

# Hinxton Parish Council:

## Minutes of Meeting held 11<sup>th</sup> Nov 2024

Present:

Ceri Williams: acting Chair

Sarah Robinson

Hugh Taylor

Chris Elliott

Andy Brown

Anne Charteris-Clerk

Members of the Public: 7

	<p><b>Part 1 : Non confidential information.</b></p>
2411/01	<p><b>To receive and approve apologies for absence</b> None given</p>
2411/02	<p><b>To receive members' declaration of interest for items on this agenda</b> Ceri Williams- Hunts Lane</p>
2411/03	<p><b>To sign and approve minutes of meeting dated 9<sup>th</sup> Sept 2024</b> Minutes were approved by all and signed off.</p>
2411/04	<p><b>Exclusion of the Public.</b> To determine which items, if any, from Part 1 of the Agenda should be taken with the Public excluded.</p>
2411/05	<p><b>Report from South Cambridgeshire District Councillor P McDonald.</b> The report can be found in full on the website, but in brief: <b><u>Grants for Improving the High Street</u></b> A new £200,000 grant scheme has been launched to boost the heart of communities across the district. Grants of between £5,000 to £20,000 per project are available to rural businesses, community groups and Parish Councils across the district. The scheme aims to improve the look of local high streets, promote rejuvenation, encourage residents to shop locally, and to attract more local businesses to the area. The grant can cover a wide range of projects such as renovating shop fronts, street art, new benches, hanging baskets, interactive family fun trails, street cleaning, local maps or new signs. The scheme is part of the Government's UK Shared Prosperity Fund. Scrutiny of council and partner services . <a href="https://www.scambs.gov.uk/business/uk-shared-prosperity-fund/improving-the-high-street-grant">https://www.scambs.gov.uk/business/uk-shared-prosperity-fund/improving-the-high-street-grant</a></p> <p><b>Anglian Water &amp; EA</b> In the October meeting we were visited by representatives from Anglian Water, the Environment Agency and the County Council to examine the state of drainage, flood control and pollution mitigation. This followed some extraordinary failures in recent months including sewage outflows in Fowlmere and Ickleton in the spring/summer and an alarming rate of discharge into our watercourses across the district. Unsurprisingly, serious questions were asked about these incidents. Anglian Water have since agreed to regular meetings with local representatives to avoid a repeat of these incidents.</p>

	<p><b>Pilot Employment Hubs</b> The pilot Employment Hub project now has 3 locations in place to support people who have been unemployed for some time due to a long-term physical/mental health condition or a disability. One of these is at the Melbourn Hub, provided by Citizens Advice. Funding has been allocated for 1 year. There is no pressure to find employment: the focus will be on helping people on their journey back into work.</p> <p><b>Cambridge Biomedical Campus Development</b> On 23rd October the Cambridge Biomedical Campus Landowners' Collaborative Group offered an update on our long-term development aspirations for the sustainable development and expansion of the Cambridge Biomedical Campus. Residents and stakeholders at the Greater Cambridge Shared Planning Community Planning Update meeting heard that the outline concepts, which are at their earliest stages, put Addenbrooke's Hospital at the heart of a wider vision to meet health and community needs across the Cambridge Biomedical Campus site. The recording and slides are here: <a href="https://www.greatercambridgeplanning.org/about-us/news/cambridge-biomedical-campus-planning-update/">https://www.greatercambridgeplanning.org/about-us/news/cambridge-biomedical-campus-planning-update/</a></p> <p><b>Care Leavers Event</b> A special celebration event was held October 30 for young people from across Cambridgeshire leaving care. It is one of several events planned for National Care Leavers' Week this week.</p>
2411/06	<p><b>Resignation of Chair, Chiara Gardner from the PC</b> – this is with immediate effect. Thanks were expressed for all the hard work that Chiara had whilst on the Parish Council. Clerk will notify South Cambs DC and arrange the Notice of Vacancy</p>
2411/07	<p><b>Co-option of new Parish Councillor</b> The Councillors were pleased to co-opt Mike Boagey onto the Parish Council Proposed by Hugh Taylor and seconded by Ceri Williams, all in agreement. He was duly co-opted onto the Parish Council and signed the Declaration of Acceptance of office.</p>
2411/08	<p><b>New salary pay-scales for Clerk have been released by NALC.</b> The new rate of £17.79 per hour backdated to 1<sup>st</sup> April Proposed by Chris Elliott and seconded by Hugh Taylor was agreed by all</p>
2411/09	<p><b>Updates and Actions from last meeting</b></p> <p>a. Wellcome Trust Campus Development. Night works are continuing, flyers have been sent to each house. If any problems, please let the Clerk know and they will be sent to Urban and Civic.</p> <p>b. Village Hall extension Andy Brown has been working very hard on seeking the villagers' views on the extension, both in person and by a survey sent to everyone in the village. Thanks were given to his time spent on this. It was agreed at a previous meeting that the sec106 would be accepted to extend and make repairs to the Hall, this was once again agreed on and a formal response will be sent to SCDC. Approx 40 surveys were received back, main priorities were: Parking, Serving area. Storage, indoor-outdoor connection. Other items suggested: Acoustics, aesthetics, Kitchen improved, Lighting, configurable space. The next stage is to agree on a design brief and give residents the chance to comment. This to go in the Hinxton News and the website.</p>

c. Wetlands Committee.

The recent meeting was cancelled, a new date to be announced.

d. Playground. Two quotes have been received Kompan: £27,447 and Play Source: £3236  
It was agreed by all to go with Play Source.

e. Quiet Lanes.

It was agreed that Duxford Road is becoming more unsuitable to traffic and that the Parish Council will look further into making it a quiet lane, Mike Boagey will look further into this, Clerk to send him any correspondence and information.

f Highways. Applications for 20mph throughout the village and for making Hunts Lane one way have been refused again. Applications for next year's round have been opened- it was agreed to try again for Hunts Lane to be a one-way system, to also ask Urban and Civic if they can help with this.

g. War Memorial quote for renovations. One quote received for approx. £3555. Clerk to look at other quotes and see if Grants available. It was asked if the corner plinths could be replaced with taller ones, to avoid drivers running into them, Clerk to find out. Would Ann Howsden be able to contribute to this renovation work? Andy Brown and Chis Elliott to enquire.

h. Neighbourhood Watch- cctv cameras in the village. This to be investigated.

i. Weir- meeting to be arranged, Chris Elliott to offer some possible dates for Clerk to send.

j. Recruitment of new Councillor. Clerk to arrange the Notice of Vacancy with SCDC.

k. MS 365 – it was agreed to continue with this, although there were some differing views. It will not (cannot) be obligatory for councillors to use MS 365 and it is recognised that there will be a cost of both money and the Clerks time, Clerk to continue with getting it up and running.

l. Tree planting in the Churchyard- the trees are no longer to be planted in the Church.

Other locations to be agreed on.

m. Urban and Civic Community work. The Playground equipment was cleaned by the work party and a new carpark laid at the Church, this was very much appreciated and thanks all round to everyone who had done such hard work.

**Actions from last meeting**

- Chiara Gardner to contact other Chairs of local villages and Peter McDonald so that both sides of the Council talk to each other and write an open letter to local media in the future.
- Clerk to give feedback to Melanie and post any updates on the website- ongoing
- Playground. Clerk to contact Kompan to try to break down some of the work quoted. No response from Kompan but new quote received from another company SR and AB to go through the quote and check against the Rospa report as to what is urgent.

- Flint wall: Clerk to contact Robert Foster for work to commence, will chase this up
- Weir- meeting to be arranged- nothing agreed so far Clerk to continue to chase this up.
- Clerk to contact Allotment holders re tools left out (done) and renting plots for next year- to check with AB on the latter.

Sarah Robinson to get quotes for Wi-Fi to be installed. Quotes obtained from several companies, it was agreed to go with BT superfast

- Quiet Lanes: CG to bring this up at the next Liaison meeting with both Wellcome Trust and Tam Parry from County Council. To propose that the road is no longer fit for vehicular (other than farm or emergency service) traffic and that the gates should be permanently closed. Ongoing, Mike Boagey to take this over.
- Clerk to send list to PM and post on website, also the document re roundabout.

Done

<p><b>2411/10</b></p>	<ul style="list-style-type: none"> <li>Insurance: Clerk to check this insurance for reviews and then take out cover once assured that it is recommended. Done</li> </ul> <p><b>New items for discussion and correspondence.</b></p> <ul style="list-style-type: none"> <li>Biodiversity plans for HPC- formalise Policy. Deferred to next meeting</li> <li>Restoration of monthly meetings. Proposed by Hugh Taylor, seconded by Sarah Robinson. All in agreement.</li> <li>Bus service in Hinxton, there have been problems with this service- routes changing, not arriving. Hugh Taylor to look into this.</li> <li>Received from Bidwells, sent to Planning dept. (For information only)</li> </ul> <p>Concerns Regarding Tree Stability Adjacent to Clear Felling at Lordship Farm Woodland Hinxton</p> <p>Dear Sir/Madam,</p> <p>I am contacting you regarding an area of woodland owned by the Council that is adjacent to woodland owned by our Client where we are planning to undertake felling works in the coming months.</p> <p>The area of woodland in question is a poplar plantation at Lordship Farm in Hinxton, next to the A505 at Whittlesford railway bridge.</p> <p>The reason for contacting is because it has been brought to our attention by forestry contractors assessing the works that the removal of the trees owned by our client may leave trees owned by the Council exposed meaning they could fall in high winds.</p> <p>We wanted to bring this matter to your attention to avoid any future complications and to allow you to assess whether any action is required on your part.</p> <p>Response to Bidwells from Planning dept:</p> <p>Thank you for contacting the planning trees department.</p> <p>Trees on council-maintained land come under the remit of our housing department</p>																																	
<p><b>2411/11</b></p>	<p><b>Public participation time. 15 minutes allowed-No questions</b></p>																																	
<p><b>2411/12</b></p>	<p><b>FINANCE</b></p> <p><b>Bank Balances at 4<sup>th</sup> Nov 2024</b></p> <p><b>Current A/C : £9651.49</b></p> <p><b>Business /AC : 41,479.44</b></p> <p><b>Village Hall sec 106 /AC £5406.49</b></p> <p><b>Total: £56,537.42</b></p> <p>This includes £15,000 for Village Hall.</p>																																	
<p><b>2411/13</b></p>	<p><b>Payments approved and invoices signed.</b></p> <table border="1" data-bbox="336 1608 1370 2016"> <tr> <td>Clerk/HMRC</td> <td>salary/tax/ ink/paper /WFH expenses</td> <td>confidential</td> </tr> <tr> <td>1 &amp; 1 internet</td> <td>Emails &amp; website</td> <td>£94.60</td> </tr> <tr> <td>Hugo Fox</td> <td>Website</td> <td>£71.98</td> </tr> <tr> <td>Microsoft 365</td> <td>Storage and share of files</td> <td>£35.28</td> </tr> <tr> <td>Clear Insurance</td> <td>Insurance</td> <td>£1225.94</td> </tr> <tr> <td>S. Lott</td> <td>Hinxton News</td> <td>£100</td> </tr> <tr> <td>K Love</td> <td>Hinxton News</td> <td>£100</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External Auditor</td> <td>£252</td> </tr> <tr> <td>SLCC</td> <td>Subscription</td> <td>£91.50</td> </tr> <tr> <td>Primary Care</td> <td>New pads for defibrillator</td> <td>£180</td> </tr> <tr> <td>SSE</td> <td>Electric</td> <td>£180.65</td> </tr> </table>	Clerk/HMRC	salary/tax/ ink/paper /WFH expenses	confidential	1 & 1 internet	Emails & website	£94.60	Hugo Fox	Website	£71.98	Microsoft 365	Storage and share of files	£35.28	Clear Insurance	Insurance	£1225.94	S. Lott	Hinxton News	£100	K Love	Hinxton News	£100	PKF Littlejohn	External Auditor	£252	SLCC	Subscription	£91.50	Primary Care	New pads for defibrillator	£180	SSE	Electric	£180.65
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<p><b>2411/14</b></p>	<p><b>Payment Received</b></p> <table border="1" data-bbox="339 280 1342 315"> <tr> <td data-bbox="339 280 724 315">Lloyds</td> <td data-bbox="724 280 1126 315">Interest</td> <td data-bbox="1126 280 1342 315">£48.26</td> </tr> </table>	Lloyds	Interest	£48.26
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<p><b>2411/15</b></p>	<p><b>Planning Applications Received.</b></p> <p>Before these were discussed, thanks were given to Nigel Hawkey who has been working on our behalf on the Planning applications connected with Wellcome Trust.</p> <p>Reference: Proposal: 24/02106/REM Reserved Matters Approval of access, appearance, landscaping, layout and scale of Parcel A (as defined in the approved Wellcome Genome Campus Strategic Design Guide)</p> <p>I have received an amendment to the above application. The amendment is: 1 Proposed changes/updates as set out within the planning agents covering letter, and noting the proposed change in the description of development. The slight change in the description of development should now read as follows: "Reserved Matters Approval of access, appearance, landscaping, layout and scale of Parcel A (as defined in the approved Wellcome Genome Campus Strategic Design Guide) for the development of 83 residential units and associated and ancillary floorspace, including plant; 4,744 sqm. (GEA) mixed use floor space Use Class E and ancillary floorspace including plant; courtyard garden; details of landscaping for part of the A1301 terraces; details of the continuation and eastern landing of the northern bridge; architectural marker; lighting; hard and soft landscaping works; pedestrian and cycle access; servicing access; drainage infrastructure; roof mounted solar array; associated engineering and ground remodelling works; and part discharge of Condition 17"</p> <p><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02106/REM">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02106/REM</a></p> <p>HPC response to be sent in. Response can be found on HPC website under Local Developments. Comments by 15<sup>th</sup> Nov</p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Single storey front extension.          Site address: 101 High Street Hinxton Cambridgeshire          Reference: 24/03712/HFUL          Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/03712/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/03712/HFUL</a>          Comments by 12<sup>th</sup> Nov No objections</p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Submission of details required by condition 64 (Parking Strategy) of outline planning permission S/4329/18/OL          Site address: Wellcome Trust Genome Campus Cambridge Road Hinxton          Reference: S/4329/18/COND64          Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/4329/18/COND64">https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/4329/18/COND64</a>          Comments by 13<sup>th</sup> Nov  <i>HPC response to be sent in. Response can be found on HPC website under Local Developments.</i></p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: S73 to vary condition 2 (approved drawings) of ref: 21/05634/HFUL (Single storey sunroom extension) for revised roof design and fenestration</p>			

	<p>Site address: Hinxton Grange Cambridge Road Hinxton  Reference: 24/03822/S73  Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/03822/S73">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/03822/S73</a>  <i>Comments by 12<sup>h</sup> Nov No objections</i></p> <p>Local Planning Authority: South Cambridgeshire District Council  Proposal: Approval of appearance, landscape, layout and scale in respect of strategic green, grey and blue infrastructure and the construction of an undercroft car park and associated accesses at the Wellcome Genome Campus Expansion (S/4329/18/OL) comprising: internal Gateway Loop, Commercial Loop and minor components of the internal residential street network, junctions and turning heads including bus layby area, land reprofiling including creation of the undercroft car park and all associated works and elevated central Green open space, utilities infrastructure including alignment of service runs and substations and connections to existing utilities, foul and surface water drainage infrastructure including reconciliation of A1301 highway drainage, foul pumping station and connection to existing foul main, lighting for the public realm and streets, strategic green infrastructure, open space and public realm including landscape terraces, ecological mitigation, planting, play features, Active Travel routes, footways / cycleways and necessary bridge structures, boundary treatments, drainage features, street furniture, and all associated engineering and plant, enabling and construction activity including interim access works including temporary turning areas and interim pedestrian, cycle and emergency access route, any necessary temporary stockpiling of construction materials, areas for construction use, temporary haul routes and any necessary demolition, and part discharge of Condition 17, in respect of the Development Brief accompanying this submission.  Site address: Wellcome Trust Genome Campus Cambridge Road Hinxton  Reference: 24/01226/REM  Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/01226/REM">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/01226/REM</a>  <i>HPC response to be sent in. Response can be found on HPC website under Local Developments</i></p> <p><b>2411/16 Items to report for inclusion in the next meeting</b></p> <p><b>2411/17</b>      <b>Dates of next meetings</b>  <b>Planning Meeting if required: 9<sup>th</sup> Dec</b>  <b>Full Meeting: 13<sup>th</sup> Jan 2025 at 7.30pm</b>  <b>Part II: Confidential Information</b></p> <p>Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.</p> <p>The closed part of the meeting dealt with the Design concept of the Village Hall, who we would ask to tender the design and build of the Hall. The Clerk was asked to find out legal requirements re planning and procurement.</p>
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