

# Hinxton Parish Council: Minutes of Meeting held 11<sup>th</sup> March 2024

Present:

Ceri Williams Vice Chair

Chiara Gardner

Sarah Robinson

Hugh Taylor

Chris Elliott

Anne Charteris-Clerk

Cllr Peter McDonald

Members of the Public: 10

2403/01	<p><b>Part 1 : Non confidential information.</b> Ceri Williams as Vice Chair opened the Meeting</p> <p><b>To receive and approve apologies for absence</b> None received.</p>
2403/02	<p><b>To elect a Chair of the Parish Council for the ensuing year</b> Chris Elliott proposed Chiara Gardner, seconded by Sarah Robinson, all in favour. Chiara then took over the Meeting as Chair and signed the Declaration of Acceptance of Office form.</p>
2403/03	<p><b>To receive members' declaration of interest for items on this agenda</b> Ceri Williams: Hunts Lane and the Planning application later in the meeting: Site address: Glebe House 64 High Street Hinxton Reference: 24/00457/FUL</p>
2403/04	<p><b>To sign and approve minutes of meeting dated 8<sup>th</sup> Jan 2023</b> Minutes were approved and signed off.</p>
2403/05	<p><b>Co-option of new Parish Councillors.</b> Andy Brown was proposed by Chiara Gardner 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>
2403/06	<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>
2403/07	<p><b>Report from South Cambridgeshire District Councillor P McDonald.</b> The report can be found in full on the website, but in brief:</p> <p><b>Budget</b> The plans retain the Council as one of the lowest taxing authorities in the country, with a £5 per year increase for the average band D home, equivalent to a below inflation rise of around 3%.</p> <p>In addition, a budget of £519,000 has been agreed as part of the Council's continued Digital Transformation work – which aims to make services even more accessible to residents in a way that works for them. This will fund the software and staffing costs needed to make it easier for customers to get the help they need.</p> <p>position in the lowest 25% of taxing District Councils in the country.</p>

To deliver 75 new Council homes for rent and shared ownership – the Council has around 5,600 homes for rent.

Over £1million to be spent on improving the insulation and heating for existing Council housing.

More than £500,000 to be spent on services to prevent homelessness.

To maintain the Council's housing stock to a high standard, and to build more Council houses, Council rents are having to raise by 7.7%. The Council cannot subsidise its housing from Council Tax income.

#### **Support for Ukraine update**

Grants totalling more than £13,000 have been awarded for activities to help Ukraine guests settle into South Cambridgeshire and forge friendships. In addition, more than £102,000 has been given to support English tuition to help Ukrainian guests develop communication skills.

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for September 2024.

#### **Half Term Vouchers**

More than 23,000 supermarket vouchers were distributed during the February half term to eligible families in Cambridgeshire.

Cambridgeshire County Council has continued to run the existing scheme using the Household Support Fund from the Department for Work and Pensions.

Eligible families were automatically sent a £15 voucher for the week via email or text at the beginning of the half term holiday, with the voucher being valid at a choice of 11 supermarkets. A total of 23,288 were distributed.

#### **Free data SIM cards for low-income households**

A reminder that Cambridgeshire Libraries are part of Good Things Foundation's National Databank, O2 and Vodaphone scheme, which makes free data SIM cards or vouchers available to anyone aged 18+ from a low-income household. Recipients can self-declare as eligible, and the support is available for a maximum period of twelve months. The data can be used with any SIM-enabled device. This offer is available at a range of libraries.

#### **The Busway**

Safety works are under way on the Guided Busway to allow the busway to return to full, two-way operation. Since February 2022, a section of the Guided Busway in one direction has been closed between Cambridge Railway Station and the Cambridge Biomedical Campus. A temporary fence was installed whilst an independent safety review was in progress, and following ongoing communications with the Health & Safety Executive (HSE) and as part of continuous safety reviews on the busway.

<p><b>2403/08</b></p>	<p><b>New items for discussion and correspondence.</b></p> <p>A. Welcome from new Chair. CG spoke of the need to work with Wellcome Trust with regard to the new development. The PC need to try to obtain the best outcome for the village, which means meeting with Urban and Civic on a regular basis.</p> <p>B. Focus for PC - three main priorities for PC</p> <p>1) To build the relationship with the Wellcome Trust and Urban &amp; Civic.</p> <p>We will continue to hold them to account, but believe the most effective way to get the best outcome for Hinxton is through a positive and collaborative relationship. We will also build better relationships with other local parish councils, so we can present a united front on the most important issues.</p> <p>2) To make good use of the S106 circa £600k to provide an excellent community facility for current and future generations of Hinxton.</p> <p>We understand there are many different views on what "good" means, and Andy Brown, who will drive this work, will initially be spending several months listening to the varied views of villagers to gain a comprehensive picture of what is the best outcome for the needs of the community now and in the future.</p> <p>3) To ensure Hinxton Parish Council can run sustainably in the long term.</p> <p>The Wellcome Trust Campus Expansion has meant that the role of Parish Councillor has become significantly more challenging, and will continue to be so for the foreseeable future. We need to make sure that our systems and processes support this change, such as onboarding, succession planning, collaboration tools etc.</p> <p>C. Structure for Parish Council - introduce specific roles.</p> <p>Chiara Gardner- Planning and running meetings, relationship management with SCDC and Wellcome Trust/Urban and Civic.</p> <p>Chris Elliott- Communications and main point of contact for Hinxton News</p> <p>Ceri Williams: Environment, Wetlands, Allotments</p> <p>Sarah Robinson: Playground and Wellcome Liaison meetings</p> <p>Hugh Taylor: Planning and Liaising with Wellcome on the Development</p> <p>Andy Brown: Village Hall Expansion, liaising with Village Hall Committee, Wellcome Trust and SCDC.</p> <p>D. Clean up Hinxton booked for the 7th April, Sarah to run this event. Posters will be put up nearer the date. Equipment has been booked.</p>
<p><b>2403/09</b></p>	<p><b>Public participation time – 25 minutes allowed</b></p> <p>Planning application: 24/00457/FUL - new residential property next to 64 High St.</p> <p>A Neil Davison presented the new plans for the application.</p> <p>- As the PC will be aware our original proposal for one dwelling was withdrawn in June of last year following dialogue with planning officer Karen Pell-Coggins.</p>

- Following withdrawal of the application a further on-site meeting was arranged in October attended by Planning Officer Karen P-C and Conservation Officer Sarah Cheng from SCDC.
- . - The architect subsequently received a formal written pre-app follow-up.
- . - The response from both PO and CO can be summarised as
- . - the principle of a dwelling is acceptable
- . - the dwelling should be more central on the site
- . - a simpler plan from than the first application, L shaped in form
- . - one and a half storey centrally located and be barn style in appearance
- . - less structure against the boundary of the neighbouring property ie end on rather than parallel
- . - the replacement for the single storey building is to be set back from Hunts Lane
- . - the native landscaping (hedging) and orchard is welcomed.
- . - garage/storage building should be relocated to be adjacent Hunts Lane to enhance the enclosed feel of the Lane
- . - there should be no windows facing Hunts Lane
- . - roof lights and PV panels should be recessed and flush with roof finishes
- . - choice of clay pan tiles and slates is welcomed but a softer red brick would be preferred

The design team has responded to the further input from the planning authority during the additional site visit and the pre-app correspondence. All related reports have been reconsidered, resurveyed where necessary, amended and submitted as part of the application.

B The comments against the proposal from the neighbouring property were:

*This development is within the conservation area and we do not understand why in principle it is allowed in the garden of an existing property, particularly given the linear nature of the village. This will detract from the current landscape/street-scene of Hunts Lane. It seems unreasonable that we, the residents of Hinxton, have to fight to conserve what is special about the site. It feels a nonsense that an area designated as 'conservation' is then used for development, and we look to the local authority to guard our open spaces in villages. Hinxton is already being asked to shoulder the burden of a huge/massive development on Grade 1 agricultural land which can only detract from the area and will add nothing.*

*However, we do recognise that the points of objection raised as a result of the original application have been taken note of. We appreciate very much the efforts of the applicants in reducing the effect of the development on no. 66 and its garden, but the loss of south-facing light on the garden of no. 66 is still a significant sacrifice.*

*We remain with major concerns on two important matters:*

- 1) both the walnut tree and the fir tree (005 and 006) in the garden of no. 66 will have to be 'root-pruned' and this we consider a particularly risky undertaking, especially given the age of the walnut tree which has been an important feature of the garden for approximately 150 years. The loss of light on these two trees may well damage their future sustainability. It would be a criminal act of vandalism if the walnut tree was damaged beyond repair.*
- 2) The other concern which we would like addressed is the unsafe nature of Hunts Lane, given that there will be an increase of vehicular movements with another property off the lane. This is a narrow rural single-lane road, currently beyond the village speed limit, therefore traffic would in principle be allowed to travel at 50 mph. There is no protection for pedestrians, cyclists, those with small children (particularly in a pushchair) or wheelchair*

	<p><i>users. For many years the question of making this lane a one-way system has been discussed and now is the time for this to be reviewed by the Highways Authority.</i></p> <p>There was discussion as to the definition of the Conservation area, and whether a Conservation Officer could attend one of the Parish Council meetings to explain this, Clerk to look into this.</p> <p>A question was then asked about the Parish Review- whether the new development would be part of Hinxton or a separate parish or a ward. This was discussed last year but has been deferred to a later date when there will be more time to look into this.</p>
<p><b>2403/10</b></p>	<p><b>Updates (10 mins max)</b></p> <ul style="list-style-type: none"> <li>a. Wellcome Trust Campus Development. Members of the PC attended the latest Community Liaison Group, there was a Power point presentation on the residential housing which was though not to be too relevant at the present time. James Tipping from SCDC and Nigel Hawkey who is working for the HPC on the Wellcome Planning and Development will be meeting with Urban and Civic and the HPC. It does appear that U &amp;C and willing to listen and work with us. It was stated that the tenants of the new lab space will be allocated a specific number of houses and that these will now be rented rather than sold to workers. There were discussions re the proposed Health Centre and what other facilities would be available, more details later. It is hoped that meetings will be held on a Monthly basis and updates given so that we all now more what is happening It was thought that a meeting with Highways would be beneficial, hoping to get someone to come along to a Parish Council meeting to discuss this- eg what happens if the roundabout causes problems and does not work as per modelling?</li> <li>b. Village Hall extension. Andy Brown will now be leading this development. The Structural survey has now been done and there is nothing in there which would stop the extension to the Hall. There are works that need addressing such as Fire Safety, the roof, land surrounding the Village Hall, Parking and the Flint wall. A working Group will be set up with members of the Village Hall Committee and any residents who would like to be involved.</li> <li>c. Wetlands Committee. The Minutes of the last meeting are now on the HPC website under Wetlands. A bat survey has been done and it showed that there are 10 different species of bat in various locations. There is concern about light pollution, more to be done to improve this.</li> <li>d. Playground. Pirate wheel has been fixed; the Playground inspection due soon.</li> <li>e. Ford signage has now been put up, this is to warn cyclists and pedestrians to be careful in the Ford as it gets very slippery and several people have fallen in the river.</li> <li>f. Gritting scheme- where to store equipment (Clerk to look into buying a small storage shed) and look at purchase of grit bin. This was proposed and all agreed to buy one, Clerk to order,</li> <li>g. Six free trees- now here, they have been heeled in and will be planted when location agreed- waiting to hear if they can be put in the Churchyard to replace some dead ones</li> </ul>
<p><b>2403/11</b></p>	<p><b>Annual Review of Policies</b> <b>Councillors have been reviewing and approved Policies:</b></p>

	Standing Orders                      Financial Regs Health & Safety Policy              Risk Register Councillor Code of Conduct      Asset Register Complaints Procedure Freedom of Information Publication Scheme Data Protection Policy              Grievance and Disciplinary Policy Equal opportunities                  Conflict of Interest Safeguarding Policy																											
<b>2403/12</b>	<b>FINANCE</b> <b>Bank Balances at 2<sup>nd</sup> March 2024</b> <b>Current A/C                      £13,989.72</b> <b>Business /AC                      £31,175.95</b> <b>Village Hall sec 106 /AC      £5406.49</b> <b>Total:                                  £50,572.16</b>																											
<b>2403/13</b>	<b>Payments approved and signed off- 2 months for regular payments</b>  <table border="1" data-bbox="339 831 1370 1167"> <tr> <td>Drax</td> <td>Street Lighting</td> <td>£3.80</td> </tr> <tr> <td>Clerk/HMRC</td> <td>salary/tax/ ink/paper /WFH expenses</td> <td>£1356.06</td> </tr> <tr> <td>1 &amp; 1 internet</td> <td>Emails &amp; website</td> <td>£94.80</td> </tr> <tr> <td>Hugo Fox</td> <td>Website</td> <td>£71.98</td> </tr> <tr> <td>Allcott Commercial</td> <td>Structural survey Village Hall</td> <td>£2154.00</td> </tr> <tr> <td>C Gardner</td> <td>Payment for Ford sign attachments</td> <td>£80.78</td> </tr> <tr> <td>Clerk</td> <td>2 gift Vouchers for retiring Councillors</td> <td>£100</td> </tr> <tr> <td>Kompan</td> <td>Pirate ship repair</td> <td>£524.94</td> </tr> <tr> <td>CPRE</td> <td>Subscription</td> <td>£36.00</td> </tr> </table>	Drax	Street Lighting	£3.80	Clerk/HMRC	salary/tax/ ink/paper /WFH expenses	£1356.06	1 & 1 internet	Emails & website	£94.80	Hugo Fox	Website	£71.98	Allcott Commercial	Structural survey Village Hall	£2154.00	C Gardner	Payment for Ford sign attachments	£80.78	Clerk	2 gift Vouchers for retiring Councillors	£100	Kompan	Pirate ship repair	£524.94	CPRE	Subscription	£36.00
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<b>2403/14</b>	<b>Payment Received</b> <table border="1" data-bbox="339 1218 1343 1406"> <tr> <td>Lloyds</td> <td>Interest</td> <td>£48.53</td> </tr> <tr> <td>Allotment rent</td> <td>rent</td> <td>£30.00</td> </tr> <tr> <td>Urban &amp; Civic</td> <td>Hinxton News</td> <td>£300.00</td> </tr> <tr> <td>S Trudgill</td> <td>Money left to PC VHC in Will</td> <td>£15,000</td> </tr> <tr> <td>DRAX</td> <td>Refund street Lighting</td> <td>£6.39</td> </tr> </table>	Lloyds	Interest	£48.53	Allotment rent	rent	£30.00	Urban & Civic	Hinxton News	£300.00	S Trudgill	Money left to PC VHC in Will	£15,000	DRAX	Refund street Lighting	£6.39												
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<b>2403/15</b>	<b>Planning Applications Received.</b>  Local Planning Authority: South Cambridgeshire District Council Proposal: Redecoration of two alcoves within Hinxton Hall and addition of exhibition graphics. Site address: Hinxton Hall Cambridge Road Hinxton Reference: 24/00469/LBC Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/00469/LBC">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/00469/LBC</a> Comments by 5 <sup>th</sup> March <i>No objections</i>  Local Planning Authority: South Cambridgeshire District Council Proposal: T1 = Large Walnut Tree - Reduce Crown by 2 metres T2 = Horse Chestnut - Reduce crown by 1.5 metres Site address: 47 High Street Hinxton Cambridgeshire Reference: 24/0226/TTCA																											

<p><b>2403/16</b></p>	<p>Public Access link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/0226/TTCA">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/0226/TTCA</a>  Comments by 14<sup>th</sup> March <i>No objections</i></p> <hr/> <p>Local Planning Authority: South Cambridgeshire District Council  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.  Site address: Glebe House 64 High Street Hinxton  Reference: 24/00457/FUL  Public Access Link: <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/00457/FUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/00457/FUL</a>  Comments by 12<sup>th</sup> March.</p> <p><i>Hinxton Parish Council do not object to this application on planning grounds and we support the conditions proposed by the Conservation Section, the SCDC Ecology Officer, SCDC Environmental Health and the Highways Authority. We do request that the impact on neighbours of noise emitted by the proposed air source heat pumps is assessed before any installation of such equipment takes place (vis Environmental Health proposed condition #1), ask that the SCDC Trees Officer takes full account of any detrimental impact on the old walnut tree at No 69 High Street, and also ask that the Highways Authority actively consider making Hunts Lane a one way road to reduce the impact of construction and post-occupation traffic on that narrow and essentially rural lane.</i></p> <p>HPC recognises the substantial efforts by the applicants, not only in making changes to the plans, but also in engaging their neighbours and the Hinxton community throughout the process.</p> <hr/> <p>Local Planning Authority: South Cambridgeshire District Council  Proposal: Tree: 629 - Wild Cherry Prunus avium - Prune From buildings/structure/tree by 2.0  Tree: 630 Wild Cherry Prunus avium - Remove broken branch at approximately 4m. Remove crossing/rubbing limb at approximately 2m back to the main stem.  Tree: 631 Wild Cherry Prunus avium - Raise low canopy To 2.0m . Comment: Low crown obscuring access to neighbouring graves.  Tree: 635 - Wild Cherry Prunus avium - Raise low canopy To 2.0m Low crown obscuring access to neighbouring graves.  Tree: 638 Sycamore Acer pseudoplatanus - Raise low canopy To 2.5m  Tree: 642 - Wild Cherry Prunus avium - Raise low canopy To 2.5m: Low crown obscuring access to neighbouring graves  Tree: 651 Apple Malus - Remove Minor dead wood (Notification not required).  Site address: St Mary And St Johns Church Church Green Hinxton  Reference: 23/1554/TTPO</p> <p><i>No objections</i></p> <p><b>Decision Notices</b>  Reference: 23/04251/S19LB Proposal: S19 to vary condition 2 (Approved plans) of listed building consent 21/05635/LBC (Single storey sunroom extension) to reflect minor amendments to the elevations. Site address: Hinxton Grange Cambridge Road Hinxton Cambridgeshire Applicant: Mr Mike Derham. Further to previous correspondence relating to</p>
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	<p>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</p> <p>Reference: 22/04276/LBC Proposal: Single Storey Extension to form Boot Room Site address: Hinxton Grange Cambridge Road Hinxton Cambridgeshire Applicant: Mr Mike Derham. 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.</p> <p><b>Part II: Confidential Information</b></p> <p><b>2403/17 Discuss the recent Wellcome Community Forum and Liaison Group meetings.</b> There are 2 big Planning applications coming soon from Wellcome Trust covering facilities, the swimming pool, lighting, trees etc. It was agreed by all that we need to keep a good working relationship with U&amp;C. Action points need to be made and acted upon with follow ups. Publish Q and As and a summary put on the website.</p> <p><b>Councillor Recruitment</b> The vacancy is still being advertised, Councillors to ask around and see if anyone may be interested.</p> <p><b>2403/18 Dates of next Meetings 7.30pm Village Hall:</b> <b>Planning meeting if required 8<sup>th</sup> April 2024</b> <b>Annual Parish Meeting 13<sup>th</sup> May 2024 at 7pm followed by</b> <b>Annual Meeting of the Parish Council</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>
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Signature *Anne Charteris* Parish Clerk 13<sup>th</sup> March 2024