

# THRIPLow PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday the 9<sup>th</sup> November 2015 in the Thriplow Village Hall Committee Room at 7.32 pm

## Present

Councillors: Jane Gough, Lynn Driscoll, David Easthope, Owen MacKay, Derek Pinner, Barbara Pointon  
Pointon, David Rhodes, Terry Smith  
County & District Councillor Peter Topping (part-time)

Clerk to the

Council: Martyn Corbet

Also

Present: Dean Scotson, Douglas Sheldrick, Taylor Smythe, Sophie Urqhart, Helen Urqhart-Woodford,

## 1. Apologies for Absence

There were no apologies for absence

## 2. Minutes of the Parish Council Meeting held on the 14<sup>th</sup> September 2015

These minutes having previously been distributed, were agreed and signed by the Chairman. The Parish Clerk said he has made an error in including Mrs Dondi as present for the meeting. Paragraph 5 should read "Cllr Pinner has costed" and not Cllr Smith has costed. One typographical error was noted in paragraph 4 in that the word "at" should not be included at the end of the second sentence.

## 3. Matters arising not otherwise covered by the agenda

There were no matters arising

*The meeting then closed to allow Taylor Smythe to give it a presentation.*

## 4. Health & Safety

Cllr Easthope had nothing to report. There will be a further review in January. Cllr Gough Has received emails from Mrs Wendy Seaton and Mrs Melissa Tayabali. She read out the emails which related to flooding in Church Street. Cllr Topping stated that it is the responsibility of CCC to unblock drains. Any new drains in the road are installed by the CCC. Cllr Pointon commented on the recent heavy rainfall. Cllr Gough said that the flooding in Church Street is an inherent problem. The natural drainage in the area has disappeared as a result of development. Cllr Pointon said the drains should be sucked out after the leaves had fallen. Cllr MacKay commented that the road should be swept beforehand.

It was regretted that the parish council is unable to pay towards work to be done on private property. Cllr Easthope referred to the fact that there used to be swails (dents in the ground) to prevent flooding these have unfortunately disappeared. The landowners of property on which swails were located had an obligation to maintain them. It was agreed that the Parish Clerk would write to Mesdames Seaton and Tayabali explaining the position. It was agreed by all that the hedges in Church Street need to be maintained. This would assist in the prevention of the drains silting up.

## 5. Update on:

(a) footpath at 7 The Green

Nothing further has been heard in respect of the repairs to the footpath. The

**MC**

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Householder has apparently said she is seeking legal advice. The Parish Clerk will chase Mike Cooper and copy in Cllr Topping. He will also write to the householder again. It was agreed that CCC must take enforcement action.

**MC**

(b) verge at Peggs Close

Cllr Pinner said he had completed the work needed. The verge has been planted and seeded. He wondered whether there should be oak posts along the side of the verge. Cllr Smith thought it would be better to let the grass establish itself first.

Cllr Pinner thought that spare posts might be available from the verge (Triangle) at Ano Domini for use at Peggs Close. It was agreed that it would be best to wait for a while.

(c) water courses in the village

Cllr Pinner said that the watercourse on The Green has been cleaned. Brian Cutter has done a good job. Tree work is needed on The Green. When this work is done a skip could be used to remove the sticks etc from the watercourse together with the tree debris. Cllr Pointon produced a letter and map dating to 1979. This confirmed that properties which bordered a watercourse have a responsibility for maintaining the part which abuts the property concerned. It was agreed that there should be a plan prepared of the whole village identifying the watercourses and who is responsible for them.

## 6. **Parish Recreation Grounds and Village Maintenance**

(a) public footpaths on Heathfield

Cllr Rhodes had nothing to report. Cllr Driscoll reported that Heathfields Residents Association Limited is completed the footpath leading from the playground to Kingsway.

(b) Parking and Playground at Ringstone

Cllr Smith stated that work will start in the week of the 16<sup>th</sup> November. The play area will be located in the top right hand corner of the area. The parking issue will be dealt with later.

(d) Village Maintenance – update

Cllr Smith said most of the work has been done. Mr Sheldrick asked the meeting about the telephone box. It was agreed this should be repainted in a shade of red which is more appropriate

(e) Drains at the Village Hall – application for a grant from TVHMC

Cllr Pinner has obtained estimates from Mr Meade and TB Groundworks. The third contractor he approached had not come back to him. After consideration of the prices quoted it was proposed by Cllr Smith and seconded by Cllr MacKay that the lower quote from Mr Meade be accepted. A letter from the secretary of the TVHMC Mrs Easthope was considered asking for a grant toward the cost of the work. Those parish councillors who had an interest in TVHMC remained present but did not vote. It was proposed by Cllr Pinner and seconded by Cllr Driscoll that a grant of £2,000.00 be awarded to TVHMC. This was agreed.

(f) Grass Cutting in the Parish

Cllr Smith obtained estimates. The lowest estimate was from Norse.

Acceptance of this was proposed by Cllr Smith and seconded by Cllr Gough an agreed.

## 7. **Tree Planting, Tree Work and POS Maintenance**

Tree Work applications & Tree Works in general

Tree work proposed for The Spinney at 7 and 9 The Green was discussed. No recommendation had yet been made. It was agreed that the Parish Council liaise with Ian Lorman of SCDC with a view to obtaining a TPO on some of the trees.

## 8. **Planning Matters**

(a) Responses to applications

S/1951/15/FL – 2 storey extension to rear of existing house and new carport in the front garden - 6 Middle Street – no objection approval recommended

S/2004/15/FL – Use of rooms over/rear of detached garage for ancillary annexe accommodation and External alterations (retrospective) – 1 Sheralds Croft Lane – no objection provided the annexe is not treated as a separate property. One parish councillor noted that the annexe was originally to provide

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Office space

**(b) Planning decisions received**

S/1951/15/FL – 2 storey extension to rear of existing house and new carport in the front garden - 6 Middle Street – approved

S/2004/15/FL – Use of rooms over/rear of detached garage for ancillary annexe accommodation and External alterations (retrospective) – 1 Sheralds Croft Lane – approved

**(c) Planning appeals**

No planning appeals had been received

**(d) List of Community Assets**

Cllrs Easthope and Pointon have been active preparing lists of community assets. These will be circulated to other parish councillors. Cllr Pointon read her list out to the meeting. Cllr Easthope referred to Local Development Framework Plans.

**9. Financial Matters**

**(a) Authority was granted to pay the following:**

	Amount	VAT	Total
Parish Clerk Salary – 15 <sup>th</sup> September to 9 <sup>th</sup> November	496.36		496.36
Parish Clerk – expenses for same period	81.90		81.90
HMRC – PAYE on Parish Clerk's salary	124.20		124.20
CGM Landscapes – Invoice 6824 re Heathfield	349.80	69.96	419.76
CGM Landscapes - Invoice 6741 re Heathfield	549.50	109.00	659.40
Algar Signcraft – Invoice re Plaque for Dudley Chew-reimbursement Terry Smith	60.00	12.00	72.00
JJ McManus Construction – Invoice 106 – hire of Telex 860 digger to scrape verges	250.00	50.00	300.00
Simon Hitchcock Building Services re Daffodil Planting			
Brian Cutter – Clearing Ditches	60.00		60.00

**Items received too late for the agenda but approved for payment**

	Amount	VAT	Total
Shaun Reilly – Planting Daffodil bulbs	3150.00		3150.00
The Royal British Legion – Donation re wreath	40.00		40.00

**(b) Credits received**

SCDC – second part of Precept 2015-16	7,8
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**(c) Section 106 monies**

The monies held in respect of Hurdles Way are invested on a 1 year fixed term with Saffron BS. The monies held in respect of Ringstone continue to be invested on a 2 year fixed term with Cambridge BS. The remaining S106 monies are invested with Cambridge BS.

**(d) Audited Accounts and Annual Return**

The Parish Clerk informed the meeting that the External Audit had been completed.

**10. Parish Clerk's Review**

Following precedent set there will be a review of the performance of the Parish Clerk as well as his salary. A sub-committee consisting of Cllrs Gough Easthope MacKay and Rhodes has been formed for this purpose.

**11. Fence at Pepperslade**

Cllr Smith has only been able to obtain two quotes for this work. The lowest is from Lillleys of Sawston. Acceptance of this quote was proposed by Cllr Gough and seconded by Cllr Driscoll. This was agreed. The Parish Clerk will inform Lillleys of the acceptance of their quote.

**MC**

**12. Improvements to playground at Heathfield**

Cllr Driscoll said work has been done on the den and the Ball Shoot. The tyre mound is planned. Cllr Smith expressed his reservations about the use of tyres in a playground. Mention was also made of a potential fire hazard. Cllr Smith will follow this through with RoSPA and report back. If RoSPA do not approve this

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- then the insurance covering the playground could be invalidated.
13. **Plaque in memory of Cllr Dudley Chew**  
Cllr Smith has obtained this from Algar Signcraft.
14. **Updating of software for the parish website, updating of the website itself and policy on advertising**  
This matter will be listed for the next meeting,
15. **Reports (if any):**
- (a) Neighbourhood Forum (ex IWM Liaison committee)  
Cllr Pinner referred to a leaflet which has been distributed by the IWM. He made particular reference to the Shoreham Air Disaster reading from this leaflet. IWM is considering moving the centre line of the airfield west toward Vetspeed. This will affect the Vetspeed planning application. IWM have the support of the parish council. Presently IWM has some 300,000 visitors a year. It is hoped to increase these numbers to 500,000. Air Show Days would need to cope with 20,000 people plus 8,000 vehicles. Ticket only had been tried. Free parking may be scrapped. There is a hope that increased use can be made of Whittlesford Parkway Station;
- (b) Thriplow and Heathfield Recreation Grounds  
This has previously been dealt with.
- (c) Village Hall Management Committee  
Cllr Pointon said that a TVHMC meeting took place in October. The drains were one of the main discussion points. Recent users of the staging had dumped it in the hall. It was stacked badly. The microwave has stopped working and will be replaced. Taps have been left running in the lavatories. The plugs have been removed to prevent flooding. Fees for hire of the hall have been increased. The hall hire fee is now £18.00 for residents, commercial users will pay £21.00 and non-residents £27.50. There is no change in the rate for the Committee Room. The rate for Adult Parties has risen by £1.00. There will be a Folk Evening on the 28<sup>th</sup> November organised by Amber Gough. The cost per ticket is £7.50 which includes a Ploughmans Supper. The bar will be open. Profits will go to the Village Hall.
- (d) Thriplow Village School  
No report has been obtained;
- (e) Police & Neighbourhood Watch  
Cllr Gough said that not much had happened. A resident had seen someone suspicious in her back garden.
- (f) Village Maintenance  
The Parish Clerk will write to the village school regarding cutting a hedge and leaving lights on. The grips on Farm Lane need to be done. Cllr Pinner will approach Brian Cutter.
- (g) and (h) District & County Council Information  
Cllr Topping said that lorry traffic is an issue with Vetspeed application. This has to be dealt with by CCC. There is no date as yet for the application to go to committee. A site visit(s) will be required.  
The area where the Travellers have previous parked in Sawston will be ploughes around its perimeter. This would strengthen any application for an injunction.  
Cllr Gough mentioned the proposed tree application in respect of 7 & 9 The Green. She detailed it to Cllr Topping. The trees are not marked.  
Cllr Easthope mentioned the footpath at Narrow Lane which is breaking up.  
Peter Gaskin of SCDC has said it may be done in January.
16. **Correspondence and information received**  
**Letters received**  
21.10 - Buchans - Letter re grounds maintenance  
23.10 - TVHMC - Letter requesting assistance re works on drains  
Oct - SCDC - Letter re Parish Precepts and Estimated Tax Base  
03.11 - Local Government Boundary Commission - Electoral Review of Cambridgeshire  
**Email communications received**

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- 14.09 - Nick Wittering Invoice for 2015 work
  - Valerie Moule - Thriplow
  - Paul Earnshaw - Bulb Variety and plant meeting Thursday 17<sup>th</sup> September
  - Paul Earnshaw - Bulb Planting
  - Peter Topping - Cambridge Pet Crematorium
- 16.09 - Helen Wass - Notification of Planning Application at Vetspeed
  - Patrick Adams - Agenda for weekly bulletin Wednesday 16<sup>th</sup> September
  - Matthew Day - Vetspeed Planning Application
  - Helen Wass - Vetspeed Planning Application
  - Roy Warnes - Proposed Presentation
  - Matthew Day - Vetspeed Planning Application
- 17.09 - Mike Cooper - 7 The Green
  - Paul Earnshaw - Bulb Planting Discussion
- 18.09 - LDF - Local Plan Examination - Inspectors' Response
- 20.09 - Matthew Day - Vetspeed Planning Application
- 21.09 - Jane Greene - Maintenance and Upgrading the Councils' Planning System Engagement (NHS Cambs) - Care Quality Commission Inspection Hinchingbroke Healthcare NHS Trust
- 22.09 - Matthew Day - Vetspeed Planning Application
- 23.09 - Roy Warnes - Notes for LNP Meeting 29<sup>th</sup> September
  - Matthew Day - Vetspeed Planning Application
  - Matthew Day - Vetspeed Planning Application
  - Matthew Day - Vetspeed Planning Application
- 24.09 - Paul Earnshaw - Paying for bulbs query
  - Paul Earnshaw - Paying for bulbs query
  - Paul Earnshaw - Re Daffs
- 25.09 - Nick Swarfega - Minutes for the last meeting
  - Nick Swarfega - Minutes for the last meeting
  - Paul Earnshaw - Re Daffodil Bulb Quote
  - Paul Earnshaw - Re Daffodil Bulb Quote
- 26.09 - clerk - Re PC training at Duxford
- 28.09 - Nick Swarfega - Minutes for the last meeting
  - Matthew Day - Re Vetspeed Application
  - LDF - Local Plan Examination - Progress Update
  - Fowlmere PC - Vetspeed Application
- 29.09 - Nick Wittering - Invitation to a Presentation of Planning Application for Vetspeed
  - Nick Swarfega - Vetspeed Application
  - Matthew Day - Vetspeed Application
  - Fowlmere PC - Vetspeed Application
  - Clerk - Vetspeed Planning Presentation
- 30.09 - Communications - September Parish email bulletin from SCDC
  - Patrick Adams - Agenda for weekly bulletin Wednesday 30<sup>th</sup> September
  - Tina Webb - Clerks and Chairmen Annual Catch UP Day
  - Ione Evans - Cantilena Advent Concert
- 01.10 - Peter Moore - Clearance Sale of Native Trees
  - Paul Earnshaw - Re Daffodil Bulb Quote
  - LDF - September Planning Monthly Update
  - Matthew Day - Presentation
  - Matthew Day - Presentation
  - Ian Papworth - Decision Notice S/2004/15/FL - 15 Sheralds Croft Lane
  - Nick Swarfega - Re Cantilena Advent Concert
  - Paul Earnshaw - Re Daffodil Bulb Quote
- 02.10 - Paul Earnshaw - Re Daffodil Bulb Quote
  - Louise Brockman - Cereals 2016
  - Philip Dondi - New Fence at Pepperslade
- 04.10 - Joanne Carmel - No subject
  - Philip Dondi - Re Security at Pepperslade
  - Roy Warnes - Meeting on 7<sup>th</sup> October

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- Matthew Day - Presentation on 7<sup>th</sup> October
- 05.10 - Roy Warnes - Re Meeting on 7<sup>th</sup> October  
Fowlmere PC - Re Meeting on 7<sup>th</sup> October
- 06.10 - Sue Hartley - Sales Order 000026320  
Philip Dondi - Security at Pepperslade
- 07.10 - Paul Mainey - Re Concern at possible development  
Patrick Adams - Agenda for weekly bulletin Wednesday 7<sup>th</sup> October  
34sp.com - Payment Reminder
- 08.10 - Editor - Deadline for November Issue  
Michelle Young - CGM Group  
Aiden Van de Weyer - Changes to Planning Scheme Delegation  
Peter Topping - Consultation on Changes re Planning Process SCDC  
Accountancy - Parish Precept and Estimated Tax Base - Thriplow  
Helen Wass - Planning Application at Vetspeed
- 09.10 - Philip Dondi - Pepperslade Security
- 12.10 - Simon Hitchcock - Invoice  
Helen Wass - Re Planning Application Consultation
- 13.10 - Paul Earnshaw - Daffodil Planting  
Meghan Bonner - Terry Smith
- 14.10 - Patrick Adams - Agenda for weekly bulletin Wednesday 14<sup>th</sup> October
- 15.10 - Jay Patel - Tree Works Application - 14 Middle Street  
Jay Patel - Tree Works Application - 5 Middle Street
- 16.10 - Tina Webb - Fulbourn PC - Outreach Councillor Training
- 18.10 - Nick Swarfega - Advertising
- 19.10 - Jay Patel - Tree Works Application - Forge House
- 21.10 - Patrick Adams - Agenda for weekly bulletin, Wednesday 21<sup>st</sup> October  
Jeremy Murray - Remembrance Sunday
- 22.10 - Ian Dewar - Presentation
- 22.10 - Ian Dewar - Transparency Code  
Nick Swarfega - Re Payment to 34sp.com  
Freya - Renewal of Insurance relating to Public?Employers' Liability Jay Patel - Tree Works Applicatio- TPO - Mrs Lindop - Land between 9 The Green etc
- 23.10 - Pat Easthope - Request to TPC from TVHMC  
Julian Glover - TPC  
Rose Mills - Decision Notice for S/1951/15/FL - 6 Middle Street  
Jay Patel - Tree Works Application - TPO - Mrs Lindop - Land between 9 The Green etc
- 26.10 - Flood and Water - Riparian Responsibilities for Flood Risk  
Jay Patel - Tree Works Application - 36 Church Street
- 27.10 - Kay Whittaker - Notification of Designation Application
- 28.10 - Peter Topping - Re Correspondence regarding application  
APAS Planning - Re Correspondence regarding application  
Patrick Adams - Agenda for weekly bulletin, Wednesday 28<sup>th</sup> October
- 29.10 - Karen Pell-Coggins - Re Correspondence regarding application  
Peter Topping - Re Correspondence regarding application
- 02.11 - Steve Marshall - 1<sup>st</sup> Whittlesford & Duxford Scout Group  
Philip Dondi - Security at Pepperslade  
Peter Topping - Hoffer Brook at Thriplow  
Jay Patel - Tree Works Application - 36 Church Street
- 03.11 - Patrick Adams - Cambridgeshire CC Boundary Review  
Mishka Mayers - Electoral Review of Cambridgeshire Further Limited Consultation  
Philip Dondi - Security at Pepperslade
- 04.11 - Tina Webb - 2015 NALC AGM Summary
- 04.11 - Stephen Woodard - Security at Pepperslade  
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Stephen Woodard - Security at Pepperslade  
Philip Dondi - Security at Pepperslade  
Patrick Adams - Agenda for Weekly Bulletin Wednesday 4<sup>th</sup> November  
Eleanor Bell - News from the Parishes  
Nick Swarfega - Recurring Billing 34SP.com  
05.11 - Communications NHS - NHS Article for Parish Magazine  
Karen Fachechi - Security at Pepperslade  
Nick Swarfega - Login Info  
Nick Swarfega - Fwd (220 - 1DB3D385-01541) payment method  
Philip Dondi - Security at Pepperslade - Response to your recent email  
Nick Swarfega - Email address and password - URGENT  
Marc Carmel  
Stephanie D'Leny - Playdale Playgrounds Limited  
34SP.com - Recurring Billing Failure

## Magazines & Periodicals

LCR Magazine - Autumn 2015

Clerks & Councils Direct October 2015

## Various advertising sundries including emails

### **Date of the next meeting**

17. The next meeting will be on the 11th January 2016

There being no further business, the chairman thanked everyone for attending.  
The meeting closed at 10.45 pm

..... Chairman

..... Date