

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote On
Thursday 1st February 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 P Claridge

Cllr H Cartwright

Cllr T Hawkins

Cllr P Field

Absent: Cllr C Edwards, Cllr G Yarrow, Cllr S Barker**In Attendance:** Mrs Katy Reeves – Deputy Parish Clerk.

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

1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr J Barker.

It was:

RESOLVED that the apologies be received and approved.**2. CHAIRMAN'S ANNOUNCEMENTS.**The Chairman informed the council that the Parish Clerk is unwell and will be away from work until 5th February 2018.**3. MINUTES OF LAST MEETING.**

It was:

RESOLVED that the minutes of the meeting of the Council meeting CPC17-18/M051 held on 11th January 2017 be approved as a correct record and duly signed by the Chairman**4. DECLARATIONS OF INTERESTS OR REQUESTS FOR DISPENSATION.**

There were no declarations of interest and no requests for dispensation.

5. CLERK'S REPORT

Signed: _____

Date: ___01/03/2018_____

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

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

The Parish Clerk provided a report on major activities undertaken in the preceding month. Cllr T Hawkins asked for an update on the training programme for the Deputy Parish Clerk and was informed by the Deputy Clerk that she is undertaking an online training programme, the Introduction to Local Council Administration (ILCA), and that the Parish Clerk has recommended that she should attend a CAPALC training programme ('Clerks: the knowledge').

It was:

RESOLVED that the report be received and that the Deputy Parish Clerk should contact the CAPALC to confirm that a place has been secured on the training programme.

6. QUESTIONS TO THE PARISH COUNCIL.

There were no questions to the parish council from members of the public.

7. AUDIT 2017 / 2018

The Parish Clerk provided a report on the internal audit for the financial year 2017/2018 and asked the council to consider whether they wish to continue working with the current auditor or to appoint a new auditor.

Cllr P Claridge requested that the Parish Council be provided with information on the scope of the audit and given the opportunity to view all of the documents submitted to the auditor. Cllr Claridge also queried whether the Parish Council has an obligation to open up all accounts for public scrutiny.

It was:

RESOLVED that the report be received, that the existing internal auditor be reappointed for the 2017/18 financial year and that a review be conducted in September 2018 to decide whether to look for a new auditor.

8. COUNCILLOR STATUS

The Parish Clerk provided information on the vacation of office by failure to attend meetings throughout a period of six consecutive months as stipulated by the Local Government Act 1972. Cllr T Hawkins asked for an update on attendance over the past 6 months.

It was:

RESOLVED that the report be received and that the Deputy Parish Clerk will check records of attendance for past 6 months and report to the council.

9. LOCAL ELECTIONS 2018

The Parish Clerk provided a report on the timetable of proceedings for the forthcoming parish council election. Cllr J Lang noted that the April 2018 meeting will be the last meeting of the

Signed: _____

Date: ___01/03/2018_____

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

current council. Cllr T Hawkins asked who will provide nomination forms, the Parish Clerk or South Cambs District Council.

It was:

RESOLVED that the report be received and that the Parish Clerk will be asked for further information on nomination forms.

10. GENERAL DATA PROTECTION REGULATION

The Parish Clerk provided a report on the forthcoming introduction of the General Data Protection Regulation and its requirements of Parish Councils. The council discussed various issues including what personal data is held by the council, whether the council is registered with the data protection register and whether the district council is likely to provide a data protection officer. Cllr P Claridge offered to work with the Parish Clerk to complete any assessment/ audit of data protection that is required.

It was:

RESOLVED that the report be received and that topic is discussed further at a future meeting.

11. DRAINAGE MATTERS.

Cllr P. Claridge asked whether tankers are still visiting the pumping station, but this was unknown.

Cllr P Claridge reported that he will be attending a meeting with Anglian Water together with County Cllr L Joseph, at which issues raised will include an enquiry about when drainage cells were last inspected.

It was:

RESOLVED that the report be received.

12. DISTRICT COUNCILLOR REPORTS. – For Information Only.

District Cllr T Hawkins was in attendance for this item.

District Cllr T Hawkins delivered a monthly report with the following key points:

- South Cambridge District Council planning department have reached a threshold of poor performance after which the Minister may decide that they will become 'designated' and will no longer make decisions on planning permissions. This has arisen due to the loss of a high proportion of appeals due to delays in processing applications within the timeframes allowed. It is hoped that this will not happen but this is as yet unknown.
- SCDC and Cambridge City Council will merge planning services as of April 1st 2018.
- SCDC planning department are considering no longer sending paper copies of planning documents to Parish Councils as this costs approximately £30,000 per year.

Signed: _____

Date: 01/03/2018

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

- There have been a number of bin collection issues. It is recommended that the Parish Council adds some information on the changes in bin collections to the Caldecote Journal to remind residents.
- There have been a large number of broadband related complaints, but there has been a lot of success in enabling orders to be made from BT after intervention from Cllr T Hawkins.
- It is recommended that the Pavilion should place an order for high speed internet access.
- At the full council meeting, Cllr T Hawkins submitted an enquiry as to why the 5000 houses that have been granted permission in the district have not been taken into account in revisions to the local plan; however the question could not be answered during the meeting owing to lack of time for discussions. The question will be answered in writing.

It was:

RESOLVED that the report be received and that the Deputy Clerk should seek a quote from BT for the provision of high speed internet access to the Pavilion.

13. COUNTY COUNCILLOR REPORTS. – For Information Only.

County Cllr L Joseph provided a monthly report (attached herewith).

It was:

RESOLVED that the report be received.

14. PLANNING MATTERS & APPLICATIONS.**14.1 To receive updates on S106 matters**

Cllr P Claridge reported that he has collated and summarised information on all of the monies available from the various developments and S106 agreements and intends to put this information on a shared drive/ cloud. It was noted that there is some confusion of the wording of the agreement for the Welbeck development ('play area' versus 'play area contributions') and it will be necessary to determine what the original intention of the agreement was. It is recommended that councillors meet informally to digest the information and consider what money may be used for.

It was:

RESOLVED that the report be received

14.2 To consider correspondence from Caldecote Village Hall

The Cllrs considered a request from the trustees of Caldecote Village Institute for support in their plans to secure funds to extend the Village Hall building.

It was:

RESOLVED that the a letter to the trustees of Caldecote Village Institute be sent, stating that the Parish Council has no intention to directly compete for funds and will be happy to support any

Signed: _____

Date: ___01/03/2018_____

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

applications for external funds for improved facilities in the village, but noting that S106 funds allocated for other projects cannot be used.

14.3 To consider correspondence regarding proposed Car Park (Cala Homes)

The Cllrs considered a letter from Pitmans Law setting out the proposed terms for the transfer of Car Park Land to the Parish Council. These terms include a requirement for usage times to be restricted to between 07.30 to 17.30 Monday to Fridays and a requirement for the Parish Council to become a member of a management company and undertake to contribute to maintenance and drainage costs. The Cllrs felt that these terms would make the car park unusable for its intended purpose and that, if these restriction are not removed, they would be unwilling to accept the offer.

It was:

RESOLVED that Cllr J Lang will provide a written response to the letter stating that the Parish Council object to the restricted opening hours and requirement to pay a management fee.

14.4 To receive reports from the lead Cllr on planning matters and receive the updated planning spreadsheet

Cllr P Claridge reported that there have been no significant additions to the planning spreadsheet and there are no other planning matters to discuss

It was:

RESOLVED that the report be received.

14.5 [S/1097/18/FL](#) Retention of the existing temporary use of part of the former runway for external storage, to include, but not limited to the siting of plant, machinery, storage containers and vehicles for up to 2 years. Storage land, Bourn Airfield, St Neots Rd, Bourn, Cambs For – R Taylor and Sons Ltd

It was:

RESOLVED that the application be supported, provided that the previous conditions with respect to noise mitigation, numbers of HGVs arriving on site per hour and the time at which HGVs can start to arrive on site (previously agreed as 7am) have been and continue to be met. It is recommended that these factors be considered before expansion and that noise levels should be assessed prior to the commencement of work at the building site near Grafton Drive, which may otherwise interfere with the assessment.

14.6 [S/0232/18/VC](#) Variation of condition 1 (Approved Plans), 5 (Tree Protection Plan), 6 (Boundary Treatments), 8 (Accesses), 9 (Visibility), 13 (Traffic management plan), 15 (Biodiversity enhancements) & 18 (Materials) of planning permission [S/3050/16/FL](#). Woodview, Main St, Caldecote, CB23 7NU.

For –Mr and Mrs Eastgate

Signed: _____

Date: 01/03/2018

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

It was:

RESOLVED that the application be supported.**15. FINANCE MATTERS.****15.1 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.**15.2 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.**15.3 To receive and approve the staff timesheets.**

Cllrs discussed a request for the Parish Clerk and Deputy Clerk to provide an itemisation of tasks corresponding to hours worked on future timesheets. Cllr P Claridge also reiterated that shared drives or computers should be used to store documents as they are completed so that these can be easily accessed.

It was:

RESOLVED that the timesheets be approved, that the Parish Clerk and Deputy Parish Clerk be required to itemize tasks on timesheets and that the Parish Clerk and Deputy Parish Clerk be required to store documents on the shared drive as they are completed. Cllr T Hawkins requested that her abstention be recorded.

15.4 To receive and consider the Bank Reconciliation.

It was:

RESOLVED that the bank reconciliation dated 31st January 2018 be received and approved. Cllr T Hawkins requested that her abstention be recorded.

16. LEISURE AND AMENITIES MATTERS.**16.1 To receive the latest calendar of sporting fixtures**

Signed: _____

Date: ___01/03/2018_____

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

It was:

RESOLVED that the report be received**16.2 To consider initial designs for the Furlong Way playground revamp**

Cllrs considered an initial design provided by Fenland Leisure. Cllr P Field noted that the design does not cover the brief that the company were given, as it does not provide play equipment for older children (up to age 14) as required.

It was:

RESOLVED that Cllr P Field will contact Fenland leisure to determine whether they can provide suitable equipment for the older children and will prepare a written brief for discussion at the 1st March 2018 Parish Council Meeting.

16.3 To receive updates on the programme of Pavilion maintenance

Cllr P Field reported that she has had a conversation with Mr. Drayton and will meet with him to discuss the list of work required and set priorities, setting a deadline of 3 months for completion of the work. After this date, it may be necessary to consider outside contractors.

It was:

RESOLVED that the report be received**16.4 To receive and consider reports from the Leisure and Amenities Working Group**

Cllr P Field delivered a report from the L&A Working Group:

- Reports have been received of children playing on the CALA site, which is dangerous owing to the presence of deep pits of water following recent rainfall.
- A complaint has been received regarding the presence of more caravans than permitted on the building site on Bossarts Way. Cllr T Hawkins advises that residents should contact SCDC enforcement team for this issue.
- Several members of the sporting clubs using the recreation ground have requested that shingle should be laid at the entry gate to prevent muddy puddles from forming.
- An update on the repair or replacement of the noticeboard at the top of the village was requested. Cllr P Claridge reported that he is working on updating the village map and has found a supplier of maps, but that the frame may also require replacement.
- It has been requested that the Parish Council noticeboard on Main St, Caldecote should be kept updated and may need repairs.
- An update on the replacement/ repair of road signs on Clare Drive and Parsonage Close was requested.
- A number of traffic signs in the village require cleaning.
- The date for the Village Picnic has been set (14th July 2018). Cllr Field requested permission to use the Pavilion and recreation ground for free and for the provision of a £250 grant from the Parish Council.

Signed: _____

Date: 01/03/2018

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

- The sports clubs have requested that new mugs should be bought for the Pavilion as breakages mean that there are now very few available.

It was:

RESOLVED that:

- the report be received.
- Cllr J Lang write to the CALA site supervisor to inform them of children seen playing on the site.
- Cllr P Field arrange for shingle to be laid at the entrance to the recreation ground.
- the Deputy Parish Clerk assess the status of the noticeboard on Main Street and update this with Parish Council information as required.
- the County Council highways department be contacted with regards to road signs
- permission be granted for the use of the Pavilion and recreation ground for the village picnic.
- a £250 grant be provided to Cllr P Field for the Village Picnic, with payment to be expedited to arrive prior to the event.
- Cllr Field will purchase new mugs for the Pavilion (costing a maximum of £25).

16.5 To consider correspondence regarding the use of recreation ground

Cllr P Field reports that the school PTA have requested the use of the recreation ground for their Cross Country Run on July 1st, including the siting of 1st aid provision.

It was:

RESOLVED that permission for use of the recreation ground for the cross country run be granted.**17. COUNCILLORS REPORTS.**

Cllr T Hawkins reported that she has been contact by residents asking who is responsible for the grass verge outside the Uniplumb building on Highfields Road, which is in a poor state. Cllr J Lang advised that this is not owned by the Parish Council and may be the responsibility of the owner of the building. Cllr T Hawkins requested that the Parish Council write a letter to ask them to arrange for repair of the grass verge.

Cllr T Hawkins also reported that the culvert near to the coffee shop is full of rubbish and requested that the Parish Clerk contact highways to ask for this to be cleared.

Cllr P Claridge reported that 3 bags of bulbs have been planted in the village,

Cllr P Claridge reported that he has a long list of items that require attention and would like to meet with other councillors to consolidate this and other lists into one list detailing what needs to be done and who will be resolving each issue. It is requested that this should be reviewed in future meetings under a specific agenda item e.g. 'Matters arising'.

Signed: _____

Date: ___01/03/2018_____

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

Cllr J Lang reported that he and Cllr P Claridge will be meeting with Countryside Homes as per their request to determine what they need from the Parish Council and to repeat views of residents previously brought up at planning and appeal stages.

Cllr P Field reported that the village draft emergency plan is out of date and requested that this be reviewed at the next meeting and that the plan should be available on the Parish Council website.

It was:

RESOLVED that the reports be received, that the Parish Clerk write to Uniplumb with regard to the grass verge and contact the County Council Highways department with regard to the culvert and that that a list of items requiring attention and the draft emergency plan be added to the agenda for the next meeting.

18. DATES OF NEXT MEETINGS.

L&A Working Group – 15th Feb 2018

Full Council – 1st March 2018

Signed: _____

Date: ___01/03/2018_____

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambs, CB23 5HW.

E-mail: parishclerk@caldecote.gov.uk