

Attendees:		
Matt Eaton, Chair	Geoff Hall, Councillor	David Hurrell, Councillor
Ray Jakes, Vice Chair	Donna Linsey, Councillor	Emmi Nicholl, Councillor
Bill Watts, Councillor	Sam Chambers-Turner, Parish Clerk	Graham Cone, CD Councillor
		John Williams, CCC Councillor
		Claire Daunton, SCDC Councillor
Members of the Public:		
None		

	Agenda Item	Action
1.	Welcome:	
2.	Apologies: None	
3.	Members' Declaration of Interest for items on the Agenda CLLr Hall – Planning permission 21.11/01 – request to abstain from discussion and voting	
4.	Minutes from 20th January 2021 Emmi highlighted that in section P, 2 members of the public approached the Support group for assistance which were helped accordingly	
5.	Matters arising from previous meeting including:	
	A Cambridge C.C. Highways matter: No Local Highway Officer, CCC Highways allocated to our area. Vacancy to be advertised shortly	
	1. Reference: 00341048 Church Road Footpath – No further updates, Parish Clerk to chase.	Sam
	2. Reference: 00353765 reported on 22 June 2020. Damaged bollard on Stow Road, B1102 near crossroads. No updates at present, Parish Clerk to chase new Highways Officer.	Sam
	3. Reference: 00351939 Drains down Station Road full of mud. Drains have still not been dealt with; Anglian Water has also reported this issue due to the flood on Station Road. See section 621.3.	Sam
	4. Reference 00353762 Church road pinch point damaged Bollard. Parish Clerk to chase new Highways Officer.	Sam
	5. Reference: 00351940 Footpath outside 12 Orchard Street, Vegetation overhanging. Ongoing, awaiting further update from Highways.	Sam
	6. Previous Local Highways Officer has moved on since 2 November 2020. A new highways officer has been allocated as of 15 th March 2021, notification of this was received this morning. New Officer is Maciej Adamczyk.	Sam
	7. Ref : 00361036 Sign intruding on Footpath Church Road. Parish Clerk has reported this issue	Sam
	B Rec maintenance:	
	21/B01 The gate post has been reinstated at the recreational field and gate itself has had a coat of paint.	
	21/B02 Reports of rats in the undergrowth on the recreational field at back of the bungalows in the square. CLLr Jakes to ask Grant if this can be cut down and disposed of in the next few days. Grant will be asked to roll and cut the grass before the start of the cricket season in April.	Ray
	C Parishioners Concerns:	
	<u>No 47 Stow Road - Tarmac 'slab'</u> Contact has been made to Parish Clerk from Aaron Boddington who is planning to arrange a resolution. To chase again early April to secure a date for meeting to rectify the situation.	Sam

E	Bottisham, Swaffham and Horningsea Greenways – GCP Consultation and Outcome: Cllr Eaton to contact Simon Manville to find out any specifications on the route that may be implemented. As information is received, Parish Clerk to forward any information relating to this to all Councillors.	Matt/Sam
F	Local Highways Improvement 2021/22: Previous agenda item A in January 2021 Minute. Cllr Eaton was unable to attend zoom link meeting to put forward the proposal, due to computer difficulties. Awaiting further information when a decision has been made to the outcome of the proposal stage.	Matt
G	Anglia Water’s Cambridge Waste Water Treatment Plant Relocation: Ray and Matt attended Meeting on 27 th January 2021, it was suggested that Stow-Cum-Quy Parish Council hold an Extra-Ordinary Meeting which took place on 10 th March 2021. See Agenda item 621.1.	
H	Footpath Signs Leading to Quy Fen: Quotes were received for new signage, all Parish Councillors agreed to the purchase of the new signs which have been ordered.	Bill
I	Recreational Facilities Improvement Request: No further requests have been made. Matt is going to respond to original letter suggesting again that an Action Group should be formed.	Matt
L	Village Hall Lease: Cheffins has confirmed that a lease would be available for 20 years at the current rental agreement. In order for this to be put in place a new lease would be required to be drawn up at the cost of £3000. Village Hall Committee have confirmed that they would be happy to pay the amount required if the Parish Council were happy to renew the lease. All in favour of renewing the lease.	Bill
N	B1102 Action Group: No further updates at present.	
O	Cambridge Eastern Access Consultation: Issues were raised about the selection of the site of Cambridge Waste Water Treatment Plant and the impact it will have on the road infrastructures both current and planned. Cllr Daunton reassured the Parish Council that Anglian Water were in consultations with both Highways and Cambridge Eastern Access.	
P	COVID-19 Support: A request was received for assistance of a parishioner through SCDC, details has been passed to the support group and support has been given.	Sam
T	Vicarage Meadows – Parking: Clarion were approached by Cllr Eaton to ask how they intend to make sure that new tenants were told which parking spaces were available to them. The response suggested that Clarion do not usually advise tenants of this information but if it is required the best course of action is to request a call back from the tenant’s neighbourhood officer.	
V	Advertising Meetings: Meetings would remain online until at least the end of April 2021. But that the village hall would be allowed to reopen from 17 th May 2021 so should be able to hold the Annual meeting of the Parish Council in person. Request to advertise for Vacancy of Parish Councillor ahead of meeting in May to see if any interest. Parish Clerk to arrange advertisement and job description.	Sam
6.	Agenda items	
21.1	Anglian Water extra ordinary meeting An extra-ordinary meeting was held with Anglian Water (see minutes of extra-ordinary meeting dated 10 th March 2021). Cllr Jakes addressed this meeting to determine what stance the Parish Council should be taking against the new waste water treatment plant. Cllr Linsey suggested that the Parish Council should be taking the position that the parishioners wished for. It was agreed that a questionnaire would be distributed	

<p>to all households within the Parish to gauge the point of view before any further discussions were held. Cllr Jakes agreed to draft the questionnaire, once agreed by all Councillors would be delivered on an equal share basis. It was suggested that the time frame for returned questionnaires should be 10th April 2021.</p>	
<p>21.2 Trees</p> <p>21.2/01 New trees have now been received 25 in total which are around 5ft tall and in good condition. It has been suggested that they are not planted until October due to the need to water them regularly in the summer months. Cllr Watts has very kindly offered to store and care for the trees until they can be planted but requires an irrigation system to purchase to make this easier to carry out. Cllr Eaton proposed the purchase and Cllr Jakes seconded the movement; all Councillors were in agreement. Cllr Watts to arrange the purchase of the goods and to present the invoice to the Parish Clerk. Suggestions will be taken at the next Parish Council Meeting for areas for planting.</p>	Bill/Sam
<p>21.3 Flooding Station Road</p> <p>21.3/01 A significant flood occurred on Station Road in February 2021, Cllr Jakes and Parish Clerk contacted the necessary agencies to arrange assistance to remedy the situation. Some of the flooding was caused by sewage coming from the man holes in the middle of the road. Anglian Water attended to check the pumping system was working correctly, unfortunately it was identified that both pumps were not working. One was able to be fixed at the time and the second requires parts that are on order, pump 1 failed again a couple of days later causing the water to back up again. Cllr Hurrell highlighted that had the storm drains and the pipe leading from them been cleared this would have minimised the impact on the road surface. Both the old and new Parish Clerk have been chasing the drains to be cleared from some time, which has not been carried out. Cllr Eaton asked Cllr Williams whether anything could be done to try and speed up some assistance on this situation. Cllr Williams has agreed to contact John O'Brian to see what can be arranged. A timeframe was asked for of one week for a response.</p>	
<p>21.4 Pavilion</p> <p>21.4/01 Electricity Contract</p> <p>Renewal invitation from EON for electricity at the Pavilion, new price is 21.99p per unit with 44.64p standing charge per day. Fixed for 2 years has gone up on last contract prices however, Cllr Jakes agreed to go ahead and renew.</p>	
<p>21.5 Insurance</p> <p>21.4/01 - Renewal of current insurance policy</p> <p>Current insurance policy is due for renewal in April 2021, Clerk to look into the variations of types of contract that can be obtained from the existing provider Zurich.</p>	Sam
<p>21.6 Cricket</p> <p>21.6/01 Cllr Jakes informed the Parish Council that two cricket clubs were due to commence playing in April with a possibility of a third team in the coming months</p>	
<p>21.7 Administration</p> <p>21.6/01 Parish Clerk raised the need to implement certain types of documentation in order to comply with the standard that is required by National Councils. The documents that are required as minimum are Standing Orders, Publishing and Financial regulations. Cllr Eaton and Jakes agreed that documents require looking into, Clerk to send a template from CAPALC for review. Clerk also highlighted the need to purchase handbook for Local Council Administration at a cost £150 in order to ensure that the Parish Council is adhering to appropriate powers. Parish Council agreed to the purchase and asked the Clerk to arrange.</p>	Sam
<p>21.8 Recreational Ground Maintenance</p> <p>21/B03 Gate posts have been reinstated and the undergrowth has now been cleared and disposed of.</p>	
<p>21.9 Parishioner Concerns</p>	

21.9/01 A concern was raised that the bench down the avenue has no back on and a request has been made as to whether one could be installed. It was accepted that this should be looked into and Cllr Watts is going to raise a proposal.

7 **Claire Daunton, District Councillor report: South Cambs District Council** – see separate attachment for full report. Cllr Daunton advised the Parish Council that new Carbon Zero grants were going to be made available shortly and suggested that the Parish Council should consider any areas that they feel that this could be of use. It was also highlighted that the Park and Ride service at Newmarket Road site would be temporarily suspended, however Babraham Road service would still continue to service Addenbrookes Hospital. Cllr Daunton spoke about the Traveller workshop, which was held on 4th March 2021, unfortunately the Parish Council were unable to send a representative, but Cllr Daunton has agreed to send the information to the Parish Clerk for distribution.

John Williams: see separate attachment. Cllr Williams reported that Parish Councils were able to apply for certain grass verges to be left uncut to promote the growth of wild flowers and grasses. It was highlighted that there are no verges in Stow-Cum-Quy that would benefit this scheme.

Graham Cone, Conservative District Councillor report: see separate attachment. Cllr Cone apologized for a mistake in the report received as no link was placed under the free PPE for carers section. Current update to the Covid-19 situation at Addenbrookes, 4 patients with Covid-19, 2 in Intensive Care Unit. The Parish Council asked Cllr Cone about the distribution of the latest District Magazine, only half the Councillors present had received a copy. It was suggested that it can take up to 2 weeks for the distribution to reach all households.

8. Correspondence:

8.01 Thank-you letter received from Mr Canterbrige to the community thanking everyone who helped him during his recent period of injury. Special thanks were received for Sam, Tracey, Emmi, Dianh, Wayne, Pam and Andrew and the praise was given for the Support Network. In the letter Mr Canterbridge stresses how important the support network was for him and encourages people in the future to use it if they need too.

9.

Cheques In:

£0 TOTAL

Cash In:

£0 TOTAL

Bacs In:

£
£0 TOTAL

£0.00 GRAND TOTAL IN

Bacs Out:

£55.76	E.On	Electricity Pavilion
£17.63	Opus (January 2021)	Street lighting
£19.16	Opus (February 2021)	Street lighting

£92.55 TOTAL

Cheques Out:

101763	£127.14	Mr G Turner	Materials and Labour for Rec fence posts
101764	£237.50	Mrs S Chambers-Turner	Parish Clerk Salary (January 2021)
101765	£14.40	Cambridge Payroll Limited	Parish Clerk Payroll (January 2021)
101766	£250.00	CAPALC	The Knowledge Training Course – Clerk
101767 *	£122.64	Algar Signcraft	Signs for Quy Fen
101768 *	£109.50	U Plastics	Guttering for pavilion
101769 *	£78.97	R Jakes	Various
101770 *	£14.40	Cambridge Payroll Limited	Parish Clerk Payroll (February 2021)
101771 *	£237.50	Mrs S Chambers-Turner	Parish Clerk Salary (February 2021)

£1192.05 TOTAL

£1284.60 GRAND TOTAL OUT

10.	<p>Balance of accounts: C/A £6019.62 as of statement dated 01 March 2021 D/A £6,433.83</p> <p>* not currently deducted from balance Plus £11,816.63 Mr H Legacy</p>
11.	<p>Planning Applications/Update:</p> <p>21.11/01 Church View, Newmarket Road : Planning application to remove/vary a condition (section 7) of S/1929/13FL for external alterations and conversion of offices to a dwelling and part change of use of paddock land to garden use. Cllr Hall declared a interest to this section of the meeting so has no voting rights on this planning consultation. Parish Council has no objections to this variation to conditions previously imposed. Parish Clerk to contact Planning officer to state the Parish Councils position.</p>
12.	<p>Items for Raising at next meeting:</p> <p>21.2/02 Suggestion for tree planting sites 21.7/01 Implementation of Standing Orders, Financial Regulations and other documentation in line with CAPALC recommendations. 21.11/02 Planning : 38 Vicarage Meadow – consideration for tree to have crown reduced application made via Tree Officer.</p>
13.	<p>Date of next meeting: Annual Parish Meeting: Wednesday 28th April 2021 at 19:30hrs via Zoom Annual Meeting of the Parish Council: Wednesday 19th May 2021 at 19:30hrs at The Village Hall, Stow-Cum-Quy.</p>