

**MINUTES OF A MEETING OF FOXTON PARISH COUNCIL**

**HELD ON MONDAY, 3<sup>rd</sup> SEPTEMBER 2007, AT 7.45 p.m.**

**PRESENT**

Dr Oakley, Dr Grindley, Mr Allars, Mr Barnes

County Councillor David McCraith

**IN ATTENDANCE**

3 members of the public

**APOLOGIES**

Mr Bentinck, Mr Kennedy and Dr McKeown

Dr Oakley welcomed all to the meeting.

**DECLARATION OF INTEREST**

Mr Barnes said that he had received a planning document relating to the site next to his property.

**MINUTES OF THE PREVIOUS MEETING**

No amendments were necessary. Dr Oakley proposed that the Minutes of the Meeting, held on Monday, 30<sup>th</sup> July, be signed as a true record. Mr Allars seconded the proposal and all were agreed.

**MATTERS ARISING FROM THE MINUTES**

*Car-wash Facility at the Level Crossing*

There was nothing further to report about this matter.

*Oak Tree in Hall Close*

Mr Barnes said there was nothing further to report as the council was waiting to see whether a grant towards the cost of the necessary work would be awarded.

*Car Park at Foxton Station*

There was nothing further to report on this matter.

*Trees on the Recreation Ground and in the gravel car park*

Mr Barnes said he had discussed the problem of the trees in the gravel car park with the Wilsons, whose garden they were overhanging and the matter was ongoing.

Referring to the disease that had been infecting Horse Chestnut trees this year (to which District Councillor Deborah Roberts had alerted the council at the last FPC meeting), Mr Barnes said that he had been told that the diseased trees might recover. It would be necessary to collect and burn the leaves when they fell.

New Code of Conduct

It was confirmed that the new Code of Conduct had now been adopted.

Police Liaison Report

Mr McCraith asked how the Police Neighbourhood Panel meeting had gone. Mr Barnes, who had attended the event, said that it appeared from the meeting that Foxton suffered less than other panel villages from crime. However, since the meeting there had been several burglaries in West Hill Road, and these had all been reported to the police: patio doors had been the main means of entry and all the burglaries had taken place when the owners were asleep upstairs.

Mr Barnes confirmed that he would be attending the South Cambs Crime and Disorder Partnership Community Safety event to be held on 25<sup>th</sup> September.

**PARISH PLAN REPORT**

Mr Allars reported as follows:

An application form for a Parish and Towns Plan Grant had been prepared: copies were distributed and the responses checked.

An article had been printed in "The Laurentian" inviting parishioners to take part in the project, with only one response. However, Tessa Howell had given Mr Allars some useful contacts. It was hoped to send off the application form some time in the next two weeks. Unfortunately, until there was a response to the application, no further action could be taken.

The next major step would be the production of a questionnaire and Mr Lawrence had been approached about printing these. Mr Allars mentioned that the Meldreth questionnaire for its Parish Plan had run to 22 pages. The target date for completion of the project was March 2009.

Mr McCraith asked whether there would be a public meeting and Mr Allars confirmed that one would be held.

The clerk asked how much time volunteers for the project would need to spend on it. Mr Allars said that in the early stages, when the questionnaire was being dealt with, it was likely to be about 4-5 hours per month. He said that it was hoped that the responses to the questionnaire would be collected in July/August 2008.

The clerk agreed to pass a copy of the Cambridgeshire ACRE Housing Needs survey to Mr Allars. Mr McCraith confirmed that he would be happy to support the project.

Dr Oakley thanked Mr Allars for his report.

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Before moving to the next agenda item, Dr Oakley told councillors that he had been advised by CALC that, if the committees were replaced by working parties, these could include members of the public and there would be no need to advertise the meetings as open to the public. All councillors agreed that this would be more convenient and that the committees would now be known as Working Parties. It was agreed that if important issues arose the public would be invited to attend a meeting

## **REPORTS FROM THE WORKING PARTIES**

### **RECREATION AND AMENITIES**

Dr Oakley reported in Mr Bentinck's absence as follows:

A meeting of the Recreation and Amenities working party was held at 12 Illingworth Way on Thursday, 16<sup>th</sup> August 2007. Present were Steve Bentinck, David McKeown and Geoff Barnes.

#### **1. Village Warden**

The transfer to Dave Salmons had taken place satisfactorily. Mr Salmons had commented that Tim Austin was currently cutting hedges on the Fowlmere Road with a tractor, and the council would be advised to make use of him to cut the Dovecote field hedges. Mr Salmons quoted a price of £40+VAT during the meeting and this was approved.

#### **2. Trees**

Mr Salmons was waiting for the new school term before commencing work on Mr Mycroft's trees, so that there was no danger to children playing.

Mr Barnes had still to make contact with Mr Wilson about the trees overhanging his garden. (*Mr Barnes had now done this as mentioned earlier in the meeting*) Mr Barnes then intended to involve the SCDC Trees Officer.

Mr Barnes would also contact the SCDC Trees Officer about the Oak tree in Hall Close, especially re safety.

Mr Barnes would like to see the wooded area in the Barrington Road triangle preserved and again would like to involve the Trees Officer.

#### **3. RoSPA Report/Play Area**

The working party agreed that recommendations regarding swings in particular must be given urgent attention. Mr Bentinck had contacted API (Association of Play Industries) on their website (where tenders can be invited for work) and described the council's requirements. Mr Bentinck had made contact with Tom Johnson at Matta (safety matting suppliers) and was awaiting a date to meet him at the Recreation Ground. Meanwhile he would ask Vic Meade if he would meet with him and Mr Salmon at the swings to discuss temporary improvements to the chains.

#### **Training for RoSPA**

Mr Bentinck had contacted Karen at RoSPA Playsafe. She stated that "weekly / 6 monthly RoSPA checks were not compulsory but a voluntary show of Duty Of Care." This was comforting while the council waits for RoSPA to find sufficient numbers to hold a local ½ day training session. Meanwhile Mr Bentinck would forward the 3 RoSPA books to Mr Salmons to read. He could also continue to complete the weekly checks and hopefully would have been trained by the time the next 6-monthly check was due in December.

#### **4. Signs**

Mr Bentinck had contacted The Sign Workshop at Hitchin about paying the firm a visit. The firm would prefer an e-mail with thorough descriptions of the signs needed,

ie measurements/colours/materials, and confirmed that it could vinyl over its signs to prevent letters being picked-off. The R&A group would have to work on this. Mr Bentinck also asked Dr Oakley to obtain from Don Challis the wording he would like to see on the Rev. Rowland memorial plaque for the Oak tree in the gravel car park. The working party simplified the sign that that is proposed to be positioned at the back of the play area near the residents, from: "Please show some consideration for residents whose properties adjoin this play area" to "Please respect residents' privacy".

#### **5. Vic Philips Bench no.2**

The meeting agreed to give the go-ahead to site this second bench to the left of the pathway from the Recreation Ground to Illingworth Way. The bench should be covered by the mobile screen during cricket matches, as it would be in line with the bowler.

#### **6. Treatment of weeds etc on the Recreation Ground and Allotments**

Dr McKeown reported that RGEC had requested news from the council on weed control. Mr Bentinck telephoned Barry at Herald Contracts who would have a look at the Recreation Ground on Monday and would e-mail a quotation for plantain spraying and a quotation for treating the mallow etc on the allotment areas. The spraying was done twice in one month last year (cost £700), as the manufacturer's recommendation is that either you spray twice a year, once in the Spring and once in the Summer or twice in 2 weeks or so. The product recommended by the allotments committee was Grazon 90. However, Herald felt this was very expensive and had a more affordable 'mix' in mind, which they have used before, and should be acceptable for use next to the allotments. The firm does hold the appropriate certificates for spraying. *(The clerk said that the council should obtain two other quotations and was asked to contact SB about this).* The flailing had not yet been carried-out and Mr Bentinck had contacted Richard Barnes who said he had not been asked to do it yet but thought he would be able to do it the following week.

#### **7. Any Other Business**

The working party intended to look at matters concerning grass cutting in the future: the number of cuts, quality of work and areas covered were amongst its concerns.

It was agreed that the working party would meet at a date to be arranged in mid-September.

#### **FINANCE**

In the absence of Mr Kennedy, the clerk gave the details of the Bank Accounts as follows:

Deposit Account	£20,420.87
Current Account	£54.36
Cambridge Building Society	£13,855.78

The clerk then said the following payments needed approval:

Foxton Village Hall Trust (hire of meeting Room on 2 & 30 July and the Lounge on 12 July)	£34.50
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J E Burns (salary August and September) £569.73

J E Burns (expenses July/August) £28.44

Dr Oakley proposed that these payments be approved and that £632 be transferred from the Deposit Account to the Current Account. Mr Allars seconded the proposal and all were agreed.

The clerk said that Moore Stephens had some queries about the 2006/07 audit and these had still to be answered. It was agreed that the Finance working party needed to meet. In the meantime the clerk was asked to write to Moore Stephens. However, the clerk said she had already telephoned Moore Stephens to say that consultation was needed to obtain the necessary information and this would be sent as soon as possible.

### **PLANNING**

Mr Barnes reported as follows:

#### **Planning permission granted:**

Mr P Mead	Application No. S/1946/04/O for the erection of 13 houses and 1 bungalow at land at Moore's Farm 10 conditions
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The means of access was listed as a reserved matter until full details have been submitted in writing and approved.

#### **Amended Planning Application:**

Mr and Mrs Broadbent	Application No. S/0454/07/F for a replacement bungalow at Orchard End, 31 Shepreth Road The revised plans included deletion of bay windows and the addition of a porch – no comment required.
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#### **Application considered at the meeting:**

Mr D Lopez-Diaz	Application No. S/1551/07/F for extensions at 10 St Laurence Road Approved
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Mr Barnes had received documents from the Programme Officer for Independent Examinations Local Development Framework South Cambridgeshire as follows:

1. Notes of the pre-Examination Meeting held on 31<sup>st</sup> July 2007
2. The SCDC response to the Inspectors' request that SCDC submit a reasoned paper in support of its views for a session on the likely production of housing from the North East Cambridge Area Action Plan
3. Programme of Hearings (the status of Foxton as a Group Village would be reviewed on 17<sup>th</sup> January 2008)

Dr Grindley said that South Cambridgeshire District Council wanted Foxton's Group Village status to stand and said he would probably attend the meeting at South Cambridgeshire Hall on 17<sup>th</sup> January as an observer.

Mr Barnes said that SCDC Planning Officer Saffron Garner would be seeing the SCDC Landscape Officer about FPC's application for the extension to the Recreation Ground and would get back to FPC this week.

### **POLICE LIAISON REPORT**

Police matters had been covered earlier in the meeting and there was nothing further to report.

### **RECREATION GROUND TRUST (RGT) REPORT**

Dr Oakley summarised the report passed to him by Dr McKeown of the RGT meeting held on 20<sup>th</sup> August as follows:

The meeting was mainly taken up by discussion of the leases and the RGT Trust Deed.

A few small amendments were needed to the Management Agreement between FPC and the Foxton Gardens Association (the amended document had now been co- signed by Dr Oakley and Dr McKeown).

After much discussion, and following the guidance given by the Trust's solicitor, RGT had concluded that there was no need to alter the Deed of Trust sealed on 21 March 2000. The permanence of the entity "Foxton Parish Council" had been checked so there was no advantage in co-opting non-council Trustees.

Drafts of the leases proposed for the Pre-School group and Foxton Cricket Club had been reviewed and suggestions from these organisations would be considered prior to agreement.

Dr Oakley stressed the amount of work put in by Dr McKeown and said that it had been a very worthwhile meeting.

### **DOVECOTE REPORT**

Mr Allars said that no meeting was planned over the next few weeks.

### **CORRESPONDENCE**

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

- 1) Letter dated 1<sup>st</sup> August from Andrew Lansley MP on behalf of the South Cambridgeshire Conservative Association concerning the risk of losing local post offices and asking the council to remind people that their post offices depend on their willingness to use them.
- 2) Letter dated 1<sup>st</sup> August from SCDC re its obligation to undertake and complete a review of all polling districts and polling places within the district – comments on satisfaction or otherwise with the existing structure and proposals for the future welcomed. *It was agreed that the clerk would write to say that the council was satisfied with the existing arrangements.*
- 3) Letter dated 2<sup>nd</sup> August from Network Rail re FPC's concerns over the car-wash facility adjacent to the level crossing at Foxton.

- 4) Letter from dated 6<sup>th</sup> August from the CCC Customer Relations Officer re the new CCC website for consulting with the public on bus services.
- 5) Letters dated 6<sup>th</sup>, 14<sup>th</sup> and 28<sup>th</sup> August from the programme Officer for Independent Examinations Local Development Framework South Cambridgeshire with (1) Notes of the pre-Examination Meeting held on 31<sup>st</sup> July 2007 (2) the SCDC response to the Inspectors' request that SCDC submit a reasoned paper in support of its views for a session on the likely production of housing from the North east Cambridge Area Action Plan (3) Programme of Hearings.
- 6) Letter from the CCC Director of Governance enclosing leaflets entitled "Cambridge Scrutiny – working to improve services for Cambridgeshire people".
- 7) Letter dated 16<sup>th</sup> August from Cemex enclosing the Minutes of the Liaison meeting held on 12<sup>th</sup> July and a questionnaire.
- 8) Letter dated 22<sup>nd</sup> August re South Cambridgeshire Housing futures (for council-owned property).
- 9) Letter dated 24<sup>th</sup> August from the CCC Customer Relations Officer giving details of changes to local bus services.
- 10) Letter received 29<sup>th</sup> August from Vic Phillips reporting an instance of dog fouling on the Recreation Ground that he had witnessed. *The clerk had written to the SCDC Enforcement officer to seek advice and it was agreed that she should write to Mr Phillips to let him know of this.*
- 11) Letter received August 2007 from Three Valleys Water with an invitation to attend one of three stakeholder discussion forums on its business strategy for the next 25 years.
- 12) Memo from the South Cambs Crime & Disorder Reduction Partnership (CDRP) re its Community Safety Event – including four workshops – to be held on Tuesday, 25<sup>th</sup> September: enclosing a copy of the CDRP annual Review 2006/07.
- 13) Letter dated 29<sup>th</sup> August from the Open University enclosing posters.
- 14) "Clerks and Councils Direct" magazine, September 2007.
- 15) Local Council Review, September 2007
- 16) South Cambs magazine, Autumn 2007.
- 17) Detail of the Funding Fair 2007 to be held at South Cambridgeshire Hall on Saturday, 15<sup>th</sup> September between 10.00am and 2.15pm together with booking form.
- 18) Leaflet and booking form for the NALC conference and Exhibition to be held in Bournemouth from 5-7 October 2007
- 19) COPE Newsletter, August and September 2007.

- 20) Publicity material from IOG Saltex (playground equipment and surfaces), Steelway Fensecure (sports and playground fencing) Eden (contract furniture) and Queensbury shelters.

### **VISITORS' QUESTIONS**

Mr Challis asked for clarification on the letter from Network Rail.

*It was confirmed that the letter related to the safety issues at the level crossing arising from the proximity of the car-wash facility.*

Mr Challis also raised the matter of the two "objection sites" owned by Mr Shelford. He was very concerned that decisions might be taken about these sites without the knowledge of the council - it was important to know exactly what was going on.

*Dr Grindley agreed that it was important to check up on just what was happening in the process being undertaken by the Independent Examinations re the South Cambridgeshire Local Development Framework and he would undertake to do this. He said he would need to check out the agenda.*

Mrs Howell said that the path across the Dovecote field was being obstructed by greenery growing in the garden of the house near the electricity sub-station.

*Dr Oakley said he would get Mr Bentinck to check up on this.*

### **ANY OTHER BUSINESS**

Mr Allars brought attention to the problems caused by cars parking across the junction of the High Street with Station Road and at other road junctions in the village. It was noted that parking at junctions is illegal and it was suggested that the registration numbers of offending vehicles should be recorded.

Mr Barnes noted that the long-serving postman at his end of the village would be retiring at the end of September.

### **DATE AND TIME OF NEXT MEETING**

It was confirmed that this would be held on **Monday, 1st October 2007 at 7.45pm**, in the **Village Hall Meeting Room**.

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