

MINUTES OF THE ANNUAL MEETING OF FOXTON PARISH COUNCIL

HELD ON MONDAY, 13th MAY 2013, AT 7.45 p.m.

PRESENT

Dr Grindley, Mr Barnes, Mr Elliott, Mr McCreery,
Mrs Macintyre, Mrs McFadzean and Mr Sutton

County Councillor Susan van de Ven

District Councillor Deborah Roberts

IN ATTENDANCE

1 member of the public

APOLOGIES

Dr Oakley and Mr Bore

ELECTION OF CHAIRMAN

The clerk invited nominations for the position of chairman. Mr Elliott proposed that Dr Oakley be re-elected as chairman of the council. Mr Sutton seconded the proposal and all were agreed. *Dr Oakley had previously said that he would be pleased to continue in office.*

ELECTION OF VICE-CHAIRMAN

Mrs McFadzean then proposed that, with his agreement, Dr Grindley be re-elected as Vice-Chairman. Mr Barnes seconded the proposal and all were agreed.

Dr Grindley then took the chair and welcomed all to the meeting

ELECTION OF THE WORKING PARTIES, PLANNING COMMITTEE AND OTHER POSITIONS

As Dr Oakley had not received any proposals for changes, Dr Grindley proposed that, membership of the Working Parties, the Planning Committee and other positions remained as before, namely:

RECREATION AND AMENITIES WORKING PARTY

Mr Barnes, Mrs Macintyre, Mr McCreery and Mrs McFadzean

FINANCE WORKING PARTY

Mr Sutton, Dr Grindley, Dr Oakley and Mr McCreery

PLANNING COMMITTEE

Dr Grindley, Mrs Macintyre, Mr Sutton, Mr Bore and Mr Elliott

The working parties and the Planning Committee would each elect their own Chair

OTHER POSITIONS

Transport Representative: Dr Oakley

Recreation Ground Trust: Mrs McFadzean

Dovecote/Meadow: Mrs Macintyre

Police representative: Mr Barnes

Children and Youth: Mrs McFadzean

Village Hall representative: Mr Bore

Mrs Macintyre seconded the proposal and all were agreed.

DECLARATIONS OF INTEREST

Dr Oakley had been informed by the South Cambridgeshire district council (SCDC) that the parish council (FPC) was now responsible for its own standards procedures so that it was not up to SCDC to grant the council a dispensation. Moreover a dispensation was only needed if councillors had a pecuniary interest in the matter under discussion. It was agreed that Foxton parish councillors did not have any pecuniary interest in the Recreation Ground Trust (RGT) and its landholdings and that therefore there was no need for FPC to have a dispensation to discuss RGT matters in council. This meant that the form of words relating to the RGT, formally read out under this heading, could now be dropped.

There were no other declarations.

MINUTES OF THE PREVIOUS MEETING

Under the Finance Report, the name of the councillor seconding Mr Sutton's proposal for payment of cheques (*Dr Oakley*) had been omitted and should be inserted at the beginning of the last paragraph on page 3. With this amendment, all were agreed that, the Minutes of the previous Meeting, held on Monday, 8th April 2013, be signed as a true record.

MATTERS ARISING FROM THE MINUTES

Recreation Ground Trust report

Mrs McFadzean said that although it had been intended to hold a trustees' meeting in May, this had not taken place.

Any Other Business – council website

Dr Grindley said that he and Mr Elliott would be meeting Mr Grainger of SCDC next Monday.

As Dr van de Ven needed to leave early, Dr Grindley asked her to give her report as the next item of business.

COUNTY COUNCILLOR'S REPORT

Dr van de Ven reported as follows:

1. Dr van de Ven said that the big question for the County Council was who would lead it. No group of councillors had overall control and the largest group, the Conservatives, who would need to lead the initiative on forming an administration, had lost its leader. She hoped the council would dispense with the "strong leader" mode and revert to a committee system for decision-making. This would mean more

local councillors were involved in the council's bread and butter work. Until the annual meeting on May 21st, however, all this remained "up in the air".

2. The A10 Corridor Cycling Campaign had been asked by the County Council to support its bid to the Department for Transport for a grant to improve "cycling links to Foxton Station", as part of a much larger bid to develop cycling infrastructure around South Cambridgeshire.

The fact that bikes were propped up all over the place at Foxton Station in a rather haphazard fashion underlined the fact that better facilities were needed – as did the fact that only the path to Harston was actually an official cycle path.

3. Dr van de Ven and Dr Oakley had met with the County Council lead officer last week regarding the Foxton Level Crossing Feasibility Study: The study would be published very shortly and more information on possible funding sources was awaited.

REPORTS FROM THE WORKING PARTIES

RECREATION AND AMENITIES

Mr McCreery reported as follows:

1. Recreation ground

Mr McCreery had received promises from Kompan of some parts needed to rectify minor issues in the Play Area although he had still not gained agreement about the matting, part of which needed to be re-laid.

As equipment was not available this year for re-seeding, Mr McCreery had agreed with the Cricket Club to leave re-seeding for this year. The club would continue to cut the area used for football training regularly in order to encourage growth.

A first spray application of weedkiller was scheduled for the end of May.

The council had discussed buying two new picnic tables for the picnic bank last year. If the council were to purchase the same type of table as for the play area, the cost would be approximately £1,200. As the tables would be on RGT property, Mr McCreery suggested that the RGT might wish to consider the purchase.

2. QEII Registration

Mr McCreery was still awaiting a response from the Land Registry regarding the various forms sent in at the end of March. The group had received a quotation of £395 for the plinth for the plaque.

Mr McCreery proposed the council accept the quotation, Dr Grindley seconded the proposal and all were agreed.

A plaque had also been received from ASDA, the siting for which would need to be agreed.

3. Skatepark Project

The WREN grant application had been made in the name of the parish council as agreed and the next grant application would be to the National Lottery Fund.

Mr McCreery proposed that the parish council support the application to the National Lottery Fund to be made in its name. Dr Grindley seconded the proposal and all were agreed.

The application would be reviewed before submission.

4. Trees

Mrs Macintyre was carrying out a survey of trees in the village that were the parish council's responsibility. Once the list was completed, it was the intention to have a professional survey done to identify any problems that needed to be addressed. In the meantime the group had received requests from two residents of Illingworth Way to allow overhanging branches to be removed.

5. Grass Cutting

The first cut took place at the end of April and was, so far, an improvement on the standard last year.

6. Dovecote

Mr Salmons had now removed the fence in order to allow better care of the triangle of land next to the path.

The solar light in the Dovecote field had been stolen.

Mr McCreery proposed that the council agree to extend the existing pole in height and also to install a new post at the school end of the path for two new solar lights. In anticipation of this he had purchased two new lights (with a 20% reduction in cost plus a further 10% reduction as he had recently personally purchased a light) at a cost of £59.98 excluding VAT for which he would like the council's retrospective agreement. Mrs Macintyre seconded the proposal and all were agreed.

7. Litter Pick

A date for the litter pick had not yet been arranged but Mr McCreery proposed putting a notice in the July "Laurentian"! for a date in August.

FINANCE

Mr Sutton referred to the council's annual return for audit for the year ending 31st March 2013 Mr Matthews had carried out the internal audit, confirmed that the council's internal controls and procedures were in order, and had signed his section of the annual return.

It remained for the Council to answer various questions on governance contained in Section 2 of the Return all of which he recommended should be answered in the affirmative. Mr Sutton then read out all the questions. All councillors were agreed that the answer to all the questions should be "yes".

Mr Sutton asked that a vote of thanks to Mr Matthews be recorded in the Minutes for his work on the annual return. He also asked the council to note that from now on the clerk's earnings and tax would need to be reported to H M Revenue and Customs online using the new Real Time Information (RTI) system.

Mr Sutton then gave details of the bank accounts as follows:

Deposit Account	£24,962.86
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(This included the 1st half of the 2013/14 precept in the sum of £10,500 and a further sum from SCDC of £1,205 in respect of changes in council tax support)

Current Account £59.23

10 Day Notice Account £22,698.26
(this included interest applied 1st April of £19.64)

Mr Sutton proposed the following cheques for payment:

Kompan Ltd (2nd Play Area inspection) £300.00

Foxton Village Hall (hire of Meeting Room 4/3, 8/4 & 29/4
and 3 months' rent for council office) £143.16

Post Office Ltd for SCDC (emptying dog bins 1/4/13-31/3/14) £483.22

Melbourn District Villages Association (donation to
Melbourn Library Access Point) £100.00

New Dawn Blinds Ltd (blind for FPC office) £70.00

The Business Machines Co. Ltd (toner cartridge plus fitting) £117.60

Foxton PCC (FPC contribution to churchyard maintenance) £700.00

CGM (Cambridge) Ltd (grass cutting, April) £432.00

P Sutton (reimbursement for 2 further keys for council office) £7.50

Npower Ltd (charges 1/3/13-30/4/13) £23.39

D Salmons (Village Warden duties April) £225.00

J E Burns (salary April and May) £621.75

J E Burns (expenses March and April) £109.99

H M Revenue & Customs (tax on clerk's salary for
2 months to 5/6/13) £94.00

Mrs Macintyre seconded the proposal and all were agreed that these payments, totalling £3,427.61, be made and that £3,425 be transferred from the Deposit Account to the Current Account.

Mr Sutton concluded by saying that the sign for the council office had been delivered and would need two holes to be drilled for fixing.

Dr van de Ven left the meeting.

PLANNING COMMITTEE REPORT

Dr Grindley said that the committee had not met since the Annual Parish Meeting on 29th April. A planning application had been received for a dwelling adjacent to 7 Station Road and would be considered at the committee's next meeting to be held 20th May at 6pm in the council office. Two similar applications for a dwelling on this site had already been considered by South Cambridgeshire district council and both had been refused. The decisions had been appealed both times and the appeals had failed.

POLICE LIAISON REPORT

Mr Barnes reported that, following the recent spate of burglaries, three people had now been arrested. These were:

- A fifty-five year old Foxton woman who had been released without charge
- A twenty year old Foxton man who had been charged and released on bail to appear in court at the end of May
- An eighteen year old man from Cheshunt/Royston who had been remanded in custody

Mr Barnes further reported that a motorbike had been stolen in Caxton Lane on the night 29th/30th April. A locked storage outbuilding in Barrington Road had been broken into on the night 30thApril/1st May. Five copper cylinders had been stolen and sensors around the building were damaged.

Mr Sutton had attended a meeting of the newly formed Neighbourhood Watch team. Between fifteen and twenty people had been present and heard a talk by the Neighbourhood Watch area manager. Members of the team signed a register agreeing to act as street representatives. Payments for expenses etc for the project would be channelled directly through the parish council.

The police were continuing speed checks.

DISTRICT COUNCILLOR'S REPORT

Mrs Roberts said that the council was coming to the end of its discussions about the Local Development Framework (LDF) with the last meeting due to take place the next day. The council would report in June. Mrs Roberts expressed surprise that a third application had been made proposing a dwelling at the site adjacent to No. 7 Station Road.

Members' salaries had been referred back to the remuneration panel for review.

Mrs Roberts concluded by saying that she had put her name for membership of the Planning Committee.

Dr Grindley had been in touch with Schuyler Newstead (SCDC) re the proposal for housing in Fowlmere Road. Her first e-mail in response said the matter was awaiting legal scrutiny, but a second e-mail had been more positive. Mrs Roberts said she would try to get an update on the situation in time for the next FPC meeting. She said the project might end up as housing provided by the district council rather than by a housing association.

RECREATION GROUND TRUST (RGT) REPORT

Mrs McFadzean said trustees had not met since the last FPC meeting

Mr Sutton said that three quotations had been received for the external painting of the Community Building and a meeting would be held with the school and with Mr Garrick (Facilities Manager) to decide which quotation to accept. He also hoped to have a meeting about the shutters in the kitchen adjacent to the Meeting Room. A quotation from Mr Salmons for upgrading the gravel car park was awaited.

CORRESPONDENCE

The clerk summarised the correspondence received since the last meeting, which is given in full below:

- 1) Recruitment poster for a Referral Order Panel Community Volunteer (Cambridgeshire Youth Offending Service).
- 2) "Clerks and Councils Direct" magazine, May 2013.
- 3) Spring issue of "Keeping in Touch", Cambridgeshire Community Services NHS Trust's magazine.
- 4) Publicity material from Norse (landscape and fencing), Littleport (bus shelters).
- 5) Various e-mails from CPALC.

VISITORS' QUESTIONS

Mrs Ward pointed out the difficulty of using the gravel car park for wheelchair users`.

ANY OTHER BUSINESS

Dr Grindley said the Historical Society would meet on the second Wednesday in July but that there would also be a smaller group meeting in June. It was hoped to get David Bevan (SCDC Conservation Manager) to attend the July meeting. He said there might be a note in "The Laurentian". He added that Mr Bevan considered that the area designated for an extension to the Conservation Area was very appropriate.

Mr Sutton said that, in the absence of another volunteer, he would take the surgery in the council office on Friday, 17th May at 4pm. It was agreed that Dr Grindley and the clerk would also attend to sort out planning papers prior to the next Planning meeting.

DATE AND TIME OF NEXT MEETING

It was confirmed that the next meeting would be held on **Monday, 3rd June 2013** at **7.45pm** in the **Meeting Room** of the **Village Hall**.

There being no further business, the meeting closed at 9.20pm.