

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote On
Thursday 11th January 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 (Chairman)

Cllr S Barker

Cllr J Barker (Vice-Chairman)

Cllr P Claridge

Cllr H Cartwright

Cllr T Hawkins

Absent: Cllr C Edwards, Cllr G Yarrow**In Attendance:** Mr Simon Crocker – Parish Clerk, and Mrs Katy Reeves – Deputy Parish Clerk.

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

1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr P Field

It was:

RESOLVED that the apologies be received and approved.**2. CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman wished all present a happy new year.

3. MINUTES OF LAST MEETING.The Parish Clerk noted one correction required to the minutes of the Council meeting held 7th Dec 2017 where apologies had not been approved.

It was:

RESOLVED that the minutes as amended of the meeting of the Council meeting CPC17-18/M050 held on 7th Dec 2017 be approved as a correct record and duly signed by the Chairman.**4. DECLARATIONS OF INTERESTS OR REQUESTS FOR DISPENSATION.**

Cllr T Hawkins declared a disclosable pecuniary interest in respect of agenda item 12.1 as she has a child who attends youth club. The Parish Clerk reported that as per central government

Signed: _____

Date: 01/02/2018*Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.**E-mail: parishclerk@caldecote.gov.uk*

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guidance, Cllrs did not need to declare interests or request dispensations in respect of agenda item 6 (budget and precept setting) as this is a duty of the Council.

5. QUESTIONS TO THE PARISH COUNCIL.

Q. Has all village maintenance for this season been completed?

A. The Parish Clerk has been unwell and is unable to confirm this, but no complaints have been received. Maintenance work is planned for the following two months.

Q. There are a number of areas of the village that may require more attention, including overgrowth of trees and the appearance of Ash tree seedlings/ saplings in shrubbery beds. Does the budget for open space maintenance cover this? **A.** Yes, the Parish Clerk will look into this.

Q. Does the budget for sports field maintenance cover only the pitches and not the surrounding areas? **A.** Yes.

Q. How is the handover/ training for the new Deputy Clerk progressing?

A. Training is in hand, but has been slowed over the last month due to staff illness.

Q. Does the Deputy Clerk have access to everything required to stand in for Parish Clerk during illness etc?

A. The Deputy Clerk has access to email and to the cloud storage system. The information on accounts and schedules etc. will be added to the cloud in line with training. The Deputy Clerk received emails automatically forwarded from the Parish Clerk's email address during sick leave.

6. BUDGET 2018 / 2019

The Parish Clerk provided a report on the proposed budget for 2018/19 and answered queries raised. The report suggested a freeze in the precept per household for a third consecutive year.

It was:

RESOLVED that the report be received, the budget be approved and the precept for financial year 2018/2019 be set at £70,943.00.

7. DRAINAGE MATTERS.

Cllr P. Claridge asked for clarification on the response to a letter received by the Parish Clerk from Rebecca Roberts at Cambridge County Council and whether further action is needed. The Deputy Parish Clerk was asked to forward a copy of the email that was sent to Ms Roberts on 22nd December 2017.

Cllr P Claridge reported that he is keeping a record of visits of tankers to the pumping station and asked that residents and Cllrs send him information on the times and dates on which the tankers have been observed. Residents can send in comments and observations to tankerwatch@caldecote.gov.uk.

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It was:

RESOLVED that the report be received and that the Deputy Parish Clerk will send a copy of the email sent to Ms Roberts to Cllr P Claridge.**8. DISTRICT COUNCILLOR REPORTS. – For Information Only.***District Cllr T Hawkins was in attendance for this item.*

District Cllr T Hawkins presented a monthly report (attached herewith). It was suggested that the Parish Council should respond to the consultation on the Local Development Plan, particularly with regard to the proposed changes to the boundary for the development area on Bourn Airfield.

It was:

RESOLVED that the report be received and that Cllr J Lang should send a letter of response to the consultation on the Local Development Plan.**9. COUNTY COUNCILLOR REPORTS. – For Information Only.***County Cllr L Joseph was in attendance for this item.*

County Cllr L Joseph delivered a monthly report, with the following key points:

- Described progress on several initiatives that Cllr L Joseph is involved with at the County Council, including the strategy for dealing with social isolation in the county and meetings with the citizens advice bureau that aim to establish more collaborations.
- Reported that the government has only granted the County Council 75% of business rates and that the Council will continue to campaign to receive 100% of the rates.
- Noted that it is possible to create a plan for adoption of private roads if these can be brought up to adoptable standards and suggested that this could be discussed with regards to the new development approved off Grafton Drive.
- Reported that a government green paper on mental health provision for young people will be finished in March 2018.
- Reported that the County Council have established an 'Innovate and Cultivate' Fund that provides grants for voluntary and community groups, social enterprises and public sector bodies. An applicant workshop will be held on Thursday 8th February in Ely (www.cambscf.org.uk/icf.html).
- Reported that she plans to have a meeting with Anglian Water by the end of January to discuss Caldecote's drainage problems and recommended that some Parish Councillors attend the meeting.

It was:

RESOLVED that the report be received and that the Parish Clerk will send Cllr Joseph the historic correspondence regarding the adoption of Grafton Drive.**10. PLANNING MATTERS & APPLICATIONS.**

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10.1 To consider resolving upon an indemnity execution in respect of planning application [S/1263/09](#)

It was:

RESOLVED that the indemnity execution be approved and duly signed by Cllr J Lang and Cllr J Barker.**10.2 To consider correspondence regarding street naming**

The Cllrs considered a request from 3csharedservices to provide feedback on the road names proposed for the development to the rear of 18-26 Highfields Road. Cllr T Hawkins provided information on the names of people and places associated with the history of the village (provided by the local history society) and two possible names were proposed – Woodfield Road or Brookfield Road.

It was:

RESOLVED that the recommended names (Woodfield Road (1st choice) and Brookfield Road) will be submitted to 3Cshared services by the Parish Clerk.**10.3 To consider correspondence from Countryside Properties**

The Cllrs considered a request for a meeting with Countryside Properties to provide feedback on their proposals for the development at Highfields Road (land formerly owned by Gladman).

It was:

RESOLVED that a meeting will be arranged with Countryside Properties, Cllrs J Lang and P Claridge.**10.4 To receive reports from the lead Cllr on planning matters and receive the updated planning spreadsheet**

Cllr P Claridge provided the updated planning spreadsheet and provided the following reports:

- Hard and electronic copies of all S106 agreements are now in Cllr Claridge's possession. From this information, it should be possible to determine what funds are available for the various proposed projects. Cllr Claridge will prepare a summary document for discussion at the next meeting.
- Delegated powers were used to respond to a planning application concerning 101A West Drive as the deadline for a response fell before the Council Meeting.
- A letter was sent by Cllr J Lang to CALA Homes refusing the provisions to the adoption of the car park and the payment of a management charge. No reply has been received and the Parish Clerk is requested to chase for a response to the letter.

It was:

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RESOLVED that the report and planning spreadsheet be received, that S106 agreements are added as a standing item on the agenda of the Parish Council meetings and that the Parish Clerk will contact CALA homes to request a response to the letter concerning the car park.

10.5 [S/3273/16/OL](#) Proposed extension to shop, reconfigured hand car wash and 2 new employee flats – Childerley Gate filling station, St Neots Rd, Caldecote, Cambridge, CB23 8AY
For – Mr Steve Highland

It was:

RESOLVED that the application be supported.

10.6 S/4466/17/PA Prior approval for proposed change of use of an agricultural building to a dwelling house (class C3) and for associated operational development – The Barn, Highfields Farm, Caldecote, CB23 7NX

It was:

RESOLVED that no comment be made.

11. FINANCE MATTERS.

11.1 To receive a report from the Parish Clerk on the Current Financial Position.

The Parish Clerk provided a report on current budget vs. expenditure.

It was:

RESOLVED that the report be received.

11.2 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.

11.3 To receive and approve the staff timesheets.

It was:

RESOLVED that the timesheets be approved.

11.4 To receive and consider the Bank Reconciliation.

It was:

RESOLVED that the bank reconciliation dated 9th January 2018 be received and approved.

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11.5 To consider adjustments to the banking mandates

The Parish Clerk requested that the Deputy Parish Clerk be added to the banking system

It was:

RESOLVED that the addition of the Deputy Parish Clerk to the banking system be approved.

12. LEISURE AND AMENITIES MATTERS.**12.1 To receive a report from Youth Club**

The youth club provided a report on attendance and activities Sep-Dec 2017.

It was:

RESOLVED that the report be received

12.2 To receive and consider reports from the Leisure & Amenities Working Group.

There was no report from the L & A Working group. Cllrs asked the Parish Clerk to provide an update on the scheduled work at the Pavilion for the next meeting.

12.3 To consider initial designs for the Furlong Way playground revamp

It was:

RESOLVED that this item would be deferred to the next meeting.

13. PARISH WEBSITE

Discussion took place concerning repairs to the current Parish Council website and/ or its replacement with a new website. Issues discussed included the need to put together a list of the desired content of the website and the requirement for several individuals to be able to add information to the website.

It was:

RESOLVED that the structure and function of the website will be discussed offline and that the Parish Clerk will make analytical traffic data available.

14. COUNCILLORS REPORTS.

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Cllr H Cartwright reported that residents in Blythe Way have complained about mud on the road as a result of the CALA development. She has been liaising with the site manager and a wheel washer should be in place by March 16th 2018.

Cllr T Hawkins reported that she has received complaints from residents of Clare Drive concerning the tanker pumping on East Drive. Cllr S. Barker advised that the 24 hour pumping schedule is a temporary measure, as one of the sewers is not operating properly, and that the plan is for repairs to take place.

Cllr J Lang reported that a hedge that is growing into the road on Highfields Road has not yet been trimmed as previously requested and asked the Parish Clerk to look into this.

It was:

RESOLVED that the reports be received.

15. DATES OF NEXT MEETINGS.

L&A Working Group – 25th Jan 2018

Full Council – 1st Feb 2018

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