

# Hinxton Parish Council: Minutes of Meeting held on 10<sup>th</sup> July 2023

Present:

Sam Nichols-Chair

Chiara Gardner

High Taylor

Sarah Robinson

Anne Charteris-Clerk

Cllr Peter McDonald

Members of the Public: 4

	<b>Part 1 : Non confidential information.</b>
<b>2307/01</b>	<b>To receive and approve apologies for absence</b> Ceri Williams, Emma Senior, Chris Elliott
<b>2307/02</b>	<b>To receive members' declaration of interest for items on this agenda</b> None
<b>2307/03</b>	<b>To sign and approve minutes of meeting dated 15<sup>th</sup> May 2023</b> The Minutes were approved by all and signed off by Chair.
<b>2307/04</b>	<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.
<b>2307/05</b>	<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>Public recycling bin trial</u></b> The District Council is running a trial deployment of recycling bins for village public spaces, which will begin later this year. These will be blue bins for mixed recycling, following the same rules and colour as our domestic blue bins. The aim of the trial is to assess demand and whether or not the bins are used correctly before adapting collection vehicles for fullscale deployment if the trial is successful.  <b><u>Mobile Food Hub</u></b> A new Mobile Food Hub, funded by the District Council and run by not-for-profit organisation, Hope CIC, is being launched to further support communities during the cost of living crisis. Fresh produce and essential items, some of which will be free and others at below retail price, will be brought directly to villages around South Cambridgeshire to help people with rising food prices. It is the first service of its kind in the district. The initiative was launched amid figures from the Consumer Prices Index in April which showed food shopping bills have risen by almost 20% in the last year. The Mobile Food Hub will visit Papworth, Orchard Park and Duxford weekly, with further locations to be confirmed. It will be open in Duxford every Thursday from 11am to 12noon. The villages have been selected based on Census deprivation data, mapped against where current foodbanks and food hubs operate from. Any resident struggling with increasing costs, including those who live outside of these villages, can access this Mobile Food Hub by turning up on the day. No vouchers or

referrals are needed. There will be a mix of fresh and long-life food on offer. Food is coming from both donations and purchasing from local suppliers. Residents will also be able to buy essential affordable items.

#### **Review of achievements in 2022/23**

The council has produced two videos summarising its achievements during 2022/23 to give an overview to taxpayers of how their money is being used to deliver and improve services. These can be watched here: <https://www.youtube.com/watch?v=mlB6auWfV8>  
<https://www.youtube.com/watch?v=-a2zup0xTGc>

#### **Cost of Living support**

The District Council's Communities Team have created a new leaflet advising residents of support available during the cost-of-living crisis. There is a push this year to encourage more people to apply for Council Tax support as many who are eligible for this scheme are unaware it exists. If you are able to assist with distributing this leaflet within your parish, please email [chris.riches@scambs.gov.uk](mailto:chris.riches@scambs.gov.uk) who will arrange for leaflets to be printed.

#### **Cambridgeshire Fire and Rescue Service survey**

Cambridgeshire Fire and Rescue Service have asked the council to share details of their latest public survey to help improve their service in preparation for their next five-year plan. The survey should take 10-15 minutes to complete. There are three £50 shopping vouchers which you can have a chance of winning by completing it.

#### **Four-day working week update**

Last month I reported that the four-day working week trial at the District Council had been extended by a year, following the success of the initial three-month pilot. In those three months, the scheme had generated direct savings of £300,000 thanks to an improvement in recruitment and retention. Further savings on the £2 million annual bill for agency staff are anticipated as the trial continues. Additional indirect savings are also expected as we see the broader benefits of moving away from a high turnover of temporary staff. The independent assessment of the trial reported significant improvement in most of the Key Performance Indicators assessed, with no serious outliers of concern.

The council was therefore surprised to receive a letter on 1 July from Lee Rowley MP, Parliamentary Under-Secretary of State for Local Government and Building Safety, requesting a halt to the trial. This letter generated significant media attention.

The District Council Leader, Bridget Smith, has requested a meeting immediately to understand the reasons behind this request in light of the range of benefits for taxpayers that the trial has demonstrated.

#### **Holiday Activity and Food (HAF)**

This summer, the Holiday Activity and Food (HAF) programme is offering free spaces for children in Cambridgeshire who are eligible for free school meals, to enjoy enriching experiences and nutritious food.

This continuing initiative offers primary and secondary school children in Cambridgeshire the chance to enjoy a range of exciting experiences. With a focus on providing healthy meals alongside engaging activities, this programme is ideal for children who want to stay healthy and active this summer.

Each session will include a nutritious meal, a variety of exciting activities or sports and the opportunity to socialise with other children.

Subject to availability of places, any child receiving income-related free school meals is eligible for the programme. The programme will run from 20 July to 31 August, with the

2307/06	<p>exception of bank holidays. Eligible children can attend a holiday scheme for free for up to 64 hours.</p> <p>Further information can be found at Cambridgeshire Holiday Activities and Food (HAF) Programme 2023 - Cambridgeshire County Council.</p> <p><b>Updates</b></p> <ul style="list-style-type: none"> <li>a. Parish Review-nothing to report.</li> <li>b. Wellcome Trust Campus Development. The application for the two bridges has been withdrawn and a new application will be submitted with some revised details, however it seems not to be very different. There is to be a hearing on this application, Clerk to find out the date when it is to be held, Hinxton PC will have a chance to comment. A meeting is arranged between the PC and Urban and Civic, to look at public realm improvements/speed reduction in Hinxton. They have now appointed a planning consultant, Andrew Cameron &amp; Associates. There will be a walk round the village to look at the issues to get a better understanding. At one of the Forums, it was mentioned that maybe there would be the possibility to use the sec 106 money in different ways, not entirely on an extension, If this does turn out to be the case, then it will mean asking the Village again what is required. Wellcome seem to want to bring the work forward on the Hall, there are some works that need doing soon such as the flooring but this will be discussed at a later date. The residential area has been moved to a different part of the development, towards the south, which integrates it better with the rest of the campus environment. The southern end will now have a greater height limit but this shouldn't impact the village although it will give an impression of driving through a tunnel on the A1307. The swimming pool and leisure centre is expected to be built in 2026.</li> <li>c. Village Hall extension. Nothing more to add.</li> <li>d. Local Wellcome matters: Liaison meeting, Wetlands Committee. Ceri to update at the next meeting.</li> <li>e. Playground. Following the recent inspection, Sarah Robinson has written to Kompan to query why some equipment still being commented on when it has all been repaired. The wobble board has a broken shackle, this either needs repairing or removing, Clerk to look at what is best.</li> <li>f. Netball post: this is not in a good state, a notice will be put on it to say that it will be removed, unless there is a demand to keep it. The new gate has now been installed.</li> <li>g. Highways . There are concerns how the New Road roundabout is going to work, visibility and turning right from the village safely is a big worry.</li> <li>h. A505 . A new project has started, which also involves Herts and Suffolk. This is looking at the numbers of traffic and how to improve it, it seems unlikely that it will be dualled. There is a need to look at the plans for the BP roundabout when the Wellcome development is done.</li> <li>i. Hinxton News: there is money available to pay someone to produce the Hinxton News, the Village needs to know what is going on, including events. Mike Boagey agreed to publish the next issue for free and this will give us space to decide on what happens in the future. The newsletter would be approx. 16 pages, including adverts. This will be discussed at the Sept meeting..</li> <li>j. Any other Village matters –</li> </ul>
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<b>2307/07</b>	<b>New items for discussion and correspondence.</b> <p>Discuss appointment of new Trustee for Ann Howsden. A letter was received from the Trust, explaining that there are 2 people being put forward for these positions. The Parish Council discussed this and all were in agreement for the appointments to go ahead.</p> <p>Clerks Salary: The Clerks salary has not been increased since 2019, the pay scales will be sent to the Councillors to agree on a new salary.</p> <p>Internal Auditors report- Councillors confirmed that they had received the report and read it. They expressed their thanks to the Clerk for a very positive report with no actions needed and thanked her for her hard work.</p>																																		
<b>2307/08</b>	<b>Public participation time – 15 minutes allowed</b> <p>Potholes- these have been painted with yellow marks, so hopefully means they will be done very soon.</p> <p>The drain cover has still not been fixed outside the Village Hall, Clerk to contact Highways. A question was asked as to what the new development would be called, would it still be Hinxton? This has not been discussed yet, but probably would still be Hinxton.</p> <p>Defibrillator- this has been taped up by someone as the door was not closing properly and the light staying on, Clerk to contact the manufacturers to see what can be done.</p>																																		
<b>2307/09</b>	<b>Chairs Report.</b> Nothing to add.																																		
<b>2307/10</b>	<b>FINANCE</b> <b>Bank Balances at 2<sup>nd</sup> July 2023</b> <b>Current A/C £21,805</b> <b>Business /AC £11,082.28</b> <b>Village Hall sec 106 /AC £7560.49</b>																																		
<b>2307/11</b>	<b>Payments for approval- 2 months for regular payments</b> <table border="1"> <tr> <td>Drax</td><td>Street Lighting</td><td>£3.80</td></tr> <tr> <td>Clerk/HMRC</td><td>salary/tax/expenses: ink/paper</td><td>£929.96</td></tr> <tr> <td>1 &amp; 1 internet</td><td>Emails &amp; website</td><td>£64.00</td></tr> <tr> <td>Crown gas and Power</td><td>Utilities -Gas</td><td>£64.31</td></tr> <tr> <td>Hugo Fox</td><td>Website</td><td>£71.98</td></tr> <tr> <td>Adrian Dellar</td><td>Village Hall Painting</td><td>£500</td></tr> <tr> <td>MD Landscapes</td><td>Grass cutting</td><td>£240</td></tr> <tr> <td>Auditing Solutions</td><td>Internal Audit</td><td>£300</td></tr> <tr> <td>Paul Bell</td><td>5 bar gate and notice board</td><td>£110</td></tr> <tr> <td>Starboard Scribe</td><td>Accounting package</td><td>£414.72</td></tr> <tr> <td>Yorkshire Tax Bureau</td><td>Pay roll</td><td>£144</td></tr> </table> <p>Payments were approved and invoices signed off.</p>		Drax	Street Lighting	£3.80	Clerk/HMRC	salary/tax/expenses: ink/paper	£929.96	1 & 1 internet	Emails & website	£64.00	Crown gas and Power	Utilities -Gas	£64.31	Hugo Fox	Website	£71.98	Adrian Dellar	Village Hall Painting	£500	MD Landscapes	Grass cutting	£240	Auditing Solutions	Internal Audit	£300	Paul Bell	5 bar gate and notice board	£110	Starboard Scribe	Accounting package	£414.72	Yorkshire Tax Bureau	Pay roll	£144
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<b>2307/13</b>	<p>Planning Applications Received.</p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Installation of a curved single rail stairlift.          Site address: 105 High Street Hinxton Cambridgeshire          Reference: 23/02192/LBC          Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02192/LBC">https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02192/LBC</a>          17<sup>th</sup> July for comments  <b>PC supported this application.</b></p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Part single storey, part two storey rear extension with pitched and flat roofs and including alterations. Single storey porch extension to front.          Site address: 4 Hinxton Grange Cottage Cambridge Road Hinxton          Reference: 23/02331/HFUL          Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02331/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02331/HFUL</a>          19<sup>th</sup> July 2023 for comments  <b>PC had no objections.</b></p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Certificate of lawfulness under S191 for the continued use of land as a residential garden.          Site address: 33 High Street Hinxton Cambridgeshire          Reference: 23/02342/CLUED          Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02342/CLUED">https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02342/CLUED</a>  <b>Information only</b></p> <p>Local Planning Authority: South Cambridgeshire District Council          Proposal: Monterey Cypress - 2m crown reduction          Site address: 66 High Street Hinxton Cambridgeshire          Reference: 23/0648/TTCA          Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/0648/TTCA">https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/0648/TTCA</a>          24<sup>th</sup> July for comments  <b>PC had no objections</b></p> <p>Proposal: Submission of details required by condition 4 (Lighting) of reserved matters application 22/03615/REM          Site address: Wellcome Trust Genome Campus Cambridge Road Hinxton          Reference: 22/03615/COND4          Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03615/COND4">https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03615/COND4</a></p> <p>Proposal: Submission of details required by condition 7 ((Construction Environmental Management Plan) of reserved matters application 22/03615/REM          Site address: Wellcome Trust Genome Campus Cambridge Road Hinxton          Reference: 22/03615/COND7</p>
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<b>2307/14</b>	<p><b>Decision Notices</b></p> <p>Update on application for Planning Permission</p> <p>Reference: 23/01471/FUL</p> <p>Proposal: Sub-division of the existing residential curtilage of 64 High Street, Hinxton and erection of 1No. new dwelling, following demolition of the existing garage block. New dwelling to be accessed via existing access from Hunts Lane.</p> <p>Site address: Glebe House 64 High Street Hinxton Cambridgeshire</p> <p>Applicant: Mr &amp; Mrs Neil &amp; Michele Davison.</p> <p>Further to previous correspondence relating to the above matter I write to inform you that the applicant has asked for the application to be withdrawn. Accordingly, we have stopped all work on processing the application and no decision will be made. There is no right of appeal against such a decision.</p>				
<b>2307/15</b>	<p><b>Items to report for inclusion in the next meeting</b></p> <p>Hinxton News</p>				
<b>2307/16</b>	<p><b>Dates of next Meetings 7.30pm Village Hall:</b></p> <table> <tr> <td><b>Planning meeting if required</b></td><td><b>Aug 14<sup>th</sup> 2023</b></td></tr> <tr> <td><b>Full Meeting</b></td><td><b>Sept 11<sup>th</sup> 2023</b></td></tr> </table> <p><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>	<b>Planning meeting if required</b>	<b>Aug 14<sup>th</sup> 2023</b>	<b>Full Meeting</b>	<b>Sept 11<sup>th</sup> 2023</b>
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Signature *Anne Charteris* Parish Clerk 3<sup>rd</sup> July 2023