

THRILOW & HEATHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in The Barbara Pointon Room, Village Hall, on Monday 13th May 2024 at 7.30 pm

Present – Jane Gough, David Easthope, Carly Richman, Rowan Pashley, Fergus Ramsay, Sonya Cooper
District Councillor - Richard Williams
Parish Clerk – Martyn Corbet
RFO - Austin Flynn
Member of the public in attendance (part-time) – Mary Lindgren

1. Election of a Chairman

Cllr Gough was proposed by Cllr Pashley seconded by Cllr Easthope and duly elected.

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

Cllr Gough completed the Acceptance of Office Form.

3. Apologies for Absence

Apologies for absence were received from Cllr McDonald;

4. Minutes of the Parish Council Meeting held on the 11th March 2024

The minutes, having been previously circulated, were agreed and signed by the Chairman.

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

There were no matters arising.

It was noted that Cllr Schneider has resigned. Thanks were expressed to him for all his work on behalf of the residents of the parish.

6. Elections

a) Vice Chairman

Cllr Easthope was proposed by Cllr Gough seconded by Cllr Cooper and duly elected.

b) Election of Representatives

i) Neighbourhood Forum

Cllr Pashley was proposed by Cllr Gough seconded by Cllr Easthope and duly elected.

ii) Police & Neighbourhood Watch

Village Ward - Cllr Gough was proposed by Cllr Easthope seconded by Cllr Richman and duly elected.

Heathfield Ward – Cllr Pashley was proposed by Cllr Easthope seconded by Cllr Richman and duly elected.

c) Parish & Recreation Ground Maintenance

Heathfield Ward – Cllr Richman was proposed by Cllr Cooper seconded by Cllr Easthope and duly elected.

Village Ward – Cllr Ramsay was proposed by Cllr Gough seconded by Cllr Easthope and duly elected.

d) Health & Safety

Cllr Gough and the Parish Clerk will do this in tandem this was proposed by Cllr Pashley seconded by Cllr Easthope and agreed.

e) Tree Warden

Cllr Cooper was proposed by Cllr Gough seconded by Cllr Pashley and duly elected.

7. Health & Safety, Health & Safety and Environmental Issues

a) Completion of Parish Councillors' Reports

The Parish Clerk has obtained copies forms previously drafted by Cllr Schneider. These were distributed to councillors for completion by the end of May. The tasks will then be collated and reorganized. Tasks are:

Cllr Richman – Pepperslade;

Cllr Pashley – Hurdles Way;

Cllr Gough - Church Street;

Cllr Ramsay - Thriplow Rec;

Cllr Easthope – Lower Street & The Green;

Cllr Cooper – Fowlmere Road including Sherald's Croft;

Parish Clerk – Middle Street;

b) Organisation of Handover to Cllrs Richman and Ramsay

This is no longer relevant. See 6 c) above.

8. Parish Recreation Grounds and Maintenance

a) Goalposts at Ringstone

The goalposts have been delivered. Cllr Pashley has marked the location but will need to do so again. He will contact Ian Wilson and arrange installation.

b) Repair/Replacement of Pepperslade Notice Board

The Parish Clerk reported that the notice board has been installed. It does need to be cleaned and varnished. He will attend to this. **MC**

c) Quotes re Roundabout at The Rec

Cllr Pashley said that he thought the process of obtaining quotes for repairs to the roundabout needed to begin again. Confusion had previously existed because it was thought they had been obtained by former Cllr Schneider.

d) Replacement of Middle Street sign and Give Way sign

The Parish Clerk reported that the Give Way sign has been restored by Cambridgeshire CC. He has made an application for a new Middle Street sign to South Cambridgeshire DC. The outcome of this is awaited.

e) Replacement of Finger Sign at The Greenway

The Parish Clerk reported that the Finger Sign has been installed.

f) RoSPA Report

The Parish Clerk has received the reports. He has not checked them. The report on The Rec was handed to Cllr Ramsay who will go through it and list which areas need attention. Cllr Richman will do likewise in respect of the reports for the Heathfield Open Space and the play equipment on the Ringstone Open Space. **FR&CR**

g) Broken Fences on Heathfield Open Space

Both Cllr Pashley and the Parish Clerk have been unable to obtain quotes for this work the contractors approached having failed to respond. The Parish Clerk will contact another contractor. **MC**

h) Replacement of broken panel on Heathfield Bus Shelter

Cllr Pashley has sourced a panel for the bus shelter at £234.70. The panel will be purchased once a contractor has been found to do the installation work. **MC**

i) Replacement of Fowlmere Road sign near The Green

A replacement sign has been sourced. A source of finance is being sought.

k) Footpath between the Village and Fowlmere

The Parish Clerk received an email from a lady who was concerned about the surface of the path. He subsequently contacted CCC. He was advised to report the problems in the usual way and has done so.

9. Updates and progress reports on:

a) Wooded area at Hurdles Way

Cllr Pashley has made progress on this matter. There are many native trees on the site and plants in the hedges. He feels it will be easy to make a path and that this will only necessitate the removal of some 4/5 trees. There is a lot of litter on the site. Some 3 bags have already been cleared. A litter clearing event may need to be organized. Cllr Pashley will get quotes for the removal of the trees. **RP**

b) Work on the Village Green to prevent damage during Daffodil Weekend

The Parish Clerk has contacted Paul Earnshaw and discussions are ongoing about the installation of suitable matting. A quote for the work of £225.00 has been obtained from Ian Wilson. Cllr Pashley will provide the Parish Clerk with contact details of the matting supplier; **MC**

c) Suggested Dog Litter Bin on Church Street

Cllr Gough will contact Nigel Smith. **JG**

d) Application re 20 mph Speed Limited

The Parish Clerk confirmed that a new application has been submitted. This was drafted by him with the invaluable assistance of Cllr & Mrs Easthope.

e) Village Sign

Cllr Easthope has spoken to David Carter. He will remove the sign and get on with the refurbishment. Thriplow Society are dealing with the refurbishment and have made an application for funding of the repairs. The application stated that until the sign had been removed and inspected the exact nature of the repairs could not be established but that the estimate was between £1,200 and £2,000. The trust advised that the application should be for the higher sum and confirmation has been received that a grant of £2,000 has been awarded.

f) Progress on parking on Ringstone Open Space

The position is still under review and further advice is being sought.

Item not on the agenda but raised in the meeting

Weathervane Update

In May 2023 the Parish Council gave Thriplow Society permission to install a weathervane on the Smithy. A planning application was made for Listed Building Consent which was approved in July 2023 but with conditions. Approval to the conditions was not finally received until March 2024. A firm order was then placed for the weathervane which has recently been delivered. We are now awaiting installation.

10. Tree Works & Tree Protection Orders

a) Tree Works

24/0199/TTCA – Walnut Tree in corner of front garden (when facing the house) boundary No 15 The Green and The Green itself – No 13 The Green – no objections.

24/0327/TTCA – Ash Tree fell to ground level- 25 Middle Street – no objections;

24/0375/TTCA – Fell Hawthorn, Beech – reduce height and spread on all sides by 1-1.5 metres back to previous pruning points. Thin lower canopy by approximately 20% on house side 35 Church Street – no objection.

24/0381/TTCA – Dead Cherry – remove to ground level. Wild Plum – pollard back by 2m to new lower growth to remove dead limb. Wild Cherry Tree is showing signs of decline and offers little in the way of amenity value. Request removal to near ground level. To be replaced with broad leafed species in more suitable location – 13 Lower Street – no objections.

b) Quotes for work on The Green at The Smithy;

Cllr Richman has obtained 2 quotes for the work required on the Norwegian Maple at The Smithy. One is from Shelford Tree Services Limited (£360.00 including VAT). The other is from Shire Trees Limited (£720.00 including VAT). It has been suggested that there should be a proper tree survey. Cllr Richman will go back to Shelford Trees Services and ask about a tree survey. Cllr Ramsay said that he has employed Shelford Tree Services Limited in the past and found them very helpful. **CR**

c) Suggested Survey for Trees on The Green

Apart from the comments above the Parish Clerk has received a quote for a tree survey from Arboricultural Consultants of £828.10 plus £165.62 VAT totalling £993.72.

It was agreed that this is quite expensive and to wait for a quote from Shelford Tree Services.

11. Planning Matters

a) Planning applications received:

No planning applications had been received

b) Planning Decisions Received

No planning decisions have been received;

c) Planning Appeals

Notification has been received in respect of 22/04002/LBC addition of solar panels to the south facing R of the existing car port at the front of the property – 40 Church Street;

d) Neighbourhood Plan

Cllr Easthope said that final changes are currently being completed and it is hoped that a complete draft copy of the plan will be ready for proof reading in the near future. When finalised the plan will be submitted to the Local Authority for checking. Following any amendments they may require the plan will go to the parish in a referendum.

A late invoice for £330 for typing services submitted by Susannah MacIntyre falling outside of last year's grant allocation was approved for payment. Payment was proposed by Cllr Pashley seconded by Cllr Cooper and agreed.

The Parish Clerk was instructed to write and say that no future expenditure is to be incurred without the express approval of the Parish Council. **MC**

e) Miscellaneous Matters

There were no other matters raised.

12. Financial Matters

a) Authority was granted to pay the following:

	Amount	VAT	Total
Payroll – May	1,300.00		1,300.00
Parish Clerk's expenses	26.15		26.15
CAPALC – payment for Parish Councillors Courses	150.00		150.00

b) The following payments made between meetings were ratified:

	Amount	VAT	Total
Payroll – April	1,300.00		1,300.00
Npower –Invoice 10217924 electricity Heathfield 01/03/24 to 31/03/24	163.71	8.19	171.90
British Gas- Bill No 830494737 – The Smithy electricity 18/02/24 to 17/03/24	14.64	0.73	15.37
Npower – Invoice No 9675103 – electricity Heathfield 01/01/24 to 31/01/24	186.70	9.34	196.04
MHGoals Limited – Goalposts for Ringstone POS	1,097.40	00.00	1,097.00
ElanCity Limited – fixing brackets for MVAS	74.76	14.95	89.71
British Gas – Bill No 825713372 – The Smithy electricity 18/03/24 to 17/04/24	16.50	0.82	17.32
Carol Deed – Website Administration half year	200.00	00.00	200.00
Business Services at CAS – Parish Council Insurance	4,158.87	00.00	4,158.87
SSE - Street Lights	70.99	3.55	74.54

c) The following payments made between meetings but too late for inclusion in the agenda were ratified:

	Amount	VAT	Total
SSE – Street Lights	23.23	4.65	27.88
SSE – Street Lights	23.23	4.65	27.88
CG Carpentry – installation of Pepperslade Notice Board	200.00	0.00	200.00
Source for Business – Water Supply to The Smithy	47.45	0.00	47.45
Npower Invoice 10484015– electricty Heathfield 01/04/24 to 30/04/24	146.00	7.30	153.30

d) Permission to make the following payments was granted. They having been received too late for inclusion in the agenda

	Amount	VAT	Total
Playsafety Limited – Play Area inspections	298.00	59.60	357.60
Hardy Landscapes – Invoice INV-23278 – Village Grass Cutting (Cut 1) £169.14 – Rec (Cut1) - £96.49 – Heathfield (Cut 1) £464.04 -	729.67	145.94	875. 61

e) Credits received

The RFO reported that the first part of the Precept has been received from SCDC. The amount received is £25,000 which is more than the usual half. The reason for this is that it is usual for parish councils to encounter heavier expenditure in the first half of the financial year.

f) 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.

g) Internal Audit Update

The Parish Clerk reported that the on behalf of the RFO he took the accounting records to the Internal Auditor in early May. He was accompanied by the Chairman. They received some useful advice from the Internal Auditor on various matters including the area in front of The Green Man and employment of contractors.

h) Section 137 – request from TVHMC

Cllrs Cooper Easthope and Gough declared an interest and withdrew from consideration of this item. The Parish Clerk and RFO also stated that they are members of TVHMC.

The remaining councillors considered the request for a donation of £1,200. Cllr Ramsay proposed making the donation. This was seconded by Cllr Richman and agreed.

13. Reports (if any):

a) Neighbourhood Forum

Cllr Pashley has not received any notification of a meeting.

b) Village Hall Management Committee

Cllr Gough reported that discussions are underway with Daffodil Weekend about improving the electricity supply in the kitchen. David Luckham will provide an estimate. Sonya Cooper has resigned as vice-chairman. Her place has been taken by Martyn Corbet;

c) Police & Neighbourhood Watch

Cllr Gough reported that Mr Marshall's house on Church Street was broken into and jewellery taken. Several "sheds" have been burgled. Cllr Richman said that this has also happened in Chrishall. It has been noted that there always seems to be an upsurge of burglaries after Daffodil Weekend.

d) District Council Report

Cllr Williams had prepared a report a copy of which is attached.

e) County Council Report

Cllr McDonald had prepared a report a copy of which is attached.

14. Incursion of Lorries onto Hurdles Way

The Parish Clerk has obtained a design and a quote for the sign from BigDay Graphics. This is £195.00 plus VAT.

A application needs to be made for licence from CCC to position the sign on the first lamp post. **MC**

15. Area on Village Green outside The Green Man

The Chairman closed the meeting to allow for discussions and comments to be made involving Mary Lindgren who attended the meeting. The position of the Parish Council was explained to her. It is the position of the Parish Council that negotiations are ongoing but have made some progress.

16. Problems with Flooding in parts of the Village

The Parish Clerk has made contact with Anglian Water. Tankering is continuing and attempts are being made to discover and repair the problems being experienced with the Village Drainage System. Councillors expressed concern about the loss of oil from the tankers. The Parish Clerk will write to Anglian Water about this. **MC**

17. Comments on the Annual Parish Meeting

It was agreed that the meeting was successful and those attending made various useful points. Cllr Pashley raised the point that some members of the public attended on the following Monday. The Parish Clerk pointed out that a leaflet had been distributed to all the homes in the parish detailing the time and place of the meeting. It was unfortunate that the website had an incorrect date. This was purely accidental.

18. Correspondence and information received

The parish clerk had circulated a list of correspondence received to parish councillors.

19. Dates of Meetings in the coming year

15th July, 9th September and 11th November 2024, 13th January and 10th March 2025

Annual Parish Meeting – 20th March 2025

Annual Parish Council Meeting – 12th May 2025

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

The meeting closed at 9.20 pm

Chairman

Dated

The meeting was followed by a short reception to mark the fact that as of this meeting Cllr Easthope has achieved 50 years of service as a parish councillor.

Parish Council County Report May 2024

County Council Report

No Mow May

Cambridgeshire County Council has noted Plantlife's call for organisations to take part in "No Mow May", an initiative to promote biodiversity, allowing a wider range of plants and insects to thrive.

The council is keen to support the initiative and will be taking part in areas where it doesn't cause safety concerns for residents or motorists.

The cutting of grass areas will be paused in some areas to allow plants like daisies, dandelions and clovers to flower, providing important food for caterpillars from some of our best loved butterflies and moths. Letting wildflowers and plants grow freely will provide much needed nectar for pollinators and allow other plants and wildlife to grow and flourish.

However, great care will be taken to ensure cutting continues in places where road safety would be in any way impacted by poor visibility or where pavements and cycle paths would have reduced width making them less safe. Residents are encouraged to contact the council if there are places where they become concerned about safety issues for drivers, pedestrians or cyclists.

The council is also encouraging their farm tenants to take part and county council owned buildings, including New Shire Hall, will see green space managers lock up their lawnmower and liberate the lawns for the 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.

Music Education Hub

Cambridgeshire County Council has been appointed by the Arts Council of England to lead the Cambridgeshire and Peterborough Music Education Hub from September as part of a consortium with Peterborough City Council.

The award is part of a nationwide programme to provide access to high-quality music education for all children and young people.

As the new Hub Lead Organisation for the region, the council will receive funding from the Department for Education (DfE) to co-ordinate music education strategy in Cambridgeshire and Peterborough through collaborations with providers and consortium member music teams.

It will also mean extra money to invest in new musical instruments, equipment and technology tailored to the needs of children and young people, including those with special educational needs and disabilities.

The new Hub will work with Peterborough and Cambridgeshire Music teams to deliver high quality music education accessible to all children and young people in the area through diverse partnerships between educational, creative and community organisations within their local communities.

The appointment is part of a major investment in a new generation of the nationwide network of Music Hubs. This investment will support the delivery the Government's National Plan for Music Education alongside the provision by schools and give children and young people the

opportunity to develop their musical interests, including helping them to begin careers in the music industry.

District Report

Cllr Richard Williams

Community Growing Grants

South Cambs council is making grants of up to £500 have been available to support communities to grow their own food sustainably as part of the wider cost of living response project.

The Community Growing small grants will enable local groups to buy equipment and tools that will help to support projects on unused land for items such as raised beds, seeds and soil. Further information is available here: <https://www.scambs.gov.uk/new-grant-scheme-for-community-growing-projects/>

Community and Business Grant Funding

Almost £900,000 in grant funding is being made available for business and community projects in the District under a new initiative launched on April 9th.

The central Government funded Rural England Prosperity Fund (REPF) is designed to support local businesses for things like diversifying or creating jobs, plus a range of community initiatives such as rural travel, volunteering opportunities, digital projects or schemes that create a sense of local pride.

Among the people who can apply are micro to medium sized businesses, social enterprises, sole traders, charities, farmers, rural community groups and higher or further education institutions.

Cambridgeshire and Peterborough Combined Authority (CPCA) is the lead authority for delivery of the Fund, while the District Council is responsible for grant scheme delivery and allocation. It is for capital projects only.

Further information is available here: <https://www.scambs.gov.uk/new-grant-for-businesses-and-community-groups/>

Council Meeting March 2024 – Cambourne Housing Investment

A Council meeting was held in March to approve the house building project that South Cambs Council is undertaking through a joint venture with developers Hill. Around 250 houses will be built in Cambourne. 40% of the homes will be affordable, which is the minimum % required. Some of the meeting was held in closed session as financial information about the council's partnership with Hill was being discussed. The development was approved by a majority vote of the Council.

Zero Carbon Grants

The latest round of Zero Carbon Community Grants has been released by the Council. As in previous years, grants are available for community projects with a sustainability focus. Further information is available here: <https://www.scambs.gov.uk/zero-carbon-communities-grant-scheme-launches-for-2024/>

Statement of Community Involvement in Planning

A new statement of community involvement in planning has been adopted by the Council. Further information is available here: <https://www.scambs.gov.uk/statement-of-community-involvement-formally-adopted/>

