturned during the work on the Recreation Ground extension, would be reinstalled. Mr Salmons had reported that after collecting rubbish from the various bins, there was too much to fit in the wheelie bin in the village hall car park. *It was established that there was another bin that Mr Salmons could use, that was available during the day.*

Finally, Mr Bentinck reported that he had very recently received the RoSPA report on the Play Area and the Bike Park following this year's inspection. He had not had time to study it in detail, but there were no urgent matters to be attended to, but there were numerous suggestions that the Working Party would consider at its next meeting including a sign for the Bike Park.

Trees

Mr Barnes reported that the clerk had invited four firms to quote for the work needed on the trees in the gravel car park. So far, two quotations had been received, each in the region of £700. *The clerk agreed to chase up the other two firms for their quotations.*

FINANCE

Dr Oakley gave details of the Bank Accounts as follows:

Deposit Account	£22,779.01
(This included the RGT contribution to FPC of £4,500, a VAT rebate of £788.96, the 1 st ½ of the 2008/09 precept of £7,400 and an SCDC grant of £4,500 to the Recreation Ground extension)	
Current Account	£50.62
Cambridge Building Society	£14,287.71
Dr Oakley proposed the following cheques for payment:	
Algar Signcraft Services (Cambridge) Ltd (10 signs)	£188.00
NALC (subscription to "Local Council Review" for 2008/09)	£13.50
Allianz Insurance PLC (renewal of insurance policy 2008/09)	£1,312.94
Giles Landscapes Ltd (2 nd payment for work on the Recreation Ground extension)	£9,006.26
Playsafety Ltd (annual inspection of Play Area 2008)	£192.70
Foxton Village Hall Trust (hire of Meeting Room 7 & 28 April & Lounge 15 & 23 April)	£44.00

D Salmons Fencing Services (Village Warden duties, April)	£88.00
J E Burns (salary April/May)	£555.24
J E Burns (expenses March/April)	£48.64

Mr Barnes seconded the proposal and all were agreed that these payments, totalling £11,449.28, be made and that £11,450 be transferred from the Deposit Account to the Current Account.

Dr Oakley concluded by saying that the “Awards for All” grant would be transferred to the FPC account.

REPORT OF THE PLANNING COMMITTEE

Mr Barnes reported as follows:

Planning permission granted:

Dr Helen Watson	Application No. S/0237/08/F for the conversion of garage to living accommodation Five conditions including keeping the driveway available for parking of vehicles
Mr and Mrs Love	Application No S/0305/08/F for the conversion of carport to form playroom/guestroom at 55A High Street Three conditions including confining the use of the room to domestic purposes

Planning Application to be considered at a future meeting:

Dr K Beardsall	Application No. S/0740/08/F for an extension at 36 High Street
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This application had been received too late for it to be included on the agenda for the present meeting. Mr Barnes said he would arrange a meeting of the Planning Committee to discuss the application and once a date was agreed the clerk would place a notice of the meeting on the council’s notice board.

An e-mail had been received from SCDC Chief Executive, Greg Harlock, advising that the council has joined with Cambridgeshire County Council and Cambridgeshire Horizons to discuss a shared approach to the proposal for an “eco-town” at Hanley Grange, and enclosing information that might be of use to councils wishing to formulate their own responses. Mr Barnes said that this communication would be discussed at the forthcoming meeting of the Planning Committee.

PARISH PLAN

Mr Allars reported that the questionnaire had now been prepared and was ready for printing. There would be some pre-publicity, including more flyers, before the questionnaires were distributed towards the end of June/early July so that the summer holidays would be available for their completion.

Dr Oakley thanked Mr Allars for his report and thanked Mr Hockley for all his work on this project.

POLICE LIAISON

Mr Bentinck said that his and Mr Barnes' names had been missed from the invitation list for the last panel meeting. This had been made known and he hoped the omission would not occur again. He and Mr Barnes were keeping the police informed regarding the shelter that the village youths would like. The police were disappointed about the reappearance of graffiti.

Mr Allars reported a vintage motorbike having been stolen from a garage in Fowlmere Road last Friday and Dr McKeown said that a car, parked outside his house, had had a tyre slashed.

RECREATION GROUND TRUST REPORT

Dr McKeown reported as follows:

The Recreation Ground Trust (RGT) had not had a Meeting since the last report, but one was planned for later this month.

Negotiations on the wording of the lease for the Pre-school Group (PSG) continued – no problem was foreseen, just a need for accuracy in the wording. The PSG had initiated earthworks in its area.

An informal meeting had been arranged with the Cricket Club in order to understand better the overall aims of the club with regard to storage, practice and accommodation of spectators.

A joint meeting would also be arranged with the Village Hall Trust (VHT) following the useful inaugural one held in February.

The contractors had completed the infrastructure work on the extension and submitted a final invoice. There was some confusion over a withdrawn invoice that still appeared on their statement, but this was being dealt with.

A request for part payment (up to 90%) of the grant from SCDC for the Bike Park had been made and the matter was being processed by SCDC.

Foxton Gardens Association (FGA) had agreed to pay for keys and a share of the hire of a grab lorry. Foxton Parish Council would need to raise an invoice to the FGA for the supply of keys in the sum of £52.00 and for the supply of a part-share of the hire of the grab lorry in the sum of £117.00 – a total of £169.00.

The RoSPA inspection of the Bike Park revealed concerns over the proximity of the track to the fencing. The Trustees believed that they could meet the requirements with very little adjustment of the track as it was at present. The bike park required plastic matting to be installed and the material had already been purchased along with that needed to repair the pathway onto the Recreation Ground from Illingworth Way. Seeding of the embankments would also need to be arranged.

The signatories for the bank account had been changed and the Trust's Chairman/Treasurer was dealing with the investment accounts with the previous Treasurer and Chairman.

Dr McKeown reported that large stones had been removed from the picnic area. Dr Grindley said that the Trustees would need to think about ordering the picnic tables.

Dr Grindley asked for the latest information on the Cricket Club lease. Dr McKeown said that the wording had been agreed and the matter was now with the solicitors.

Dr McKeown further reported that the locks for the allotments would be installed on 18th May. He noted that the Cricket Club was planning a “Rock on the Rec” event but had not yet asked the council’s permission to hold it. It was agreed that protocols regarding the Cricket Club’s use of the Recreation Ground and the Sports Pavilion needed to be made clear at the meeting with the club.

DOVECOTE/MEADOW PROJECT

Mrs Macintyre said that volunteers were needed for a working party on Wednesday. It appeared that Rob Mongovern had blocked the entrances to the Swift boxes for some reason. The owl box had been installed.

CORRESPONDENCE

The Clerk summarised the correspondence received since the meeting on 2nd April, which is given in full below:

- 1) Letter dated 21st April from the SCDC Democratic Services Officer re a vacancy for a Parish Council member on the SCDC Standards Committee and requesting nominations by 6th June: enclosing overview and job description and SCDC Standards newsletter, spring 2008.
- 2) Letter dated 23rd April from the Energy Saving Trust re the “Village Green” project that aims to identify and support a community in Cambridgeshire to reduce carbon emissions: enclosing expression of interest form (to be returned by 23rd May).
- 3) Letter dated 24th April from Peter Sutton apologising for not being able to attend the Annual Parish Meeting and expressing his thanks to the council members and clerk for the work carried out on behalf of the village during the past year.
- 4) Letter dated 28th April from the Managing Partner of Hewitsons advising that the firm of solicitors is converting its business into a limited liability partnership from 1st May 2008.
- 5) Letter received 7th May from the SCDC Corporate Project Manager – Housing Futures re the next steps in the process of choosing between the two options for council owned homes – a transfer to a not for profit housing association or retention by the council: enclosing a Housing Futures update.
- 6) Letter dated 8th May from the SCDC Legal Office re the local Code of Conduct complaints process.
- 7) E-mail from the SCDC Chief Executive re the Government consultation on a list of 15 “eco-towns”: attaching details on the council’s approach etc.

- 8) Letter dated 9th May from the SCDC Housing Strategy Officer re the council's Draft Homelessness Strategy 2008-2013 consultation enclosing:
 - Draft Homelessness Strategy 2008-2013
 - Action Plan
 - Homelessness Review 2008
 - Consultation questionnaire
- 9) RoSPA Play Area Inspection Report for Foxton Parish Council 10th April 2008.
- 10) Information from CPALC including:
 - Notice of CALC Extraordinary General Meeting on proposed constitutional changes to be held on Saturday 31st May at Impington with agenda
 - Agenda for CPALC South Cambridgeshire meeting on 5th June at Cambourne
 - Support desk newsletter 1 including notes on changes to audit Annual Return
- 11) Information from NALC including:
 - Memo re items of interest including annual conference
 - Details of NALC conference May 2008 with booking form
- 12) Information from COPE including
 - COPE newsletter, May 2008
 - Leaflet re housing matters
 - Response form for supporting the Cambridge Evening News campaign to save rural Post offices
 - Questionnaire re Unitary authorities
 - Questionnaire re the best toilets for older people
- 13) "Local Council Review", May 2008
- 14) "Clerks and Councils Direct" magazine, May 2008. (*Contains article on acquisition and appropriation of land*).
- 15) "Green Vision News", issue 1.
- 16) Posters for the Open University and for "A Festival of Sport, Fitness and Dance".
- 17) Invitation from Barcham Trees to attend seminar on "Green compost in Arboriculture from Production to Mature Tree Care", 6th and 7th May 2008.
- 18) Publicity material from "Building" magazine.
- 19) A letter (undated) received shortly before the meeting from Mr Philips regarding youth issues.

VISITORS' QUESTIONS

Mr Hockley asked that the sums disbursed in connection with the Parish Plan be recorded separately in the council's accounts.

It was agreed that the clerk would send Mr Hockley an e-mail requesting the dates of Parish Plan meetings, so that the cost of hiring a room on these occasions could be included in the list of Parish Plan expenditure.

ANY OTHER BUSINESS

Dr McKeown said he would like to raise the council's awareness of the Dynamo Football Club. This was an informal group of under-8 year-old youngsters who met at Whittlesford. There were now enough members to form a group in Foxton. A committee had been formed with David Wilkins as chairman, and a CRB-checked Welfare Officer, David Salmons, which would register children for the 2008/09 season. The group had the use of the school field for the present and there was a lot of goodwill and enthusiasm, though not all the equipment needed.

There was some discussion about this matter, and it was agreed that Dr McKeown would establish what equipment was needed. The parish council could then consider the possibility of making a contribution to the group's funds.

It was reported by whmr Barnes that potholes had appeared again in Barrington Road: the clerk agreed to contact the Highways Department.

DATE AND TIME OF NEXT MEETING

It was confirmed that this would be held on **Monday, 2nd June 2008 at 7.45pm in the Village Hall Meeting Room.**

There being no further business, the meeting closed at 9.15 pm.