

Attendees:		
Matt Eaton, Chair	Geoff Hall, Councillor	Graham Cone, CD Councillor
Ray Jakes, Vice Chair	Donna Linsey, Councillor	Claire Daunton, SCD Councillor
Bill Watts, Councillor	Emmi Nicholl, Councillor	John Williams, CCC Councillor
		Tracey Thorby, Parish Clerk
Members of the Public:		
Pete McManus		

No	Agenda Item	Action
1.	Welcome:	
2.	Apologies: David Hurrell	
3.	Members' Declaration of Interest for items on the Agenda None	
4.	Minutes from 20 May 2020 Agreed and signed as a true record.	
5.	Matters arising from previous meeting including:	
	<p>A Cambridge C.C. Highways matter: Update provided by Local Highway Officer, CCC Highways</p> <ol style="list-style-type: none"> 1. NM-83671 Footpath by Mr & Mrs Carr very bad. The footpath will be scraped and given slurry coating. Completed, thanks to team. All agreed remove item from agenda. Remove 2. Reference: 00258695 road surface/potholes between Newmarket Road and the cycle path under the A14, CB25 9AG, Cycle Route 51. As of 13 July 2017, still working process due to diverting cyclists. Nicola advised it is still ongoing and still a work in progress. CCC Local Highways Officer advised there are many consultations being carried out with regards to Greenaway's at the present time if this is one of them CCC Highways will leave it to the GCP to undertake the works. Tracey 3. Reference: 00314102 reported on 7 May 2019. Drain completely full of mud under grating and parishioners concerned of flooding as previously experienced here as large vehicles catch the grass verge causing mud to fill in the drain, between bungalows 77 & 79 Station Road, Stow-Cum-Quy, Cambs CB25 9AJ. David explained the drain is a constant concern as the drain and pipe after bend fills up with mud, is compacted and once dried will not clear as too compacted. When the drain is cleared out the drain/pipe going down is emptied but the mud remains in the pipe going underground and will not clear so drain gets blocked up again quickly. When rains heavy the road floods which is very concerning. This was reported to CCC Highways on 7 May 2020, a works order was created on 15 May 2019 and the works were completed on 24 May 2019. CCC Highways Officer has not received any further complaints with regards to this since the works were completed. All agreed remove from agenda. Remove 4. Reference: 00335812 reported on 23 February 2020. Manholes and grating on Main Street, under hedge opposite 17 Main Street, Stow-Cum-Quy, CB25 9AB. Drain/Grating is blocked. CCC Highways Officer advised 16 April 2020 to inform you that works have already been ordered for the cleansing of the gully. Tracey 5. Reference: 00341048 reported on 14 June 2020. Footway pothole/trip hazard on Church Road, Stow-Cum-Quy. Church Road Footpath damaged, broken, shallow potholes, broken surface. Difficult for people with mobility issues, mobility equipment, push chairs etc. CCC Highways Officer advised refer to e-mail Tracey was sent on 15 June 2020, Tracey has not received so has request to be resent. Tracey 6. Reference: 00341735 reported on 22 June 2020. Damaged bollard on Stow Road, Stow-Cum-Quy, on B1102 near crossroads. Hazard yellow bollard destroyed. 26 June 2020 automatic response "We are pleased to confirm that work has been ordered to address this issue which should be carried out within the next 12 weeks, subject to weather conditions." Tracey <p>Need to raise sign in church road planted foot or so into foot path, have taken pictures. Tracey</p> <p>Geoff met with CCC Highways Officer and agreed the surface of the footpath is not good condition. 100yards has been marked on Church Road which will have a layer of slurry laid. The footpath will also be edged.</p> <p>It was discussed that the surface which has been laid is not of good quality. Weeds are coming through; it has</p>	

<p>not been laid flat/smooth so puddles form and in winter these will be ice patches and sections in Herrings Close are already breaking up.</p>	
<p>B Rec maintenance: <u>Play Area:</u> Play equipment in use. Ray collecting signs for equipment printed and provide by SCDC.</p> <p>New roundabout installed; Ray has advised Zurich. Ray raised whether the Parish Council needs to increase the insurance of £10,926.16, all voted to keep the same.</p> <p><u>Mole:</u> Ray has caught one mole.</p> <p><u>Pavilion:</u> Gutter, small leak on corner. Drip bead needs some maintenance, previously advised Geoff would complete in spring 2020. Geoff advised gutters require some maintenance. Geoff to attend to drip bead and gutters.</p> <p><u>Cricket</u> Cherry Hinton Cricket Club are working on the cricket square. Cricket will commence again later this month. Ray has turned water on and started a bit of clean of Pavilion, but it is quite dusty as not been used. Martyn Livermore and Rob are coming on Sunday to sort further and Ray has offered to go and help and suggested purchasing two hand sanitisers, Parish Council agreed. Ray reiterated the pavilion is only open to use the toilet.</p> <p>Martyn going to put up some signs. Ray has spoken to the opposing team and confirmed they are following the rules, they have track and trace system in place. Ray reiterated pavilion changing rooms cannot be used and they are following rules which have been provided. Parish Council all agreed for the cricket to commence.</p> <p><u>Football:</u> Ray advised that a small group of footballers who usually play on the Astroturf in Bottisham are now coming and using the rec and bring two small goals. No charge as it is nice to people using rec and exercising.</p> <p><u>Poo:</u> Ray has picked up some little piles round the rec but does not think they are a dog; it could be a fox/badger and also stout/weasel.</p> <p><u>Petty vandalism:</u> All three 'No Dogs' sign been cut off but not damaged. Now the play area in use Ray has reattached.</p>	<p>Ray</p> <p>Geoff</p>
<p>C Parishioners Concerns: <u>Cycle path between Stow-Cum-Quy and Lode:</u> Concern raised from parishioner concerning cycle path to Lode. Hedge height at dog leg which is on Lode and Longmeadow Parish Council boundary. Ray contacted Fran Platton, Parish Council for Lode and Longmeadow Parish Council. Action required of Lode and Longmeadow Parish Council. All agreed remove from agenda.</p> <p><u>Vehicles parking on corner to entrance/exit to Vicarage Meadow:</u> Concern raised regarding people parking badly again on the corner of entrance/exit to Vicarage Meadow on the Main Road</p> <p>Tracey has written letter and sent to Bob Smith who manages Stow Court Site. Letters have been distributed to the 8 Units on site. Parish Council will continue to monitor, Mr Smith has requested if the parking issues persist please can the Parish Council let him know and he will contact the business to reiterate the issues.</p> <p><u>Parking/Blocking Gateway of Island Bungalow, Quy Waters:</u> Parishioner has raised concern regarding parking and blocking the gateway at Island Bungalow, Quy Waters. 'Keep Clear' writing on lay-by for entrance to Island Bungalow, Newmarket Road, Stow-Cum-Quy CB25 9AG worn away. General public using lay-by are now blocking the only entrance/exit to the bungalow regularly and being verbally abusive when asked to move by owner or visiting family. John advised the line has been painted the 'Keep Clear' has not been written but confirmed a works order has been raised and the 'Keep Clear' will be painted. Reference: 00308838, 14 June 2020 automated response from CCC Highways "We are pleased to confirm that work has been ordered to address this issue which should be carried out within the next 12 weeks, subject to weather conditions."</p> <p><u>No 47 Stow Road - Tarmac 'slab' placed on shingle - Fri 21/02/2020 pm</u></p>	<p>Remove</p> <p>Parish Council</p> <p>Monitor</p>

Houseowner of No. 47 Stow Road was not at home Friday 21 February 2020 in the afternoon and dismayed and upset to find on her return a 'slab' of tarmac (5.5ft by 2ft) on her driveway. This tarmac has been laid on top of her 'yellow' shingle, beside a manhole which has a concrete collar around the outside. Parishioner advises there was a dip/sunken section but was planning to sort this relevant part of her driveway, several feet inside the boundary line and to purchase more 'yellow' shingle. Tracey took photographs and raised complaint with Nicola and John at how to proceed. Nicola has been to review and taken further photographs. Nicola has raising with her manager and proceed.

Tracey awaiting further update from CCC Highways.

Tracey

Hedge on Church Road Overhanding:

Hedge overhanging footpath again, this is a constant problem. Parishioners have attempted to cut but more needs to be cut back. Agreed Tracey to write to parishioners again to say 'thank you but requires to be cut back to boundary/edge of footpath and this is a very narrow footpath', CCC Highways have reviewed and agreed recently and the Parish Council will escalate to CCC Highways.

Tracey

Steps opposite Village Hall to Bungalows:

Five steps leading to the back of bungalows to Wheelwright Way. Two lights on the steps which are wired into 1 Wheelwright Way and they are not working as parishioner pays own electricity and not going to pay for lighting so has understandably turned off.

Ray purchased two solar motion activated lights for £25.00.

Claire advised that SCDC housing have put order in to connect to main electric. This was requested before lockdown and this has jogged the memories. All agreed remove from agenda.

Remove

Dog Poo:

Dog poo is not being picked up in the fields and is affecting farmers grazing their cattle. If the cattle are pregnant the cow could abort calf. No point purchasing signs to put up. Ray will produce sign and print sign and Donna will laminate them.

Ray has placed four signs up on a white background. Near Bush Farm, Private Kissing Gate, Big Main Kissing Gate and last next to Kissing Gate and it appears to have helped. They cost £10.00. Continue to monitor but all agreed to remove from agenda.

Remove

Public Footpath (Avenue to Station Road):

People from village and external walkers are not adhering to the public footpath down the avenue and across the field, coming out opposite Bush Farm, or vice versa. Primrose Walk is only supposed to be privilege to parishioners but that is not the case.

For those which walk round all the fields (or across as they please), are actually on private land. This used to be a privilege for villagers but there are too many other people who come walking in village who then think it is alright. There was also an incident when a dog got in with the sheep and mauled one and caught three others and they were not from the village and walking round the 'big park'. People do not walk on the perimeter of the field (which is growing grass to be cut and turned into hay – always has been) but dog poo is not cleared up and people leave their rubbish on the floor which is then baled and potentially fed to livestock/animals.

Matt and Bill proposing putting up two different maps, one for down the avenue and one for across Stow Field to Quay Mill Hotel to direct/show where the footpath is. Four signs required for the avenue and two signs required for Stow Field.

Bill advised the signs would be waterproof, and the Parish Council agreed would be A3. Estimate costing will be about £200.00, if exceptionally more Bill to advise Parish Council.

Bill

Parish Council voted and all agreed. Bill will seek quote.

Duck Pond/Parking:

Bill has collected the sign warning peoples 'thieves in action' from Footprints. Bill advised will need a backing. Suggested to wait until signs purchased detailing footpaths and place on same backing board.

Bill

Church Road Footpath Surfaces:

Church Road has not been resurfaced and condition is very poor. Tracey awaiting update from CCC Highways whether grant has been obtained. Reported, raised with CCC Highways, Agenda Item 5.A.5 and provides current update.

Tracey

<p>Parking near Pond/Drove in Station Road: Bill received complaint regarding cars which are parking wherever and anywhere down near the duck pond and entrance to The Drove. Also complaint regarding dogs off leads in Quy Fen.</p> <p>Parish Council are aware Chris Butler has put signs near duck pond to try and keep road clear for larger vehicles. Parish Council unable to manage peoples parking, it is reliant on common sense of visitors.</p> <p>Unable to resolve issue regarding owners letting their dogs off leads, on public footpath/land.</p>	
<p>D Jackdaw Chatter: <u>Jackdaw Chatter Award:</u> Jackdaw Award 2019. Jackdaw Chatter Award Committee is Donna, David, Geoff require to review the articles written in Spring, Summer, Autumn and Winter 2019 additions of the Jackdaw Chatter and advise at March 2020.</p>	David / Donna / Geoff
<p>E Orchard Street – hedge overhanging footpath: The hedge outside 12 Orchard Street hangs over the footpath about 3 feet. Matt has spoken to the family and no action. Tracey wrote on behalf of the Parish Council on 16 March 2020. Parishioners have attempted to cut but more needs to be cut back. Agreed Tracey to write to parishioners again to say ‘thank you but requires to be cut back to boundary/edge of footpath’ and will escalating to CCC Highways.</p>	Tracey
<p>F Road Safety Improvements B1303 – Trees: Cannot plant trees for six months. Tracey to contact Chris Foyles, Project Manager (Development, Highways Project and Road Safety) to advise the Parish Council are able to go ahead but later in year, asking what timing do they require to make decision? Tracey also advised that the Parish Council had discussed placed to plant the tree and the following were suggested:</p> <ul style="list-style-type: none"> • Hedge in between the allotment and cemetery, take 3-4 trees (Parish Council Land) • The Recreation Ground, depends what size to how many (Parish Council Land) • Quy Mill Driveway field on corner (Cambridgeshire County Council Land) <p>Tracey received Out of Office so hopes to receive an update shortly.</p>	Tracey
<p>G Review of Complaint Procedures: Tracey has drafted Complaint Procedures. Amendments suggested by Parish Council. Tracey forwarded revised version; Ray advised they were good.</p> <p>All agreed and remove from agenda.</p>	Remove
<p>H St Mary’s Church Car Park Fencing: James has been unable to purchase the supplied, he is now working as harvest. James cannot complete until after harvest. Parish Council all agreed to wait.</p> <p>All agreed remove from agenda.</p>	Remove
<p>I COVID19: Ray advised money provided by Childs Charity was £500.00. Ray produced 25 food parcels costing £190.00 and returned £310.00 to Childs Charity.</p> <p>All agreed remove from agenda.</p>	Remove
<p>6. Agenda items</p>	
<p>A Suckers (outside bungalows on Stow/Main Road): Sucker under trees outside the bungalows on Stow/Main Road have been removed by Richard. Parish Council to try and request in March time if possible.</p> <p>Bill suggested doing a calendar to incorporate this, Tracey will produce.</p> <p>All agreed remove from agenda.</p>	Tracey Remove
<p>B Bottisham, Swaffham and Horningsea Greenways – GCP Consultation and Outcome: Matt managed to make contact with Greater Cambridge Partnership and was provided with draft summary to find that our join response from the Parish Council, Landowners and Farmers had not been incorporated into the consultation. Tracey had sent a ‘hard copy’ and a copy via e-mail.</p> <p>Matt is awaiting an updated draft summary.</p>	Matt

<p>Claire advised a decision will be made in October 2020.</p>	
<p>C Local Highways Improvement 2021/22: Changing the lay-by on Stow Road, near crossroad to a 'Bus stop'. If the bus is unable to pull into layby it is high risk that an accident will happen due to pinch point being very close and poor view for traffic travelling either route. Previously suggested to apply for LHI for the lay-by to be marked as a 'Bus Stop'</p> <p>LHI currently does not have a deadline and are accepting applications. Matt volunteered to review.</p> <p>"Application form electronically, save and submit via email Local.Projects@cambridgeshire.gov.uk. https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/</p> <p>If you have any queries or questions, please do not hesitate to contact us using Local.Projects@cambridgeshire.gov.uk"</p> <p><u>Traffic Calming:</u> Bill raised were the Parish Council going to continue to try and get the pinch points removed. It was reiterated that the Parish Council had tried twice with LHI grant, a lot of work was completed, and both have been declined.</p> <p>John was looking into new tester regarding painting lines of road. Tracey to contact him for update.</p>	<p>Matt</p>
<p>D Anglia Water's Cambridge Waste Water Treatment Plant Relocation: Pack should have been received by every parishioner. Commented the proposed site at Honey will be half the size of the current treatment site. It does not look pretty. The challenges are greater if situated at Honey Hill.</p> <p>Matt would like someone from Anglia Waters to come and attend a meeting to discuss. Graham will forward contact details. Claire advised Anglia Water are trying to have separate meetings with Parish Councils. Concern about short time with the consultation, closing on 19 August 2020. Fen Ditton Parish Council are requesting an extension of the consultation.</p> <p>Suggested to contact Sarah Smart, Parish Clerk at Fen Ditton Parish Council. Advised Fen Ditton Parish Council have arranged a meeting on 22 July 2020. Matt will contact to see if can join meeting.</p> <p>Matt said they could put it underground so that the land is still able to be farmed. Bill advised if the treatment plant were to be placed at Honey Hill then it would not be able to have housing built on it.</p> <p>Some parishioners will not be happy in the village. Suggested to set up Parish Council Meeting and invite villagers to get more feedback from parishioners at how they would like the Parish Council to response. This is due to Parish Council being requested to response as 'Parish Council' as well as individual parishioners.</p> <p>Matt proposed firstly having a meeting with Anglia Water then having an Extraordinary Parish Council Meeting after as may have more information to share. All Parish Council agreed. Raised about parishioners who do not wish to join online, agreed the parishioner can raise with any parish councillor or put in writing.</p> <p>Suggestion to hold 'Local Parish Council Consultation', Ray proposed and Emmi Second.</p>	<p>Graham/ Tracey</p> <p>Matt</p>
<p>E Annual Returns: Tracey confirmed she had completed the Annual Returns and the Parish Council are able to certify themselves as exempt from a limited assurance review as the gross income or gross expenditure was £25,000.00 or less and we meet the qualifying criteria.</p> <p>Annual gross income for the authority 2019/20: £12,778.00 Annual gross expenditure for the authority 2019/20: £20,508.00</p> <p>£5,000.00 was donated to Church Roof. £1,000.00 VAT returns due to be submitted.</p> <p>Overview of completed Annual Returns, Matt will sign the relevant pages. Requires Internal Audit to be completed. Tracey hoped Peter Reece will still be happy to complete.</p>	<p>Tracey</p>
<p>F Bench Down Avenue: Wooden bench down avenue destroyed by someone and red metal bench found in dumped in corn field behind. Metal bench has kindly been bolted to floor by resident.</p>	

	Has it been reported to the police? Needs to be reported. Other bench needs a few screws as the joints on left had side are pulling apart. Geoff volunteered to have a look.	Tracey Geoff																																																																																				
7.	Claire Daunton, District Councillor report: South Cambs District Council – separate attachment Claire Daunton and John Williams: Combined Authority – separate attachment Graham Cone, Conservative District Councillor report: separate attachment.																																																																																					
8.	Correspondence: Nothing to report.																																																																																					
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10.	Balance of accounts: C/A £4,168.45	D/A £6,330.61 Plus £11,816.63 Mr H Legacy																																																																																				
11.	<p>Planning Applications/Update: 20/02250/FUL Conversion of a timber-framed barn into a two bedroom dwelling 19 Main Street, Stow-Cum-Quy CB25 9AB</p> <p>20/02251/LBC Conversion of a timber-framed barn into a two bedroom dwelling 19 Main Street, Stow-Cum-Quy CB25 9AB</p> <p>6 Support. Tracey to provide response to SCDC.</p> <p>20/02088/HFUL Extension and associated works Evergreens, Annexe, Newmarket Road, Stow-Cum-Quy</p> <p>Tracey e-mailed Parish Council on 5 July 2020 to seek support for this planning application and ‘call into committee. 6 voted agree/support. Tracey e-mailed Greater Cambridgeshire Planning on 7 July 2020 to request for this planning application to be called into a committee. Further contact awaited.</p> <p>6 Support. Tracey to provide response to SCDC.</p>																																																																																					

12.	Items for Raising:	
	A Parish Clerk Laptop: Laptop is not holding charge, runs out of battery. Keep plugged in, may require extension lead once going to back to The Hut but cheaper than buying battery for laptop. All agreed remove from agenda.	Remove
	B Footpath Signs Leading to Quy Fen: Footpath on Brittle Drove leading to Quy Fen. At crossroad with the railway line it is not clearly signposted to carry on straight forward. Matt suggested a sign directing/pointing to Quy Fen, all Parish Council agreed. Bill is going to organise, if hole requires to be dug, Matt will help.	Bill
13.	Date of next meeting: Wednesday 16 September 2020 at 19:30hrs Wednesday 18 November 2020 at 19:30hrs	

DRAFT