

THRILOW PARISH COUNCIL

Minutes of a Parish Council meeting held via Zoom Monday 28th September 2020 at 7.30 pm

Present:

Mark Brogan (Chairman), David Easthope, Jane Gough, David Schneider, Terry Smith, Carly Richman, Charlotte Kirby

County Councillor - Peter McDonald

District Councillor - Richard Williams

Parish Clerk - Sue Meehan

1.Apologies for Absence

Owen MacKay

2.Minutes of the Parish Council Meeting held on the 13th July 2020

These minutes had previously been distributed. The following amendments were agreed:
Subject to these amendments the minutes were approved and were signed post meeting by the Chairman.

Cllr Easthope pointed out the following amendments:

7f the heading to be changed to read 'Procedural Review Working Party'

6b Footpaths had not been strimmed by 'CCC' not 'SCDC'

3.Matters arising not otherwise covered by this agenda

a) Parish Clerk provided an update on signatory changes on all accounts. Lloyds bank in process, awaiting verification interview for Sue Meehan and Cllr Schneider. Cambridge BS, completed adding SM. Saffron BS to be completed later this week adding SM. Lloyds is the biggest problem with the greatest need. Martyn Corbet has been removed from all accounts.

b) Parish Clerk made a request to change the frequency of pay to monthly. A vote was taken and this was agreed. Cheques for salary and HMRC would be added to mid cycle lists as well as at 2 monthly meeting. 6 additional payrolls p.a. would incur no further cost to TPC.

Cllr Easthope reported that the Heras fencing left on the footpath behind Kingsway on Heathfield has now been removed.

4.Updates

(a)Watercourse in the Village

Cllr Williams is in discussion with SCDC and a meeting will be arranged early October to which Cllrs Easthope and McKay will be invited.

RW

(b)Defibrillator installation on Heathfield

No further progress. EMG have requested answers on a number of issues prior to them signing off the installation on their site. This has delayed the matter. Whilst this has been in good faith, if a decision cannot be agreed in the coming months then it maybe that the council will have to consider alternative locations for this vital equipment. Further discussion at the November meeting.

DS

(c)LHI grant application

Cllr Easthope has applied and the submission has been acknowledged. Cllr McDonald said that this was a good case and there would be preliminary outcome in October and final panel would sit in December. Cllr McDonald would confirm exact dates later. PFI would still be a course of action if LHI was not successful. It was noted that in Fowlmere the 20mph was in force and speed humps had been installed.

DE

PM

(d)Heathfield Open Space Project

Flights of Fantasy have now installed the Zipwire and swing. The fencing will be in place until the RoSPA check has taken place shortly. Then the invoices will be paid. Cheques are already prepared for signing. We have until end of October to submit for the agreed grants for this equipment. The council agreed to pay for 3 benches totalling £1200 +vat. Cllr Schneider will arrange for these to be purchased and installed. Darren Mullett is liaising with the grant providers.

SM

DS

DM

(e)Parish website

Parish clerk provided an update on the amount of changes that have been uploaded onto the website over the past two months. Carol Deed was thanked for her work. Cllr Kirby and Richman said that had been trying to contact the web developer regarding a new contact form for residents advising of broken or damaged council assets. Also, they had views regarding the look and feel of TPC website as not reflecting a council business website but more a community-based website. The parish clerk confirmed she was happy to arrange for any day to day updates/queries on the website and could assist with any website development if required. Cllr Richman would chase James Lungley on the new contact form and get a price to implement.

SM

CR

(f)Procedural Review Working Party

Complete at this time.

(g)concerns about parking at the junction of The Green and Fowlmere Road

Cllr McDonald confirmed that county would not support the installation of H Bars so the best approach would be to request single or double yellow lines at this site. Distance for these lines would need to be advised.

DE

(h)20 mph speed limit throughout the village

LHI application has been made, as above. A number of other sites including Pepperslade and Hurdles Way were mentioned similarly with regard to poor parking. Cllr McDonald suggested the Thriplow site plus another in Heathfield should be reviewed on the same site visit. Cllrs Easthope, Jackson, McDonald and Highways representatives would attend.

DE
CJ
PM

5.Health & Safety

Cllr Schneider thanked all concerned for helping in assessing the parish assets for H & S. The report was supplied by Cllr Schneider and each item was given a traffic light result. This means that approximately 10% of assets fall in the 'red zone' and require some immediate action. It was agreed that quotes would be supplied to the council for consideration. A priority being the play wall in Thriplow. It was agreed that as partial rebuild from 6 courses would be appropriate. The cost of £960 + vat was approved. Other assets for attention would be approved on a case by case basis by email, whilst the current restrictions of meeting apply.

DS

6.Parish Recreation Grounds

(a)Village and Heathfield maintenance

Cllr Smith confirmed that the Playdale Playgrounds order for playground parts had been actioned and paid for. Delivery is expected in the next 4 weeks. This includes a new cradle swing for Ringstone plus other parts for the other playgrounds in the parish. Cllr Smith confirmed he be fitting the parts. The play wall would be repaired by Ben Stronach. Cllr Richman mentioned the matting under the roundabout was loose so that little fingers could get trapped. It was agreed that a quote for this work be arranged.

TS
&
DS

(b)Footpaths

Cllr Brogan mentioned that there had been some flooding on the Greenway.

MB

(c)Motor mower disposal

The Mower has been retaxed at no cost but not insured again. Cllr Smith is to have the mower taken to his garage where it can be assessed before passing on. There are two interested parties.

TS

7.Tree Planting and POS Maintenance

(a)Tree work applications

20/1601/TTCA 2 x Beech tree crown reductions on IWM land – no objections received

20/1745/TTCA 1 x fell Cyprus 1 x Cedar branch removal, 1 x Cotoneaster reduce height

37 Church St. Thriplow – no objections received

(b)Tree works required

Nothing to report.

(c)Tree Protection Orders

TPO 0105 (2020) 2 x Beech trees on IWM land

8.Planning matters**(a)Responses to applications**

20/03316FUL & 20/0345/LBC Remove/replace damaged tiles to rear of property and install 2 x Velux windows 52 Church St Thriplow - no objections received

20/03549 Cert. of Lawfulness loft conversion/dormer roof & 3 x rooflights 4 Sheralds Croft Lane, Thriplow - no objections received

20/03155/FUL Change of use to extend existing churchyard. St. George's Church, Thriplow - no objections received

20/03558/FUL Change of use from Barn to vehicle repair workshop, Thriplow Farm, Lodge Rd, Thriplow. 2 TPC objections received and lodged.

(b)Decisions received

20/02785/FUL Single storey extension KWS Ltd off Gravel Pit Lane Thriplow – granted

20/02897/HFUL Demolition of existing extension & porch and replace.25 Church St Thriplow - granted

(c)Planning Appeals

APP/W0530/W/20/3254979 - Demolition of existing and erection of new larger property - 38 School Lane, Thriplow - Dismissed

(d)Neighbourhood Plan

Cllr Brogan was concerned about the use of Green Belt Land. Cllr Easthope said that this may only be considered if the plan was for social housing or a community amenity such as a hall.

Cllr Easthope circulated a report. This is replicated below:

Since the two events for consultation with parishioners in February and March we have been lying low, getting feedback from those events and establishing where we go from here.

The next stage is writing the actual draft plan, using all the reports and data collected so far.

A Call for Sites has recently been put out with notices posted throughout the parish on bus shelters, noticeboards, the shop fence and the web site as well as individual notices being sent to main landowners. The deadline for suggestions is Friday 9th October.

We have received confirmation of a second grant of £7631.00 from Locality which will enable us to get professional help from our landscape architect when considering sites put forward and also to get help, led by Rachel Hogger from Cambridgeshire ACRE, with the actual writing of our plan which we hope to carry out during this financial year. It will also pay for publication and printing costs and for our web site.

There will then be another consultation and presentation to Council, hopefully early next year, before the plan can be finalised and put out to referendum, before being put forwarded for acceptance as part of the Local Plan with SCDC.

(e)Any miscellaneous items

'Operation London Bridge' protocol was presented by the parish clerk in conjunction with Cllr Jackson. These instructions are necessary for the council to react in an appropriate manner in the event of the death of HM Queen or Duke of Edinburgh. Working with St Georges Church it was agreed that the Book of Condolence would be available to residents in the church at that time. It was agreed that the church would provide the book and TPC would provide other necessary items such as a black table cloth, picture frame and ribbon. Other actions regarding the cancellation of meetings and updating the website/social media and condolence letters would be led by the parish clerk, although consideration for a deputy would need to be in place if she was not available at that time.

DE

CJ

SM

12. Financial Matters – details of latest position

Current Balances as at 28th September 2020

Bank Accounts: *(last bank statements 21/8/20)*

Lloyds Bank PLC – Treasurer's A/C (Current)	39,477.80
Lloyds Bank PLC - Business A/C (Deposit)	16,655.79

Total Gross Balance	56,133.59
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Treasurer's Account – Payments

<u>Balance Held</u>	39,477.80
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Less cheques outstanding	-6,711.33
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Reimbursement for grass cutting CCC	+1283.74
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	34,050.21
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Business Account

<u>Balance Held</u>	16,655.79
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Total available	50,706.00
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Investment monies held by TPC *(no change)*

Section 106 monies

S106 3 rd Fund invested with Saffron BS	56,693.58
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Croudace monies invested with Cambridge BS	57,909.79
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S106 monies from various sources invested with Cambridge BS	1,845.34
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Monies held in NS&I Account	3,402.05
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<u>Total monies held by TPC =</u>	<u>170,556.76</u>
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NB

Credit £9847.00 expected from SCDC by end of September 2020

Cheques expected to be paid by November = £21169.05 + parish clerk salary costs

(a) authority has been requested to pay the following since July meeting: (PAID)

	Amount	VAT	Total
Hardy Landscapes Limited 20251,20300,382,429	2132.00	426.40	2558.40
Opus Energy (Corporate) Ltd - 39420316,317,318	106.37	5.48	115.25
BHIB Ltd insurance	16.17		16.17
David Schneider expenses	38.38		38.38
British Gas PLC - electricity for The Smithy	30.87	1.54	32.41
A Flynn payroll services April-July 2020	40.00		40.00
M Corbet Parish Clerk support payment 13/7 - 12/9 2020	537.60		537.60
Parish Clerk salary 13/7 - 12/9 2020	1273.77		1273.77
HMRC - PAYE on Parish Clerk's salary 13/7 - 12/9 2020	732.14		732.14
Parish Clerk expenses 13/7 - 12/9 2020	31.14		31.14
M Corbet exp	10.03		10.03
C Deed website admin 6 months	150.00		150.00
Playdale Playgrounds 65748 playground parts	855.03	171.01	1026.04
	5953.50	604.43	6561.33

(b) amounts to be paid before November meeting (TO BE PAID)

	Amount	VAT	Total
Hardy Landscapes Ltd	1066.00	213.20	1279.20
Opus Energy (Corporate) Ltd - 39543454,455,456	107.98	5.40	113.38
CCC LHI scheme contribution Thriplow	800.00		800.00
British Gas	15.69	0.78	16.47
Flights of Fantasy playground equipment	15800.00	3160.00	18960.00
Parish Clerk's monthly salary (gross £866.66)	684.70		684.70
HMRC on Parish Clerk's salary	200.54		200.54
	18674.91	3379.38	22054.29

(c) Credits received

A remittance has been received from SCDC anticipating a payment of 2 Install Precept quarter costs of (2 x £4923.50) before the end of September. This completes the Install Precept payments this financial year.

(d) S106 monies

Monies on deposit with Cambridge BS and Saffron BS – no change

(e) Heathfield reimbursement of electric lighting charges

It was agreed that previous undercharging of grass cutting charges for the past few years should offset again electric charges to end 2019. At a vote it was agreed that TPC would pay the electric charges relating to lighting in Heathfield from January, 2020. A letter to be written to HRA to advise.

SM

(f) AGAR. This was submitted in August 2020

13. Community Governance Review.

This was noted as completed. Name change of council effective 1st April 2021. Change in Cllr numbers between Thriplow and Heathfield effective 1st May, 2022. Change Order is published on TPC website and on each parish noticeboard.

14. Reports**(a) Neighbourhood Forum**

No meetings have taken place. No known complaints.

JG

(b) Village Hall Management Committee

Covid secure instructions are in place. Kitchen and toilets are out of bounds. 2 Yoga classes are in place. Cleaning takes place after each meeting. A new cleaner has been appointed. £10K grant has been received.

JG

JG

(c) Police & Neighbourhood Watch

Nothing to report.

(d) District Council Information

Cllr Williams had circulated his report. This is replicated below:

Local Plan – Call for Sites

SCDC recently released details of land put forward in the ‘call for sites’ that has been undertaken for the next Local Plan. Briefings were held for Parish Councils on 16th & 17th September. A very large number of sites have been put forward around Thriplow and Heathfield, with large parcels of land to the West and South of Thriplow and north of Heathfield included (in addition to significant areas of land in Whittlesford and Duxford). Of course, it is important to keep in mind that no assessment of the sites put forward has taken place and so the inclusion of a site on the list does not mean that development is likely. SCDC will whittle the list of sites down to a list of ‘preferred sites’ and there

will be a public consultation in Summer – Autumn 2021. Nonetheless, given the scale of the sites put forward in the area the Parish Council will want to scrutinise the list of sites very closely.

‘Solar Together’

The District Council is supporting the ‘solar together’ initiative which allows residents to group together to purchase solar panels at a reduced price. Details of the scheme are available at: https://solartogether.co.uk/Cambridgeshire/home?utm_source=google&utm_medium=cpc&utm_campaign=search&qclid=EAlaIqobChMI7b6Ni5DZ6wIVzuJ3Ch1YmwO9EAAAYASAAEgLCaPD_BwE

East –West Rail

I attended the presentation on the East-West rail project in late August. It was stated in the ‘breakout’ session I attended that the option of linking the new route to the Liverpool Street line rather than the Kings Cross line was very much under consideration. There will, however, be no direct impact on the Parish.

Waterways

Since the last PC meeting I have been in touch with the District and County Councils about the Waterways issue and we will meet the County flood risk management team shortly to discuss the issues and potential solutions.

Parking Enforcement in South Cambs

At the meeting of South Cambs Council I put forward a motion urging the council to continue work towards the introduction of Civil Parking Enforcement in South Cambs (i.e. traffic wardens like they have in city). The motion received cross party support and a number of members from across the District are keen that the Council takes the issue forward.

Cllr.williamsR@scambs.gov.uk / 07584037016

(e)County Council Information

Cllr McDonald circulated his report. This is replicated below:

Report for Parish Councils – September 2020.

Cambridgeshire County Report

Schools Return Plan

I have circulated the return to schools plan from Jonathan Lewis.

<https://www.cambslearntogether.co.uk/asset-library/Welcome-Back-to-School.pdf>

This is the guidance on transport.



**IMPORTANT
INFORMATION ABOUT
SCHOOL TRANSPORT
FROM SEPTEMBER 2020**

Ph: 0345 045 5208
edtransport@cambridgeshire.gov.uk
www.cambridgeshire.gov.uk/education/transport

Passenger Transport Operations Team
childrentransport@peterborough.gov.uk
01733 317 455

BOARDING OR LEAVING THE BUS

- Only one person should board the bus at a time
- Pupils should have their bus pass ready to show the driver as they board the bus, and if aged 11+ have their face covering in place
- Pupils should find their seat and remain there, facing forward, for the whole journey
- When arriving at the school or stop, pupils should remain seated and only disembark when instructed.
- Pupils should allow at least a 1 metre space between other pupils where possible
- On arrival at school, students should disembark the bus starting with those seated at the front, with those at the back being last to leave. When loading, those at the back should enter first.

BUS PASSES, ENSURE CORRECT BUS AND STOP ARE USED

- Ensure your child accesses the correct bus and stop, as shown on their bus pass
- Changes to your child's transport may have been implemented this year in response to COVID guidance
- No changes will be made to bus passes, unless there is a genuine reason. To action this, email your request. If this is agreed you will be informed how to get it changed

BEHAVIOUR

- During the current COVID 19 situation for the safety of all those travelling on school transport we need you and your child's co-operation and compliance with these requirements
- Behaviour that does not meet the requirements above or does not meet the standard stated in the Code of Conduct presents a higher level of risk to service users and transport staff
- In cases where we have evidence of deliberate acts of misbehaviour, this could lead to the withdrawal of school transport for your child.
- Please ensure your child understands what is required of them and supervise/instruct them accordingly

C19 Mobile Testing

Mobile testing units are in place across Cambridgeshire this week to make it as easy as possible for people to get tested if they have coronavirus symptoms.

Testing will be carried out at Chapel Road Car Park in Wisbech on Wednesday, 2 September and Sunday, 6 September, as well as at The Hive Leisure Centre, Ely on Thursday, 3 September and Sunday 6 September. A new testing site is also available at One Leisure in Huntingdon on Wednesday, 2 September and Friday, 4 September. There may be other test centres in the future. Obviously these are only in areas with rising infection rates.

Solar Panel Offers

Registration opens on solar panels offer for Cambridgeshire residents

Households across Cambridgeshire can now register for the chance to club together to buy and install solar panels at a reduced price. The County Council and District Councils have joined forces with Solar Together as part of the initiative to improve energy efficiency and reduce carbon emissions.

Households and small and medium-sized enterprises can now register - for free and without obligation - for the group-buying scheme by visiting the website www.solartogether.co.uk/cambridgeshire

When they register online for their complete solar PV system, applicants will be asked questions about their house, roof, and electricity usage.

The County Council will then arrange an auction with pre-vetted installers on 6 October. The auction is a reverse auction, meaning the lowest bid wins. The winning bid sets the price for all solar systems and battery systems. All installers are pre-vetted and must comply with certain criteria to guarantee the quality of the offer.

After the auction, applicants will receive a personal recommendation based on their registration details. They then have six weeks to decide if they want to take up the recommendation and proceed with an installation.

Solar panels turn sunlight into electricity. In order to use this energy, the panels mounted on a roof need to be connected to an inverter using cables. The Solar Together offer is for a complete service, including all equipment, survey, installation, monitoring and warranties. Afterwards households or businesses will automatically generate their own electricity from the panels on their roof.

Households that already have solar panels installed can also register to have battery storage added to their existing solar panels to maximise the benefits of their system.

Chairman's Recognition

Individuals, businesses and community groups who have tirelessly supported those in need since the start of lockdown are to be officially recognised as part of a new initiative.

Councillor Mac McGuire, Chairman of Cambridgeshire County Council, recently announced a monthly scheme to highlight the sterling work of those who have helped communities across the county during the Covid-19 pandemic.

The scheme is expected to run for at least six months with all councillors asked to put forward suggestions each month of people in their wards whose efforts since March, are worthy of receiving an official Chairman's Commendation.

Correspondence received direct to parish clerk or via website 11/7 to 24/9						
SENDER	No.	Corres. & Email	SUBJECTS	For Info & circulation	Action by PC	Action by Cllrs
Saffron BS	3	C	Rates change	✓		
Lloyds bank	2	C	Statements	✓	✓	
British Gas	1	C	invoices		✓	✓
Opus Energy	1	E	Confirm change of contact		✓	
CCC	4	E	Requesting maintenance invoice/Roadworks note/ flood risk mgt/TTRO	✓	✓	
SCDC	11	E	Planning	✓	✓	✓
Cambridge BS	3	E	Conformations re change of signatories' requests		✓	✓
Countywide Broadband	2	E	Connecting hall and wider roadworks needed	✓	✓	✓
SCDC	1	E	Publicising Order	✓	✓	✓
SCDC	1	E	Flood risk request passed to officer	✓	✓	
SCDC	3	E	Continuing advice re COVID 19	✓	✓	
Greater Cambs shared plans	5	E	focus group/ Decision on appeal/consultation reminder. Call for sites. County Broadband, changes to planning notification	✓	✓	
Cllr McDonald	12	E	New planning regulations & Duxford school/highways improvements	✓	✓	✓
Cllr McDonald & Williams	5	E	H bar requests on the Village Green	✓	✓	✓
Cllr Williams	4	E	Flood risk and next meeting	✓	✓	✓
website developer/changes	10	E	website maintenance/invoice		✓	
Highways England	1	E	Zoom invite re M11 works planned	✓	✓	✓
Mark Brogan	1	E	Advising new email address	✓	✓	
Insurance	2	E	mid-term settlement mower ins		✓	✓
Parish Clerk	1	E	Advising new email account	✓	✓	
Local residents	5	E	Changes to contacts on website and hall enquiry	✓	✓	
Local resident	1	E	Bad behaviour in Thriplow playground	✓	✓	✓
Local resident	1	E	White lines The Green Thriplow	✓	✓	✓
Local resident	1	E	Request confirmation VAT claimed on HOS equip.		✓	
Local resident	3	E	Remembrance Sunday	✓	✓	✓
Potential resident	1	E	re potential housing developments		✓	✓
Bulletins/news updates	13	E	periodic updates newsletters	✓	✓	
David Schneider	1	E	Chasing H & S checks	✓	✓	✓
Oz Flynn	1	E	Parish council meetings booked to May 2021		✓	
David Easthope	2	E	Registering interest in x 2 planning requests		✓	
Cambridge Acre	1	E	Invite to Zoom meeting 30/9	✓	✓	
Playdale	2	E	Re order of playground parts		✓	✓
LEAP	1	E	Supporting residents on energy change	✓	✓	
Hardy Landscapes	6	E	Checking on payment dates for invoices		✓	
Age UK	1	E	Support during COVID 19	✓	✓	
Flights of Fantasy inv	4	E	Supply inv		✓	✓
Spam	3	E	Either from email address or via website contact		✓	
Junk	42	E	Adverts		✓	

16.Date of next meeting

Parish Council Meeting – Monday 9th November 2020

There being no other business the meeting was closed at 9:45pm. The chairman thanked everyone for their attendance.

SignedChairman

Dated