

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the Parish Council will be held in the Pavilion, Caldecote on Thursday 12th April 2018 at 8.00pm. Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Members of the public and press are cordially invited to be present.

Signed 
Katy Reeves – Deputy Parish Clerk.

6th April 2018**AGENDA**

1. **APOLOGIES FOR ABSENCE.**
To receive and approve apologies.
2. **CHAIRMAN'S ANNOUNCEMENTS.**
3. **MINUTES OF LAST MEETING.**
To approve as a correct record the minutes of the meeting of the Council meeting CPC1718/M053 held on 1st March 2018.
4. **OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS – For Information Only**
To receive updates on progress on action items from previous meetings.
5. **DECLARATIONS OF INTERESTS OR REQUESTS FOR DISPENSATION.**
For items on the agenda.
6. **QUESTIONS TO THE PARISH COUNCIL**
To hear questions from members of the public and minute the answers. NOTE: Council is not permitted to make decisions on issues that are not on the agenda, but may add them to a future agenda if deemed necessary.
7. **CLERK'S REPORT**
To receive a report from the Deputy Parish Clerk.
8. **RESPONSIBLE FINANCIAL OFFICER**
To appoint an interim RFO
9. **GDPR**
To receive and consider a report from the Deputy Parish Clerk on the implications and requirements of the General Data Protection Regulation/ Data Protection Bill 2017.
10. **DRAINAGE MATTERS.**
To consider correspondence and reports.
11. **DISTRICT COUNCILLOR REPORTS. – For Information Only.**
To receive reports from the District Councillor for Caldecote.

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*Any motion to briefly adjourn the meeting will be at the discretion of the Chairman. This short period (3mins) is to allow time for the public to ask questions or clarification or raise matters of concern, which may be considered by the Parish Council at a future meeting.
The public is respectfully reminded that it should not take part in discussion with the Parish Council at any other time during this meeting.*

Deputy Parish Clerk: Mrs Katy Reeves, 34 Strympole Way, Highfields Caldecote, Cambridge CB23 7ZJ

Email: parishclerk@caldecote.gov.uk

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- 12. COUNTY COUNCILLOR REPORTS. – For Information Only.**
To receive reports from the County Councillor for Caldecote.
- 13. CAMBOURNE TO CAMBRIDGE BETTER BUS JOURNEYS CONSULTATION**
To receive a report from the Greater Cambridge Partnership on the findings of the 2017/18 consultation on Cambourne to Cambridge Better Bus Journeys: Phase 1.
- 14. PLANNING MATTERS & APPLICATIONS.**
- 14.1 [S/0514/18/VC](#)** Variation of condition 2 (approved plans) of planning permission [S/0255/13/FL](#) for residential development with 4 chalet bungalows with double garages Westfields (Plots 1 & 4) St Neots Road, Highfields Caldecote, Cambridge, CB3 3AY.
For: Mr Nelson O'Connor
- 14.2 [S/1012/18/DC](#)** Discharge of conditions 7 (Mortars, Plaster & Render Specification) & 10 (Methodology for Removal of Render) of Planning Permission [S/3710/17/LB](#). The Old Rectory, Main Street, Caldecote, Cambridgeshire, CB23 7NU. **For: Mr John Barker**
- 15. FINANCE MATTERS.**
- 15.1** To receive a report on the Current Financial Position.
15.2 To receive staff timesheets.
15.3 To receive the Schedule of Payments and approve the payment of Bills.
15.4 To receive and approve the Bank Reconciliation.
- 16. ANNUAL RETURN 2017-18**
- 16.1** Annual Governance Statement 2017/18: to consider items 1-9 prior to approving that the Chairman and Parish Clerk sign the declaration.
16.2 Accounting Statements 2017/18: to consider signing the statement of accounts.
- 17. LEISURE AND AMENITIES MATTERS.**
- 17.1** To receive and consider reports from the Leisure and Amenities Working Group.
17.2 To receive and consider correspondence from the Youth bus project.
17.3 To receive and consider Correspondence from the Cricket Club and proposals for sports pitch maintenance.
17.4 To receive a report on the legionella inspection of the Pavilion and consider resolving on actions required.
17.5 To receive and consider a quote for servicing the Pavilion boiler.
- 18. COUNCILLOR INTERIM ROLES**
To discuss Councillors' interim roles and responsibilities for specific areas until the appointment of a new clerk
- 19. VILLAGE MAINTENANCE TENDER DOCUMENTS**
To receive updates on the progress of preparation of tender documents for village public open space maintenance.

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20. CORRESPONDENCE FROM CAMBRIDGE SEA AND ROYAL MARINES CADETS

21. COUNCILLORS REPORTS – For Information Only.

To be added to the next agenda if necessary.

22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Exclusion of the press and the public.

MOVE: 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 business, the Press and Public be excluded from the meeting.

23. STAFFING MATTERS.

To receive a report from the Staffing Working Party on the recruitment of new Parish Clerk and RFO and to review the draft contract.

24. RESIDENTS' CORRESPONDENCE

To receive and consider correspondence from Parish residents.

25. RECREATION GROUND DITCH AND FENCE QUOTES

To consider quotes for clearance of recreation ground ditch and replacement of fence.

26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Re-admittance of the press and the public.

27. DATES OF NEXT MEETINGS.

L&A Working Group: 19th April 2018.

Annual meeting of the Parish (meeting of the Electors): 19th April 2018 Annual

meeting of the Council: 9th May 2018.