

THRIPLow PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday the 12th September 2016 in the Thriplow Village Hall Committee Room at 7.30 pm

Present

Councillors: Jane Gough, Janet Archibald, David Easthope, Kit Jackson
Barbara Pointon, Erica Webber

County & District Councillor Peter Topping (Part-time)

District

Councillor

Clerk to the

Council: Martyn Corbet

Also Present: Paul Earnshaw, Derek Pinner, Shirley Wittering, Nick Wittering, Kevin Clarke, Bernard Meggitt and others (part-time)

Prior to the commencement of the meeting Paul Earnshaw and Derek Pinner gave a presentation about the next phase of daffodil bulb planting. There was an open discussion about the parish website and the Transparency Code.

Darren Mullet gave a presentation about the Heathfield (HRA) Playground and proposals for the Pepperslade Open Space.

Dawn and Fiona Atherton-Kemp did not attend but had earlier indicated to the Parish Clerk that they did not intend to pursue their idea of a secure dog walking area on the Pepperslade Open Space.

A presentation was made to Derek Pinner before the meeting started in acknowledgement of his contribution whilst serving as a parish councillor.

1. Apologies for absence

Apologies for absence were received from Cllrs MacKay and Smith

2. Minutes of the Parish Council Meeting held on the 11th July 2016

These minutes having previously been distributed, were agreed and signed by the Chairman. Comments made on the minutes were:

- (i) Reference to item 8 where Cllr MacKay should in fact be Cllr Easthope; and
- (ii) The date for the next meeting is incorrect. The date given for the next meeting is incorrect it should be the 12th September and not the 11th.

3. Matters arising not otherwise covered by the agenda

Cllr Easthope said that he has tried to contact SCDC about the wall at Bacons Farm. He called the Duty Planning Officer and then sent an email still nothing had been heard so he emailed again. No response was received. He has since emailed again.

DE

4. Minutes of the Extraordinary Parish Council Meeting held on the 1st September 2016

These minutes having previously been distributed, were agreed and will be signed by Cllr Smith who was the chairman of the meeting. One error was noted. Jonathan Glazier had been in attendance at the meeting.

5. Matters arising not otherwise covered by the agenda

There were no matters arising not otherwise covered by the agenda

6. Health & Safety

Cllr Easthope ran through the Health & Safety Reports which are summarised below

Thriplow Village
The Smithy

A ridge tile has blown off of the annexe, this has happened before and I have replaced it, however since it has come off again I think it should be properly re-bedded. The north and west faces of The Smithy has areas where the limewash has fallen off and needs re-applying. Since we have money in the Smithy Fund for this I will organise with Douglas Sheldrick for this work to be done.

Benches

Although they were re-treated earlier this year they appear to have been painted with a surface treatment not a preservative which would have soaked into the wood. This surface treatment is now peeling and further treatment will soon be required. I'm not sure what the re-treatment will be since the last treatment precludes a new preservative being absorbed into the wood

General Litter Bins

Bin by bus shelter on The Green has a broken slat and needs painting. Bin by Townsend Springs needs liner and base. All bins, including those by war memorial & opposite the shop, need timber treating/painting (I thought these were to be done with the benches)
Note: Production of this style of bin ceased some time ago and spare parts are no longer available.

Dog Litter Bins

All satisfactory, except that the one by the pumping station in School Lane is difficult to access due to overhanging branches which need cutting back.

Village Sign

The sign itself is in good condition but the post requires painting – not urgent.

Pump in Fowlmere Road

In good condition and in working order but the cap casing badly needs rubbing down and painting.

Public Footpaths

Narrow Lane (Lower St to Middle St) has had a great deal of work carried out by County Highways since the last inspection. It has been widened and the banks of the ditch have been reinforced and it is now in a satisfactory condition.

Path from Church St. to Whittlesford is very uneven but dry and satisfactory.

The Baulk footpath from Middle St to Church St has ivy and elder which need trimming back

Recreation Ground

Generally in good order but treework and hedge trimming due to be carried out this autumn, TS will deal with this.

Play equipment all in good order with the exception of the Shimmy where some delamination has occurred and TS is obtaining quotes for replacement, however Shimmy is OK for use now.

Bus shelters & bus stops

The bus stop sign on The Green is not legible.
Bus shelter at The Green needs external decoration.
Bus shelter near school. Owen reports uneven and overgrown steps up to the shelter & suggests resurfacing, but I wonder whether weed treatment might be enough?
A feather edged board is broken at the back of the shelter and the whole shelter needs re-treating.

Village Green

Excavation works have been carried out on The Green to unblock a drain. The excavation has been fenced to prevent unauthorised access. When drain has been cleared OMCK will re-fill.

Street Lights

In Thriplow all working.

Notice Boards

Sponge backing needs attaching to the metal back of the notice board.

Board in the Fowlmere Rd bus shelter is shabby and needs a coat of varnish.

Verges, trees & road conditions.

Lower St & Farm Lane are the worst condition roads in the village and Lower St. has been patched so many times that it is often difficult to see where the original road surface was. We are aware that the Highways dept. will only carry out repairs when things get to a very bad condition. I believe there are 3 potholes that would qualify for repair – one by the triangle at the junction of Lower St & Farm Lane and two just past the gate to Dellers Field in Farm Lane. I will inform Highways of these potholes.

The grips to the gate by Dellers field have filled up again and need re-cutting otherwise flooding will again occur here. Again, I will pass this to the County Council, although in the past it has been the Parish Council who have organised the cutting of these grips.

Church Street – hedges overgrown opposite Daffodil Cottage

The cricket ground hedge fronting Fowlmere Road needs trimming. TS will contact the owners.

Road sign near the pigs and the Sheralds Croft Lane sign are overgrown – are they visible?

Two of the posts on the corner opposite Bakers Cottage are wobbly - is this because they are rotten at the base or loose in their sockets?

Hedge behind the War Memorial needs trimming

Willow trees at the School Lane / Middle Street junction need pollarding. Terry has quotes for this work.

Branches by dog litter bin in School Lane need cutting back.

Heathfield

Street lights

The following lights are not working:-

Kingsway No's 8 & 13
Ringstone No's CC3 & CC4
Hurdles Way No. L13VKD

Parish clerk has been advised of the lights that are out of order and has been asked to request the repair of these

Notice boards

The 3 boards at Hurdles Way, Pepperslade and opposite the entrance to Kingsway are all unstable and rickety

Dog Litter Bins

All satisfactory

Play Area off Queens Row

(owned by HRA) is tired and needs work. There are old tyres lying around which constitute a safety hazard to small children. As this work is the responsibility of the HRA the parish council should point this out to them.

Footpaths

Kingsway to rear of Public Open Space behind Pepperslade is in good order.

Bus Shelter

Is in need of cleaning, particularly the removal of sellotape where signs have previously been stuck on the shelter. Between the rear of the bus shelter and the wall to the industrial building is a self-seeded sycamore which is relatively small at the moment and should be removed before it gets too big.

Public Open Spaces

Village green area by Hurdles Way all OK

Planted area to west of Hurdles Way is now totally overgrown and impenetrable. I recommend that this should be thinned with paths and glades opened up to provide a good recreational space for residents.

Public Open Space west of Ringstone is generally in good order. Cars were parked partly on this space and quotes are being obtained to extend the parking areas.

Additional comments were:

The repairs required to The Smithy will need to be paid from the Smithy Fund. The benches in the village had been treated this year but will need to be done again.

The street sign on Fowlmere Road to Thriplow is old and needs replacing. Another in Middle Street is old and needs replacing. One at Brook Road is faint and lost in the hedging. The speed bumps on Thriplow Road need repairing because they are breaking up. There are 4 potholes in the village which need attention. Cllr Easthope will contact Evan Laughlin.

DE

Cllr Gough referred to dog fouling on The Greenway. This needs to be dealt with but how to do it effectively needs to be explored.

7. Update on:

(a) watercourses in the village

Cllr MacKay is on holiday and no information was available. Cllr Easthope said that the hole near the Smithy on the Village Green is to clear a blockage in the drain. Cllr MacKay organised the excavation of the pipe. He is waiting for CCC to come and clear the blockage and re-seal the pipe. Cllr Pointon said that the watercourse near the pub is in disgraceful condition.

(b) Proposed reimbursement of Cllr MacKay

There was no information on this item;

8. Parish Recreation Grounds and Village Maintenance

(a) Public footpaths on Heathfield

These appear to be in good condition.

(b) Parking and Playground at Ringstone

Cllr Smith has obtained a quote for the suggested work. This is from John Cobb & Son. It was agreed that Cllr Smith should get 2 more quotes;

TS

(c) Village Maintenance

Cllr Easthope had already covered this in his Health & Safety Report.

(d) Suggested secure dog area on the Pepperslade POS

There had been no further feedback from Mesdames Atherton-Kemp. Cllr Smith had obtained a quote for fencing. It was decided not to continue with this proposal.

(e) Grass Cutting in the parish

Cllr Jackson explained that he has been working on this item with Cllr Smith. The results of the work undertaken by Norse Eastern Limited are unsatisfactory. A meeting with a representative from Norse Eastern Limited had recently taken place. He pleaded the weather had been unforeseen and there had been a lot of work. Cllr Jackson said that in the village at least there had been only one decent grass cut. Cllr Gough commented that Church Street still looked scruffy. Both Cllr Gough and Cllr Smith had received complaints about the grass-cutting from residents. This included Heathfield. Norse have their contract for a year. It was tentatively agreed that the work needs to be put out to fresh tender. It was also agreed that the latest payment to Norse will be withheld until the return of Cllr Smith from holiday. The Parish Clerk stated that he also has a problem with Norse in that they do not itemise work done when they bill. This means he cannot apportion the monies paid. He will speak to the Norse representative who met with Cllrs Jackson and Smith.

MC

9. Tree Planting, Tree Works and Village Maintenance

Tree work applications & Tree Works in general

The Parish Clerk had nothing to report;

CA389 – Work at Pecks Cottage, 7 Lower Street – no objections

CA408 - Work on land behind 1-3 Pigeons Close, School Lane – no objections

Work at Saracens, 2 Fowlmere Road – no objections

Work at Wren Cottage, 17 Middle Street – no objections

CA456 – Work at Middle Hall, Middle Street – no objections

Some tree work is in the village. Cllr Smith has been liaising with Ian Lorman of SCDC about this. Work needs to be done on The Green and also on the Willow trees in School Lane and the Village Hall. Cllr Smith has obtained 3 quotes. The one submitted by Acacia Tree Surgeons was accepted by the parish

council. Concerns were expressed about the cost of the work. It was decided that work on the Willow trees should go ahead. Cllr Easthope will speak to the owner of some of the trees about a contribution. Acceptance of the quote from Acacia Tree Surgeons was proposed by Cllr Jackson and seconded by Cllr Webber and agreed.

DE

10. Planning matters

(a) Responses to applications

S/1436/16/FL – New house and garage on land at The Balk to the rear of 11 Middle Street – one parish councillor thought the new building should be painted white – application supported
S/1578/16/FL – Single storey side extension at 3 The Green – application supported
S/1616/16/FL – Front Porch and flat roof rear extension at 79 Kingsway – application supported
S/1793/16/FL – Change of use from agriculture to B2 use for installation of standby electrical generation equipment in an existing building and erection of electrical substations – Manor Farm Barns off Gravel Pit Hill – A majority of parish councillors did not object to the application. Some parish councillors were concerned about noise from the plant and the quality of emissions from the chimneys. These must be monitored. It was noted that the plant will be fuelled by natural or biogas but none exists in the area. It was wondered whether there is some connection with the Vetspeed project on the A505
S/1833/16/FL – Erection of detached dwelling at 4 The Green – application supported
S/1841/16/FL – single storey side extension and first floor rear extension 7 Sheralds Croft Lane – application supported
S/1855/16/FL – Change of use from Water Bottling Plant to Cambustion Limited Head Quarters (classification B1b) including alterations to building and site.

Response to planning application S/1855/16/FL – change of use for Icen Waters Building at Heathfield Cambridgeshire

In order to consider this application more carefully Thriplow Parish Council held an Extraordinary Parish Council Meeting to which residents of the parish came to express their views and concerns. The meeting was well attended. Cambustion Limited gave a presentation about the proposed development and answered questions.

The parish council has taken on board the concerns and comments of the residents.

By a majority, the parish council is supportive of the proposed development but there are concerns which it feels must be addressed before the development is allowed to proceed. It is requested that these concerns should be dealt with by way of the additional information being provided and conditions being attached to any development consent:

- (a) A proper Public Health Report should be undertaken and submitted to the South Cambridgeshire District Council Environmental Health Department for consideration
- (b) There should be sufficient car parking on site to ensure that each member of staff has a parking place. In addition there should be an additional 7 places for visitors to the installation;
- (c) The installation should be properly landscaped so as to provide a pleasant aspect to the installation. More trees and a garden area in front of the location are suggested;
- (d) Something should be given back to the Heathfield Community. There was a suggestion that this should be help to develop a cycleway from Whittlesford to Heathfield;
- (e) There must be a condition in the development consent that it is conditional upon the re-opening of the road running past the installation leading from Kingsway to Hurdles Way. This is essential to allow additional access to Kingsway;
- (f) There should be a further information on noise, in particular the timed that the ambient noise levels were measured against the working hours proposed.

It is felt that these conditions are in the interest of local residents.

S/1894/16/FL – Thermal Upgrade buildings 6-9 and 13 at the IWM – one parish councillor was concerned that no information had been supplied about noise, It was felt this may affect the residents of Pepperslade. Perhaps information might be supplied – application supported
S/2189/16/FL – Proposed single storey rear extension and porch 7 Woburn Place – application supported

(b) Planning decisions received

S/1436/16/FL – new house and garage on land at The Balk to the rear of 11 Middle Street – approved
S/1578/16/FL – Single storey side extension at 3 The Green – approved
S/1793/16/FL – Change of use from agriculture to B2 use for the installation of standby electrical generation equipment and electrical substations in an existing farm building – approved
S/1841/16/FL – Single storey side extension and first floor rear extension at 7 Sheralds Croft Lane – approved
S/1833/16/FL – Erection of a detached dwelling at 4 The Green - approved

(c) Planning appeals

No notifications of planning appeals have been received

(d) Preparation of a list of community assets

Cllr Pointon said she is awaiting a response from SCDC regarding the list she has

submitted. The Parish Clerk provided Cllrs Easthope and Pointon with office copy entries in respect of some of the assets.

(e) Examination of the process utilised by TPC to consider planning applications

Cllr Archibald stated that she believed (following her and other new parish councillors attending a course in July) that the present procedure was incorrect. Comments on comments on applications should be made by parish councillors without viewing the comments of their fellows. This view was not accepted by all members of the parish council present. After some discussion Cllr Gough said she would discuss the position with Ian Dewar of CAPALC.

JG

Post Meeting Note – Cllr Gough has spoken to Ian Dewar who has advised that planning can carry on as at present.

e) Any miscellaneous items

There were no miscellaneous items

11. Financial Matters

(a) Authority was granted to pay the following:

	Amount	VAT	Total
Parish Clerk salary – July to 12 th September	537.60		537.60
Parish Clerk - expenses	85.30		85.30
HMRC – PAYE on Parish Clerk’s salary	134.40		134.40
David Easthope reimbursement	45.83	9.17	55.00
NORSE Eastern Limited – Grass Cutting	425.00	85.00	510.00
Balfour Beatty	738.87	147.77	886.54
Queensbury Shelters Ltd –repair Heathfield Bus Shelter	560.15	112.03	672.18
CAPALC – Courses for new parish councillors	140.00		140.00

Matter received too late for publication but approved for payment

Lilleys of Sawston – work on Pepperslade	295.00	59.00	354.00
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(b) Credits received

No credits had been received

(c) S106 monies

The monies held in respect of Hurdles Way were invested on a 1 year fixed term with Saffron BS. The monies held in respect of Ringstone matured on the 17th March. The remaining S106 monies are invested with Cambridge BS.

There were no fixed fee deposit products available at with the Cambridge BS or Saffron BS .The monies are being held on an Instant Access Deposit.

d) Bank Mandates

The parish clerk had prepared bank mandates for signature in respect of each Lloyds Bank PLC account. These were signed by those present and will be completed upon the return of Cllr MacKay from holiday.

e) External Audit – update

The Parish Clerk informed the meeting that he is still awaiting the approval of the Annual Return by the auditor. Queries had been raised regarding a variation in figures between this year and last year. Additional information has been supplied.

f) Request for donation towards replacement of plaque for Millennium Tree

Cllr Gough explained to the meeting that a request has been received for a Donation toward replacement of the second plaque which has disappeared. The Parish Council did not contribute toward the second plaque but paid for the first. It was agreed that the Parish Clerk should write to Mrs Duff (from whom the initial request had been received) asking if there are any cheaper alternatives.

12. Update of Standing Orders

The Parish Clerk will convene a meeting of the sub-committee as soon as possible.

MC

13. Improvements to Heathfield Playground-update

Darren Mullet had addressed the parish council earlier on this matter.

14. A505 Junction with Gravel Pit Hill

Cllr Topping advised an application for a minor highways improvement grant. He will assist with this application. Bidding closes on the 30th November. The bid needs to be finalised at the next meeting. Another meeting needs to be arranged with Evan Laughlin and Peter Taylor. Derek Pinner will be asked to attend.

MC

15. Transparency Code

This was discussed in some detail during the closed session of the meeting. A vote was taken after the report below had been read over to the meeting by Cllr Archibald. After comments were made including those of Nick Wittering it was decided to accept the recommendations of the report. A vote of thanks to Nick Wittering was recorded. The Parish Council deeply appreciates Nick's work over the years.

1. Transparency Code and website

The Smaller Authorities Transparency Code came into force on 1 April 2015 and requires the online publication of certain information specified by the Government, to provide taxpayers with a clear picture of the authority's activities, spending and governance. All smaller authorities, which includes Thriplow Parish Council, are legally obliged to ensure they are compliant. We have been advised by our auditor that we may not always meet compliance on our current website.

The current website is managed by Nicholas Wittering and funded by the Parish Council. Nick has done a good job over the years but the website is becoming technically out of date and will have to be updated at some point in the near future.

Unusually, the current village website hosts three separate websites - Thriplow Parish Council (PC), Thriplow Society (TS) and Thriplow & Fowlmere Gardening Club (GC).

We have researched and considered the options available to the PC, seeking advice from experts in the field of designing and maintaining Parish Council websites.

We have considered the impact on the other two websites when researching options.

WordPress is the preferred content management system (CMS), tailored by design companies to suit the requirements of Parish Councils and make updating easier. It is the world's most popular CMS, is more future-proof than our current CMS and has a worldwide community supporting and developing it.

We are not eligible for funding because we already have access to a website.

2. Options for website

Initially we thought it would be relatively straightforward to design a new Parish Council website to comply with the Transparency Code. Unfortunately this has not proved to be the case. As mentioned, the current village website hosts three separate websites - Thriplow Parish Council (PC), Thriplow Society (TS) and Fowlmere & Thriplow Gardening Club (GC). The TS website is larger than the PC's.

Options considered but rejected:

Do nothing - the current website is on an older style platform and will have to be updated at some point.

Current annual costs:

£60 hosting

£10 domain name registration

~~£275~~ payment to Nicholas Wittering

~~£345~~ total

Do it ourselves - buy an 'off the shelf' website, design it ourselves and pay a hosting company. We have been advised this could take from as little as a day for a very experienced person to much longer.

We are not competent enough to undertake this. No costings done.

Prospective options:

1. **PC website alone** - the PC regains control, can tidy up content, is only responsible for PC site, cheaper to set up and maintain but we would be withdrawing support to GC and TS because currently PC pays all costs.
2. **A general Parish site:** including PC and GC and TS websites (and links to other groups) - more expensive to design initially but annual maintenance costs could be similar dependent upon which company we choose. The TS would have a separate log-in to edit their own content as could the GC. The TS/GC would have no access to the rest of the content on the site i.e. no ability to input or alter PC content.

3. Recommendation

Our recommendation is that we instruct a website design company that has a proven track record in designing websites for Parish Councils that are easy to use, compliant with the Transparency Code and fully responsive, adapting to display perfectly on mobile devices as well as desktop computers.

We have considered three viable quotes and recommend instructing James Lungley of Parish Council Websites (www.parihcouncilwebsites.co.uk) to develop a village (Thriplow & Heathfield) site which

incorporates not only the PC but the GS and TS and other appropriate links.

One-off design cost for the three websites is £849

Annual hosting fee £120

Each site will have its own separate login area and the existing website content will be migrated.

We recommend we continue to use Thriplow.org.uk for our new website (which is actually registered to Thriplow Daffodil Weekend Trust but Martyn pays the registration fees on behalf of the PC).

The advantage to this, rather than changing to thriplowPC.org.uk, is that when people input Thriplow into a search engine our website will be the one that comes up.

If we develop a solus PC website it will not have as much traffic as a general village site and so fewer parishioners will be aware of PC current activities and issues.

Thriplow.org.uk also clearly positions the website as an all inclusive village site, for the whole community, rather than just a Parish Council site. The PC will be contributing more to the wider Parish community by doing this.

We feel it would have a broader appeal and web site usage would be higher.

Visitors to the homepage will see the breadth of the community activity and not just a focus on the PC.

We recommend advertising for someone to update the PC website as and when necessary, estimated to be an hour a month. We envisage this person would be paid for their time. We believe this will appeal to a local resident motivated by both developing their skill base and helping the local community.

We hope to further utilise this person to compile an email list of Parishioners and perhaps edit a PC newsletter with the aim of improving our communication across the Parish of Thriplow and Heathfield.

16. Courses for Parish Councillors

Cllr Webber will be attending the 3 modules of the course during September. Cllr Jackson has to do the 2nd module having missed this previously.

EW
&KJ

17. Cleaning of the Parish War Memorial

The Parish Clerk will contact the War Memorials Trust to see if there are any rules about cleaning war memorials

MC

18. Request for donation from TVHMC

Payment of the sum of £2081.00 was agreed. A donation towards the drains project had previously been agreed.

19. Consideration of proposal to institute Phase 2 of the Daffodil Planting Project in the parish

After further discussion of this proposal Paul Earnshaw informed the meeting that a contingency fund of £5,000.00 was needed. The project was to be paid for on an equal basis by Daffodil Weekend and the Parish Council. This was agreed. Phase 1 had been similarly funded. The Parish Clerk pointed out that he had not received an equal amount from Daffodil Weekend in respect of Phase 1. The Parish Council had paid out £495.00 More than Daffodil Weekend. It was agreed that Daffodil Weekend will pay an additional £247.50 to cover their share of the £495.00.

20. Reports (if any):

(a) Neighbourhood Forum

Cllr Gough had nothing to report. She attended a very wet air show;

(b) Thriplow and Heathfield Recreation Grounds

This had been dealt with earlier;

(c) Village Hall Management Committee

The boiler is about to be serviced. Quotes are being obtained for replacement flooring in the hall. The sound system has had to be repaired;

(d) Police and Neighbourhood Watch

Cllr Gough had nothing to report locally. There have been some incidents in Stapleford Fulbourn and Shelford;

(e) Village Maintenance

This had been dealt with previously;

(f) District Council Information and (g) County Council Information

Cllr Topping said that the decision on the Cambustion Limited application will take a few weeks yet. He said people were aware of the application and that some of those in favour had chosen not to attend. Cllr Topping has received no further information on the Vetspeed application. CCC is dealing with a problem resulting from an unauthorised drop kerb in Ringstone. The local plan has still not been adopted. Until this is the case then any land can still be earmarked for development.

21. Correspondence and Information received

Correspondence received

- 04.07.16 - Letter from 3C Shared Services confirming listing of Thriplow "War Memorial
- 11.07.16 - AON UK - Letter re renewal of Motor Mower Policy
- 12.07.16 - Letter from TVHMC re donation for drain work
- 22.07.16 - AON UK - Letter re complaint about insurance renewal
- 02.08.16 - Letter SCDC - confirming amendment of application re 1 Woburn Place
- 02.08.16 - Letter from Tim Holmes re cleaning of Thriplow War Memorial
- 30.08.16 - Saffron Building Society - changes to interest rates

Emails received:

- 12.07 - Patrick Adams - Letter to Chairman of TPC
- 13.07 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 13th July
- 14.07 - LDF - Local Plans - Hearings Programme Update
 - APAS Planning - Correspondence regarding application at Duxford Airfield
 - Keruyi Gorasia - Thriplow Parish Council
- 18.07 - A14 Cambridge to Huntingdon - Community Press Release
 - Peter J Taylor - Middle Street Thriplow
- 19.07 - Tina Webb - Bulletin on natural development an ????? 15/07/16
 - Tina Webb - DIS 888
 - Tina Webb - Transparency Fund
 - Peter J Taylor - Middle Street Thriplow
- 20.07 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 20th July
 - Fowlmere PC - Thriplow Road Footpath
 - Peter Topping - Middle Street Flooding Thriplow
- 22.07 - Darren Mullett - TPC Meeting
- 24.07 - Nick Swarfega - Minutes for last meeting
- 25.07 - Nataliya Jureleviciae - Vandalised Bus Shelter at Heathfield
 - APAS Planning - Correspondence regarding application at Manor Farm Barns
 - Keruyi Gorasia - TPC
 - Darren Mullett - TPC Meeting
- 27.07 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 27th July
 - DVLA - Confirmation of Vehicle Tax (Motor Mower)
 - Fiona Proude - Invoice for Thriplow Maintenance Year 3
- 29.07 - A14 Cambridge to Huntingdon - Community Press Release
 - Gareth Bell - July's parish eBulletin
 - Jay Patel - Notification of Tree Works 7 Lower Street
- 01.08 - Ian Gladman - Vandalised Bus Shelter at Heathfield Cambridgeshire
 - Nataliya Jureleviciae - Vandalised Bus Shelter etc
 - Brandi Davey - Heathfield Iceni Bus Stop
 - Brandi Davey - Heathfield Iceni Bus Stop
 - Keruyi Gorasia - Re TPC
 - APAS Planning - Correspondence regarding application for Iceni Building
 - Tina Webb - Update CAPALC Training
 - Brandi Davey - Heathfield Bus Stop
 - Keruyi Gorasia - Re TPC
- 02.08 - A14 Cambridge to Huntingdon - A14 Cambridge to Huntingdon Community Forum
 - East South - Opportunity for Road Safety
- 03.08 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 3rd August
 - Roy Warnes - Public Footpath Information Panels
 - Keruyi Gorasia - Thriplow Parish Council
 - LDF - Planning Policy Monthly Update - August
 - Peter Topping - Planning Application for Iceni Building Heathfield
 - Peter Topping - Planning Application for Iceni Building Heathfield
 - Andrew Ward - Re Iceni Building at Heathfield
 - Katie Christodolou - Work at Hurdles Way
 - Jay Patel - Notification of Tree Works 1-3 Pigeon's Close
- 04.08 - Peter Topping - Planning Application for Iceni Building Heathfield
 - Peter J Taylor - Meeting in Thriplow Monday 8th August
 - Jay Patel - Notification of Tree Works 7 Lower Street
 - Ruth Bonner - Potential New Owners of Iceni Water Building

- 05.08 - APAS Planning - Correspondence regarding 3 The Green
 - Ruth Bonner - Potential Owners Icen Water Building
 - Fiona Proute - Invoice for Thriplow Maintenance - Year 3
 - Peter Topping - Blockage of Roadway at Icen Waters
 - Chris Day - Blockage of Roadway
 - Greg Inman - Proposed Change of Use at Icen Factory Heathfield
 - Andrew Ward - Blocked access road by Icen Building
- 06.08 - Peter Topping - Meeting in Thriplow Monday 8th August
- 07.08 - Peter Topping - Meeting in Thriplow Monday 8th August
- 08.08 - Peter Topping - Meeting in Thriplow Monday 8th August
 - Nick Swarfega - Scanned Image
 - Nick Swarfega - Scanned Image
- 09.08 - Fiona Proute - Invoice for Thriplow Maintenance Contract Year 3
- 10.08 - Elizabeth Moore - Cambustion
 - Dean Scrivener - S/1616/16/FL parish comments
 - Ian Senior - Agenda for Weekly Bulletin, Wednesday 10th August
- 11.08 - Dean Scrivener - S/1616/16/FL parish comments
 - Greg Inman - Proposed Change of Use Icen Factory Heathfield
 - Peter Topping - Pet Crematorium
- 12.08 - Jonathan Glazier - Proposed Change of Use Icen Factory Heathfield
 - Keruyi Goraisa - Re Thriplow parish Council
 - Ruth Bonner - Icen Building
 - Jonathan Glazier - Icen Building
 - Ruth Bonner - Icen Building
 - Jonathan Glazier - Icen Building
 - Local Projects - Apply now for local highway funding 2017/18
 - Greg Inman - Proposed Change of Use Icen Factory Heathfield
- 13.08 - Ruth Bonner - Icen Building
 - Ruth Bonner - Icen Building
 - Jonathan Glazier - Icen Building
- 15.08 - Jonathan Glazier - Heathfield Facebook Page
 - Jonathan Glazier - EPCM Agenda
 - Jonathan Glazier - EPCM Agenda
- 16.08 - APAS Planning - Correspondence regarding application Building 6-9 & 13 IWM
 - APAS Planning - Correspondence regarding application 79 Kingsway
 - Nicholas Wittering - Notice of EPCM 01/09/16
 - Jonathan Glazier - Development Update
 - Jonathan Glazier - EPCM Agenda
- 17.08 - Greg Inman - Proposed Change of Use Icen Factory Heathfield
 - Graham Watts - Agenda for Weekly Bulletin, Wednesday 17th August
- 18.08 - Mary Duff - Millenium Tree
 - The Pensions Regulator - Are you prepared for your staging date?
- 19.08 - Jane Cantwell - Community Highways Volunteer Service
 - Roy Warnes - Public Footpath Information Panels
- 21.08 - Jonathan Glazier - Meeting last Thursday
 - Nick Swarfega - September Meeting
 - Ruth Bonner - Meeting last Thursday
- 22.08 - Peter Topping - Village Telephone Box
 - Cambridgeshire ACRE - Cambridgeshire & Peterborough Rural Services Survey 2016
- 24.08 - Peter J Taylor - Unauthorised vehicle access 36 Ringstone
 - Peter J Taylor - 36 Ringstone
 - Peter Topping - Planning Application S/1600/16/LD
 - Jay Patel - Notification of Tree Works App No CA456 Middle Hall Middle St
 - Katie Christodolou - Planning Application S/1600/16/LD
 - Jonathan Glazier - Re Planning Application S/1600/16/LD
 - Ruth Bonner - Re Planning Application S/1600/16/LD
- 25.08 - Victoria Wallace - Agenda for Weekly Bulletin, Wednesday 25th August
 - Richard Lumley - Cambridgeshire Network Rail Level Crossings 2nd round consultation
 - Peter J Taylor - 36 Ringstone
- 26.08 - APAS Planning - Correspondence regarding application at 11 Middle Street
 - Jill Chesher - Designation of Whittlesford Neighbourhood Area
- 28.08 - Ruth Bonner - Planning Application S/1600/16/LD

- Peter Topping - Planning Application S/1600/16/LD
- 31/08 - Greg Inman - Proposed Change of Use Iceni Factory Heathfield X 3
 - Fiona Proude - Thriplow Maintenance Contract - Year 3
 - Greg Inman - Proposed Change of Use Iceni Factory Heathfield
 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 31st August
 - Cambridgeshire ACRE - Cambridgeshire Parish Councils Annual Conference 2016
 - Jonathan Glazier - Traffic
 - Roy Warnes - Public Footpath Information Panels
- 01/09 - Jonathan Glazier - Planning Application S/1600/16/LD X 3
 - Ruth Bonner - Planning Application S/1600/16/LD
 - East South - Telephone Kiosk Consultation X 2
 - APAS Planning - Correspondence regarding application at Manor Farms
- 02/09 - Greg Inman - TPC Meeting 01/09/16
 - Jill Chesher - Planning Policy Monthly Update September 2016
- 03/09 - Editor - New Email address and deadline
 - Nick Swarfega - Agenda for the next meeting
 - APAS Planning - Correspondence regarding application at 4 The Green
 - Qnet - Your order ref email 16/06/16 from Queensbury Shelters
- 04/09 - NEST Registrations - Start Using NEST
 - Ruth Bonner - Re TPC Meeting 1st September
 - Nick Swarfega - Agenda for the next meeting
- 05/09 - Ruth Bonner - Re TPC Meeting 1st September
 - Peter Topping - Re TPC Meeting 1st September
- 06/09 - Flood & Water - Flood Awareness and Preparedness Questionnaire
 - APAS Planning - Correspondence regarding application at 7 Sheralds Croft
 - Paul Earnshaw - Re Daffodil Refurbishment Expenditure
 - Tina Webb - Re Courses X 3
- 07/09 - Patrick Adams - Agenda for Weekly Bulletin, Wednesday 7th September
- 08/09 - Julia M Smith - Disability Confident Event Friday 16th September
 - Mishka Mayers - Electoral Review of Cambridgeshire Final Recommendations

Various Advertising Sundries

Magazines and Periodicals

Clerks & Councils July and August

LCR Magazines Summer 2016

22. Rudeness and aggressive behaviour toward Parish Councillors

Cllr Gough stated that there have been 3 incidents of rudeness and aggressive behaviour toward parish councillors in relation to grass cutting. Two of these incidents had occurred on parish councillors own properties. This is unacceptable. Any representations should be made at parish council meetings. Parish councillors act in a voluntary capacity and there is no need for this type of behaviour

23. Date of next meeting

The next meeting will take place on the 14th November 2016

There being no further business, the chairman thanked everyone for attending.

The meeting closed at 10.40 pm

..... Chairman

..... Date
