

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

HELD ON MONDAY, 18th MAY 2009, AT 7.45 p.m.

PRESENT Dr Oakley, Dr Grindley, Mr Barnes, Mr Bentinck,
Mrs Macintyre and Mr Sutton

County Councillor David McCraith

IN ATTENDANCE 3 members of the public

APOLOGIES Mr Allars and Dr McKeown

ELECTION OF CHAIRMAN

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

ELECTION OF VICE-CHAIRMAN

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

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

Dr Oakley said that soundings suggested that the working parties and the Planning Committee were happy to stay as presently constituted and proposed they be re-elected en bloc. Mr Barnes seconded the proposal and all were agreed.

ELECTION/RE-AFFIRMATION OF:

- (i) **Transport Representative**
- (ii) **Correspondent for Recreation Ground Trust**

After some discussion it was agreed to ask Mr Allars if he would be willing to take on the role of Transport Representative as this would fit in well with his work on the Parish Plan.

Dr McKeown had indicated that he would be willing to continue in the role of Correspondent for the Recreation Ground Trust.

DECLARATIONS OF INTEREST

There were no declarations.

MINUTES OF THE PREVIOUS MEETING

As no amendments were needed Dr Oakley proposed that the Minutes of the previous Meeting held on Monday, 6th April 2009 be signed as a true record. Dr Grindley seconded the proposal and all were agreed.

MATTERS ARISING FROM THE MINUTES

Parish Plan

Dr Oakley said the draft Parish Plan should be ready by to present to the council in July, when it would probably be necessary to hold a separate council meeting to scrutinise the Plan. It was agreed that the clerk would liase with Mr Allars to arrange a date in July for such a meeting.

Planning Committee Report – Former Q8 Garage

The clerk reported having received a telephone call from Saffron Garner, an SCDC Planning Officer. Ms Garner expressed her concern about an article in “The Laurentian” that said a formal letter of complaint would be sent to the SCDC Planning Department about the lack of progress in ensuring that a planning application for the activities being carried out at the former Q8 garage was submitted by the present owner. The clerk said that the council had been advised that if the SCDC Planning Department did not intend to pursue the owner of the former Q8 garage to go through proper planning channels, the only recourse it had would be to send a formal letter of complaint. Ms Garner said that the matter had not been dropped and that SCDC would be issuing a Planning Contravention Notice, which, if ignored would lead to further action.

After some discussion, it was agreed that the clerk should write to Ms Garner, copying the letter to Gareth Jones, Head of Planning, to ask what had happened regarding an earlier Planning Contravention Notice that had been served on the owner of the former Q8 garage. It was also agreed that the situation would be reviewed at the next meeting.

Any Other Business – work at Foxton Bottom and the Picnic Area

The clerk confirmed that letters of thanks had been sent to Mr Shelford and to Mr Barnes.

PARISH PLAN UPDATE

There was nothing further to report beyond what had been discussed under the previous agenda item.

REPORTS FROM THE WORKING PARTIES

RECREATION AND AMENITIES

Mr Bentinck reported as follows:

1. Grass cutting

Mr Bentinck said that it had been apparent that the new contractors were missing some grassed areas on the agreed plan. Mrs Macintyre had telephoned the contractors, who said they were due to carry out a cut on Wednesday, 20th May. Mr Bentinck said he planned to meet the contractors

on this date to clarify the situation. Meanwhile, he said, the Cricket Club had been doing a good job of grass cutting on the Recreation Ground. Mr Bentinck said that the Cricket Club would like to receive the agreed contribution for 2009 towards grass cutting on the Recreation Ground up front. *After some discussion, Dr Oakley proposed that half the FPC contribution (£250) should be paid midway through the cutting season. Dr Grindley seconded the proposal and all were agreed.*

2. Village Warden

Mr Salmons had completed the work on the bike track including removing stones, weeding and seeding. He had also sprayed the cricket compound against weeds. Mr Salmons had reported a small fire having been lit in the shelter in the past week and there had been pieces of tinfoil lying round. Mr Bentinck said that the group would keep an eye on this situation and report to the Police if deemed necessary. *Mr Sutton said that he had spoken to Mr Salmons and asked him to keep invoices for his Village Warden duties separate from those for other work.*

3. Youth Shelter

The windows for the shelter had been ordered and would be fitted shortly.

4. Dog Bins

Mr Bentinck said that he had contacted SCDC who had said they needed to know in writing where and why additional dog bins were required by the council: they also commented that additional bins would not necessarily make a difference to the amount of litter as some people would always leave litter regardless of whether there was a nearby bin. Apparently the District Council would both provide and empty any bins placed on publicly owned land. Should the request for additional bins be agreed and the bins be located on FPC land, the District Council would quote for emptying them.

Dr Grindley reported that Ms Garner (SCDC) had written to the council requesting further information in respect of FPC's application for three light standards to be installed on the Recreation Ground including queries from the SCDC Design and Conservation team. He had drafted a reply for the clerk to send. There had been a site meeting with Ms Garner, and she was happy for any tree lopping to be carried out that might be necessary in connection with the installation of the light standards.

Dr Grindley said that completing the electrical connections for the light standards could be a lengthy process that could be speeded up by requesting a survey. The council agreed to this in principle.

The Cricket Club had requested permission to hold another "Rock on the Rec" event on 6th September. All were agreed for the event to take place.

FINANCE

Mr Sutton reported that the first half of the precept, £7,750, for the present financial year had been received and transferred to the council's Deposit Account.

Mr Sutton said that he had written to the Cambridge Building Society requesting that he replace Mr Kennedy (a previous councillor) as a signatory to the council's account. He had also asked the Building Society to pay interest gross on the account.

Mr Sutton then turned to the matter of completing the council's Annual Return for the External Auditors. He had filled in the relevant boxes of Annual Governance statement in the affirmative and proposed that the council approve that the chairman and the clerk now sign this section of the Annual Return. Mr Barnes seconded the proposal and all were agreed. This section of the Annual Return was then duly signed.

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

Deposit Account (This included the 1 st half of the 2009/10 precept of £7,750)	£22,727.04
Current Account	£52.12
Cambridge Building Society	£14,793.02

Dr Sutton proposed the following cheques for payment:

Algar Signcraft services (Cambridge) Ltd (two signs)	£87.40
SCDC (annual charge for emptying dog bins)	£397.96
Active Office Service Ltd (repairs & service of printer/copier)	£95.18
CGM Cambridge Ltd (grass cutting April)	£276.00
Allianz Insurance plc (policy renewal 2009/10)	£1,507.36
D Pusey (reimbursement for 6 cans Weathershield re Dovecote)	£59.94
Foxton VHT (hire of Meeting Room 2/2 & 2/3, Lounge on 21/4 and pavilion on 22/4)	£49.75
D Salmons Fencing Services (Village Warden duties, April)	£214.00
D Salmons Fencing Services (numerous works ordered by FPC)	£895.00
J E Burns (salary April and May)	£608.80
J E Burns (expenses March and April))	£65.13

Mrs Macintyre seconded the proposal and all were agreed that these payments should be made and that £4,257 be transferred from the Deposit Account to the Current Account.

PLANNING COMMITTEE REPORT

Mr Barnes reported as follows:

The committee had met on Tuesday, 14th May when the following application was considered:

Planning permission considered:

Frederic Smart & Son Ltd	Application No. S/0508/09/F for extension to existing storage building at Orchard Farm, Fowlmere Road
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This application was approved with the following comments:

“The site is outside the village envelope, but has been approved for this use in the relatively recent past.

The proposed extension is sympathetic to the existing approved storage facility

The landscaping will enhance the biodiversity of the site and general landscape of the area.

The development should enhance existing employment in the locality”

Tree application considered at the present meeting:

Mr P Browne

Application C/11/17/030/04 to cut down some trees in the front garden at “The Bury”, 51 High Street

Mrs Macintyre explained that the owner basically wished to tidy up the front of the property, which had become somewhat like a jungle. There was a Sycamore tree that needed to be treated with care to avoid damaging the listed wall. She and Mr Barnes had attended a site meeting with the SCDC Trees Officer to assess the work being requested. The committee had no objections to this application and recommended approval. All were agreed.

Mr Barnes then reported on the situation at the Burlington Press site, where a small gateway (for emergency use and for access to the electricity sub-station) and a considerable portion of the boundary wall running along the High Street had been removed to give access to a proposed visitor car park. Planning permission granted for a previous application for a housing development on the site was now time-expired. As examination of previous planning applications for this site showed no evidence of permission for this new access a site meeting had been arranged with Mrs Roberts, Mr Barnes and an SCDC Planning Officer. It so happened that Mr Ridgeon, the site owner, was on the site at the time. Mr Ridgeon said his architect had told him that he had permission to convert the old Press building to open-plan offices and said he would hold an open evening to show the plans. He had now gone back to his architect regarding the access from the High Street and had cut back the work on site until the matter of access was resolved by the District Council. The clerk was asked to telephone Mrs Roberts for an update on the situation

Dr Grindley proposed that a letter, copied to Mrs Roberts, be sent to the head of Planning, Gareth Jones, expressing the council’s concern about the proposed access to the site from the High Street, which, in the council’s view posed a road safety hazard.

It was also noted that there had still been no retrospective planning application from the owners of the site bordering the A10 (on the Melbourn side of the level crossing) where a massive fence had been erected

POLICE LIAISON REPORT

Mr Barnes said that it was confirmed at the last meeting of the local Police Panel that overall crime figures for the area covered were down. Matters of particular concern to Foxton residents were disturbance from scooters being driven in the vicinity of the Village Hall, excessive parking in Station Road and careless parking elsewhere in the village. The police were cracking down on speeding and there would be a speed check at some time in Foxton. Another issue the police were concerned about was driving while using mobile phones. It was apparent that presently the majority of burglaries in the area were now from non-dwellings such as sheds and the police were

advising fitting such places with locks. A warning had also been given that distraction burglars were likely to be coming into Cambridgeshire.

Mr McCraith said that the last meeting of the Crime and Reduction Partnership had been informed that the number of burglaries being committed from both dwellings and non-dwellings was rising.

RECREATION GROUND TRUST (RGT) REPORT

In Dr McKeown's absence, Dr Oakley read out his report to the meeting as follows:

"The RGT met on 22 April with seven Trustees present.

Rob Brooksbank, Chair of the RGEC (*Recreation Ground Extension Committee*), was invited to attend for an agenda point to discuss the opening of the extension area. He proposed a single acknowledgement board and that its unveiling should be within the Foxton Fun Day in July. The RGT agreed and asked RGEC to meet to make arrangements.

Tony Garrick, Facilities Manager (*at the Village Hall*), was invited to attend for an agenda point discussing repairs and maintenance. He gave details of a series of minor repairs that would amount to just over £2000. The RGT asked him to go ahead with these. He also reported that a contractor had given a rough estimate of £6000 for changes to the showers to correct poor original installation. He was asked to obtain three detailed estimates for this work. It was decided not to attempt repair of a dishwasher in the pavilion and the facility would continue without one for the immediate future.

Tony also stated that an industrial floor cleaner purchased by the VHT was not being used and that he would arrange training on it. He expected this to make a significant difference to the condition of the flooring throughout the building.

Discussion revealed that the number and names of key holders for the pavilion was no longer known. Tony was asked to investigate new locks with a view to bringing the situation under control.

After Tony Garrick left, Colin Grindley, as Chairman of the Foxton Sports Clubs Association (*FSCA*), also retired from the meeting so that the matter of transfer of the pavilion to the stewardship of the VHT (*Village Hall Trust*) could be discussed. An offer was agreed that recompensed the FSCA for its investment in fittings by the RGT settling outstanding invoices from the VHT for supply of utilities. The RGT is going ahead with this having informed the FSCA that no response would be taken as agreement.

After Colin returned to the meeting, progress on the use of the remaining area of the extension as a sports storage compound was reported. The area was to be strimmed and weedkilled (*sic*) (*now completed*) and the offer from Welch and Co Ltd of a second container for storing equipment was to be checked by Colin Grindley.

Colin also commented that he had picnic tables stored in his garden that were available for use on the newly sown area of the extension. It was agreed that the Village Warden should be asked to install these. (*Now completed*)

A policy for the acceptance of offers of memorial tree and benches was agreed by the RGT but also needs endorsement by the Parish Council as siting of memorials may be on land owned by the FPC. The policy statement is:

The Trustees/Parish Council welcome sponsorship of memorial trees and seats to enhance public village areas. Appropriate space is, however, limited. Anyone wishing to make such a tribute is asked to place a request with the Parish Clerk. Each proposal will be discussed, in public for memorials on land owned by the Parish or District Council, and at a meeting of the Trustees for land owned by Foxton Recreation Ground Trust. Please note that the Parish Council can only submit requests for memorials on District Council land. Both the Parish Council and the Trustees reserve the right to specify permissible tree species and bench types and to decline an offer of sponsorship

The financial report showed that there had been a deficit of approximately £3000 in the year 2008/9, due in large part to legal fees in association with attempting to lease the extension area for cricket nets. Peter Sutton also gave an account of the movement of money to better interest rate accounts as agreed at an earlier meeting.”

Dr Oakley thanked Dr Grindley, as a representative of the Sports Clubs, for allowing the picnic tables stored in his garden to be used on the Recreation Ground extension.

Dr Oakley also proposed that Foxton Parish Council agreed the policy statement referring to acceptance of offers of memorial trees and benches and publish the policy statement in the Laurentian Dr Grindley seconded the proposal and all were agreed.

DOVECOTE/MEADOW PROJECT

Mrs Macintyre reported that Mr Pusey had completed the strimming of the triangular area of the meadow by the footpath. She said the Wildlife Group would be coming to the site to cut the grass on the 20th May and a skip would be delivered to the site for the grass cuttings. On the next working day in September, all the refuse would be removed from the site. A site of archaeological interest had been discovered along the hedge-line by the Howell's barn, where remains of a cobbled floor surrounded by clunch had been found. Mrs Macintyre asked the council whether there were any objections to the site being exposed and said that Mike Coles of the Cambridge Archaeological Field group had been informed. All were agreed. Mr Pusey had said there would be no disturbance of the biodiversity site

CORRESPONDENCE

Dr Oakley reported on a letter received from Mr Howell informing the council that the Cambridge and District Amateur Radio Club had booked the pavilion for 21st June for an event to celebrate the club's 90th anniversary. The club planned to operate the Club Amateur Radio Station at the event and requested permission to erect a temporary wire dipole antenna supported between two masts. A risk assessment had been enclosed with the letter. Dr Oakley proposed acceding to the request. Mr Sutton seconded the proposal and all were agreed.

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

- 1) Letter dated 9th April from CCC inviting councils to take part in an important consultation on shaping the future of Cambridgeshire over the next 20 years.

- 2) Letter dated April/May 2009 from the County Development, Minerals and Waste Planning Group giving new contact details for members of the group resulting from its move to a new office.
- 3) Letter dated 14th April from the Equality and Human Rights Commission re the forthcoming Equality Bill and enclosing a leaflet
- 4) Letter dated 24th April from the CCC County Play Strategy Project Officer enclosing a flyer in relation to the available funding for the development of play spaces across the county.
- 5) Letter received 2nd May from Mr Phillips with queries concerning matters that do not come under the council's remit.
- 6) Letter dated 4th May from Mrs Pick expressing her concerns about cricket balls coming into her garden during matches.
- 7) Letter dated 5th May from the SCDC Trees and Landscape Officer about the council's Tree and Hedge scheme and the Parish Planting Scheme: enclosing a Tree and Hedge Pack. (*Passed to RM*)
- 8) Letter dated 6th May from CCC re an initiative called the "Big Lunch" which aims to encourage people to get together and share lunch.
- 9) Letter dated 13th May from the SCDC Democratic Services Officer re a forthcoming Parish Council member Vacancy on the SCDC Standards Committee (closing date for receipt of nominations 7th August 2009): enclosing leaflet entitled "Parish Council Members of the Standards Committee – Overview and Job Description" and the Spring issue of the Standards Committee newsletter
- 10) Letter dated 15th May from the SCDC Equalities Project Officer enclosing a copy of SCDC's Comprehensive Equalities Policy 2009/10.
- 11) Letter dated 15th May from the Democratic Services Officer enclosing the Spring 2009 edition of the Standards Committee Newsletter.
- 12) Letter from the local East Anglia's Children's Hospices (EACH) requesting a donation.
- 13) Information from Cambridgeshire ACRE including:
 - Letter enclosing complimentary copy of "The Playing Field", the newsletter of the Cambridgeshire Playing Fields Association
 - Letter re COMMA (Community Aggregates) Fund 2009-10, inviting comments
 - Letter enclosing Service User Survey 2009 with S.A.E
- 14) SCDC "Housing Futures" newsletter, May 2009.
- 15) "Clerks and Councils Direct" magazine, May 2009.
- 16) Cope newsletters for April and May.
- 17) Publicity material from Barcham Trees, numerous play equipment suppliers, Rekk (teenage shelters), Colourfence, Lightman (play equipment, benches etc).

The council then considered item 6, the letter from Mrs Pick. The clerk had sought advice from CALC on this matter. The advice given by CALC was that a sub-group should be formed to investigate the Health and Safety issues and to speak to other residents who might have encountered problems from cricket balls. Mr Dewar of CALC had thought that a permanent net might need to be erected and suggested the council contact him again if further advice were needed.

Mrs Pick (in the visitors' seats) informed the council of a further event on Saturday, 9th May at her property in Edis Way. A cricket ball had come into her garden and a youth had called round to ask for permission to retrieve it. When she went to her rear garden she found another cricketer writhing on the ground in agony as a result of climbing over her fence to retrieve the ball. Other team members were needed to help him leave her garden.

Mr Sutton and Mrs Macintyre, already members of the Village Liaison sub-group agreed to take on the investigative role and, as Mrs Pick was present, a site meeting at her house was arranged there and then.

VISITORS' QUESTIONS

Mrs Howell reported that a large blue refuse bin, apparently from the Burlington Press site, had appeared in the Dovecote meadow.

Mr Bentinck said he would contact Mr Salmons and ask him to remove the bin.

ANY OTHER BUSINESS

Mrs Macintyre reported that the Barrington Road had finally been properly repaired.

Mr Barnes said that the underground cabling work being carried out by EDF opposite his house would take three to four weeks

The clerk reported that the dead deer (reported at the Annual Parish Meeting) had been removed from Foxtan Wood. She also reported having a site meeting with a representative from EDF who agreed to make good the scarring on the pavements in West Hill Road following the cabling work carried out by the firm a considerable time ago when this could be fitted into the firm's schedule of works.

DATE AND TIME OF NEXT MEETING

It was confirmed that the next meeting would be held on **Monday, 1st June 2009** at **7.45pm** in the **Meeting Room** of the **Village Hall**.

There being no further business, the meeting closed at 9.40pm.