

# THRILOW AND HEATHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in The Barbara Pointon Room , Village Hall on the 18<sup>th</sup> May 2026 at 7.30 pm

**Present** - Carly Richman, Philip Bushell, Sally Cartwright, Les Clifford, Lynn Driscoll, Alan Harris, Fergus Ramsay, Kerstin Rivett, David Schneider

**District Councillor** - Richard Williams

**Ounty Councillor:** - Peter McDonald (Part-time)

**Parish Clerk** - Martyn Corbet

**RFO** - Austin Flynn

**Prior to the meeting the Parish Clerk handed out document packs to each parish councillor. They signed the Acceptance of Office Forms which were witnessed. Each parish councillor will complete the Disclosure of Interest form and return it to the Parish Clerk as soon as possible and in any event before the 8<sup>th</sup> June.**

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

In her capacity as Vice-Chairman Cllr Richman presided for the purposes of conducting the election of a new Chairman. Jane Gough having not been re-elected on the 7<sup>th</sup> May. Nominations received were Cllr Schneider proposed by Cllr Richmann and seconded by Cllr Driscoll. Cllr Clifford proposed by Cllr Bushell and seconded by Cllr Cartwright. A ballot was held. Cllr Clifford was duly elected by 6 votes to 3. A vote of thanks was recorded to previous parish councillors for all their work whilst in office.

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

Cllr Clifford completed the Acceptance of Office Form.

## **3. Apologies for Absence**

No apologies for absence were received

## **4. Minutes of the Parish Council Meeting held on the 9<sup>th</sup> March 2026**

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.

## **6. Elections**

### **a) Vice Chairman**

Cllr Richman was proposed by Cllr Clifford seconded by Cllr Schneider. Cllr Richman was duly elected.

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

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

Cllr Richman was proposed by Cllr Clifford seconded by Cllr Schneider and duly elected

#### **ii) Police & Neighbourhood Watch**

##### **a) Village Ward**

Cllr Cartwright was proposed by Cllr Clifford seconded by Cllr Rivett and duly elected

##### **b) Heathfield Ward**

Cllr Driscoll was proposed by Cllr Clifford seconded by Cllr Schneider and duly elected

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

##### **a) Village Ward**

Cllr Ramsay was proposed by Cllr Clifford seconded by Cllr Cartwright and duly elected

##### **b) Heathfield Ward**

Cllr Rivett was proposed Cllr Clifford seconded by Cllr Schneider and duly elected

#### **d) Health & Safety**

##### **i) Village Ward**

Cllr Harris was proposed by Cllr Clifford seconded by Cllr Ramsay and dully elected

##### **ii) Heathfield Ward**

Cllr Schneider was proposed by Cllr Clifford seconded by Cllr Haris and duly elected

#### **iv) Tree Warden**

Cllr Bushell was proposed by Cllr Rivett seconded by Cllr Harris and duly elected

**Appointment of parish councillors to take on responsibilities not covered by the above. Such responsibilities having been held by persons not re-elected in the 2026 Election.**

The Parish Clerk explained that a parish councillor should be elected to replace Jane Gough as the Parish Council's representative on Thriplow Village Hall Management Committee. Cllr Driscoll was proposed by Cllr Clifford and seconded by Cllr Richmann. Cllr Driscoll was duly elected.

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

**a) Heath & Safety Reports**

The parish clerk has received some reports from councillors. They have been checked. There is little which needs immediate attention. He explained that a new Health & Safety Policy needs to be put in place. The present one is with the Internal Auditor. It was agreed that a new Health & Safety Policy will be drawn up by the Parish Clerk in conjunction with Cllrs Harris and Schneider. **PC/AH/DS**

**b) Damage to the footpath in School Lane**

The Parish Clerk said that despite the best efforts of Cllr McDonald and himself the damage to the footpath was not regarded as a priority by Cambridgeshire County Council (CCC). It was decided that Cllrs Clifford and Rivett will contact our local Highways Representative and attempt to get some action. Accidents on this footpath are a regular occurrence. **LC/KR**

**c) Power lines on Heathfield Open Space**

The Parish Clerk read out an email from a resident drawing the Parish Council's attention to a problem with a high hedge and low power lines on the Heathfield Open Space (HOS). A copy of this email will be sent to Cllr Rivett. **KR**

**8. Parish Recreation Grounds and Maintenance**

**a) RoSPA Reports**

Reports for each of the 3 play area have been received from RoSPA. It was agreed a copy of the Thriplow Rec report will be sent to Cllr Ramsay and a copy of the HOS report to Cllr Rivett. The report relating to the Ringstone Open Space will be sent to Cllr Richman. Copies of all 3 reports will be sent to Cllrs Harris & Schneider. Primary responsibility for actioning the reports will rest with Cllrs Ramsay Rivett and Richmann respectively. **PC**

**b) Work required on Thriplow Rec**

The Parish Clerk received a separate email from RoSPA relating to urgent action required on Thriplow Rec. This has been passed to Cllr Ramsay for him to deal with. **FR**

**b) Ditches in Lower Street and beside the War Memorial and Drain Cleaning**

Cllrs Clifford and Rivett will take on responsibility. The Parish Clerk recommended they contact David Easthope to obtain relevant information in relation to the cleaning of the drain under the Village Green. The estimated cost of the work is £2465 plus VAT and £175 plus VAT waste charge **KR/LC**

**9. Updates and Progress Reports on:**

**a) Wooded Area at Hurdles Way**

Work to clear trees from the rear of houses on Hurdles Way has been completed and paid for from S106 monies which are held for maintenance purposes. It was agreed that any further work to improve the area will be put on hold due to cost.

**b) Application re 20 mph Speed Limit**

The parish clerk confirmed that a response is awaited from CCC. Cllr McDonald mentioned the procurement of data from the Speed camera. It is understood that CCC will obtain this.

**c) Ramp between Kingsway and the end of The Greenway.**

Payment for half of the cost of this has been agreed with HRA Limited. They have arranged for the work to be carried out.

**10. Tree Works & Tree Protection Orders**

**a) Tree Works**

*26/0141/TTCA – cut down Silver Birch (Right hand side of the house) The tree would be cut down and the stump and large roots removed – 4 The Green*

**b) Removal of Tree Stump etc on The Green**

This work has been completed. The Parish Clerk provided a brief history of the matter to new parish councillors.

**c) Tree Work on Hurdles Way**

This matter was mentioned previously.

**11. Footpaths – State of the Footpaths in the Village**

The footpaths running through the village need to be checked for overgrowth. Cllr Clifford said he cuts his own. It was agreed that parish councillors will check the footpaths and report back to the Parish Clerk who will liaise with Tom Harvey if work needs to be done.

## **12. Planning Matters**

### **a) Planning Applications Received**

*26/00928/HFUL – proposed two storey side, rear extensions to main dwelling including associated internal alterations, new boundary treatment to front and detached replacement double garage with workshop, utility and annex space over – Mill House, Farm Lane - no objections*

*26/01022/HFUL – replacement of existing clay tiles with slate tiles on certain sections of the roof – 8-10 Tatlers, Foremans Road – no objections*

*26/01435/FUL – demolition of existing (vacant) Land Warfare Hall – IWM – no objections*

Cllr Williams mentioned the Potato Factory Planning application. He has asked for it to be heard by the SCDC Planning Committee rather than it being decided under delegated powers. He has yet to receive a response.

The Parish Clerk confirmed that an amendment to the original application has been filed. This too is the subject of an objection from the Parish Council. Both the original application and the amendment will be heard together if Cllr Williams is successful in his request.

### **b) Planning Decisions Received**

None

### **c) Planning Appeals**

None

### **d) Duxford AVTech**

Cllr Williams confirmed that the Duxford AVTech application is going ahead and should be filed around October/November this year. This was confirmed by those present who attended the recent presentation on future developments held by IWM. Cllr McDonald said that traffic issues were being discussed with CCC Highways.

### **e) Any Miscellaneous Matters**

Cllr Driscoll referred to the state of the benches on The Greenway. Two of the benches need to be repaired. Cllr Driscoll and her husband will clear the areas around them. Cllr Driscoll said that one of the benches should be moved as it faces a direction with no outlook. It was agreed that this will be investigated. Tom Harvey will be requested to look into repairs and possible moving of the bench. **LD**

## **13. Financial Matters**

### **a) Authority was given to pay the following**

Date	Amount	Net	VAT	Total
19/05	Parish Clerk's expenses – 4 months	248.33	32.23	280.56
20/05	RoSPA Play Equipment Inspections	313.00	62.60	375.60
25/05	Payroll	1491.90	0.00	1491.90

### **b) The following payments were ratified having been paid between meeting**

Date	Amount	Net	VAT	Total
02/04	British Gas – Smith Electricity	22.15	1.05	22.00
07/04	CAPALC - Subscription	461.92	0.00	461.92
11/04	Bank Charges	5.67	0.00	5.67
13/04	Carol Deed – Website Administration	250.00	0.00	250.00
13/04	G. Sheldrick – Smithy Repairs	85.00	0.00	0.00
13/04	Shelford Tree Services Ltd – Tree Work on The Green - £2074.40 paid via insurance	3527.00	705.40	4232.40
14/04	Thriplow Village Shop – Donation	350.00	0.00	350.00
21/04	SSE – Street Lighting	50.35	2.52	52.87
23/04	Npower – Street Lighting	171.29	8.56	179.85
24/04	Payroll	1491.90	0.00	1491.90
01/05	Hardy Landscapes – Grass Cutting	766.15	153.23	919.38
05/05	Tom Harvey – Lower Street sign repair	60.00	0.00	60.00
06/05	British Gas – Smithy Electricity	22.13	1.10	23.23
12/05	Bank Charges	5.17	0.00	5.17

### **Insurance Premium**

The RFO said that the Parish Council's Public Liability Insurance due for renewal. The insurers have made an offer of a premium of £4,664.55 inc IPT and commission fixed for a 3 year period. It was decided to accept this.

### **c) Credits Received**

The RFO reported that £21.73 has been received by way of interest from Lloyds Bank PLC. The first part of the Precept has also been paid. This will need to last until October.

### **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 is in accordance with prevailing market rates

### **e) Section 137 Donations**

A donation of £1300 to Thriplow Village Hall Management Committee was proposed by Cllr Clifford seconded by Cllr Richmann and agreed.

### **f) Internal & External Audits**

The Parish Clerk confirmed that the Annual Return and other records are with the Internal Auditor. Once the Internal Audit has been completed an Extraordinary Parish Council Meeting will be convened for approval of approving and completing the Annual Return before it is sent to the External Auditor.

## **14. Reports (if any)-**

### **a) Neighbourhood Forum**

Cllr Richman had nothing to report save that no meetings have taken place.

### **b) Village Hall Management Committee**

It was reported that a new electrical circuit has been installed in the kitchen. This was paid for by Daffodil Weekend. There is still an issue with smells. Remedial work is being organised.

### **c) Police and Neighbourhood Watch**

No information has been received.

### **d) District Council Information**

Cllr Williams has prepared a report a copy of which is attached

### **e) County Council Report**

Cllr McDonald has prepared a report a copy of which is attached

## **15. Problems with Lorries Using Duxford Business Park**

Cllr Williams has spoken to the SCDC Environment Team who felt the issue was best dealt with by the Fire Service. Cllr Williams raised the issue of the wooden pallets with them. They undertook a site visit and advised the pallets need to be stored in a neater and more orderly way. In addition the cardboard needs to be removed. The owners were reminded of their legal obligations regarding the risk and there should not be excessive pallet storage. An assurance was given that cardboard would be removed and the pallets stacked more neatly and numbers not increased. The Fire Service did not feel the threshold had been met for enforcement action. They asked that an eye should be kept on the situation.

Cllr Williams has revisited the site recently. There are still quite a lot of pallets. He feels a watch should be kept on the site and any changes noted.

### **a) Proposed sign in he Duxford Business Park Area**

Cllr Driscoll will look into the cost of a new sign.

**LD**

### **b) Query about new sign at Duxford Business Park**

A resident has registered a comment about the new sign which has appears on the DBP site. The Parish Clerk read out his email.

## **16. Barrels discarded near Heathfield**

The Parish Clerk has not been able to progress this matter further but will contact Anglian Water again.

**PC**

## **17. Problems with Flooding in parts of the Village**

Nothing further has been heard from Anglian Water at present.

## **18. Report on the Annual Parish Meeting 2026**

The parish clerk reported that the meeting had taken place and that there had been a poor **26/13**

attendance. It is perhaps time to re-schedule the meeting so that it does not take place too near Daffodil Weekend. The next Daffodil Weekend is on the 13<sup>th</sup> to 14<sup>th</sup> March. The Parish Clerk will investigate and report back at the next meeting.

**PC**

**19. Report on 2026 Elections**

The Parish Clerk reported that Elections had taken place on the 7<sup>th</sup> May. Those elected were **Village Ward**

Philip Bushell, Sally Cartwright, Les Clifford, Alan Harris and Fergus Ramsay

**Heathfield Ward**

Lynn Driscoll, Carly Richman, Kerstin Rivett, David Schneider.

**20. Correspondence and Information Received**

A list of correspondence received has been circulated to parish councillors.

**21. Date of next meeting**

Meetings throughout the year:

Parish Council Meetings

13<sup>th</sup> July, 14<sup>th</sup> September, 9<sup>th</sup> November 2026, 11<sup>th</sup> January, 8<sup>th</sup> March 2027

Annual Parish Meeting

To be confirmed

Annual Parish Council Meeting;

10<sup>th</sup> May 2027

There being no further business the meeting closed at 9.40 pm. The Chairman thanked everyone for attending.

..... Chairman

..... Date

**26/14**

**District Report**

**Cllr Richard Williams**

My report this month is short as result of the District Council elections. In the 5 week period before the election the Council did not publish any new policy proposals or make significant announcements.

That said, there have been a small number of important developments sine the last PC meeting in March.

**Greater Cambridge Development Corporation**

The most significant issue has been the District Council’s response to the Government’s proposal to establish a centrally-led Urban Development Corporation for Greater Cambridge.

An Extraordinary Meeting of the Council was held in March to agree the Council’s formal response to the consultation. The final position adopted by the Council was to clearly and unequivocally object to the Government’s proposals.

I proposed a series of amendments to the original draft response, which were accepted with cross-party support. These amendments significantly strengthened the Council’s position. In particular, they ensured that the Council’s response made clear its objection in principle to a centrally imposed Development Corporation, highlighted the democratic deficit that would arise from transferring planning powers away from locally elected councillors, and emphasised that the key barriers to growth in Greater Cambridge are national infrastructure and funding issues

rather than failures of the local planning system. The amended response also raised concerns that the proposals risk undermining existing planned development rather than accelerating it.

As a result, the Council's final submission clearly makes the case that growth in Greater Cambridge should continue to be led by locally accountable authorities working in partnership with Government, rather than through a centrally controlled body. I believe the strengthened response better reflects the concerns that many residents and communities have about these proposals.

In addition to the District Council's formal response, I also submitted my own personal response to the Government's consultation. I objected in principle to the creation of a centrally led Development Corporation for Greater Cambridge, reflecting my concerns about the loss of local democratic control and the risks associated with removing planning powers from locally elected councils.

### **Local Government Reorganisation**

A public consultation on Local Government Reorganisation was open throughout March, giving residents the opportunity to comment on the different options for the future structure of local government in Cambridgeshire. South Cambridgeshire Council supported "Option B", which would see Cambridge City and South Cambridgeshire combined into a single unitary authority, with the rest of Cambridgeshire forming a separate council. The decision now rests with Government, and we are likely to receive an indication of the preferred model over the summer. The current timetable still suggests elections to the new unitary authority taking place next year, although it remains to be seen whether this timetable will hold