

## **THRIPLow PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting held on Monday the 11<sup>th</sup> March 2015  
in the Thriplow Village Hall Committee Room at 7.30 pm

### **Present**

Councillors: Jane Gough, David Easthope, Owen MacKay, Barbara Pointon,  
David Rhodes

Clerk to the  
Council: Martyn Corbet

Also

Present: Darren Mullett ( a Director of Heathfields Residents Association  
Limited) – part-time

### **Co-option of new parish councillors**

The Parish Clerk took the chair for the co-option process. He informed the meeting that he has received a completed Declaration of Interest form from Mrs Lynn Frances Driscoll. Mrs Driscoll was unanimously co-opted. She will complete her Acceptance of Office at the Parish Council meeting to be held on 13<sup>th</sup> July 2015. The Parish Clerk said that interest had been expressed in the other vacancy. He said he hoped this vacancy will be filled soon.

### **1. Apologies for Absence**

Apologies for absence had been received from Cllrs Pinner and Smith

### **2. Elections**

(a) Chairman

Cllr Gough was proposed by Cllr Pointon and seconded by Cllr Easthope. She was unanimously re-elected;

(b) Vice-Chairman

Cllr Rhodes was proposed by Cllr Easthope and seconded by Cllr MacKay he was unanimously re-elected;

(c) Neighbourhood Forum

Cllr Pinner was re-elected to serve as the Parish Council's representative to serve on this committee. He was proposed by Cllr Gough and seconded by Cllr Easthope;

(d) Thriplow and Heathfield Recreation Grounds

Cllr Smith was re-elected. He was proposed by Cllr Gough and seconded by Cllr Easthope;

(e) Village Hall Management Committee

Cllr Pointon was re-elected to serve as the Parish Council's representative on this committee. She was proposed by Cllr Gough and seconded by Cllr Easthope;

(f) Police & Neighbourhood Watch

Cllr Gough was re-elected. She was proposed by Cllr Pointon and seconded by Cllr Easthope;

(g) Village Maintenance

Cllr Smith was re-elected. He was proposed by Cllr Gough and seconded by Cllr Easthope;

(h) Tree Warden

The Parish Clerk informed the meeting that Bill Wittering wished to retire from the position of Tree Warden as soon as possible. He had kindly agreed to continue until a replacement is found. He has contacted SCDC for advice but is still awaiting a response. Cllr Easthope believes that it is not essential to have a tree warden. The Parish Clerk will pursue a definitive answer to his query with SCDC

**MC**

## THRIPLow PARISH COUNCIL

- (i) Health & Safety  
Cllr Easthope was re-elected. He was proposed by Cllr Gough and seconded by Cllr Pointon;
3. **Completion of Acceptance of Office Forms by Chairman and others – where relevant**  
Cllr Gough completed her Acceptance of Office form. Cllr Driscoll will complete hers at the next meeting. LD
4. **Minutes of the Parish Council Meeting held on the 11<sup>th</sup> March 2015**  
These minutes having previously been distributed, were agreed and signed by the Chairman. Various typographical errors were noted. These were:  
on page 1 paragraph 4 laying should be “lying”  
on page 3 paragraph 6(b) persuasive should be “permissive”  
on page 3 paragraph 6 (d) im should be “in”
5. **Matters arising not otherwise covered by the agenda**  
There will be a meeting with Mike Cooper of CCC Highways Department on the 22<sup>nd</sup> May. Cllr Pointon referred to item 5 (c). She confirmed that there are no frogs in the watercourse in Lower Street. It is a “horrible mess”. The watercourse cannot support frogs in its present state. Cllr MacKay said that he maintains his area of watercourse but that it really needs a digger being used upon it. He wondered whether there was any form of grant available for the maintenance of watercourses.
6. **Health & Safety** MC  
Cllr Easthope had nothing to report. He noted the meeting with Mike Cooper on the 22<sup>nd</sup> May at 10.00 am. Cllr Pointon mentioned a white Triumph motor care which is parked on The Green. The Parish Clerk will write to the householder and ask for its removal.
7. **Update on:**  
(a) footpath at 7 The Green  
The Parish Clerk informed the meeting that he has not received a response from the householder. It will be one of the subjects for discussion during the meeting with Mike Cooper;  
(b) verge at Peggs Close  
Cllr Easthope said that the top soil is awaited so that the work can be completed;  
(c) water courses in the village  
Cllr Pinner was unable to attend the meeting. His report is attached to these minutes.
8. **Parish Recreation Grounds and Village Maintenance**  
(a) bollards at Hurdles Way  
The Parish Clerk informed the meeting that 4 bollards have been erected by Lillies of Sawston.  
(b) public footpaths on Heathfield  
Cllr Rhodes informed the meeting that all the footpaths seemed to be in good condition and were being well used;  
(c) Parking and Playground at Ringstone  
Cllr Smith was unable to attend the meeting. The Parish Clerk referred to a large estate car which is parked facing the properties which face onto the POS. It is half on and half off the grass. Parking will be discussed at the next meeting. The Parish Clerk has spoken to Heidi Duffett of SCDC about moving the dog litter bin. This should not be a problem.  
(d) Village Maintenance – update  
Cllr Smith was unable to attend the meeting. Cllr Pointon expressed her concern about the colour of the telephone box. It was agreed this needs to be reviewed.  
(e) Drains at the Village Hall  
A specification of works is awaited from Cllr Pinner. This will provide a proper costing for the re-siting of the drains.
9. **Tree Planting, Tree Work and POS Maintenance**  
Tree Work at 3 The Green – no objections
10. Tree Work at Thriplow Village Hall – no objections  
**Planning Matters**

## THRIPLow PARISH COUNCIL

(a) Responses to applications

S/0189/15/NM – Non-Material amendment to application S/2753/13/FL – 56 Church Street – approval recommended

S/0294/15/FL – Erection of First Floor Extension and Rear Conservatory – 6 Fowlmere Road – no objections but several councillors expressed concern that the windows overlooking number 4 might be too large – approval recommended

S/0397/15/FL – Two Storey Side Extension - 1A Woburn Mews – no objections – approval recommended

S/0418/15/FL – Installation of External Wall Insulation to front, rear and gable end walls, 29 Church Street – no objections – approval recommended

(b) Planning decisions received

S/0418/15/FL – Installation of External Wall Insulation to front, rear and gable end walls, 29 Church Street – permission granted

S/0055/15/FL – Demolition of existing conservatory and addition of a part one storey and part two storey extension to rear of property, 73 Kingsway – permission granted

S/0397/15/FL – Two Storey Side Extension, 1A Woburn Mews – permission granted

S/0294/15/FL – Erection of First Floor Extension and Rear Conservatory, 6 Fowlmere Road – permission granted

(c) Planning appeals

11. No planning appeals had been received

Financial Matters

(a) Authority was granted to pay the following:

	Amount	VAT	Total
Parish Clerk Salary – 10 <sup>th</sup> March to 11 <sup>th</sup> May 2015	496.56		496.56
Parish Clerk – expenses for same period	23.50		23.50
HMRC – PAYE on Parish Clerk's salary	124.00		124.00
Balfour Beatty Living Places Limited – Invoice N_22626	730.29	146.06	146.06
CAPALC – Annual Subscription 2015	304.75		304.75
NALC – Subscription 2015	17.00		17.00

Items received too late for the agenda but approved for payment

	Amount	VAT	Total
Playsafety Limited – Invoice 016283 – Inspection of Thriplow Recreation Ground	89.00	17.80	17.80
Lilleys of Sawson – Invoice re bollards at Hurdles Way	295.00	59.00	354.00
LGS Services – Invoice 00100955 – Internal Audit	75.00	15.00	90.00

S137 Donations made and previously precepted

Thriplow Village Hall Management Committee	1,000.00
Thriplow Parochial Church Council – Church Fabric Maintenance	250.00
Thriplow Parochial Church Council – Churchyard Upkeep Donation	135.00

(b) Credits received

SCDC – 1 <sup>st</sup> half of precepted sum	7,803.00
HMRC – Refund of VAT for previous financial year	877.03

(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 Internal Auditor had approved the accounts. There are no problems. The Annual Return and Annual Governance Statement 2014/15 were presented to the meeting. Approval of the Annual Return and Governance Statement 2014/15 was proposed by Cllr Gough and seconded by Cllr Rhodes and agreed. They were signed by the Chairman and the Parish Clerk/RFO. The Annual Return will now be sent to the External Auditor for approval.

- 12.

**Payment for PAYE services**

- 13.

Further consideration of this item was delayed until the next meeting

**Adoption of new Financial Regulations produced by NALC**

## THRIPLow PARISH COUNCIL

14. The Parish Clerk informed the meeting that the draft had been produced as a result of the deliberations of a sub-committee consisting of Cllrs Easthope, Gough, Mrs Pat Easthope (the former Parish Clerk) and himself. The new financial regulations were adopted by the meeting. The Parish Clerk will circulate final copies to parish councillors. The next task will be to revise the Standing Orders so as to comply (where needed) with the latest pro forma produced by NALC

### **Travellers and Security at Pepperslade**

- The Parish Clerk detailed to the meeting the contents of various emails he had received from some residents of Pepperslade expressing concerns about the possible incursion of Travellers onto the Pepperslade Open Space. The concerns had initially arisen as a result of the encampment near Pampisford. There was also some suggestion that a red car with Irish number plates had been seen in the area. There was a suggestion that a removable bollard be installed to prevent access to the area in front of the existing gate. Cllr Easthope said that the present gate had been erected to prevent the possible incursion of Gypsies onto the POS. Whilst sympathy was expressed with the concerns of the residents it was felt that there were other areas in the parish where incursions were far more likely. A further consideration was the fact that CGM needed access to the POS to cut the grass. Cllr Gough will discuss whether forcing the padlock on the gate would amount to criminal damage with the Community Police Officers for the area. It was felt that there is presently no need to install a removable bollard.

15.

### **Improvements to playground at Heathfield – request for donation**

The Parish Clerk explained to the meeting (in his capacity as a Director and Company Secretary of Heathfields Residents Association Limited) that it is proposed to update the existing playground on Heathfield. He introduced Darren Mullett to the meeting. Mr Mullett is a Director of the Company and is overseeing the proposed renovation project.

Darren explained that the existing playground is dated and that the area itself needs an update. Various options for improvement have been produced. The option favoured is number 5. Darren explained this option to the meeting. The option includes more equipment. Darren is looking at various suppliers. It is the case however that the initial estimate will be exceeded. Darren is presently preparing a comprehensive estimate. One of the major items of expenditure will be safety matting. Once the estimate is available then an application will be made for a grant to the Parish Council. Cllr Easthope explained that the Parish Council already has an obligation in respect of Ringstone. Cllr Gough felt that Ringstone and Heathfield should be treated as separate entities. Cllr Pointon suggested making an application to AmeyCespa for a grant. Darren said this will be investigated. The Parish Clerk suggested an approach to SCDC. It was agreed that this matter will be kept under review.

16.

### **Reports (if any):**

(a) Neighbourhood Forum (ex IWM Liaison committee)

The meeting referred to Cllr Pinner's notes. His comments were noted;

(b) Thriplow and Heathfield Recreation Grounds

These had already been dealt with;

(c) Village Hall Management Committee

Cllr Pointon stated that a meeting of the committee will take place on the 28<sup>th</sup> May.

Cllr Gough has had the fire extinguishers updated. The trees in the car park are to be cut back. The heating had malfunctioned on the previous weekend. This problem will be dealt with;

(d) Thriplow Village School

No report has been obtained;

(e) Police & Neighbourhood Watch

On Sunday 3<sup>rd</sup> May someone visited a store in Church Street looking for copper. He had an east European Accent. In Dry Drayton some saddles have been taken. Cllr Gough has notified the livery yard. Cllr Pointon said that someone had attempted to remove the lead from the roof of one of her neighbours.

## THRILOW PARISH COUNCIL

(f) Village Maintenance

This is progressing. No specific information has been received from Cllr Smith; (g) and (h)

17.

Cllr Topping did not attend the meeting. He has not heard anything from him.

Correspondence and information received

### Correspondence received

25.03 - Cambridge ACRE - Letter re Membership Survey

21.04 - EACH - Letter re Donations

Fields in Trust - Impact Report

SCDC re Council Tax on The Smithy

### Emails received

10.03 - Gail Stoehr - Pensions Regulator

12.03 - Melissa Tayabali - Playground

Nick Swarfega - Minutes and Dates

Gareth Bell - Bridgefoot Quarry Update

16.03 - Mike Cooper - Proposed Meeting to discuss various Thriplow matters.

David Wilson - Re Thriplow Parish Council Vacancy Heathfield Ward

17.03 - CST - An Update on Rights of Way Management in Cambridgeshire

Ian Thomas - Parish Council Vacancy

Jay Patel - Tree Application 10944 - 59 Church Street

18.03 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 18<sup>th</sup> March

19.03 - Lynn Driscoll - TPC AGM

20.03 - Matt Dean - Decision Notice - S/0053/15/FL - 73 Kingsway

21.03 - Nick Swarfega - Parish Council Minutes

23.03 - Tina Webb - Transparency Code

Peta Crawshaw - Invoice for Q1232 TPC Maintenance Contract

24.03 - Ian Thomas - Parish Council Vacancy

25.03 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 25<sup>th</sup> March

26.03 - Nick Swarfega - Photos of the Weekend

Jo Markham - Travellers

30.03 - Matt Dean - Decision Notice - S/0418/15/FL - 29 Church Street

Jo Dawson-Swain - Decision Notice - S/0397/15/FL - 1A Woburn Mews

Steven Marshall - 1<sup>st</sup> Whittlesford & Duxford Scout Group

Rural Services - Weekly email News Digest - March 30

31.03 - Amanda Davies - and advice for adults and older people is changing

Jodie Midlane - Newsletter from Jodie at Wicksteed

Gareth Bell - Parish e-bulletin March

01.04 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 1<sup>st</sup> April

02.04 - Tina Webb - CAPALC Training Courses April - July 2015

03.04 - Mark Brogan - Travellers

Marc Carmel - Travellers

Karen Brogan - Travellers

06.04 - Gateway Confirmation - Successful receipt of online submission

Philip Dondi - Issues at Pepperslade

07.04 - Engagement (NHS) - CHQ Inspection Cambridge University Hospital

Jeremy Murray - Payment of Invoice

Mark Brogan - Field Security

08.04 - LDF - April Planning Policy Monthly Update

Tony Darnell - Re Starlight Hike

Patrick Adams - Agenda for Weekly Bulletin, Wednesday 8<sup>th</sup> April

Mike Cooper - Proposed Meeting on the 10<sup>th</sup> April - TPC

10.04 - Cambridge ACRE - Cambridge ACRE News Digest - April 2015

Mike Cooper - Proposed Meeting on 10 April - TPC

11.04 - Jeremy Murray - Payment of Invoice

13.04 - Jay Patel - Tree Works Application 10944 - 59 Church Street

Jay Patel - Tree Works Application 10977 - Thriplow Village Hall

14.04 - Richard Mann - Please find attached BACS remittance advice

15.04 - ben@LGSservices - TPC Accounts 2014-15

Planning DC - Cambridgeshire County Council Proposed 3<sup>rd</sup> revision local plan

# THRILOW PARISH COUNCIL

- Patrick Adams - Agenda for Weekly Bulletin, Wednesday 15<sup>th</sup> April
- 17.04 - Tina Webb - Community Work Placement
- 20.04 - Kim Woolford - Public open Space to the rear of Pepperslade
  - Matt Dean - Application Consultation Notification S/0907/15/FL - 79 Kingsway
- 20.04 - Jeremy Murray - Parish Council re Grant
  - Mike Cooper - Proposed Meeting on the 10<sup>th</sup> April - TPC
  - Trish Brett - Prior Notification of Application No S/0756/15/FL
- 21.04 - Icr - LCR Subscription Renewal Invoice
  - Passenger Transport - Changes to Local Bus Services
  - Ruth Davies - Advert for Local Event
  - Ben@LGS Services - Thriplow IA
  - Philip Dondi - Security of Access to POS, Pepperslade
  - Kim Woolford - Re Public Open Space to rear of Pepperslade
- 22.04 - William Wittering - Tree Matters
  - Heidi Duffett - Re Dog Litter Bin at Hurdles Way
  - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 22<sup>nd</sup> April
- 23.04 - William Wittering - trees
- 24.04 - Philip Dondi - Security of Access POS, Pepperslade
- 29.04 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 29<sup>th</sup> April
- 01.05 - Tracey Cheshire - Play Area Inspections
- 03.05 - LDF - May Planning Policy Update
- 04.05 - Broxap Litter Bins - Will it be Blue, Red or Yellow?
- 05.05 - Rural Services Network - Weekly email notes
- 06.05 - Philip Dondi - Security of Access POS, Pepperslade
  - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 6<sup>th</sup> May
- 08.05 - CAPALC - CAPALC Bulletin May 2015

## Periodical and Magazines

- 18. Parish Clerks & Councils Direct - April and May 2015
- LCR Magazine Spring 2015

## Various Advertising Sundries

- 19. **Report on Annual Parish Meeting**

The Annual Parish Meeting took place on the 19<sup>th</sup> May. It was not well attended. The meeting itself comparatively short.

### **Dates of meetings throughout the year**

The meeting agreed the following dates:

13<sup>th</sup> July, 14<sup>th</sup> September and 9<sup>th</sup> November 2015

11<sup>th</sup> January, 14<sup>th</sup> March and 9<sup>th</sup> May 2016

The Annual Parish Council Meeting will be on the 9<sup>th</sup> May. The Annual Parish Meeting will be on the 24<sup>th</sup> March 2016.

There being no further business, the chairman thanked everyone for attending. The meeting closed at 9.30 pm

..... Chairman

..... Date