

THRILOW PARISH COUNCIL

Minutes of a Parish Council meeting held in the Committee Room at Thriplow Village Hall on Monday 13th July 2020 at 7.30 pm

Present:

Mark Brogan (Chairman), David Easthope, Jane Gough, Owen MacKay, David Schneider, Terry Smith

County Councillor - Peter McDonald
District Councillor - Richard Williams

Parish Clerk - Sue Meehan

Also attending: Martyn Corbet

1.Election of Chairman

Cllr Brogan agreed to stand again. He was nominated by Cllr Easthope and seconded by Cllr Gough. Cllr Brogan was duly re-elected by a majority.

2.Completion of Acceptance of Office form by Chairman.

This was duly signed.

3.Apologies for Absence

Kit Jackson, Charlotte Kirby, Carly Richman

4.Minutes of the Parish Council Meeting held on the 9th March 2020

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

9d the following sentence to be removed '*Cllr Easthope objected to the records being handed over to the internal auditor before he had seen them.*'

11. **Resignation of the parish clerk**, the two paragraphs following the resignation letter are to be removed. Cllr Easthope did not feel these two entries faithfully reflected his recollection of events at that time.

5.Matters arising not otherwise covered by this agenda

The Parish Council is very pleased that Sue Meehan has agreed to join us as Parish Clerk effective from Monday 13th July. Sue brings a breadth of experience including manager at Hertfordshire CC Highways for 9 years and finance positions at Olympus and Coutts & Co. Bank, amongst others. We welcome Sue and wish her every success in this role.

We should also like to take this opportunity to thank Martyn for all his hard work and contributions over the last 11 years."

6.Elections

(a)Vice Chairman

Cllr Gough agreed to stand again. She was nominated by Cllr Easthope and seconded by Cllr MacKay. Cllr Gough was duly re-elected.

(b)Election of representatives:

(I)Neighbourhood Forum

Cllr Gough agreed to stand again. She was nominated by Cllr Easthope and seconded by Cllr Brogan. Cllr Gough was duly re-elected.

(II)Police & Neighbourhood Watch

Cllr Gough agreed to stand again but Cllr Schneider agreed to share this responsibility for the coming year in the anticipation of taking over next year. She was nominated by Cllr Easthope and seconded by Cllr Brogan. Cllr Gough was duly re-elected.

(c)Watercourses

Cllr MacKay agreed to stand again. He was nominated by Cllr Easthope and seconded by Cllr Gough. Councillor Williams offered to discuss with Patrick Matthews at SCDC to identify locations where watercourses are getting waterlogged and persuading those responsible to take measures to keep them clear. If this is not effective, what legal recourse do we have? He was nominated by Cllr Easthope and seconded by Cllr Gough. Cllr MacKay was duly re-elected.

(d)Parish Maintenance

Cllr Smith agreed to stand again. He was nominated by Cllr Easthope and seconded by Cllr Gough. Cllr Schneider agreed to work with Cllr Smith to identify areas in need of repair and source contractors. He was nominated by Cllr Easthope and seconded by Cllr Gough. Cllr Smith was duly re-elected.

(e)Health & Safety

Cllr Schneider agreed to stand. He was nominated by Cllr Easthope and seconded by Cllr Brogan. Cllr Schneider was duly elected.

(f)Tree Warden

It is understood that Matt Gough will continue to carry out this duty although he was not present. This appointment will be confirmed at the next meeting on 14th September 2020.

7.Updates

(a)Watercourse in the Village

No further progress but Cllr Williams to discuss with SCDC

RW

(b)Defibrillator installation on Heathfield

Host agreement with EMG to be returned for sign off.

DS

(c)LHI grant application

No further progress due to redeployment of highways staff on other duties because of Covid 19. They are now catching up on outstanding works. LHI would be an appropriate platform to request funding for a replacement mobile speed sign for the Village.

PM

(d)Heathfield Open Space Project

Zipwire installation has been delayed due to Covid 19. All other items have now been installed and paid for. There has been a portable mesh caging left behind by a contractor on the corner of the field next the entrance. After contacting all contractors no one appears to own it including the land owner, so it will be dismantled and offered to him.

DS

(e)Parish website

Cllr Kirby has said there has been no further progress. The Parish Websites contact, James Lungley, will be contacted again.

CK

(f)Procedural Review Working Party

Cllr Easthope reported that the working party met on 11th March 2020. This was agreed by Thriplow Parish Council on 9th September 2019 but had not yet been formally adopted. Cllr Easthope requested that this be formally tabled and approved at the next council meeting. The areas being reviewed are 'Rules of Debate' and 'Meetings Generally' to give further clarification and transparency. It also looked at frequency of meetings and whether there would be merit in having a separate Finance Committee to assist the Responsible Financial Officer (Parish Clerk), as other Parish Councils have in place.

DE

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

No progression due to Covid 19. Cllr Easthope suggested that white lining known as 'H Bars' be installed by highways as a measure to discourage parking on this junction. A map and size of 2 x H Bars to be forwarded to SCDC by Cllr McDonald to ascertain cost to Thriplow Parish Council.

DE

(h)20 mph speed limit throughout the village

Cllr Easthope reported that he had spoken to Sharon Piper who had suggested a PFI project would be best. It had been difficult getting clarification from County Council on best way forward in terms of ascertaining costs due to Covid 19 staff 'out of office'. Cllr McDonald outlined two options for applying for funding. Either by PFI or LHI. Cllr Brogan suggested applying for PFI and paying £500 for the survey as this would offer greater progress at this time. The suggestion was nominated by Cllr Brogan and seconded by Cllr Smith. This was agreed.

DE

8.Health & Safety

The public noticeboards have been inspected. The Heathfield noticeboard is currently undergoing renovation by Darren Mullett. The Pepperslade noticeboard is in a poor condition. The noticeboard box and the supporting posts are perishing. Darren will be asked to review and assess what needs to be replaced or repaired. Darren may submit an expense without further concurrence from the council.

DS

9.Parish Recreation Grounds

(a)Village and Heathfield maintenance

The play wall in the village is in need of replacement. A quote for £960 + vat has been received to rebuild from ground to full height. Cllr Schneider will source another quote from Strive Construction for comparison. The village recreation ground was opened last weekend in accordance with government guidance. Following RoSPA inspections in 2019 of the village and Ringstone playgrounds, it was noted that a list of works are required to replace items due to wear and tear. The cost for these works is £800 + vat. Cllr Brogan suggested if the company could honour this quote they should proceed with the works. It was noted that the parish clerk could authorise any works up to a value of £500, so if there are any specific items deemed to be unsafe in the future, this would be the quickest way to resolve. Cllr Easthope wished to record his thanks to Cllr Smith for his many years of personal service in this area.

TS
&
DS

(b)Footpaths

Cllr Easthope noted that the footpaths have not been strimmed by CCC for several years and he had been able to ask Paul Thomson to carry out this work voluntarily in the past. As he is now moving from the area, CCC would need to carry out their duties. Cllr Williams offered to speak to Rights of Way about making sure these works are carried out.

DE
&
RW

(c)Motor mower disposal

The insurance on the mower is now due. As this equipment is no longer being used by Thriplow Parish Council it could be donated to the local church. Cllr Brogan to email Cllr Jackson to approach the church. It was agreed that the insurance would not be renewed.

MB
&
CJ

10.Tree Planting and POS Maintenance

(a)Tree work applications

Via the voucher scheme, the tree supplier Allgrove had been contacted and 6 trees ordered. These will be due for delivery later this year for Autumn planting.

DS

(b)Tree works required

Cllr Gough noted that some trees have been removed by a local resident before they have been advised by Thriplow Parish Council.

(c)Tree Protection Orders on Heathfield

3 trees have been identified for TPOs by Cllr Williams. They are in Woburn Place, Pepperslade and Heathfield Open Space.

RW

11.Planning matters

(a)Responses to applications

20/01339/FUL – Dismantling of Bailey Bridge etc IWM – no objection

20/01595/S73 – Variation of Condition 2 34 Church Street – no objection

20/01679/LBC – Conversion of Barn and re-instatement of single storey link – no objection

20/01679/FUL – building to create single dwelling etc Bacon's Farm – no objection

20/02051/FUL – Development of 2 one-bedroom flats 5 Woburn Place – no objection

S/2557/19/COND3 – Discharge of condition 3 Biodiversity Enhancement – no objection

(b)Decisions received

Hilton Hotel building application for IWM was approved by SCDC on 25th June 2020

(c)Planning Appeals

38 School Lane

(d)Neighbourhood Plan

Cllr Easthope reported that an application for grant funding is currently being prepared.

Chris Smith of Accent Housing has taken 148 photographs around the village investigating possible 'exception sites' for social housing. Covid 19 is causing a delay in taking this further at present.

A definitive written summary of the two public meetings has now been completed. Once these are published on the website with the information boards, further comments from the public will be welcomed.

DE

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(e)Any miscellaneous items

Cllr Williams reported that the planning application for Rectory Farm has been delayed due to conservation issues which have now been resolved.

12.Financial Matters**(a)authority is requested to pay the following:**

	Amount	VAT	Total
Acting Parish Clerk's Salary 12th May to 13th July 2020	618.40		618.40
Acting Parish Clerk's Expenses 9th March to 13th July 2020	50.00		50.00
HMRC - PAYE on Acting Clerk's Salary	154.40		154.40
CAPALC - new councillor training	75.00		75.00
Hardy Landscapes Limited - 29/6-20313	150.00	30.00	180.00
British Gas PLC - electricity for The Smithy	46.56	2.32	48.88
LGS Services - Internal Audit	125.00	25.00	150.00
Opus Energy (Corporate) Ltd - 39268484,39268485 & 39268486	113.71	5.68	119.39
Hardy Landscapes grass cutting	498.00	99.60	597.60

(b)amounts paid between meetings

	Amount	VAT	Total
British Gas PLC - electricity for The Smithy	41.33	8.66	49.99
Opus Energy (Corporate) Ltd - 38901361 - 26/3	315.04	15.75	330.79
Opus Energy (Corporate) Ltd - 38901362 &38901363 - 22/3	32.02	1.60	33.62
Opus Energy (Corporate) Ltd - 389017556, 319017557 & 319017558 - 26/4	135.96	6.81	142.77
Cambridge Water re The Smithy	21.44		21.44
Playsafety Limited play equipment inspections	158.00	31.60	189.60
Hardy Landscapes Limited - 08/05 - 20242	498.00	99.60	597.60
Hardy Landscapes Limited - 10/05 - 20235	648.00	129.60	777.60
Acting Parish Clerk's Salary 9th March to 11th May 2020	537.60		537.60
Business Services at CAS Ltd - PL insurance	1209.27		1209.27
SCDC - Litter Bin @ Ringstone	480.00		480.00
Opus Energy (Corporate) Ltd - 39138232, 3913233 & 3913234 - 22/5	116.04	5.80	121.84
Cambridgeshire CC - street lighting energy 02/20/19 - 09/01/20	538.34		538.34
HMRC - PAYE on Acting Clerk's Salary 9th March to 11th May 2020	134.40		134.40
CAPALC - Chairmanship Training 6th June	50.00		50.00

(c)S137 requests

Cheque to be made out to Village Hall Management Committee £1100.00

MC

(d)credits received

2 Install Precept quarter costs of £4923.50 were received together with a refund from Hardy Landscapes Limited for £10.00

(e)S106 monies

Monies on deposit with Cambridge BS and Saffron BS

Noted that these accounts are drawing little interest at present.

Cllr Easthope noted that he had inspected the S106 monies the parish had received and all monies had been spent according to their classification on time. The only monies remaining were £1895.00 which was to fund future maintenance issues which did not have an expiry date for use.

(f)Consideration of the results of the Annual Internal Audit Report and to approval of the appropriate Annual Return for submission to the External Auditor for 2019-2020

Cllr Easthope identified a numerical error on the Income Spreadsheet; an entry on 8/11/19 of a grant from Cambridgeshire ACRE of £7200.00. This should read £7100.00.

Cllr Easthope highlighted 2 cancelled cheques which appear on the Income Spreadsheet but should also appear on the Expenditure Sheet to balance them out. These entries will be adjusted and new totals will be calculated.

MC

It was noted by Cllr Brogan that this financial audit had been extensive and received a good rating from the auditor.

Cllr Brogan proposed for the internal audit and the AGAR Return 2019/2020 to be voted upon. This was seconded by Cllr Schneider and it was passed.

13.Community Governance Review and recommendations and implementation if accepted by SCDC

On the agenda for next full council meeting. When passed, the name will change to 'Thriplow and Heathfield Parish Council' and a rebalance of councillor numbers giving more representation to Heathfield, will happen in 2022, after the next election.

DW

14. Reports

(a)Neighbourhood Forum

This has not met due to Covid 19. Next meeting planned in September in Duxford.

JG

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(b)Village Hall Management Committee

Cllr Gough reported that a new set of rules had been implemented around the use of the hall during the period of Covid 19 pandemic restrictions. These include limiting the use to 22 people at a time. As well, the cupboards and individual rooms had been placed out of bounds and only water can be accessed.

(c)Police neighbourhood watch

There has been no criminal activity noted.

(d)District Council Information

Cllr Williams had circulated his report. This is replicated below

Matters from previous meeting in March 2020

Heathfield – Tree Preservation Orders (TPO) I met with David Schneider following the last Parish Council meeting to identify trees for TPO applications. I applied for TPOs in respect of three trees in April. Unfortunately, the process is taking substantially longer than usual and the TPOs have not yet been confirmed. I am chasing the relevant team for a quick decision.

Waterways After quite a long delay I have made contact with Patrick Matthews. Patrick left his job at the Council some time ago and a replacement has not yet been recruited. In the meantime Patrick, is now working for the Council one day a week. Patrick's return to the council on a part-time basis should allow us to make some progress on this issue.

Covid The work in the village to support residents during the Covid emergency has been outstanding. I have been in touch with the support group during the emergency period to offer and to act as a contact between the group and the District Council coordination teams.

***Zero Carbon Strategy** The first 'Zero Carbon' strategy was adopted unanimously by the Council at its meeting on 21 May 2020. The strategy sets a target for a 75% reduction in carbon emissions in South Cambs by 2030. As part of the strategy the Council has committed to reduce its own carbon footprint by, for example, increasing the energy efficiency of Council owned homes, investing in a fleet of electric refuse collection vehicles and increasing the energy efficiency of council offices and building. The strategy also commits the Council to working with businesses and developers across the district to increase energy efficiency. The Council has also pledged to put 'zero carbon' at the heart of the new Local Plan.*

***Greater Cambridge Local Plan** The initial results from the local plan consultation published on 26 May and are available here: <https://www.scambs.gov.uk/next-steps-published-for-local-plan-which-determines-future-homes-and-jobs/>*

The Joint Local Planning Group (JLPG) met to consider the results of the 'first conversation' on 2 June. The JLPG documents note that the full list of sites put forward in the current 'call for sites' exercise will be published "on the Councils' local plan website in the summer once the new sites received through the First Conversation consultation have been processed". The next stage of consultation - an 'additional informal Member and stakeholder engagement' - is planned for Autumn 2020 with further public consultation in summer/autumn 2021 before the publication of a draft plan. It is currently unclear whether the new Local Plan will incorporate development of the North East Cambridge (NEC) site. If the NEC is not included in the next Local Plan this will likely increase development pressures on villages in South Cambs.

Two final points to note: 1. Whilst 'densification' of existing villages was the most popular option for development for those who participated in the 'first consultation', there was notable support for development along 'public transport corridors' with some preference for development near places of work to minimise car journeys; 2. On the Green Belt comments are described as 'varied', but the document summarising responses includes the following statement: "Green Belt release which provided a more sustainable development option by reducing travel distance, helping to reduce climate impacts (question 37) was in fact supported". Both of these points were highlighted in the on-line summary of the consultation on the Local Plan website.

Scheme of Delegation *The Full Council finally met to consider a new scheme of delegation for planning applications on 21 May (discussed in my March Report). The Council administration's proposal was that requests from Parish Councils to 'call in' applications to the full planning committee would be considered for acceptance or refusal by Head of Planning in consultation with the Chair of the Planning Committee. This proposal was adopted by a majority vote.*

Covid *The Council has continued to provide support for community groups and to administer grants from central government. Information on schemes for small businesses, charities, community groups and residents can be found here:*

<https://www.scambs.gov.uk/coronavirus/-->

(e)County Council Information

No information received

15.Correspondence and Information received

The way in which incoming emails are described on the minutes is under review. It will be consolidated and only more information on prominent issues will feature.

Cllr Gough outlined an alternative source of telephone support for parish councils. This is being explored on the basis of pay per call/issue

JG

Cllr Schneider offered to contact EMG regarding the screen trees they planted as a condition of planning, which appear to have now died.

DS

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CORRESPONDENCE & EMAILS RECEIVED JULY 2020

This is a new format of showing all correspondence received by sender and main subjects

DATES	SENDER	TOTAL	Corres. & Email	SUBJECTS	For Info & circulation	Action by PC	Action by Cllrs
3/4 - 10/7	CAPALC	41	E	NALC updates, Covid	✓		✓
	Other org. & comm groups	41	E	Covid 19 requests & info	✓	✓	
	CCC	35	E	Inc. Covid 19	✓		✓
	SCDC	37	E	weekly updates	✓		
	Central Govt	31	E	Inc. Covid 19	✓		
	Peter McDonald	12	E	Inc Covid 19 & general guidance	✓	✓	✓
	Council contractors	12	E	Inc play area inspections		✓	
	Auditor	12	E	Annual audit		✓	
	Planning	11	E	Inc policy info	✓	✓	✓
	Other local Parish Councils	8	E	Inc. Covid 19	✓	✓	✓
	PC vacancy	5	E	Application correspondence		✓	✓
	Local Roadworks	5	E	Works and closures	✓		
	Clerk@Duxford	4	E	Covid 19, road closures			
	Insurance	3	E	Renewal	✓	✓	
	Rural Services	3	E	Bulletins	✓		
	IHMC	3	E	Roadworks reports /notifications	✓		
	Building Socs	2	C	Rates change		✓	
	Local residents	1	E	Disabled parking bay application		✓	✓
	Utilities	1	E	New broadband	✓	✓	
	GCSP	1	C	IWM planning application	✓		
268							

16.Date of next meeting

Parish Council Meeting – Monday 14th September 2020

There being no other business the meeting was closed at 10:15pm. The chairman thanked everyone for their attendance.

SignedChairman

Dated