

# THRILOW & HEATHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in the Village Hall on Monday the 23<sup>rd</sup> May 2022 at 7.30 pm

**Present** – Jane Gough, David Easthope, Carly Richman, David Schneider, Rowan Pashley  
Parish Clerk – Martyn Corbet  
RFO - Austin Flynn  
District Cllr - Richard Williams

## **1. Election of a Chairman**

Cllr Gough was proposed by Cllr Easthope and seconded by Cllr Schneider. Cllr Gough was duly elected;

## **2. Completion of Acceptance of Office form by the new chairman**

The Acceptance of Office Form was completed by Cllr Gough;

## **3. Apologies for Absence**

There were no apologies for absence

## **4. Minutes of the Parish Council Meeting held on the 14<sup>th</sup> March 2022**

The minutes, having been previously circulated, were agreed as a correct record and signed by the Chairman;

## **5. Matters arising from the above-mentioned minutes not otherwise covered by this agenda**

There were no matters arising;

## **6. Elections**

a) **Vice Chairman** Cllrs Richman and Schneider put themselves forward for the position. Cllr Schneider was elected;

### **b) Election of Representatives**

#### **i) Neighbourhood Forum**

Cllr Pashley agreed that he would take on this role;

#### **ii) Police and Neighbourhood Watch**

Cllrs Gough and Richman will undertake this on joint basis with Cllr Gough being responsible for the Village and Cllr Richman being responsible for Heathfield;

### **c) Parish and Recreation Ground Maintenance**

Cllrs Pashley and Schneider will undertake this on a joint basis;

### **d) Health and Safety**

Cllrs Pashley and Schneider will undertake this on a joint basis;

### **e) Procedural Review Committee**

This will consist of Cllrs Easthope, Gough, the Parish Clerk and Pat Easthope;

### **f) Tree Warden**

Cllr Richman agreed to be the new Tree Warden;

### **g) Defibrillator Co-ordinator**

Cllr Gough pointed out that there needs to be a replacement for Kit Jackson as the Defibrillator Co-ordinator. Cllr Richman agreed that she will take on this role.

## **7. Updates**

### **a) Heathfield Defibrillator Training**

This was organised by David Walston and some residents from Heathfield attended. Children at the school are being trained. Cllr Schneider said that no more training will be needed for 12 months. A new certificate will be required by then. This matter will be listed as an agenda item in January;

### **b) Heathfield Public Open Space**

Cllr Gough referred to reports of a motorbike etc being driven in the area. Some discussion occurred over how to deal with this problem especially as other vehicles might also be involved. It was agreed that the risks and dangers would be highlighted to residents in the forthcoming articles in magazines as an initial step;

### **c) Parish Website**

It was agreed that this would be re-visited in 6 months. Some alterations have recently been made to take account of changes to the parish council;

### **d) Parking at the Junction of The Green and Fowlmere Road**

Cllr Easthope said that he has heard nothing. Cllr Williams advised that the parish council should keep pursuing the matter; **DE**

## **8. Health & Safety Report, Health & Safety and Environmental Issues**

Cllr Gough has received an email from Terry Smith listing a few things he has noticed. She went through these.

It was agreed to try and get Hardy's to cut the verges before the Platinum Jubilee Weekend Celebrations. Reference was made to brambles which are overgrown at Sheralds Croft/The Green. Cllr Williams said that he will cut them.

A bollard is missing at the junction of Church Street and Gravel Pit Hill;  
A sign is missing opposite the junction of Lodge Road and Fowlmere Road. The parish clerk will contact Derek Pinner to ascertain the firm from which previous signs have been obtained.  
Cllr Schneider said that work required to the fencing in the Recreation Ground which backs onto Sherald's Croft is at hand; **DS**

**a) Duxford Business Park – air conditioning**

Cllr Pashley said that another appeal has been lodged. Cllr Williams said that Planning will not deal with enforcement whilst an appeal is in hand;

**b) Electricity supplies and alterations to street lights**

Oz Flynn said that Heathfields Residents Association Limited has agreed that electricity bills should be put into the name of the parish council. The existing Direct Debit had been cancelled. He is trying to set up a new one and has received lots of letters from the energy provider. Cllr Pashley wondered why the electricity bills are so high.

Nothing further has been heard about the replacement streetlight outside the village shop. The parish clerk will pursue this;

**MC**

**c) Update on applications for LHI grants and funding of road work projects generally:**

**i) application for an MVAS**

The parish council has been awarded a grant. The parish clerk is waiting to hear from CCC as to the next steps to be taken. Cllr Gough stressed that the MVAS will be available for use throughout the parish. It is a Community Asset and should be used by both Wards in the parish;

**ii) yellow lines at Heathfield**

The process is continuing. Relevant legislation is being drafted. The parish clerk will seek and update from Steven Thoday of CCC and remind him about the white lines which need to be dealt with on Heathfield; **MC**

**d) Flooding on Farm Lane**

Cllr Easthope confirmed work has been done but that the grips had not been cut right through to the field. This needs to be done and the grips cut again. It was agreed to ask Peter McDonald to pursue this;

**9. Parish Recreation Grounds & Maintenance**

Cllr Schneider has prepared a very comprehensive report which has been circulated to all parish councillors. He was thanked for his very helpful work.

**Goalposts at Ringstone**

Cllr Pashley explained that a grant of 75% towards the costs of the goalposts is available from the Football Foundation. The Parish Council is required to provide the additional 25%. The goalposts will be sited on the Ringstone Open Space. The goalposts need not be at stipulated distance apart. The facility is not intended for matches only kick arounds. The goals will be 16ft x 7ft and suitable for 9 a side teams. It was proposed that an application for a grant should be made by Cllr Pashley and seconded by Cllr Schneider. Cllr Pashley will look at the idea of installing larger goalposts on the Heathfield Open Space in due course. **RP**

**10. Footpaths**

Cllr Schneider said that the footpath from Lower Street to Middle Street is overgrown and needs to be cut . The parish clerk will contact Paul Gaskin who is the SCDC Rights of Way Officer. Cllr Easthope confirmed that he has heard nothing further from Robert Smith about alterations to the footpath at KWS;

**11. Tree Works & Tree Protection Orders**

**a) tree works**

*22/0205/TTCA – 42 Church Street*

The parish clerk said that concerns have been raised with SCDC about this application. No response has been received despite chasing it up. Cllr Gough referred to when the planning permission had been granted. There was a provision that a Walnut Tree and the Cherry Tree should be retained. The Walnut Tree had been felled and not replaced. It was decided that a formal complaint should be made to the Cabinet Member responsible Cllr Dr Tumi Hawkins;

**b) Free Tree Scheme**

Cllr Schneider still has 2 OakTrees together with 1 Maple and a Cherry. Cllr Easthope referred to a lack of response from SCDC regarding planting trees on Sherald's Croft. Cllr Williams will contact the Housing Officer to chase it up. There is a need to find locations for the other trees.

**12. Planning Matters**

**a) Planning applications received:**

*22/00192/HFUL – erection of shed/store to side boundary – 13 The Green – no objections approval recommended;*

*22/00845/FUL – two storey extension and internal alterations to create new classrooms – no objections approval recommended;*

*22/01015/FUL – rebuilding of annex and linking to the main house for use as a ground floor bedroom – 23 Middle Street – no objections approval recommended;*

*22/00961/HFUL- conversion of existing double garage to provide accommodation*

13 Middle Street – no objections approval recommended;  
 22/00985/HFUL- demolition of existing studio and erection of a garage/store – 5 Middle Street – no objections approval recommended;  
 22/01159/HFUL – two storey and single storey rear extension (re-submission of 21/05593/HFUL) – 87 Kingsway – no objections – approval recommended;  
 22/01175/FUL - change of use of existing residential annex to independent dwelling – Oak Barn, Thriplow Heath – no objections approval recommended;  
 22/01184/FUL – erection of agricultural building for machinery storage and creation of a concrete apron – Thriplow Farm, Lodge Road – no objections approval recommended;  
 22/01185/FUL – erection of agricultural building for grain storage and creation of a concrete apron – Thriplow Farm, Lodge Road – no objections approval recommended;  
 22/01186/FUL – erection of agricultural building for straw storage and creation of a concrete apron – Thriplow Farm, Lodge Road – no objections approval recommended;  
 22/01358/HFUL & 22/01726/LBC – erection of a conservatory to the rear – 52 Church Street – no objection approval recommended;

**b) Planning decisions received**

No planning decisions have been received;

**c) Planning Appeals received**

No appeals have been notified to the parish clerk although one is in the offing in respect of Duxford Business Park;

**d) Neighbourhood Plan**

Cllr Easthope said that some work has been done on the Heathfield Enhancement Plan. A firm has been paid the Government and has started work. When the plan is finalised it will be submitted for public consultation;

**e) Any miscellaneous items**

The parish clerk referred to a message he has received from a resident regarding Listed Building Consent. Cllr Williams has contacted the Planning Officer on the resident's behalf;

Cllr Williams went on to say that the application for change of use in respect of Oak Barn is likely to be refused

**13. Financial Matters**

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

	Amount	VAT	Total
G Sheldrick & Son maintenance work re The Smithy	65.00	13.00	78.00
Modicum Planning – Invoice 0262032022Thrip – Mapping Support re Neighbourhood Plan	288.00	0.00	288.00
Payroll - May	866.66	0.00	866.66
Playsafety Limited – RoSPA playground inspection – Invoice 61913	266.00	53.20	319.20
Hardy Landscapes – Invoice INV-21721 – Grass Cutting Thriplow (Cut 1) £91.67, Village Green (Cut 1) £160.68 and Heathfield (Cut 1) £440.84	693.19	138.64	831.83
Just Pests (Steve Carter) – Invoice 002065 – Moles in Play Area	150.00	0.00	150.00
Source for Business – water supply to The Smithy 15/10/21 to 22/04/22 – Bill No 3077 8764 73	75.27	0.00	75.27
SCDC – Invoice 80054213 – emptying litter bin 01/04/22 to 31/03/23	156.00	31.20	187.20
M. Corbet – reimbursement re purchase of Toner Cartridges and AVG protection for laptop	116.02 29.80	23.20 5.96	139.22 35.76

Parish Clerk expenses			33.25
Groundworks UK – reimbursement of balance of grant monies paid toward Neighbourhood Plan expenses	4,211.00	0.00	4,211.00

**b) The following payments made between meetings were ratified:**

	Amount	VAT	Total
British Gas – Electricity supply to The Smithy – Bill No 977633739	12.99	0.64	13.63
Payroll – April	866.66	0.00	866.66
Opus Energy – Invoice 41716679 (£19.31), 4176680 (£4.71) and 4176681 (£5.05)	27.69	1.38	29.07
British Gas – Electricity supply to The Smithy – Bill No 550540646	14.60	0.73	15.33
Opus Energy – Invoice 41798772 (£16.96), 41798773 (£4.57) and 41798774 (£4.88)	25.15	1.26	26.41

**c) The following Section 137 donation was approved**

Applicant	Amount
Thriplow Village Hall Management Committee	£1,200.00

**d) Credits received**

The first part of the Precept (£ 12,458.00) has been received from SCDC;

**e) Section 106 monies**

The S106 monies remain invested in accounts with Cambridge Building Society and Saffron Building Society. These monies are utilised for maintenance purposes and appropriate amounts to cover such expenditure are withdrawn on an annual basis. In line with present economic conditions the rate of interest payable on the monies is minimal;

**e) Approval of AGAR for 2021/22 and consideration of the Internal Auditor's Report**

The parish clerk informed the meeting that the accounts etc are still with the Internal Auditor. They should shortly be available. Once they have been received he will copy the relevant documents to parish councillors in preparation for an Extraordinary Parish Council Meeting to approve the AGAR; Cllr Easthope requested that the parish council see the accounts etc before they are sent to the Internal Auditor. This request was noted and will be complied with in the future.

**14. Section 137 Donations**

A donation of £1,200 to Thriplow Village Hall Management Committee was approved;

**15. H.M. The Queen's Platinum Jubilee Celebrations**

A flyer has been circulated to all the houses in the parish. Celebrations will take place on The Green in the village on the 4<sup>th</sup> June;

**16. Replacement of picnic table opposite the village shop**

Cllr Easthope said that he is dealing with this matter and that the parish council has no further involvement now that permission has been granted for the siting of the bench;

**17. Review of Standing Orders and Data Protection Policies**

Copies of the policies will be circulated by the parish clerk for discussion at the next meeting.

**MC**

**18. Adoption of a new Code of Conduct**

The parish clerk explained that there is some confusion as to what is the current version of the Code of Conduct. He will investigate and report to the parish council. If the current version is the one which is referred to in an email from SCDC each parish councillor will need to complete a new Declaration of Interests.

**MC**

**19. Reports (if any):**

**a) Neighbourhood Watch**

Cllr Gough could not attend the last meeting which was held remotely. She has received information from the meeting. There will be Air Shows on the 18 and 19<sup>th</sup> June as well as the 10<sup>th</sup> and 11<sup>th</sup> September. The capacity will be 25,000. There will be prior notification of any Pyrotechnics. There will be a Flying Evening on

the 28<sup>th</sup> August. Attempts will be made to try and better manage the Heathfield parking and traffic issues. Checks will be kept on Gravel Pit Hill;

**b) Village Hall Management Committee**

Cllr Gough said that there are problems with the boiler. The floor still needed to be repaired. Cllr Easthope has tried to sort this out. Cllr Schneider referred to the fact that there are grants available for “going green”. A skirting board needs to be repaired;

**c) Police & Neighbourhood Watch**

Cllr Gough had nothing to report. It has been quiet in both the village and Heathfield;

**d) District Council Report**

Cllr Williams has filed a report which is attached. He said that things were quiet during the election period;

**e) County Council Report**

Cllr McDonald was unable to attend but has filed a report which is attached.

**19. Correspondence and information received**

The parish clerk had circulated a list of correspondence received.

**20. Date of the next meeting**

The next meeting will be on the 11<sup>th</sup> July.

Meetings throughout the year will take place as follows:

11<sup>th</sup> September and 14<sup>th</sup> November 2022, 9<sup>th</sup> January and 13<sup>th</sup> March 2023.

Annual Parish Meeting 24<sup>th</sup> March 2023 and Annual Parish Council Meeting 8<sup>th</sup> May 2023.

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

The meeting closed at 9.45 pm

Chairman .....

Dated .....

**District Report from Cllr Richard Williams**

**May 2022**

**District Council Elections**

Elections for South Cambridgeshire District Council took place on 5<sup>th</sup> May 2022.

I was very happy to be returned as District Councillor for Thriplow & Heathfield and am looking forward to continuing to represent the whole village.

Across the District, the Council remains under the political control of the Liberal Democrats, who, following the elections, hold 37 of the available 45 seats.

During the pre-election period (27<sup>th</sup> March -5<sup>th</sup> May), the Council did not make significant new policy decisions or announcements. As such, my report this month is a little shorter than usual.

**Zero Carbon Community Grants**

Prior to the start of the election period, the Council announced a new round for the zero carbon communities scheme. Community groups can apply for grants of between £1,000 to £15,000. The process has been changed this year, with applications invited under two categories.

The first category is for projects which reduce carbon emissions or lock up carbon in a measurable way such as low carbon, energy saving improvements to community buildings, or tree-planting initiatives. The second category is for community engagement projects which support and encourage lower carbon living.

The closing date for applications is Friday 17<sup>th</sup> June 2022

Further information is available here:

<https://www.scambs.gov.uk/zerocarbongrant>

### **Local Ukraine Support Network**

The District Council has been coordinating support for Ukrainians coming to the area under the Homes for Ukraine scheme. The Council has set up information page for hosts and guests which is available here:

<https://www.scambs.gov.uk/community-safety-and-health/support-for-ukraine/>

### **South Cambs Housing Trajectory and Land Supply**

The District published the annual housing trajectory and land supply figures in March 2022. The good news is that the housing land supply (2022-27) was calculated at over 5 years, which means the Local Plan will continue to have full force. It is notable, however, that the housing trajectory figures for the full local plan period 2011- 2031 (which are separate to the land supply figures because they run for the whole plan period), are now projecting significantly more building than was provided for in the plan. The Local Plan 2011-2031 provided for 19,500 new homes to be built in the period. The latest figures project that 24,629 will in fact be built between 2011-2031. This suggests 26% more houses will be built than were planned. The increase comes from significantly accelerated building in the coming years. 975 homes will be completed in 2021/22, but this rises to 1,669 in 22/23, 1,837 in 23/24, 1,869 in 24/25 and thereafter will range between 1,500-1,800 up to 2031.

In contrast, Cambridge City's number is exactly on target. The City Local Plan 2011-2031 provides for 14,000 new homes and the housing trajectory suggests 14,087 will be built in the period.

[cllr.williamsR@scambs.gov.uk/07584037016](mailto:cllr.williamsR@scambs.gov.uk/07584037016)

### **South Cambs District Council**

Supporting people from Ukraine seeking refuge. Reminder of the South Cambs District and Cambs County Council efforts to support people seeking refuge from the war in Ukraine. The SCDC website contains practical information on what you can do:

<https://www.scambs.gov.uk/community-safety-and-health/support-for-ukraine/>

Cambs County Council's information includes a useful FAQ: <https://www.cambridgeshire.gov.uk/council/communities-localism/support-for-the-people-of-ukraine>.

### **Business Rates Relief**

Businesses in South Cambridgeshire which have been adversely affected by the pandemic, but unable to access COVID-19 support linked to their business rates, may be eligible for the latest financial support. South Cambridgeshire District Council is now welcoming applications for its discretionary COVID-19 Additional Relief Fund (CARF).

The Government funding is to provide additional business rates relief to support rate-paying businesses affected by the pandemic between 1 April 2020 and 31 March 2021. It is for businesses which weren't eligible for previous support linked to business rates, who can prove they have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

Eligibility criteria will apply, and the scheme will not cover ratepayers who were eligible for Extended Retail Discount (covering Retail, Hospitality and Leisure), those who were eligible

for Nursery Discount, or businesses where the premises was unoccupied. Premises that were temporarily closed due to government advice on COVID-19 may still apply.

Full details and eligibility criteria, along with an application form, can be found [here](#).

Applications will close on 13 May 2022. Rate Relief will be paid onto Business Rates accounts as soon as possible after all applications have been assessed.

### **Cambridgeshire County Report**

Thousands of people across Cambridgeshire have been offered a large discount on installing solar panels on their roofs thanks to an innovative scheme taking place across the county.

Solar Together Cambridgeshire is a partnership between Cambridgeshire County Council, the district councils of East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire, and the city of Cambridge, which offers homeowners high-quality solar PV panels through a group purchasing scheme.

The first round of the scheme in autumn 2020 saw just under 1,000 installations completed, and the second round which has just taken place resulted in more than 9,000 registrations of interest, with homeowners able to secure average discounts of 34% compared to typical market rates.

Those taking up the scheme will also benefit from the removal of VAT for solar PV which began in April.

Under Solar Together Cambridgeshire local councils have partnered with independent experts iChoosr Ltd to offer homeowners a competitive price from pre-vetted installers.

For the second round of the scheme there were 9,284 registrations of interest, of which 8,470 were for solar PV and 814 for retrofit battery storage. This is 59% higher than the total registration figures in the autumn 2020 scheme.

On 15 March an auction took place where interested installers were subject to a strict qualification procedure to check they had the necessary certifications and insurances, while their financial stability and customer satisfaction results were also investigated.

Moreover, iChoosr looked through each installer's method of approach to ensure that they would be able to manage the logistics and operational demands of the scheme.

Following the auction, three winning bidders to cover the county were chosen. These were: Greenscape Energy, Green Energy Together UK and Everyone's Energy.

All registered homeowners were then offered a deal which was on average 34% below the typical market price. The number of people who have taken up the offer has yet to be finalised with the offer remaining valid until 13 May. To register your interest for the next round of the scheme, visit: <https://solartogether.co.uk/cambridgeshire/home>

### **Mobile Library**

Mobile Library routes across the county are changing from Tuesday 3rd May, to include new stops and changes to visiting days and durations.

An additional 18 stops have been added due to public demand. For example, in Trumpington the Mobile library will now be stopping at Trumpington Meadows and Glebe Farm to allow for residents of these housing developments – many of which enjoy hybrid working - to access the Mobile Library.

Our mobile library service is a much-valued service which has been available to all residents across the county for decades. The service now runs three mobile libraries stopping at 388 locations in 98 villages and communities throughout Cambridgeshire.

The routes are reviewed and amended based on demand every three to four years. These new route changes also consider how the service was used during the pandemic and the fact that a more fluid way of working is available to many so a hybrid of working from home and going into the office is now the norm.

Current users have been made aware of route changes and additional new stops coming in via extensive leafleting in villages and when they visit the mobile library. We have also been letting residents know of the forthcoming changes via social Media posts to local groups.

Each stop on the route not only offers a library service but also allows visitors to recycle household batteries, collect free NHS hearing aid batteries, walking stick ferrules and buy stamps.

Using the service is easy. Anyone can join and it is free. Each mobile library vehicle carries up to 3,000 items of stock including fiction, non-fiction, large print, books on CD & cassette, jigsaws and books for children of all ages.

Each mobile library has access to all the books in Cambridgeshire Libraries. You can also request books online to collect from the mobile library on our next visit. You are also able to return mobile library books to any Cambridgeshire library and vice versa.

All vehicles have a lift for wheelchair users or those who find stairs difficult.

For further information on route changes please go to Mobile libraries - Cambridgeshire County Council. [Find a mobile library stop - Cambridgeshire County Council](#)

### **No Mow May**

Local wildlife will thrive along Cambridgeshire's roads this spring as grass cutting will be paused to support animals and plant life.

Cambridgeshire County Council will stop cutting grass on its road verges during May this year to support local biodiversity, with a particular focus on pollinators such as bees.

'No Mow May' is run by Plantlife – an organisation that promotes the maintenance and growth of wildflowers, plants and fungi. According to Plantlife, more than 700 species of wildflowers grow on road verges in the UK - this is almost 45% of the total wildflower species found across the country.

As the council is committed to improving the environment and tackling climate change, it declared both a climate and environment emergency in 2019. It has also set the target for Cambridgeshire to reach net zero emissions by 2045 and an organisational target for the county council to reach net zero by 2030.

Cutting the grass less often will help reduce carbon emissions, as well as providing habitats for pollinators, such as bees, to thrive. The council is also encouraging all local parish councils that cut verges on its behalf to take part in No Mow May.

Road safety is a priority for Cambridgeshire County Council, so in agreement with Plantlife we will still cut grass where leaving it could cause danger such as at junctions or bends.

The county council previously attended a workshop and worked closely with Plantlife to develop its current grass cutting protocol around the highways and verge management policy to support biodiversity. These changes to the way roadside verges are maintained help support wildflowers, bees and plant species to thrive.

It includes protecting wildlife corridors, which are areas of land that connect species with habitats that would otherwise be separated by human activities. For more information on its

current verge maintenance policy, which came into place last year, visit the council's website here.

For more information on Plantlife, visit: <https://www.plantlife.org.uk/uk> or <https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may>

### **LHI Review**

The link to the S Cambs schemes are here:

[LHI Panel Scores 22-23.xlsx \(cmis.uk.com\)](#)

A further schemes for 20 mph schemes will come forward at the July Committee. Meanwhile those 20 mph proposals in the LHI programme are likely to be funded separately.

Peter McDonald

May 3rd 2022