

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

**HELD ON MONDAY, 4<sup>th</sup> JULY 2007, AT 7.45 p.m.**

**PRESENT**

Dr Oakley, Dr Grindley, Mr Allars, Mr Barnes, Mr Bentinck, Mr Kennedy, Dr McKeown,

County Councillor David McCraith

District Councillor Mrs Roberts

**IN ATTENDANCE**

8 members of the public

**APOLOGIES**

None

Dr Oakley welcomed all to the meeting.

**DECLARATION OF INTEREST**

There were no declarations of interest.

**MINUTES OF THE PREVIOUS MEETING**

No amendments were required. Dr Oakley proposed that the Minutes of the meeting held on Monday, 2<sup>nd</sup> June 2007, be signed as a true record. Dr McKeown seconded the proposal and all were agreed.

*As District Councillor Deborah Roberts was unable to attend the whole meeting, Dr Oakley ruled that matters on which she had been asked to report should be dealt with before proceeding to the rest of the agenda.*

**Former Q8 Garage**

Mrs Roberts reported that there had been no response from the owner with regard to submitting a planning application. Saffron Garner (SCDC planning officer) said an SCDC enforcement officer had driven past the site and noticed that things seemed to be moved round on the site. Mrs Roberts had recommended that Ms Garner visit the site accompanied by an enforcement officer: she said she would request an update before the next FPC meeting.

**Car-wash Facility at the Level Crossing**

Mrs Roberts had asked Paul Sexton how things stood on this matter and was told that SCDC had still not received a response from the County Council. She had asked Mr Sexton to find out why things were not moving forward.

Visitor's Questions – Tree in Hall Close

Mrs Roberts had approached an SCDC officer about the possibility of a grant towards the cost of tree work but had not yet received a reply as to whether such a grant might be forthcoming.

Any other Business – Large Vehicle parked in Hillfield

Mrs Roberts said that she thought the large shed at the property on the corner of Hillfield (that was resulting in the owner's vehicle being parked in the road) was within permitted development rights, but she would look into the conditions. Mr Barnes said that the vehicle might impede emergency vehicles. Mrs Roberts said this was a matter for the police.

Dr Oakley asked whether there was anything FPC could do to achieve progress in the first two matters covered by Mrs Roberts. Mrs Roberts suggested writing to Gareth Jones at SCDC to say that outstanding matters had not moved forward for several months and that this was leading to frustration. Mr Bentinck said that he had visited the garage on behalf of a friend, and the proprietor had talked about opening up the pumps and having a new showroom. Mrs Roberts said that he had been talking like this for a long time.

Mr Barnes said that FPC had submitted its application for the extension to the Recreation Ground. The plans had been amended as required by the SCDC Landscape Officer, but the application was being delayed for yet another week. Mrs Roberts said that Fowlmere PC was experiencing similar problems.

*Mrs Roberts then left the meeting and the normal agenda was resumed.*

**MATTERS ARISING FROM THE MINUTES**Car Park at Foxton Station

The clerk had received a letter from Andrew Lansley MP saying that he had written to both the County Council and Network Rail about this matter. The clerk said that she had tried to chase up FPC's correspondence with Network Rail, but although promised a return call this had not been made. Dr Oakley said he had heard that the County Council would be happy to provide land on the corner of Barrington Road and the A10. Although this would be on the wrong side of the road for the station, it was a possibility. Mr McCraith said he would check the status of this land and the County Council's position.

Correspondence – letter from Vic Phillips (item 7)

Dr Oakley said that he understood that Dr Sanderson would contact Mr Phillips.

Visitors' Questions – Hedge at Caxton Lane

It was confirmed that the hedge had been cut.

## **REPORTS FROM THE COMMITTEES**

### **RECREATION AND AMENITIES**

Mr Bentinck reported as follows:

#### **1. Replacement for Vic Mead**

Mr David Salmons had agreed to undertake the work formerly done by Vic Mead. He would take over from Vic Mead (who had agreed to work for another month) in August, once a basic contract had been agreed with the council.

#### **2. RoSPA inspection of Play Area**

Mr Bentinck had tried to contact Wicksteed Leisure with a view to a site visit.

#### **3. Trees on the Recreation Ground**

Three quotations, two written and one verbal, had been received to take down a Maple tree and a Horse Chestnut tree to ground level and to clear arisings, of which he recommended the quotation from Town & Country Tree Surgery as being the best. All were agreed to accept this quotation.

#### **4. Trees in the Gravel Car Park**

The trees were overhanging the Wilson's property and they were asking that the council cut them back. Mr Bentinck said that he would ask Town and Country to look at them when they were on site.

*A discussion followed about this problem. It was recalled that the council had already cut these trees back a year or two ago and that the trees were there before the Wilson's house. The problem had been increased by the owners having built an extension. Dr Grindley pointed out that the normal protocol is that one can cut back trees that are overhanging one's property but that the arisings remain the property of the owner of the land on which the tree stands. It was felt that FPC should try to come to an agreement with the Wilsons. It was not wished to set a precedent by undertaking the work but neither was it wished that the tree should be cut in a way that spoilt the tree. The clerk suggested asking the SCDC Trees Officer for his recommendations and she was asked to do this.*

#### **5. Oak tree in Hall Close**

Dr Oakley said that the advice from CALC was that the council could not touch the tree because it did not own the land on which the tree stood. Mr Barnes offered to contact the manager at Villiers Park to make enquiries, as to the ownership of the land.

#### **5. Tarmac-laying for the St Laurence Road path to the Recreation Ground**

Of the three quotations received for this work, that from S Moore was the cheapest and was recommended by Mr Bentinck. All were agreed.

#### **6. Vic Phillips bench and concrete ramp**

The bench had now been installed and Mr Salmons had made the concrete ramp

**FINANCE**

Mr Kennedy gave details of the Bank Accounts as follows:

Deposit Account	£22,511.42
Current Account	£54.18
Cambridge Building Society (This included a tax rebate for 2006/07 of £80.62)	£13,855.78

Mr Kennedy proposed the following cheques be approved:

Viking Direct (2 invoices for back-order folders)	£10.24
Foxton VHT (hire of meeting room 14/5 & Lounge 1/5)	£22.00
SCDC (administration for uncontested election)	£72.98
Skillington Workshop Ltd (repair of plaque)	£141.00
Carlton E West Building Services Ltd (final payment from retention after deduction for repair of plaque)	£173.75
D Salmons Fencing Services (various works)	£380.00
J E Burns (salary June/July)	£571.34
J E Burns (expenses May/June)	£49.83
V W Mead (refuse collection, maintenance & 6-month Play Area inspection)	£53.62
H M Revenue & Customs (tax on JEB/VWM earnings for 3 months to 5/7/07)	£205.24

Dr Grindley seconded the proposal and all were agreed that these payments, totalling £1,680 should be made and that £1,680 be transferred from the Deposit Account to the Current Account.

Dr Oakley proposed that £100 be set aside for presentations. All were agreed.

**PLANNING**

Mr Barnes reported as follows:

**Planning Permission granted:**

R Stobart	Application No. S/0572/07/B for alterations to NE elevation including replacement windows, part door, re-rendering & addition of open porch. Six conditions
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Mr Barnes said there had been a delay on FPC's application for the extension to the Recreation Ground, which had been amended to comply with the SCDC's landscape officer's requirements.

The council had received a letter from SCDC notifying it of changes to one of the two Foxton objection sites registered after publication of the District Council's Local Development Framework. The change was the inclusion of Beech Farm in the objection site between the A10 and Foxton House, with the deadline for objecting to this being 27th July. Some people in the village who had received a similar letter had already responded. The council's objections had not changed, and had indeed

hardened with this change: it was agreed that the clerk should copy the council's official response to the first consultation so that it could be included with the council's response to the revised application.

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Dr Oakley then reminded the meeting that Foxton, like all villages, should produce a Parish Plan. Mr Brian Hockley, having retired from the council, felt able to undertake a leading role in the development of the Parish Plan and had done some preliminary work towards this. Dr Oakley then invited Mr Hockley to address the meeting.

### **PARISH PLAN – AN INTRODUCTION BY BRIAN HOCKLEY**

Mr Hockley said that during his tenure of office in the last Parish Council, he (and he believed a number of other councillors) felt that the preparation of a **Foxton Parish Plan** would be a positive move for the then council, however the resources needed to do the work could not be identified at that time.

Having given up his parish council responsibilities, Mr Hockley said he would now like to move forward and provide the focus for the necessary work in producing such a plan and gave his address under the following headings:

#### **Why produce a Foxton Parish Plan?**

To enable the village, **as a whole**, to decide what Foxton should be like in the future, and what we need to do to achieve it.

A Parish Plan gives information about the parish, what are its problems and opportunities, and how it wishes to develop over the longer term.

Issues covered are all that are of concern to someone in the parish, and the plan should reflect the views of **ALL** sections of the community.

#### **What could a Parish Plan do for Foxton?**

Make us think about what is needed in the parish, and make plans for the future and, not least, provide us with a considered view to deal effectively, and in a timely manner, with any developments or proposals which may be put forward by other public or private bodies.

#### **Who should be involved?**

The project needs a Steering Group from the parish, **comprising representatives of all sections of the community**, including for example those that are hard to reach, such as young people, the elderly, shift workers, etc. Also we need to consult neighbouring parishes (note that Meldreth already has a Parish Plan), local authorities and service providers.

#### **Time and Money**

We should aim for a timescale of around 18- 24 months, and funding will be needed for meeting room hire, printing, publicity, and stationery costs etc., possibly of the order of £1000 to £2000 or more in total. **However**, it should be noted that funds are available from DEFRA up to a maximum of £1500 and 95% of the cost.

### **What are the first steps?**

Firstly, to identify people in the community who could make a contribution to the project. Here Mr Hockley said he should stress again the need for all ages, groups and views to be represented on the steering group.

Secondly, to develop a "plan for a plan", and to put forward an application for a grant towards the cost.

Thirdly, the steering group when identified should decide the way forward, and this will probably involve the development of a questionnaire to give to all households and businesses in the parish. Note that Meldreth achieved a 72% response rate of household questionnaires!

Mr Hockley said he would welcome the council's approval of the above proposal, and would especially welcome the names of anyone who could help in any way.

Dr Oakley thanked Mr Hockley for his address. He said that the cost to the Parish Council of the production of a Parish Plan would be minimal – a budget of £2,000 would require a 5% contribution from FPC. Dr Oakley said that David Allars had agreed to represent the council on this project. Mr McCraith commented that Shepreth was planning to produce a Parish Plan and that the Chisells were well into theirs.

Mr Barnes said that he understood from various meetings he had attended that parish council views on proposed developments were looked on more favourably if they had a Parish Plan in place. It was agreed that Mr Hockley and Mr Allars would get together in the very near future. Dr Grindley said that it was good that a parishioner outside the council was championing the project.

### **POLICE LIAISON REPORT**

Mr Bentinck said that the Neighbourhood Panel was planning to get together in July. Mr McCraith said the meeting would be held on 24<sup>th</sup> July at Melbourn VC. Mr Bentinck said he would be unable to attend on that date, but would get full details of the event so that another member of the council could attend.

Apart from this, Mr Bentinck said he had nothing further to report, as nothing untoward had been going on in the village since the last meeting.

### **RECREATION GROUND TRUST REPORT**

Dr McKeown reported that the RGT had met with the Trust's solicitor, Denise Wilkinson to consult on a number of specific items where advice was needed – mainly the Trust Deed and the conditions for leasing Recreation Ground extension land to tenants. It had been a very good meeting and the Trustees had received clear advice. The Trust had agreed the way forward and was in the process of clarifying points to be included in the Trust Deed. There was a need to preserve the existence of the Trust within the management of the village. Offers about leasing terms had been made to the Pre-school group and to the Cricket Club. Dr McKeown ended by saying that the Recreation Ground Extension Committee (REGEC), acting on behalf of the Trust in forwarding the project of developing the Recreation Ground extension, would continue to be chaired by Rob Brooksbank.

## **DOVECOTE/MEADOW PROJECT**

Mr Kennedy said that a meeting of the Friends group had been cancelled and would be arranged for a later date.

## **CORRESPONDENCE**

Dr Oakley reminded councillors that the new Code of Conduct had to be adopted at the next FPC meeting. (Copies of the New Code had already been distributed to councillors before the meeting began.) The clerk was asked to make this an agenda item for the next meeting.

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

- 1) Letter dated 1<sup>st</sup> June from The Standards Board for England enclosing copies “The Code of Conduct: Guide for Members” and “The Code of Conduct: Pocket Guide”.
- 2) Letter dated 4<sup>th</sup> June from the CCC head of Libraries, Information & Archives, re changes to mobile library routes: enclosing leaflet on doorstep service.
- 3) Letter dated 14<sup>th</sup> June from SCDC Democratic Services Department enclosing the first issue of its quarterly Standards Committee Newsletter.
- 4) Letter dated 14<sup>th</sup> June from Cambridge Water Company re the new water services to the allotments at Illingworth Way.
- 5) Copy of letter dated 14<sup>th</sup> June and enclosures from SCDC to all SCDC tenants and leaseholders re South Cambridgeshire Housing Futures including residents’ questionnaire etc.
- 6) Letter dated 20<sup>th</sup> June from the SCDC Monitoring Officer acknowledging receipt of the Register of Interests forms for the incoming FPC councillors.
- 7) Letter received 26<sup>th</sup> June (dated 8<sup>th</sup> June) from Cambridge Water Company re a watercolour painting competition (in conjunction with Cambridge Evening News) entitled “In Celebration of Water”: enclosing poster.
- 8) Letter dated 26<sup>th</sup> June from Andrew Lansley MP, re the provision of a car park at Foxton Station.
- 9) Letter (undated) from the Partnership Support Officer for the South Cambs Crime & Disorder Reduction Partnership, re a Community Safety event to be held on Tuesday, 25<sup>th</sup> September 2007 on reducing anti-social behaviour and “envirocrime”. (*Responses by 24<sup>th</sup> August*)
- 10) Information from CALC including:
  - Memo re Liaison meeting with SCDC held on 7th June with notes of meeting and SCDC protocol for consultation on housing issues.
  - Memo with advice on the adoption of the new Code of Conduct together with response form to inform CALC of parish council’s decisions re adoption of various parts of the Code
  - Details of clerks’ intensive training workshops

- Memo re CPALC policy development
  - Post-election questionnaire (*completed by NO and clerk*)
  - Memo re training for the New Code of Conduct and details of course
  - Details of other courses
  - Memo from the Society of Local Council clerks
  - Bulletin, June 2007
- 11) Information from Cambridgeshire Acre including:
    - Letter dated 8<sup>th</sup> June from the co-ordinator for the Patient and Public Involvement (PPI) in Health promoting the PPI Forums and enclosing article. (Copy passed to “The Laurentian”)
    - “Community Action” magazine, Summer 2007
  - 12) Local Council Review, July 2007.
  - 13) Invitation from the Rural Housing Trust to attend an “Open House” meeting on 19<sup>th</sup> July at Bowker Close, Newport to view a new affordable housing scheme.
  - 14) Memo from CCC enclosing a copy of the new Trading Standards magazine “Inside Trade”.
  - 15) South Cambs magazine, Summer 2007
  - 16) COPE Newsletter, July 2007.
  - 17) SCDC leaflet advertising summer Academy 2007 –workshops in dance, drama and music.
  - 18) Publicity material from SMP (playground equipment), BAGO (hand-tools for litter), Zaun Fencing Systems, A K Fencing, Glasdon, Olympic Signs and Parker’s (wholesale plants).

### **VISITORS’ QUESTIONS**

Mr Challis, referring to the Oak tree in Hall Close and the verges there, said that he had talked to a resident in Station Road who was concerned that the tree might be cut down. He said that the developer, Raymond, had bought the land from Dr Hurst (*the previous owner of Foxton Hall, now named Villiers Park*).

*Mr Barnes said he would follow up this lead.*

Mr Salmons pointed out that the hedge bordering the dovecote meadow was overgrown, with brambles sticking out causing a hazard to passers-by.

*Mr Kennedy said he would find out what was happening about getting the hedge cut back.*

Mrs Howell said that it was great that the grass cutting in the village was being carried out, but that in places the contractors were doing a very rough job.

*Dr McKeown said that in some places the verges had not been cut. The clerk offered to make a copy of the areas within the village for which FPC was responsible for grass cutting for Dr McKeown.*

Mrs Howell expressed concern that the council was considering footing the bill for work on the trees in the gravel car park that could have been anticipated by the owners of the property where the trees were overhanging before they bought the house

Mr Miller agreed that the verges were being badly cut.

### **ANY OTHER BUSINESS**

Dr Grindley said that the council needed to get quotations for a contractor to spray the Recreation Ground against weeds, and possibly include the Recreation Ground extension. Mr Barnes said that consultation would be need with Foxton Gardens Association. Dr McKeown said he would raise the matter at the next REGEC meeting.

Mr Barnes offered congratulations to Mr Challis for his note in “The Laurentian” reminding parishioners of the need to cut their overgrown hedges back.

Mr Allars asked whether the water supply to the Recreation Ground extension was metered. Dr McKeown said the meter would be ready in October and the water use by the various groups occupying the Recreation Ground extension was within the Management Agreement with Foxton Gardens Association.

Dr Grindley mentioned a complaint he had received about the overgrown hedge next to the village shop. No action was necessary, however, as it was confirmed that the hedge had now been cut.

Mr Barnes asked whether the clerk could be asked to contact CCC about cutting the verges at the crossroads. Again no action was needed as these verges had already been cut.

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

As the clerk would not be available in the first week of August, it was agreed that this would be held on **Monday, 30<sup>th</sup> July 2007 at 7.45pm**, in the **Village Hall Meeting Room**.

There being no further business, the meeting closed at 9.25pm.