

**CALDECOTE PARISH COUNCIL**  
(District of South Cambridgeshire)

**MINUTES**

**The Annual meeting of this Council was held at the Sports Pavilion, Caldecote On Thursday 10<sup>th</sup> May 2018.**

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://caldecote.gov.uk> or upon request to the Parish Clerk.*

**Present**

Cllr J Lang

Cllr H Cartwright Cllr

P Field

Cllr J Barker

Cllr T Hawkins

Cllr P Claridge

**In Attendance:** Mrs Katy Reeves – Deputy Parish Clerk.

5 members of the public were in attendance for the meeting.

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.**

There were two nominations for the office of Chairman of the Parish Council. Cllr J Lang was proposed by Cllr J Barker and seconded by Cllr H Cartwright. Cllr T Hawkins was proposed by Cllr P Claridge and seconded by Cllr P Field.

It was:

**RESOLVED** that Cllr J Lang be elected as Chairman of the Parish Council for the forthcoming municipal year. Cllr Lang duly signed the declaration of acceptance of office.

**2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL.**

There were two nominations for the office of Vice Chairman of the Parish Council. Cllr J Barker was proposed by Cllr J Lang and seconded by Cllr H Cartwright. Cllr P Claridge was proposed by Cllr P Field and seconded by Cllr T Hawkins.

It was:

**RESOLVED** that Cllr P Claridge be elected as Vice Chairman of the Parish Council for the forthcoming municipal year. Cllr Claridge duly signed the declaration of acceptance of office.

**3. DECLARATIONS OF ACCEPTANCE OF OFFICE.**

Signed: \_\_\_\_\_

Date: 07/06/2018

*Deputy Parish Clerk: Mrs Katy Reeves, 34 Strympole Way, Highfields Caldecote, Cambs, CB23 7ZJ.  
E-mail: [parishclerk@caldecote.gov.uk](mailto:parishclerk@caldecote.gov.uk)*

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All Councillors signed and delivered their declaration of acceptance of office forms.

### 4. CHAIRMAN'S ANNOUNCEMENTS.

There were no announcements.

### 5. APOLOGIES FOR ABSENCE.

There were no apologies for absence

### 6. MINUTES OF LAST MEETING.

One amendment to the minutes of the Council meeting CPC18-19/M054 held on 12<sup>th</sup> April 2018 was proposed: under agenda item 16.2, the amended figure in line 3 of the 2017-18 financial year Statement of Accounts should be altered to read £1,365.

It was:

**RESOLVED** that the minutes, as amended, of the Council meeting CPC18-19/M054 held on 12<sup>th</sup> April 2018 be approved as a correct record and duly signed by the Chairman.

### 7. OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

It was:

**RESOLVED** that the outstanding actions items list be received.

### 8. DECLARATIONS OF INTERESTS OR REQUESTS FOR DISPENSATION.

Cllr J Barker declared a pecuniary interest in agenda item 16.2, which relates to his own planning application. Cllr H Cartwright declared a prejudicial interest in agenda item 16.1, as a friend of the applicant. Cllr P Field declared a prejudicial interest in agenda item 17.3 as the applicant for the grant. Cllrs H Cartwright and J Lang declared a prejudicial interest in agenda items 16.3-16.5, as neighbours of the applicant.

### 9. COUNCILLOR VACANCIES

The Deputy Parish Clerk reported that there were three unfilled vacancies for the office of Councillor of the Parish Council, following the recent uncontested election. Section 21 of the Representation of the People Act 1985 provides that, in these circumstances, the council may co-opt any person or persons to fill the vacancies, without the requirement to give public notice of the vacancies.

Signed: \_\_\_\_\_

Date: 07/06/2018 \_\_\_\_\_

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One candidate, Fiona Whelan, had applied to become a Parish Councillor and submitted application forms confirming that she meets the statutory requirements to be a member of a local council.

It was:

**RESOLVED** that F Whelan be co-opted to the Parish Council. Cllr Whelan duly signed the declaration of acceptance of office and took her seat. The remaining two vacancies to be advertised and candidates considered for co-option at the June 2018 full council meeting.

### 10. QUESTIONS TO THE PARISH COUNCIL.

**Q.** Is the council now confident that fire risk inspection certificates are in place?

**A.** We believe so, but will ask the new Parish Clerk to investigate and confirm.

### 11. DISTRICT COUNCILLOR REPORTS. – For Information Only.

*District Cllr T Hawkins was in attendance for this item.*

District Cllr T Hawkins delivered a monthly report (attached herewith).

It was:

**RESOLVED** that the report be received.

### 12. COUNTY COUNCILLOR REPORTS. – For Information Only.

There was no report from the County Councillor.

### 13. AUDIT 2017/18

The Deputy Parish Clerk reported that the Internal Audit Report 2017/18 had been completed and signed. The internal auditor provided a written report of her findings.

It was:

**RESOLVED** that the report be received.

### 14. GDPR

The Deputy Parish Clerk provided a report on Data Protection Officer (DPO) services offered by CAPALC and the Local Council Public Advisory Service (LCPAS). It was noted that an amendment to the Data Protection Bill that would exempt Parish

Signed: \_\_\_\_\_

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Councils from the requirement to appoint a DPO is being considered by parliament; however, the Parish Council will still be required to be compliant with GDPR.

It was:

**RESOLVED** that the Parish Council sign up to the LCPAS DPO service, including DPO visit, at a cost of £300 per year.

**15. DRAINAGE MATTERS.**

There were no updates to report

**16. PLANNING MATTERS & APPLICATIONS.**

**16.1 [S/1259/18/OL](#)** Outline Planning Permission for Erection of four detached dwellings. 20 A, East Drive, Caldecote, Cambridge, CB23 7NZ.

**For: Mr Craig Coghill**

It was:

**RESOLVED** to object to the application on the grounds of overdevelopment, inappropriateness for a rural location, likely impact on the character of East Drive and traffic on the access road, as well as the fact that at least part of the site is outside the village development framework boundary; and to request that the application is referred to the District Council Planning Committee.

***Cllr J. Barker left the room at this point.***

**16.2 [S/1255/18/DC](#)** Discharge of conditions 3 (Details of glazing) ,4 (Details of repositioned windows) 6a (Details of inglenook) and 6b (details of flue) of listed building consent S/3710/17/LB. The Old Rectory, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU.

**For: Mr John Barker**

It was:

**RESOLVED** that the application be supported.

***Cllr J. Barker returned to the room at this point.***

***The following three applications were considered together:***

**16.3 [S/1622/18/FL](#)** Conversion of store room to form bedroom. The Annexe, Clare Farm, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU

**For: Mrs Ruth Bibby**

Signed: \_\_\_\_\_

Date: 07/06/2018

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**16.4** [S/1623/18/FL](#) Conversion of store room to form bedroom. The Annexe, Clare Farm, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU

**For: Mrs Ruth Bibby**

**16.5** [S/1695/18/LB](#) Conversion of store room to form bedroom. Annexe, Clare Barn, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 2NJ

**For: Mrs Ruth Bibby**

It was:

**RESOLVED** that the applications be supported.

**17. GRANT APPLICATIONS**

**17.1** To consider an application for financial assistance from the Tuesday Club.

It was:

**RESOLVED** that in accordance with its powers under section 137 of the Local Government Act 1972, the council will award a grant of £250 to the Tuesday Club.

**17.2** To consider an application for financial assistance from Caldecote Church.

It was:

**RESOLVED** that the council will award a grant of £500 to Caldecote Church for the maintenance of the church yard.

**17.3** To consider an application for financial assistance from the Village Picnic.

It was:

**RESOLVED** that in accordance with its powers under section 137 of the Local Government Act 1972, the council will award a grant of £250 to the Village Picnic.

**18. FINANCE MATTERS.**

**18.1 To receive a report on the Current Financial Position.**

This item was deferred to a future meeting.

**18.2 To receive the Schedule of payments and approve the payment of Bills.**

It was:

**RESOLVED** that the schedule of payments be received and the bills be paid, with the exception of the bill for £216 to CGM, which will be deferred until concerns about the service provided have been resolved.

Signed: \_\_\_\_\_

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**18.3 To receive and approve the staff timesheets.**

It was:

**RESOLVED** that the Deputy Clerk's timesheet be approved.

**18.4 To receive and consider the Bank Reconciliation.**

This item was deferred to a future meeting.

**19. CORRESPONDENCE**

Two pieces of correspondence from residents were considered. With regard to the first letter, Cllrs advised that the County Councillor may be the best person to contact as speed limits are within the remit of the County Council, but that the Council will look into this. With regard to the second letter, Cllr Field reported that the heights of the swings are within those specified by regulations, but that a major playground revamp is currently being planned.

It was:

**RESOLVED** that the correspondence be received and responded to

**20. CONSULTATION ON DRAFT PUBLIC BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018**

It was:

**RESOLVED** that the report be received

**21. LEISURE AND AMENITIES MATTERS.**

**21.1 To receive a termly report from the Youth Bus**

It was:

**RESOLVED** that the report be received.

**21.2 To receive and consider correspondence on Cricket Pitch Maintenance.**

Cllrs considered correspondence from the Cricket Club outlining concerns about the grass cutting arrangements for the Cricket Pitch. Cllr P Field reported that there will be a meeting of Pavilion Sports Field users on 21<sup>st</sup> May 7.30pm at which these matters will be discussed.

Signed: \_\_\_\_\_

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It was:

**RESOLVED** that the correspondence be received.

### 21.3 To consider quotes for the installation of broadband at the sports Pavilion.

Cllr T Hawkins provided a report on the current BT contract and costings for the installation of a fast broadband service to the Pavilion.

It was:

**RESOLVED** that the report be received and that the Parish Council close one of the two existing telephone lines and change the other to a Business Account Infinity Premium package with VOIP.

## 22. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was:

**RESOLVED** that this item be deferred to a future meeting.

## 23. APPOINTMENT OF STANDING COMMITTEES

**23.1** Appointment of members to the Finance and Policy Committee (5 members, to include the Chairman and Vice-Chairman (ex-officio)).

It was:

**RESOLVED** that Cllrs J Lang, J Barker, H Cartwright and P Claridge be appointed to the Finance and Policy Committee. One additional member to be appointed at a future meeting.

**23.2** Appointment of members (5 members) to and election of a Chairman of the Planning Committee.

It was:

**RESOLVED** that Cllrs J Barker, P Claridge, F Whelan, P Field and T Hawkins be appointed to the Planning Committee and that Cllrs J Lang and P Claridge retain delegated powers to make planning decisions when the council is unable to do so within the time available. Chairman to be elected at the next meeting of the Committee.

## 24. APPOINTMENTS TO WORKING GROUPS

Signed: \_\_\_\_\_

Date: 07/06/2018

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**24.1** Appointments to the Leisure and Amenities Working Group (3-9 members)

It was:

**RESOLVED** that P Field, H Cartwright and F Whelan be appointed to the Leisure and Amenities Working Group.

**24.2** Appointments to the Staffing Working Group (3 members, to include the Chairman) It was:

**RESOLVED** that Cllrs J Lang, H Cartwright and P Field be appointed to the Staffing Working Group.

**25. TERMS OF REFERENCE FOR STANDING COMMITTEES AND WORKING GROUPS**

It was:

**RESOLVED** that this item be deferred to a future meeting.

**26. GENERAL POWER OF COMPETENCE**

It was noted that the Parish Council is not currently eligible to exercise the GPC.

**27. REVIEW OF INVENTORY OF ASSETS AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER**

It was:

**RESOLVED** that this item be deferred to a future meeting.

**28. REVIEW OF SUBSCRIPTIONS TO OTHER BODIES**

It was:

**RESOLVED** that this item be deferred to a future meeting, but that the affiliation to CAPALC be renewed for the 2018/19 financial year.

**29. REVIEW OF COUNCIL POLICIES AND PROCEDURES**

It was:

**RESOLVED** that this item be deferred to a future meeting.

**30. CALENDAR OF MEETINGS**

Signed: \_\_\_\_\_

Date: 07/06/2018

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The calendar of meetings of the full council up to and including the next annual meeting of the full council was reviewed.

It was:

**RESOLVED** that the calendar be amended with the corrected date for the 24<sup>th</sup> May meeting of the L&A Working Group and the addition of a separate full council meeting, in addition to the Annual Meeting, in May 2019.

### 31. COUNCILLOR TRAINING

A report on forthcoming Councillor training courses was provided.

It was:

**RESOLVED** that the report be received and that Cllrs advise the Deputy Clerk of any courses that they wish to attend.

### 32. COUNCILLORS REPORTS

Cllr H Cartwright reported that she was contacted by the Primary School with regard to roadworks recently undertaken by BT and noted that neither the Parish Council or any individual Councillor have responsibility for roadworks in the village.

Cllr P Field reported that she has been investigating summer activities for youth in the village and that there are a number of interested parties, to be discussed at a future meeting. Cllr Field also reported that the bus shelter at the top of the village has been 'tagged' and will look into options for cleaning/ repairs to be brought to a future meeting.

It was:

**RESOLVED** that the reports be received.

### 33. TO CONFIRM DATE OF NEXT MEETING

7<sup>st</sup> June 2018 – Full Council.

21<sup>st</sup> June 2018 – L&A Group.

Signed: \_\_\_\_\_

Date: 07/06/2018 \_\_\_\_\_

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# South Cambridgeshire District Council – Caldecote Ward

## Councillor’s Monthly Report – May 2018

Caldecote Ward comprises the Parishes of Caldecote, Childerley, Kingston, Bourn, Longstowe & Little Gransden

This report is for all the Ward, so please be aware that some of the content may not be relevant to your particular Parish.

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### 1. Election Update

I am back as District Councillor for the enlarged Caldecote Ward. Turn out was 45.49% which is considered good for a local election.

History was made as the LibDem group now have control of South Cambridgeshire District Council for the first time in the history of the Council created in 1973. It has been run by the Conservatives since 1992. The two thirds majority of the last year was overturned by a two thirds LibDem majority this year, having won 30 of the 45 seats, reduced from 57 and new ward boundaries. Independents have 2 and Labour have 2 councillors.

Seats by party

Party	Seats	Council majority
Conservative	11	
Green	0	
Independent	2	
Labour	2	
Liberal Democrat	30	
UK Independence Party	0	

The handover will be formalised at the next Full council meeting on Wednesday 23<sup>rd</sup> May 2018.

A big thank you to all who took the time to vote, and for giving us a chance to make the change that residents of this district so emphatically indicated they want to see. #WindsOfChange. We will be #PuttingtheHeartbackintoPolitics in this region.

For more details Check out this FB blog post <http://bit.ly/Election2018Result>

### 2. Planning

## Draft Local Development Plan Update

We are still waiting for the Planning Inspector's pronouncement following submission of the last consultations responses back in March. 4 years and counting – no adopted local plan.

The suspense is frustrating, and the delay continues to leave the district open to speculative development applications.

## Designation

The Council is still at risk of losing our status as a planning authority because we are judged to be so poor at making correct planning decisions. We are one of 14 authorities in this position. It is now

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up to government whether they decide to remove our status and take over our planning role. If this happens then the council also loses the revenue from planning applications even though they still have to do all the work.

## Shared Service

Planning is now a shared service set up jointly by South Cambs and Cambridge City, effective 1 April 2018. It is expected that South Cambs will be the lead delivery organisation which means that the staff from City will eventually transfer their employment to South Cambs.

More on this as the mechanics are worked out.

### 3. NPPF Consultation

The Government's Ministry of Housing, Communities and Local Government launched a consultation on 5<sup>th</sup> March 2018 on its revised National Planning Policy Framework (NPPF) and the reform of developer contributions.

The [Revised National Planning Policy Framework](https://www.gov.uk/government/consultations/draft-revised-national-planningpolicy-framework) implements around 80 reforms previously announced. The government is now asking us to give our views on the wording of those reforms. Not that I expect they will take heed, but we still ought to provide our views. The link is at <https://www.gov.uk/government/consultations/draft-revised-national-planningpolicy-framework>

The government is also asking our views on a series of reforms to the existing system of [developer contributions](https://www.gov.uk/government/consultations/supporting-housingdelivery-throughdeveloper-contributions). See the link at <https://www.gov.uk/government/consultations/supporting-housingdelivery-throughdeveloper-contributions>

The **Consultation Deadline** for comments on both consultations is **11.45pm on 10 May 2018**.

#### 4. Environmental Services – New Service Fees for 2018/19

The council provides quite a number of services under this umbrella, including licensing street traders, to food establishments, private hire vehicles & hackney carriage, local land searches, bulk trade waste disposal etc. etc. It has recently reviewed and in some cases increased those charges. A full list can be found on the council website at <http://bit.ly/EnvHealthFees>

#### 5. Housing

On 19<sup>th</sup> April, the Housing Portfolio Holder approved the proposal for the Council to enter into Heads of Terms followed by a contract to buy 18 affordable homes on a development site at Linton Road in Great Abington.

#### 6. Shared Services

A number of services that the Council provides are now shared with neighbouring local authorities. The stated aim being to make the services robust, save money and generate more income. One authority will be the lead responsible for delivery of service and the staff.

Waste Service – Cambridge City and South Cambridgeshire (SCDC)

ICT – Cambridge City, Huntingdonshire, SCDC

Building Control – Cambridge City, Huntingdonshire, SCDC

Legal Services - Cambridge City, Huntingdonshire, SCDC

Internal Audit - Cambridge City, SCDC

Planning - Cambridge City, SCDC

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All have gone live, with Planning being the last one on 1<sup>st</sup> April 2018. Some have noticed service changes, not always positive. For example the Shared Waste service had serious problems which over time have been largely resolved.

Residents should report to the Council if they encounter difficulties with any of these services that are provided direct to the public, e.g building control and planning. The latest report for the Planning Shared service is at <http://bit.ly/3CS-Planning> and makes interesting reading.

#### 7. Casework/Councillor Drop-in surgery

I hope to resume drop-in surgeries once the new municipal year settles down. In the meantime, my contact details are still the same as below.

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. If you are having any issues with housing, housing repairs, planning, benefits, council tax, bin collection, environmental health etc, don't fight it on your own, I am available to help you to get the best outcome possible for your situation.

*Tumi*

Tumi Hawkins 7-May-2018

<b>Email me @:</b>	<a href="mailto:tumi@tumihawkins.org.uk">tumi@tumihawkins.org.uk</a>
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<b>Facebook</b>	<a href="https://www.facebook.com/itsCouncillorTumi">@itsCouncillorTumi</a>
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<b>Call me on:</b>	01954 210840