

# Thriplow Parish Council

**Minutes of the Annual Parish Council meeting held on Monday 11th May 2009 in the Village Hall at 7.30 pm.**

**Present:**

Councillors: Anthony Cooper David Easthope, Jane Gough, Barbara Pointon, Derek Pinner, Terry Smith, Colin Rothwell,  
District Cllr: Peter Topping  
Clerk: Pat Easthope  
Others: Martyn Corbett

As Martyn Corbet has expressed an interest in the position of Parish Clerk he was invited to sit next to the clerk in order that he could be more aware of proceedings.

**Action**

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1. **Apologies for Absence:** County Cllr. Tim Stone, Cllrs Clarke & Spicer
  2. **Election of Chairman**  
Derek Pinner, proposed by Terry Smith and seconded by David Easthope, was elected.
  3. **Election of Vice Chairman**  
Jane Gough, proposed by Derek Pinner and seconded by Terry Smith, was elected.
  4. **Completion of 'Acceptance of Office' form**  
The new chairman completed his acceptance of office form.
  5. **Election of Various Representatives**
    - a) Duxford Airfield Management Liaison Committee - Cllr Pinner is willing to continue and was duly elected.
    - b) Thriplow Recreation Ground - Cllr Smith is willing to continue and was duly elected
    - c) Thriplow Village Hall Management Committee - Cllr Gough is willing to continue and Cllr Pointon offered to assist as necessary - this was agreed.
    - d) School Governors - Cllrs Smith and Gough again offered to cover this between them and this was agreed.
    - e) Police and Neighbourhood Watch - Cllr Gough is willing to continue and was duly elected.
    - f) Health and Safety - Cllr Cooper offered to take on this role and was duly elected.

**Post Meeting Note:**

    - g) Tree Warden - Clerk has spoken with Bill Wittering who is willing to continue as tree warden.
  6. **Review of/Amendments to 'Declaration of Interests' forms**  
Cllrs reviewed the forms and any necessary amendments were made. Cllr Clarke had amended his form prior to the meeting. Clerk will notify SCDC of the amendments. Clerk
  7. **Minutes of the Parish Council meeting held on 9th March 2009**  
The minutes, having previously been distributed, were agreed as a correct record and were signed by the chairman.
  8. **Matters Arising from the above minutes, not otherwise covered by the agenda**  
Cllr Cooper said that there were still potholes in Farm Lane  
Re Item 6(B) Cllr Cooper said that he had been in touch with Oliver Walston and OW has confirmed that he is responsible for the ditch.
  9. **Minutes of the Extraordinary Parish Council meeting held on 26th March 2009**  
The minutes were agreed and signed by the chairman.
  10. **Matters arising from the Annual Parish Meeting held on 26th March 2009, not otherwise covered by the agenda - None**
  11. **Standing Orders**

## 12. Health and Safety

Cllr Pinner had e-mailed a pro-forma sheet to all councillors so that they could be amended to suit individual councillors' reports and the reports could then be submitted via e-mail.  
Cllr Pinner will pass all relevant information & documentation on to Cllr Cooper. DP

## 13. Highway Matters

- a) Drainage problems in Lodge Road The clerk had spoken with Mike Cooper who said that there had been no further problems.
- b) Heathfield Way road name sign The clerk had e-mailed the District Council asking when the sign would be erected but had not received a reply. Clerk will chase again. Clerk

## 14. Heathfield

- a) Sewers
  - i. Progress with Anglian Water - none re sewers but they have assured Cllr Pinner that there will be no more problems with speeding tankers through Heathfield. The next air show is this coming weekend DP asked that the situation be monitored at that time. DP reported that there was now an impasse with the IWM concerning tankering. The IWM say it will cost a lot to upgrade their road to accommodate the tankers.
  - ii. Quotations for drainage/sewer works -  
3 quotations have been received as follows:-

UK Drainage Networks	£34,944.38 + VAT
Breheny Civil Engineering	£43,545.98 + VAT
Claret Civil Engineering	£55,738.00 + VAT

The above figures each include a contingency sum of £2000

Cllr Pinner had produced a report (see Appendix A) which included the contract specification preliminaries that had been given to the tenderers and a summary of their subsequent quotations. The report also mentioned that there was one large area where new drains will have to be laid which crosses land currently farmed by Russell Smith Farms. It is currently part of his 'set aside' land and therefore not cultivated. In order to carry out this section of the works it was necessary to obtain a Derogation Order from Natural England. This order had been obtained for us by Cheffins at a cost of £315.52 including VAT. Following the excavations in the field there may be a reinstatement cost to cover new topsoil, if needed, and reseeded with a specified grass / flower mix. There may also be a potential loss of set-aside funding for Russell Smith Farms. Cllr Pinner suggested that funding be allocated to cover these items if needed. The sum of £2000 was proposed by Cllr Rothwell, seconded by Cllr Gough and agreed by all.

Cllr Easthope proposed, seconded by Cllr Smith, that subject to satisfactory references the quotation from UK Drainage Networks be accepted. This was agreed. DP to progress this.  
DP

### b) Public Open Spaces

- i. Results of survey & action taken so far - Cllr Clarke had sent a report to the clerk. The survey results were:-

1st	116 votes	improving the footpath between Thriplow village and Heathfield
2nd	76 votes	landscaping the public open space behind Pepperslade and Kingsway
3rd	75 votes	providing village hall facilities in the Iceni building
4th	36 votes	multi-use sports pitch
5th	31 votes	for allotments
6th	9 votes	do nothing to the public open space behind Pepperslade and Kingsway

Cllrs Clarke & Easthope met with Robert Smith this morning and have, in principle, agreed a route with RS which cuts along from the concreted track that leads from Church St to the KWS yard, then along the edge of the field between the north end of the KWS yard and the northern end of the sewage works, from here it cuts through a small wood and then down a short existing track to the public open space and then to the footpath onto Kingsway (a total of 1.6km of new track). KC will be getting initial budget estimates of how much this will cost and he will also contact the Ramblers Association to get their views on the proposed new path.  
KC

Cllr Gough said that the problems with quad bikes & cars racing along the existing track have started again. DE said that the possibility of installing gates along the footpath had been mentioned that morning, but it must also be remembered that farm vehicles use this track.

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- ii. Wooded area to west of Hurdles Way - Cllr Clarke has arranged for himself and Bill Wittering (our tree warden) to meet with Ros Richardson (SCDC trees officer) on 19th May.

Cllr Clarke also said that he is planning to hold a kids party at Heathfield on May 23 or 30 with a view to finding out the play equipment preferences of the children (and their parents) who might use the toddlers play area to the west of Hurdles Way and the central area playground. He requests that he be allowed to spend up to £200 on pop, biscuits, sweets, etc. for this event. This was agreed by all. Clerk to advise KC

Clerk

**Post Meeting Note:** Party date finalised for 30th May

- c) Surfacing of footpath from Kingsway to western end of P.O.S. behind Pepperslade & Kingsway This work is 50% done and completion is expected soon.

- d) Roads Update

Cllr Clarke's report stated that both the topographical and geotechnical surveys have been completed, both satisfactory and both below budget cost. He understands that the roads are of mixed construction but a considerable amount of them have good foundations. The water table is quite high, making the underlying chalk pasty or wet which may mean that existing soakaways have to be renewed and some new ones installed. These may need to be of the trench variety (i.e. longer and shallower than normal). We are now awaiting the report and repair options from Wormald Burrows. KC will meet Jim Best of Wormald Burrows on May 12th to review the drainage options. KC will repeat the need for rapid progress and hopes to agree required timelines with JB. KC hopes to have 3 quotes for both digging new soakaways and resurfacing the roads by the next council meeting.

KC also reiterates that although the Parish Council is spending money on the roads and sewers they will remain the responsibility of the present owners, either individuals or the HRA.

- e) Street Lighting Clerk has received an e-mail from Tony Hull at the County Council stating that he needs to carry out a site visit to collect necessary data prior to putting the Heathfield lamps on the system.

**Post Meeting Note:** 29.5.09 Further e-mail received stating lamps are on the system (from 1st June). Clerk has already reported that light No. 5 in Woburn Place needs repairing. The Parish Council will, in due course, receive an invoice for energy and maintenance costs from the County Council. Further faults should be reported by telephoning 0800 253 529 - state the name of the road that the broken light is in and also the number on the light if possible.

- f) Transfer of public open space land from Croudace Nothing further heard from Croudace since the letter from Martin Jackson of their Legal department, dated 1st April, in which he says that he is awaiting authority to complete the matter and will write again as soon as possible.

- g) Possible residential development of land in Heathfield Way A letter was sent to Mark Blundell of Landmark Real Estates saying that this matter would be discussed at the May parish council meeting and asking if they could provide a rough sketch of the proposed site prior to this meeting. No response has been received. Cllr Smith will write to Landmark saying that whilst the parish council is minded to work with them there is considerable opposition from residents.

TSm

District Cllr Topping suggested that we invite a planning officer to meet with us regarding this.

- h) Cllr Easthope mentioned that the bus shelter at Heathfield was very dirty. It was agreed that DE would ask his window cleaner, the next time he calls, if he will clean the bus shelter on a regular basis.

DE

## 15. Tree Planting and Tree Works

- a) Tree work applications, etc.

Removal of a tree in the rear garden of 13 The Green - No objections

Various tree works at 38 School Lane - No objections

Various tree works at 63 Church Street - No objections

All of the above works have been approved by the District Council

- b) Other Tree Matters

Cllr Smith will cut back the forsythia on the corner by the shop.

TSm

There is still the overgrown hedge at the top of Middle Street. Cllr Smith will ask Mike Cooper for his advice.

TSm

Cllr Pointon said that the trunk of the Balsam poplar on The Green needs trimming.  
Cllr Cooper said that someone had been trimming ivy from trees in School Lane and some of these now looked dangerous. 329  
TSM & DP agreed to look around the village and make up a package of tree works that need to be done. If any parish councillors are aware of tree works needed please e-mail either TSM or DP. TSM/DP

## 16. Planning Matters

### a) Responses to Applications

S/00250/09/CC/ Erection of site office to replace temporary cabin & 2 more lighting columns at the Recycling Centre, Gravel Pit Hill. No objections to replacement building, however councillors are puzzled by the request for extra lighting as this facility closes at dusk. Original planning approval had severe limitations on lighting so as to minimise light pollution in dark areas. The Parish Council feels that this condition has been flouted ever since the site was opened and would like to see this condition, which imposes strict limits on the time when the site can be illuminated, reinstated.

S/0360/09/F Change of use of swimming pool from private to business use at Heath Cottage, A505. - Majority of councillors had no objections to the change of use, although all councillors seriously concerned about traffic movements to and from the site. There are no footpaths or cyclable routes from Thriplow or Fowlmere (both more than 2 miles away), nearest public transport is at Heathfield (1 mile away) where the bus service No. 31 averages 4 two way journeys a day and the 139 operates once a week on Wednesday. ~No recommendation on this application.

### b) Planning Decisions Received

S/0025/09/F Dwelling & garage north of Bassets, Lower St-Amended design - Approved  
S/2013/08/F House & garage on land in Heathfield Way - Refused

### c) Planning Appeals - None notified

### d) Other Planning Matters - Cllr Easthope reported that on Fri 8.5.09 at approx 5.45 p.m. Mark Deller had phoned to say a caravan had appeared on the land next to the Pet Crematorium. MD had phoned SCDC who told him to call the police, which he had done. The people on site said they were there for security reasons.

Sat. 9.5.09 at 8.30 a.m. George Deller phoned to say that a digger was ripping up the hedge. DE visited the site to confirm this and noted that at the back of the site there was a caravan and a van and at the front of the site were a man and woman tidying up the remains of the hedge. DE phoned the District Council emergency number and was told that they would report it to environmental health who would deal with it on Monday. Within an hour DE had a further call from the District Council saying he was the 2nd person to report the incident and the police had now been asked to visit the site to establish what was happening.

Mon. 11.5.09 a.m. DE had a call from Charlie Swain, District Council enforcement officer, who said that the police had investigated and had reported that the man on site had intended to remove the hedge and erect a fence and gate because of the problems of fly tipping on the site. CS explained that because of the Injunction in place this would not be allowed without a formal procedure being gone through and apparently the Council's legal people are now talking to the owner's legal representatives with a view to coming to an agreement regarding the erection of this gate and fence whilst not breaching the injunction.

District Cllr Topping also said that an enforcement officers report was needed but that work had stopped after the police visit.

**Post Meeting Note:** 15.5.09 Answerphone message left for DE by District Council saying that they were monitoring the situation.

## 17. Financial Matters

a) Since producing the agenda for this meeting the clerk had been sent details of parish council insurance organised by Suffolk ACRE. They have been running a parish council insurance scheme in Suffolk for many years and are now offering the service to surrounding areas. The clerk had followed this up and had sent an e-mail to all councillors with the results. Suffolk ACRE insurers are Zurich and their quote is for £1220.22 as opposed to Allianz who are asking £1640.10. The main differences are that in the Zurich quote the clerk had asked for the following:-

- Cover of £25,000 for 9 items of play equipment in Thriplow recreation ground (not previously insured).

- Cover for 3 noticeboards £2000 for the village hall one and £1500 each for those in Woburn Place and Pepperslade.
- Cover for land owned & maintained by the Parish Council (village green, rec. & all public open spaces at Heathfield (not previously insured)

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- Increase in mower cover from £2060 to £3000
- Increase in village sign cover from £2237 to £2250
- Increased cover for 3 bus shelters from £13,424 to £6000 each
- Increased cover for 8 village seats from £5940 to £8000
- Increased cover for The Smithy from £53,000 to £55,000
- Added Smithy contents cover of £3500 (not previously insured)

The biggest price difference for a single item is that for the increased Fidelity cover of £3,000,000. Allianz want £720 for this whilst Zurich want £115. (clerk had a phone call from Suffolk ACRE confirming the amount of Fidelity cover so there is no mistake on this).

The standard PC cover (which everyone has to have) is also cheaper with Zurich at £103.50 as opposed to £225.50 with Allianz.

The clerk had told all councillors that this would be brought up at the meeting. If it was decided to change insurers then the payment listed on the Agenda to Allianz in the sum of 1640.10 would need to be deleted and a new payment to Suffolk ACRE in the sum of £1220.22 authorised.

It was unanimously agreed to change insurers. Clerk to accept the new quotation Clerk

	Net	VAT	Total
b) Authority was given to pay the following:			
CGM Cambridge (grass cut Pepperslade & Hurdles Way	95.00	14.25	109.25
Suffolk Acre Services (new insurers)	1220.22	-	1220.22
CALC (annual subscription)	294.69	-	294.69
C Fuller (petrol for grass cutting rec & Green)	198.00	-	198.00
Thriplow PCC (donation from C Fuller of his grass cutting payments)	120.00	-	120.00
Ken Rush Associates. (Structural Engineering fees - Heathfield)	2920.35	438.05	3358.40
Wormald Burrows (Heathfield)	1826.75	274.02	2100.77

c) Credits Received

- 7.4.09 £2592.78 VAT refund
- 14.4.09 £6000.00 First half of precept from SCDC
- 17.4.09 £5872.47 Interest on 4th investment
- 11.5.09 £791.08 Interest on 3rd Investment

The clerk has been advised by the County Council that the amount to be paid for grass cutting in the forthcoming year will be £1630.14. An invoice was sent to the County Council on 3rd April. This has been acknowledged and their cheque is awaited.

d) Audit 2008

The clerk distributed the annual accounts which were unanimously agreed and a vote of thanks was given to the clerk for preparing these. Cllr Pointon proposed and Cllr Cooper seconded that the accounts be accepted. All agreed. It was also agreed that the chairman should sign the Statement of Accounts and the Annual Governance Statement contained in the Annual Return for the year ended 31.3.2009.

An audit date of 30th June has been advised. Clerk will get books to internal auditor on 1st June and to external auditor for 30th. Clerk will post necessary notices advertising the audit.  
Clerk

e) Section 106 Funds

- 2nd investment matures 29 May 09 - interest will be £1711.82, maturity sum £139,033.99
- 3rd investment matures 11 Nov 09 - interest will be £252.86, maturity sum £60,686.68
- 4th investment matures 19 Oct 09 - interest will be £1265.38, maturity sum £246,026.55

Following instructions at the last meeting the clerk had closed the 1st investment account and the funds are currently in the current account. The clerk had obtained forms from Barclays for opening a new account but this is a long-winded process and cannot be done quickly. It was agreed that most of these funds will be spent in the very near future.

It was also agreed that the sum of £8000 should be transferred from the current account to the Parish Development fund within the National Savings account. This is because in 2006

Croudace paid £20,000 for gas tank land which had gone into the current account. It was subsequently agreed that the £20,000 should go into the parish development fund. The clerk had paid in other amounts direct to the national savings account in lieu of transferring the money but these sums only amount to 12,000 so far. Transferring £8000 will clear up the outstanding balance.

Clerk  
Clerk

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f) Fidelity Insurance Review

The clerk/RFO felt that as the Heathfield money is now being spent the Fidelity sum insured should remain unchanged for the time being. This was agreed.

**18. Reports**

a) Duxford Airfield Liaison Committee - There has been no meeting & Cllr Pinner had nothing to report.

Cllr Rothwell said that the police won't be controlling the traffic at the next air show - this work had now been contracted out to the AA.

b) Thriplow Recreation Ground - Cllr Smith said that the RoSPA inspection was due in April but nothing has been heard from them yet.

The mole treatment has not yet been carried out.

c) Village Hall Management Committee Cllr Gough reported that the new chairman is Jeremy Murray. Denise Lea has resigned as treasurer.

The committee are sorting out new plumbers, they are waiting for the structural engineer to report on providing a door from the meeting room to the fire escape lobby. Chairs are being repaired, there is one table missing but is maybe that this is currently being repaired by someone, the moveable coat rack donated by TADS has been used. There are still tickets available for Three Men in a Boat on 16th May. TADS will be performing a Murder Mystery evening in the village hall on 12 June to raise funds for the shop.

d) School Governors Cllr Gough said that there were currently 83 pupils on the roll. There is an ongoing parking problem and she wonders whether the parish council can ask for the yellow lines to be renewed. Cllr Smith will add this request to his list of items for Mike Cooper. TSm

e) Police & Neighbourhood Watch Cllr Gough said that the police are giving the shop advice on security following the burglary from the shop store. Cllr Cooper said that there had been a minor traffic accident in Middle Street the previous week.

f) Village Maintenance The footpath outside the shop, particularly by the corner, is very uneven. Also the edges of Church Street are in a poor condition between Paddock House and Middle Street. Cllr Smith will follow up these items. TSm

The clerk said that she had asked for the first cut of the village verges to be carried out during the last week in May as the daffodils had now died and could be cut down.

g) District Council Information Peter Topping said that the District Council had made a grant to the village shop. He was asked to convey the Parish Councils thanks for this to the District Council.

He had attended the Sawston Police Panel meeting where he was delighted to hear praise given to Cllr Gough.

PT asked if the land on the A505, where there is a planning application for change of use for the swimming pool, was in the green belt and this was confirmed.

PT had also been in contact with the District Council concerning the activity on the land next to the Pet Crematorium

h) County Council Information Cllr Stone was at Hinxton's annual parish meeting but had sent the following e-mail message:-

Because of the County Council election there isn't much happening at the County. The most important is the revision of the East of England Plan, where the County is likely to propose that the figure of some 75,000 new dwellings for Cambridgeshire by 2021, and for which all land has been allocated, will be good enough to take us to 2031. A fallback position would be to add another 15,000 houses, if pushed, to get up to 90,000. It is highly unlikely that anyone will wish to propose anything more ambitious this side of the June elections. Tesco are following all this with interest. We shall just see how the East of England Regional Assembly responds.

He finds, whilst canvassing, that there is call for a dog bin on the land to the west of Ringstone.

**19. Other Correspondence and Information received to 11.05.2009**

- a) Cambridgeshire County Council re "The Big Lunch" on Sat. `19 July. Any communities organising street parties need to apply for road closures/diversions at least 8 weeks before.
- b) South Cambs Parish Forum - next series of meetings 17 June at Impington 7 pm; 25 June at Sawston 7 pm; 30 June at Cambourne, 10 a.m. Clerk has the agenda if anyone interested.
- c) Carillion WSP - road works on M11 15 May to 230 June for 23 nights, weather permitting.
- d) SCDC confirming nil rates for The Smithy to 31/3/10
- e) Cambs County Council re [www.weatherstorm.org.uk](http://www.weatherstorm.org.uk) - an advice website to help residents and businesses in Cambs through the recession.
- f) CALC re Outreach training sessions for clerks & councillors. They come out to you - parishes can join together to cut costs - 2 hour sessions - fixed price of £350 - min. 10 attendees - each module lasts 1 hour, so 2 modules per session, & choice is Budgets, Code of Conduct, Meeting Procedures, Planning Process, Risk Management or Statutory Powers & Standing Orders.
- g) HM Revenue & Customs re local councils & VAT workshops (nearest to us is London)
- h) Office of Environment & Community Services - change of contact details for County Development, Minerals & Waste Planning Group
- i) TVHMC - confirmation that the village hall is free for next years proposed dates
- j) Equality & Human Rights Commission - letter & leaflet re Public Sector Equality Duties
- k) SCDC - amendments to electoral register
- l) Cambs CC - Play Pathfinder Project: Year 2
- m) SCDC - Changes to Business Rates for 2009/10
- n) East Anglian Childrens Hospices - seeking funding
- o) CPALC Service level agreement from 1.4.09
- p) Peterborough City Council & Cambs County Ccl - Consultation on further additional mineral & waste development proposals
- q) Clerks & Councils Direct & Local Council Review magazines
- r) Cambs CC - changes to Stagecoach & Whippet services (no changes in our area)
- s) SCDC - letter + CD containing Housing Futures formal offer document & covering letter
- t) Information Commissioners Office + instructional DVD on Freedom of Information Act
- u) Community Action (ACRE magazine)
- v) COPE - issues 53 & 54 (handed to Cllr Pointon)
- r) Various sundry advertising material

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**20. Meeting Dates for the forthcoming year**

These were agreed as:-

Mondays	2009	July 13, September 14, November 9
	2010	January 11, March 8, May 10 (Annual Parish Council meeting)
Thursday	2010	March 18 - Annual Parish Meeting

Clerk to book the village hall for the above dates

Clerk

The chairman asked whether anyone had any further business, no-one had anything else to raise.

There being no further business, the chairman thanked everyone for attending and the meeting closed at 10.30 p.m.

