

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

HELD ON MONDAY, 17th MAY 2004, AT 7.45 p.m.

PRESENT

Mr Broadley, Mr Barnes, Mr Blakesley, Mr Chilton,
Dr Grindley, Mr Hockley, Mr Kennedy, Mrs Thake.

County Councillor Professor Milton

IN ATTENDANCE

2 members of the public

APOLOGIES

Apologies were received from Mr Pusey

ELECTION OF CHAIRMAN

The Clerk called for nominations for the position of Chairman of the Council. Mr Chilton proposed that Mr Pusey should remain as Chairman. The motion, seconded by Mr Blakesley, was carried with one abstention and the rest of the councillors in favour.

ELECTION OF VICE-CHAIRMAN

In the absence of Mr Pusey, the Clerk called for nominations for the position of Vice-Chairman. Mrs Thake proposed that Mr Broadley continue as Vice-Chairman. The motion was seconded by Mr Blakesley, and all were agreed.

ELECTION OF THE COMMITTEES

1. Finance Committee

Mr Broadley proposed that Dr Grindley should come onto the Finance Committee and that he should leave the Committee. Mr Blakesley seconded the proposal, and all were agreed that the Finance Committee should, with this one change, remain as it was the previous year.

2. Recreation & Amenities Committee and Planning Committee

Mr Broadley proposed that both these committees remain the same as the previous year. Mr Barnes seconded the proposal, and all were agreed.

REPRESENTATIVE ON THE BOARD OF SCHOOL GOVERNORS

As there had been changes to the composition of Boards of School Governors, the council was not required to appoint a representative.

TRANSPORT REPRESENTATIVE

Mr Broadley proposed that Mr Hockley continue as the council's representative. Mrs Thake seconded the proposal, and all were agreed.

CORRESPONDENT TO THE RECREATION GROUND TRUST

A decision on who should act as correspondent to the Recreation Ground Trust was referred to the next meeting of the Trust.

MINUTES OF THE PREVIOUS MEETING

Three amendments were needed:

- (i) On page 7, under “Matters Arising - Road Surface, Hardman Road” the paragraph should be extended with the words “ie there was nothing to stop the top surface being applied”.
- (ii) Also on page 7, under “Matters Arising – Kebab Van” there was a typographical error. The word “red” in the second sentence should be replaced by “read”.
- (iii) On Page 15, under “Visitors’ Questions”, paragraph 3, the date for the WI stall was given as 29th April, whereas it should have been 29th May.

Mr Broadley proposed that with these amendments, the Minutes of the previous meeting held on Monday, 5th April 2004 should be signed as a true record. Mr Hockley seconded the proposal and all were agreed.

MATTERS ARISING FROM THE MINUTES

The Old School Site

Mr Broadley summarised the council’s letter to the County Council, which expressed a number of concerns. A response had been received from Andrew Baxter, which, councillors agreed, had a less agreeable and less helpful tone than that he had used at the last meeting. Particularly disturbing was his reference to obtaining Counsel’s opinion on the disposal of proceeds of sale, when the Parish Council is anxious that the site should be retained for affordable housing. Mr Pusey had been interviewed by the media and had tried to take a non-controversial line. Other people interviewed were Kevin Manley (CCC), Peter Mansell and Peggy Lyons. Anglia Television had also carried a brief item.

The letter sent to the County Council had raised the question of LEA approval, and Dr Grindley pointed out that the proposal to use the old Foxton School for the group of children at Littleton House was outside the consultation process with the LEA. It was agreed that Mr Broadley should draft a letter to the County Council saying that if Foxton should be chosen to accommodate the children from Littleton House, the council would like further discussions about the future use of the site.

Mr Blakesley suggested that the council’s best weapon was publicity.

Professor Milton arrived and was asked for his input. He said that it was hoped a decision would be made this week and he understood that the chances of the unit coming to Foxton were 50/50. He added that he also understood that, should the unit come to Foxton, the County Council would, as a quid pro quo, look favourably at the Parish Council’s wishes for the site. Professor Milton was informed that the tone of Mr Baxter’s letter was not consistent with this hopeful scenario. He was asked to pursue the matter.

Road Surface, Hardman Road

Nothing further had been done.

Code of Practice

The sub-committee looking into this had not yet met.

Minor Road Improvements

Mr Hockley said he had met with Phil Sharpe (CCC) and was awaiting a written response to the matters raised

Faulty Streetlamp

Mrs Thake said this had now been repaired.

REPORTS FROM THE COMMITTEES**RECREATION AND AMENITIES**

Mr Chilton said the Committee had not met during the past month and reported as follows:

1. Recreation Ground

- The streetlamps were all now working
- The Five-a-Side goal posts still needed to be moved to allow the grass to recover
- The Bowls Club tall fence, behind the goal posts of the football pitch, was in need of repair. It appeared that the Parish Council paid to have the fence height raised some years ago and the Bowls Club had made a contribution to the cost. Mr Chilton suggested that, as this matter concerned both the Bowls and Football Clubs, it would be appropriate to ask both clubs to make a contribution towards the cost of repair. *It was agreed that the Clerk should write to the Bowls Club to ask them to obtain quotations for the work, which the Parish Council would pay for, and to invite both clubs to make contributions to the cost of the repairs.*

2. Skateboard/BMX Project

Mr Broadley gave an update on the project. He said that a letter had been received from Mr and Mrs Fawcett that was not so sympathetic to the project as others had been. However, after a discussion with Mr Broadley, Mr Pusey and Dr Grindley, some of their fears were alleviated. Mrs Fawcett had also been invited to join the project committee. The presentation at the Open Day had been very good, and some of the boys involved in the project had come along, explained the project to visitors, and come up with some constructive suggestions for addressing the problems that might arise. Mr Broadley agreed to reply to the Fawcett's letter. It was realised that once the project was up and running a management group would still be needed.

4. Recreation Ground Extension

There was no further information available. *Dr Grindley said that the school was happy with the proposals, but was concerned that, if the storage unit were*

too close to the fence, it would provide a means to climb over the fence from the school grounds. The Foxton Garden Association had approved the plans, as had the Pre-School Group. There had been a question about on-site parking, but there was no provision for this so far. There was interest in what the storage building would be like.

It was reported that Mr Pusey had received an e-mail from CCC Property Department saying it had now received instructions to sell the land to the Recreation Ground Trust.

5. Free Hedging

Mrs Thake had contacted Gary Dash, and a quotation for planting the hedging and for other work had been received.

6. Signs

There had been no further progress on this as the supplier had not been contactable.

The Clerk said that although she had written to Peter Sargeant to accept his quotation for the seat repair, she had been unable to elicit any response as to when he would begin the repair. She said that it really seemed that he did not wish to undertake the repair and suggested that further quotations be sought. The matter was referred to the Recreation and Amenities Committee.

FINANCE

Mr Hockley said that his accounts for the past financial year (1st April 2003-31st March 2004) had been agreed with the council's internal auditor, Peter Sutton. The Annual Return for the External Auditor also needed endorsement by the council. Mr Broadley proposed that both the accounts and the Annual Return be approved. Mrs Thake seconded the proposal and all were agreed.

Mr Hockley said that a tax rebate would be due shortly for the Cambridge Building Society.

The question of signatories to the Cambridge Building Society Account was then addressed. Mr Barnes proposed that Mr Hockley, Dr Grindley, Mr Blakesley and Mr Kennedy should be signatories and that any two of the four signatories would be required for withdrawals. Mr Broadley seconded the proposal and all were agreed.

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

Current Account	£430.58
(This included a contribution of £69.50 from Foxton Gardens Association towards the purchase of mulch and a payment from the Village Hall Trust of £310.48 for repairs to the Village Hall)	
Deposit Account	£13322.39
(This included the first instalment of the 2004/05 precept of £5950)	
Cambridge Building Society	£6197.29

Mr Hockley proposed that the following cheques be approved:

Phillimore Garden Centre(plants and bone meal)	£81.43
Foxton Village Hall Fund (Hire of Meeting Room 1,8/3 and 5,19,26/4,	

Lounge for dovecote meeting 22/4 and another room for skateboard meeting 22/4)	£83.50
Playground Management Services (Play Area inspection 2002)	£82.84
Madingley Mulch (decorative mulch)	£119.00
Eyre Electrical Ltd (hire of scaffold, new lamp and wiring repairs)	£232.49
Cheryl Pusey (reimbursement for refreshments for Open Day)	£4.48
Stewart Bullard (grass-cutting March/April)	£906.48
V W Mead (refuse collection, ground maintenance and repairs, May)	£40.46
J E Burns (salary April/May)	£414.09
J E Burns (expenses March/April)	£26.33

Allianz Cornhill Insurance PLC (annual premium 2004/5

Mrs Thake seconded the proposal and all were agreed that these payments, totalling £2833.26, be made and that £2453 be transferred from the Deposit Account to the Current Account.

The Clerk said that she had recently submitted the Annual Tax Return to the Inland Revenue.

PLANNING

Mr Blakesley reported as follows:

Planning Applications considered at the meeting:

Mr and Mrs Collis	Application No. S/0945/04/F for extensions at 54 Station Road. Agreed.
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Planning Permission granted:

Mr and Mrs Reeve	Application No. S/2494/03/LB for alterations at 3 High Street comprising replacement of single storey extension by two-storey and lean-to extensions. Numerous conditions.
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Mr and Mrs Lanzrein	Application Nos. S/0071/04/F for an extension and porch at 40 Station Road. Usual conditions.
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Mrs Graves	Application Nos. S/0105/04/F for an extension at 33 Hillfield. Usual conditions.
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Planning Permission refused:

Mr and Mrs Lodge

Application Nos. S/0002/04/F for an extension (revised design) at 68 Station Road.

The proposed extension would seriously harm the amenities of the occupiers of the adjacent house (70 Station Road).

Mr Blakesley had also received a letter from SCDC Development Services Department re land adjacent to 23 Hillfield. The owners of No. 23 had requested to purchase two areas of Council land, one adjacent to their property. Mrs Williams, resident at No. 24 Hillfield, had written to the District Council objecting to the sale and Mr Blakesley had also written to the District Council in support of her concerns.

Mr Blakesley had also received a copy of an SCDC report by the Director of Development Services recommending approval (although FPC had not approved) the application (No. S/0556/04/F) of Mr and Mrs Young for the conversion of a garage to a sitting room at 42 High Street.

RECREATION GROUND TRUST REPORT

Mr Broadley reported on behalf of Mr Pusey as follows:

Draft heads of Terms had been promised in a letter from Richard Hodgson (CCC) dated 30th April. Mr Pusey had attended the Foxton Gardens Association AGM and had reported on the current position. Several members of FGA had attended the Open Day. There was no RGT land plan at present, nor was there a valuation of the sinking fund, so there had been no further progress on changing the land registration and changing the Trust Deed.

DOVECOTE/MEADOW PROJECT

Mr Kennedy reported that the Friends of the Dovecote/Meadow had met several times since his appointment to the team at the beginning of the year. The aim of the project was to restore the dovecote and ensure biodiversity in the meadow. He said there would be public access and a footpath through the meadow that would emerge at the Village Hall car park.

The high winds in March caused further damage to the brickwork of the dovecote when the corrugated roof was dislodged. The County Council had installed safety fencing to keep the public at a safe distance.

Mr Kennedy said that progress had been slow at times, but the group was now making good headway. Draft Heads of Terms had been received from the County Council with an agreement that the lease and management terms would be progressed.

The group had recently submitted an application to the Local Heritage Initiative for a grant towards the reconstruction of the roof and restoration of the badly worn brickwork. Colin Grindley had drawn up plans showing the current condition of the building and what work would be required to get the building back to its former condition.

Mr Kennedy said that some doubt had been cast on the historical nature of the building's past usage, and it appeared that it had been used variously over the years for storage and latterly as a dovecote, as referred to in Roland Parker's book.

The project had been presented to the public at the recent village Open Day and was warmly received. Two residents in Edis Way had concerns about the footpath. This would cross the field and eventually come out near to the electricity sub-station passing alongside the boundaries of two houses. Fencing requirements would be discussed with these residents.

The school had been consulted on the project and had expressed some concerns about the footpath giving access to this site and which was thought might lead to anti-social activities.

The timetable, including recent events, was as follows:

Village consultation Day held 1st May 2004

Volunteer management day held 5th May 2004

Renovation work to be put out to tender and improvement of the access to the meadow scheduled to be undertaken this summer.

Mr Barnes raised some objections to the footpath, but the rest of the council supported it. Dr Grindley gave some details that shed light on the history of the dovecote and said he now needed to see Roland Parker's original notes.

Mr Kennedy said the group needed advice on the Heads of Terms. Dr Grindley thought these were rather onerous in view of the County Council's past neglect of the site. He said that dialogue was needed with the County Council.

CORRESPONDENCE

The Clerk summarised the correspondence which had been received since the last meeting which is given in full below:

- 1) Letter dated April 2004 from the Home Office enclosing guidance booklet on forthcoming changes to the Law on Preventing Illegal Working.
- 2) Letter dated 5th April from Cambridgeshire CC re Periodic Electoral Review of Cambridgeshire: enclosing a copy of CCC's response to the Boundary Commission.
- 3) Letters dated 8th April from SCDC Development Department re pre-submission Statutory Bodies consultations on South Cambridgeshire Local Development Framework and Cambridgeshire East Area Action Plan.
(*Passed to JB*)
- 4) Letter dated 13th April from Cambridgeshire County Council re School Governors appointed by Town or Parish Councils.
- 5) Letter dated 15th April from Susannah Harris, SCDC Community Development Officer, re the council's Community Development Strategy 2003-5: enclosing a copy of the council's new Community Development Strategy, "Growing through the Community": also enclosing an update to the Community Services Funding Toolkit.
- 6) Letter dated 15th April from Brian Smith, CCC Environment & Transport Department enclosing a questionnaire for a survey of Highways & Engineering Division Services. (*Passed to BH*)

- 7) Letter dated 20th April from Andrew Lansley re councillors' allowances with reference to co-opted members and enclosing a copy of a letter from the Office of the Deputy Prime Minister.
- 8) Letter dated 23rd April from SCDC re South Cambridgeshire Design Guide. The guide is intended to be adopted as a Supplementary Planning Document, and therefore form an integral part of the new local plan framework. Comments are invited on the enclosed draft sub-sections – a Landscape and Character Assessment of the District.
- 9) Letter dated 27th April from Mr and Mrs Fawcett raising questions (out of the consultation period) about the proposed Skateboard Park.
- 10) Letter dated 29th April from SCDC Development Services Department inviting parish representatives to a meeting at SCDC's new offices at Cambourne on 20th May on issues relating to Travellers.
- 11) Letter dated 29th April from CCC Director of Education, Andrew Baxter, giving his response to points raised by FPC regarding the proposed use of the old school site for a group of students from Littleton House.
- 12) Letter dated 4th May from CCC Countryside Services inviting comments on the Cambridgeshire Rights of Way Improvement Plan. (Questionnaire and SAE enclosed.) (*Passed to JB*)
- 13) Letter dated 7th May from CCC Social Services Department on Older People's Community Groups requesting to be advised of any such groups in Foxton.
- 14) Letter dated 6th May from Massucco Butress, Solicitors re purchase of 7 Edis Way (Mrs Claire Elizabeth Leak) in connection with the right of way along Edis Way to the public highway in the High Street. (*Passed to DP*)
- 15) Letter dated 7th May from SCDC Development Services Department re the possibility of a grant towards the Dovecote Meadow Project - restoration of the Dovecote roof: enclosing leaflet on historic buildings grants. (*Passed to MK*)
- 16) Letter dated 8th May from Foxton Primary School re School Governors appointed by Town or Parish Councils.
- 17) Letter dated 13th May from the SCDC Development Services Director on meeting re illegal encampments on 20th May 2004.
- 18) Letter dated 14th May from Network Rail (John Newman) in response to the council's letter about the gate giving access onto the station from the footpath from the High Street.
- 19) Information from CALC including:
 - Memo re Quality Parish & Town Council Initiative
 - Memo re Certificate in Local Council Administration (AQA)
 - Details of Workshop for Chairmen, 3rd September 2004
 - Details of Workshop for Administrators 31st July 2004
 - Details of Workshop for Burial Procedures 31st July 2004
 - Invitation to Clerks to attend barbeque 9th July 2004
 - Bulletin March/April 2004

- 20) Information from Cambridgeshire ACRE including:
 - Invitation to Cambridgeshire Rural Forum 19th May 2004 with programme and reply form
 - “Harvest” May/June 2004
- 21) “Flood Action”, issue 3.
- 22) SCDC Cambridge/City Council Sports Development Service Disability Sports and Social Clubs Directory 2004.
- 23) SCDC publications including South Cambs magazine, “Key Issues” (tenants’ newsletter) “Event” (arts entertainments April/June).
- 24) “Clerks and Councils Direct” magazine, May 2004.
- 25) Sawston Newsletters for April (with memo on Neighbourhood Watch) and May 2004.
- 26) Local Council Review, May 2004.
- 27) South Cambridgeshire NHS Primary Care Trust April Bulletin.
- 28) Details of SLCC conference “Funding and Managing Community Projects 6th July 2004.
- 29) Publicity material from Glasdon and Hays Accountancy Personnel.

A discussion followed about the handling of correspondence. Dr Grindley thought individual councillors should be given sight of correspondence of particular interest to them, shortly after receipt. It was confirmed that this was already the practice. Another suggestion was that the correspondence could be circulated during the meeting so that councillors could extract items of interest to them. However, the main problem was that the correspondence file was not circulating satisfactorily. If all councillors are to see the correspondence, the file should be passed on within three days, whether read or not. It was obvious that the correspondence files were getting stuck somewhere.

VISITORS’ QUESTIONS

Mr Challis said the one thing the village wanted to know about was the question of the road surface in Hardman Road – this had received no coverage in the meeting. Mr Challis made strong representation to County Councillor Professor Milton about this and reminded him that doing something about the road had been part of his election platform.

Professor Milton said that he had found that it was not so easy to get things like this done as he had thought.

Mr Chilton said that publicity about the state of the road was the only answer.

Professor Milton said he would try once more to get something done. It was pointed out that the cost of the necessary works could be taken from the retention money that is still due to the developers.

ANY OTHER BUSINESS

The Clerk said that she would be on holiday for a fortnight shortly after the next meeting.

DATE AND TIME OF NEXT MEETING

It was confirmed that this would be held on **Monday, 7th June 2004 at 7.45pm, in the Village Hall Meeting Room.** There being no further business, the meeting closed at 9.55 pm.