

THRILOW & HEATHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in the Village Hall on Monday 15th May 2023 at 7.30 pm

Present – Jane Gough, David Schneider, David Easthope, Rowan Pashley

Parish Clerk – Martyn Corbet
RFO - Austin Flynn
In Attendance - Fergus Ramsey
Pre – Meeting - Paul Earnshaw

Prior to the meeting there was a short talk with Paul Earnshaw relating to planting of Madam Speaker Daffodils and repairs to The Green

Election of a Chairman

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

2. Completion of Acceptance of Office Form by the new Chairman

The Chairman completed the Acceptance of Office Form.

3. Apologies for Absence

Apologies for absence were received from Cllrs Richman, Williams and McDonald

4. Minutes of the Parish Council Meeting held on the 15th March 2023

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

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

b) Election of Representatives

i) Neighbourhood Forum

Cllr Pashley agreed that he would continue in this role. He pointed out that he had not attended any meetings. The parish clerk will pursue this;

ii) Police & Neighbourhood Watch

Cllr Gough agreed to continue as representative for the Village Ward whilst Cllr Schneider agreed that he will continue as representative for Heathfield Ward;

iii) Parish & Recreation Ground Maintenance

Cllr Schneider agreed that he will continue in this role;

iv) Health & Safety

Cllr Schneider agreed that he will continue in this role but there will be a review in 6 months;

v) Tree Warden

Cllr Richman has agreed to continue in this role

7. Co-option of new parish councillors

Fergus Ramsey confirmed that he wished to become a parish councillor. He hopes to add value to the activities of the parish council and is particularly keen to be a liaison between it and the Daffodil Weekend Committee of which he is a member. Fergus was unanimously co-opted onto the parish council. The parish clerk will provide him with a Declaration of Interests Form, together with Standing Orders and Financial Regulations;

MC

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

a) Electricity supplies

The RFO confirmed that the parish council is in the process of changing over from Opus Energy to SSE. The parish clerk confirmed he has signed the contracts on behalf of the parish council;

b) Parking at Church Street

Cllr Pashley will be making some amendments to the information previously provided to him and will arrange for it to go onto the School Facebook page;

c) Defibrillator Training

Cllr Gough said she had attended the recent training session organized and run by David Walston. The session was well attended. The parish clerk will send an email thanking David; **MC**

d) Complaint of dog fouling on land behind the Church and on The Drift

Cllr Easthope said a lady had complained to him that she clears up dog mess behind the Church. He said there used to be an SCDC appointed warden who dealt with such problems. The problem is that nothing can be done without photographic evidence.

Cllr Gough said that there are different rules on The Drift. She was told this by a former SCDC Rights of Way Officer. It was agreed that what is more annoying is the fact that persons throw used poo bags into the bushes/trees instead of using the bins provided. The parish clerk will mention the problem in the next magazine articles. He will ask Cllr Williams to publicise the problem. **MC**

9. Parish Recreation Grounds & Maintenance

a) Goalposts at Ringstone;

Cllr Pashley stated that he has exhausted the list of possible donors. No one has replied with an offer of a donation. No funding is available. The parish council did not include such funding in its Precept request;

b) Repair/Replacement of Pepperslade Notice Board

Cllrs Pashley and Schneider will remove the old noticeboard. The replacement will be installed as part of the work being given to Chris Gough (see below);

c) Salt Bins

As previously agreed the parish clerk will contact CCC Highways and ask for a refill for each bin;

e) Wooded area at Hurdles Way

Cllr Pashley said it would be nice to do something. He had a meeting with a few Hurdles Way residents some time ago. The opinion on the issue was generally favourable. Cllr Pashley will approach Sharon & Darren Mullet to ascertain whether they might be willing to assist. It was agreed that there will need for a consultation with residents before anything is done. **RP**

Handyman

Cllr Gough declared an interest and withdrew from the meeting

Both Cllr Schneider and the parish clerk have sought to engage with Justin Wilmott who had agreed to provide a service. He has not responded. Cllr Gough's son Chris was suggested as a person who might be available to undertake various works needing to be carried out both in the Village Ward and Heathfield Ward. Cllr Schneider has a list of these works and will provide it to the parish clerk. It was agreed that Mr Gough will be engaged on a daily basis to undertake works in order of priority. There is a budget of £4,000 as precepted. No extra money will be made available. **MC/DS**

Cllr Gough rejoined the meeting

10. Footpaths

The fallen tree which was reported blocking a footpath has been removed by Mr Deller.

11. Tree Works & Tree Protection Orders

a) Tree Works

23/0364/TTCA – Tree Works Notice – 18 Middle Street – no objections

b) Free Tree Scheme

Cllr Schneider still has 3 trees. He will liaise with Cllr Easthope about planting one on The Green. There are still 2 trees to plant. Cllr Gough suggested they be planted in Church Street.

12. Planning Matters

a) Planning applications received:

22/00943/FUL – split No 53 into two semi-detached bungalows and access to each property – 53 Church Street – no objections;

split No 53 into two semi-detached bungalows, front extension for a porch and access to each property – 53 Church Street – no objections;

split No 53 into two semi-detached bungalows, front extension or a porch and access to each property – 53 Church Street – revised plans and addition of access – no objections;

22/01299/HFUL – convert existing parking and store element into a bedroom and utility room erection of a detached oak-framed car barn – Forge House, Foreman's Road. ;

b) Planning Decisions Received

No planning decisions have been received;

c) Planning Appeals

No planning appeals have been received

d) Neighbourhood Plan

Cllr Easthope had nothing to report Philippa McGarry is away. There is probably more work to do following the comments received from SCDC. It was agreed that the parish clerk will contact Philippa and stress that any future expenditure must be approved beforehand by the parish council; **MC**

e) Miscellaneous Matters

Cllrs Pashley and Schneider raised the fact that a request has been received for the "Speedwatch Sign" to be placed on the poles installed by CCC for use with the MVAS. It was agreed the parish Clerk will write to Speedwatch and explain this cannot be done. **MC**

A resident of Pigeon's Close has asked about obtaining some "black signs" similar to those on The Green. The parish clerk ask Terry Smith to ascertain where the signs came from. **MC**

13. Financial Matters

a) Authority was granted to pay the following:

	Amount	VAT	Total
Payroll – May	1,178.66		1,176.66
Cambridgeshire County Council – Yellow Lines on Heathfield	1,175.45	235.10	1,410.54
CAPALC – membership subscription	426.96		426.96
Npower – Heathfield Street Lighting	73.66	3.68	77.34
Hardy Landscapes – Grass Cutting 1 Village Green – 169.14, Rec – 96.49 – Heathfield – 464.04	729.67	145.94	875.61
Fowlmere Joinery – repairs at The Smithy	125.00	25.00	150.00
Npower – Street Lighting Heathfield - April	73.66	3.68	77.34
Npower – Street Lighting Heathfield - May	37.78	6.29	44.07
RoSPA – Playground inspections	281.00	56.20	337.20
Parish Clerk's expenses	40.60		40.60

b) The following payments made between meetings were ratified:

	Amount	VAT	Total
Payroll – April	1,178.66		1,176.66
CambridgeshireACRE - Membership	60.00		60.00
British Gas (Credit so bill not paid)	12.99	0.64	13.63
British Gas (Credit so bill not paid)	17.68	0.88	18.56
Source for Business – Smithy Water Supply	38.03		38.03

Items received after publication of the agenda but approved for payment

c) Credits received

The RFO has received £14,950 from SCDC being the first half of this year's Precept. The sum of £1,500 has been received from Heathfields Residents Association Limited in respect of grass cutting for the last financial year;

d) 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) Application for a donation under S137 from Thriplow Village Hall Management Committee

Cllrs Easthope and Gough declared an interest and withdrew from the discussion

The payment of the requested donation of £1,200 was agreed;

f) Internal Audit

It was confirmed that the financial records have been submitted to the Internal Auditor.

14. Application for a CCC grant re 20 mph zone

The parish clerk confirmed that the application has been submitted

15. Comments on Annual Parish Meeting 2023

The Annual Parish Meeting took place as planned. There were no comments arising from the meeting.

16. Reports (if any):

a) Neighbourhood Forum

Cllr Pashley has received no information about any meetings he wondered if we have been omitted from the contacts held by the IWM. The parish clerk will investigate;

b) Village Hall Management Committee

Cllr Gough confirmed that a lot of money has been spent on windows, a boiler/heating system and a new oil tank. An App is supposed to be installed. This will enable the heating to be controlled from a mobile phone. In addition a new cooker hob has been installed. A plaque will be put on the door of the Committee Room honouring Barbara Pointon. At the last Daffodil Weekend the electrics kept "tripping" due to overloading. The floor has been damaged by using the Fire Escape door as the entrance. It would be a good idea if one person had overall responsibility during the event next year. Cllr Ramsey will investigate this with the Daffodil Weekend Committee;

c) Police & Neighbourhood Watch

Cllr Gough has no information at present;

d) District Council Report

Cllr Williams had prepared a report a copy of which is attached. He was not present to answer any questions;

e) County Council Report

Cllr McDonald has prepared a report a copy of which is attached. He was not present to answer any questions.

17. Review of Standing Orders, Financial Regulations and Policies.

The parish clerk will investigate and prepare a report for the next meeting.

MC

18. Area on Village Green outside of The Green Man

Cllr Gough will contact Kevin Clarke to arrange a meeting to discuss this.

JG

19. Request from Thriplow Society for permission to install a weathervane on The Smithy

Cllr Easthope explained that the Thriplow Society would like to put a weather vane on the roof of The Smithy.

This was agreed, Cllr Easthope will make an application for Listed Building Consent.

DE

20. Correspondence and information received

The parish clerk had circulated a list of correspondence received.

21. Meetings for the forthcoming year:

Next Meeting 10th July 2023;

Other Meetings for the forthcoming year 11th September and 13th November 2023, 8th January and 11th March 2024;

Annual Parish Council Meeting 13th May 2024;

Annual Parish Meeting 25th March 2024.

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

The meeting closed at 9.25 pm

Chairman

Dated

District Report

4 Day Week Trial

On 15th May the District Council Cabinet decided to extend the trial of the four day week (4DW) on full pay for Council staff for a further year. Separately, the Cabinet decided to introduce a four 4DW trial for non-desk based staff, which will include waste collection crews.

Four Day Week Trial Extension

The Council has published some data on council performance in key areas during the first three months of the 4DW trial. The data and reports are available here (item 4): <https://scams.modern-gov.co.uk/ieListDocuments.aspx?CIId=413&MIId=9590&Ver=4>

The data from the trial is mixed. There have been falls in Council performance in some Key Performance Indicators (KPIs) during the trail (in some cases falling below target), though an increase in staff well-being is also reported.

I have included below data on KPI performance for Q1 2023 included in the report:

Four D

KPI	2023	January	February	March
Average days to re-let all housing stock (AH211)	Actual	25	27	25
	Target	17	17	17
	Intervention	25	25	25
% of calls to the contact centre resolved first time (CC302)	Actual	81.04	77.78	78.76
	Target	80	80	80
	Intervention	70	70	70
% of calls to the contact centre that are handled (answered) (CC303)	Actual	91.02	91.61	88.01
	Target	90	90	90
	Intervention	80	80	80
Average call answer time (seconds) (CC307)	Actual	139	141	178
	Target	100	100	100
	Intervention	180	180	180
% of housing rent collected (FS102)	Actual	97.66	97.79	97.96
	Target	97.3	97.9	97.7
	Intervention	95.35	95.94	95.75
	Actual	93.8	97.7	98.18

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	Target	100	100	100
	Intervention	180	180	180
% of housing rent collected (FS102)	Actual	97.66	97.79	97.96
	Target	97.3	97.9	97.7
	Intervention	95.35	95.94	95.75
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4DW Trial for Waste Services

The trial of a 4DW for waste collection services is being undertaken alongside changes to optimise the collection network. The extra cost to Council Tax payers of introducing a 4DW for waste collections is estimated at £132,000 in the first year, rising to £207,000 in the second year. The extra cost arises from the need for extra lorries and crews to complete collections in four days rather than five.

The trial of the 4DW for waste collection will start in July or August this year.

Zero Carbon Communities Grants Open

A grant scheme has opened for 2023 to encourage exciting community projects that reduce carbon emissions and engage local people about climate change.

Applications can be made between Monday April 3 and Friday June 2. Community groups in the District are invited to bid for a share of £125,000. Further information is available here:

<https://www.scams.gov.uk/encouraging-communities-to-go-green-with-a-grant-fund-project-celebrating-its-fifth-year/>

Government Funding to Improve Feedback on Local Plan.

The Department for Levelling Up, Housing & Communities has awarded Greater Cambridge Shared Planning £290,000 to improve feedback processes for the emerging Local Plan.

The funding seeks to build upon the earlier work in producing a “digital” Local Plan by speeding up the processing and the review of the thousands of comments made by communities and developers through the process.

Cost of Living Support

A new tranche of cost of living support worth more than £200,000, has been agreed by the Council.

The plans include a roadshow of cost of living talks, support to transform some Warm Hubs into Community Wellbeing Hubs, increasing awareness of Council Tax support, more free energy saving appliances and the creation of a South Cambridgeshire Sustainable Food Network.

Further information is available here: <https://www.scambs.gov.uk/more-than-200-000-of-further-cost-of-living-support-confirmed-by-district-council/>

Full Council Meeting 30/03/23

The Full Council met on 30th March at South Cambs Hall. The meeting considered the following key matters:

Council Investment Strategy

The Council approved an updated investment strategy for the Council. The Council will continue to take advantage of investment opportunities. Following changes to the Public Works Loan Board rules, is no longer allowed to borrow from the fund to invest purely for profit. The Investment Strategy was updated to take account of these changes.

Assistants for Political Groups

The Council agreed to amend its Constitution to allow for the appointment of Political Assistants for political groups on the Council, and to authorise the Chief Executive to make the necessary changes to the Constitution.

Fulbourn Neighbourhood Plan

The Council approved the Fulbourn Neighbourhood Plan following a successful local referendum. The plan came into force when approved by the Council.

Reports on GCP and CPCA

Reports were received and questions asked about the work of the Greater Cambridge Partnership and Cambs and Peterborough Combined Authority.

I asked a question about a move to link part of the Sawston Greenway to the CSET busway and the delay this would cause. In answer to my question it was suggested that there may be some doubt over the current viability of section of the greenway that would link to the existing cycleway to Whittlesford at old Spicers site. I will follow this up in future meeting and through correspondence with the GCP.

Congestion Charge Motion

A motion was put before the Council that it should support calls for a county wide referendum on the congestion charge (a petition to the County for a referendum having been signed by over 15,000 residents). The County had previously rejected the petition. The motion for South Cambs to support the call for a referendum was rejected following a party line vote.

Bramble Bush as Sherald's Croft Lane

Following that last PC meeting I contacted South Cambs about the overgrown bramble bush at Sherald's Croft. It took a while, but the housing officer did visit the area. She could not identify anything that she thought needed attention, but I am following the matter up to try to get the Council to agree to maintain the verge, which is on South Cambs land.

Cambridgeshire County Report

No Mow May

Cambridgeshire County Council will again be supporting bees, butterflies and biodiversity by taking part in 'No Mow May' this month (May).

The council's Highways Maintenance team will pause mowing road verges during May to allow plants like daisies, dandelions, selfheal and clover a chance to thrive.

Letting wildflowers and plants grow freely will provide much needed nectar for pollinators and allow other plants and wildlife to grow and flourish.

'No Mow May' is run by Plantlife, whose mission is to secure a world rich in wild plants and fungi. The organisation encourages garden owners and green space managers to lock up their lawnmower and liberate their lawn for the entire month.

More than 700 species of wildflowers grow on road verges in the UK according to Plantlife – this is almost 45% of the total wildflower species found across the country.

Road safety is a priority for Cambridgeshire County Council, grass cutting will continue in areas where necessary such as junctions or bends. Road signage will also remain clearly visible.

Representatives from Cambridgeshire 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.

Cambridgeshire County Council is committed to tackling climate change and improving the environment having declared both climate and nature emergencies in 2019.

For more information about the 'No Mow May' campaign, visit: <https://www.plantlife.org.uk>.

Flood Resilience

Two Flood Resilience Days to provide advice and support to community flood groups and anyone interested in flooding are being run by Cambridgeshire County Council.

They are being hosted by Cambridgeshire County Council, offering expert advice to households and businesses in the area which have previously experienced flooding or had near misses. A special 'Floodmobile' vehicle, which contains samples of more than 50 practical flood protection measures, will also be on site for visitors to explore.

The events will be attended by Fola Ogunyoye, director of TJAY Consultancy Ltd who has more than 30 years' of expertise in providing flood risk, water and environmental management consultancy services, and Mary Long-Dhonau, a flood resilience campaigner who has spent 20 years supporting communities at risk of flooding.

Staff members from the council's flood risk team will be there on the day to support with any area/site specific queries. Staff from the Environment Agency would also be present on the day to answer any area/site specific queries and talk about the work they do in the areas.

The Flood Resilience Days are part of the Community Flood Action Programme (CFAP), which was set up in April 2021 by Cambridgeshire County Council following severe flooding in December 2020 and the increasing risk of flooding posed by climate change.

Since then, council officers have worked with communities to develop and train flood groups and build local resilience.

The dates and locations for the events are as follows:

- Saturday, 13 May, 10am-4pm – Houghton Mill, Mill Street, Houghton, Huntingdon, PE28 2AZ. The events are free to attend and do not require prior booking.

Further information on flooding, including how to report an incident, can be found on the council's website at: <https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water>.

Residents can check their flood risk by using the online flood maps to check whether they're at risk of flooding at <https://www.gov.uk/check-flooding>.

Potholes - Current Work & Solutions

- Increased pothole crews. We normally have 2 dragon patchers and ~4 traditional crews.
- We're currently at 8 traditional crews + 3 dragon patchers. April 17th we have 2 more dragons starting
- This should help reduce the backlog of ordered potholes and start to be proactive.
- April - Commenced South Area Parishes adjacent to City Area and within City on main roads; commuter and radial routes.
- Late May – Planned patching programme (Delay in start to enable programme to be built up to maximise resource use and secure / mobilise required resources).
- Grip cutting commencing this year should help reduce the deterioration of road edges due to water damage
- We are starting a new sampling process for identifying milestone issues. We will be taking a random sample of repairs and judging their quality as a barometer of all repairs.

