

# CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

## MINUTES

**A meeting of this Council was held Online  
On Thursday 1st October 2020.**

*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 Helen Cartwright (HC, Chairman), Cllr John Barker (JB), Cllr Chris Corcoran (CC), Cllr Polly Field (PF), Cllr and District Cllr Tumi Hawkins (TH), Cllr Jack Lang (JL), Cllr Nicola Pritchard (NP) and Cllr C. Robinson (CR).

**In Attendance:** Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk, County Cllr Lina Nieto. There was 1 member of the public present.

1. **Public open forum** – There were no questions from members of the public.
2. **Apologies for absence** – There were no apologies for absence.
3. **Members declarations of pecuniary or non-pecuniary interests** – Cllr J Barker declared an interest in planning applications 20/03530/HFUL and 20/03531/LBC as the owner of the property concerned.
4. **Chairman’s Announcements** – There were no announcements. The Chairman thanked Cllr Pritchard for arranging a meeting of the Community support volunteers.
5. **Minutes of the last Meeting** – The minutes of the meeting held on 3<sup>rd</sup> September 2020 were approved as a correct record. The Parish Clerk will arrange for the minutes to be signed by the Chairman in due course.
6. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
  - An emphasis that COVID-19 has not ‘gone away’ and information on updated guidelines including the ‘rule of six’.
  - The District Council hosted a meeting for local support coordinators in which it was noted that South Cambridgeshire currently has low figures for infection and therefore is not expecting a local lockdown; however, continued vigilance is required.
  - The coronavirus testing centre at Milton Park and Ride is operational but a shortage of testing kits has been reported and those booking are being redirected elsewhere.
  - The District Council continues to support business where possible.
  - A government grant of £500 is available for those who need to self-isolate.
  - The District Council has launched a food waste campaign.
  - Planning inspectors have admitted that the Council does have a 5 year land supply.
  - Thanks to those who attended the Planning Committee system review meetings, which identified several issues that need to be addressed.
  - Information on land submitted in the ‘call for sites’ has been released. These include 3 sites within Caldecote and 1 site in Bourn that is close to Highfields Caldecote.
  - A response to the Governments’ Planning White paper is being prepared. There are several important concerns (see attached report)

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- A liaison meeting between representatives of the District and Parish Councils, Lindon Homes and Balfour Beatty to discuss issues around the building works has been arranged for Thursday 8<sup>th</sup> October.

**7. Report from the County Councillor** – District Cllr Lina Nieto provided a report that included the following points:

- The County Council have been working on projects related to social mobility and economic recovery, with a particular focus on help for young people.
- The Innovate and Cultivate fund is highlighted. Some parishes have successfully applied for funding.
- The LHA grant bidding is now closed.

**8. Planning Applications**

**S/2764/16/CONDB**: Submission of details required by condition 13, (Upgrading of the footway along Highfields Road, running towards St Neots Road and the provision of additional cycle parking at the bus stop on St. Neots Road) of planning permission S/2764/16/OL. (For information only). Balfour Beatty Homes.

**S/3440/18/OL**: Outline application, Bourn Airfield, St Neots Road, Bourn (Further Consultation)

It was **RESOLVED** not to comment on the application. Cllr T. Hawkins abstained from the vote. It was agreed that a meeting will be sought with representatives of Bourn Parish Council to discuss the traffic calculations presented

**S/3835/19/NMA1**: Nonmaterial amendment of planning permission S/3835/19/RM for an amendment to the approved layout. (for information only). Balfour Beatty Homes

**20/03530/HFUL** and **20/03531/LBC**: Installation of Solar Panels on the roof of an outhouse, At: The Old Rectory, Main Street, Caldecote.

It was **RESOLVED** to support the application. Proposed HC, seconded PF. Cllr T. Hawkins abstained from the vote.

**20/03733/HFUL**: Two storey side and rear extension. At, 33 Grafton Drive, Highfields, Caldecote.

It was **RESOLVED** to support the application. Proposed HC, seconded CC. Cllr T. Hawkins abstained from the vote.

**20/03814/HFUL**: Single storey rear extension at, 36 West Drive, Highfields, Caldecote.

It was **RESOLVED** to support the application. Proposed HC, seconded CC. Cllr T. Hawkins abstained from the vote.

**20/03826/S73**: Variation of condition 2 (Approved plans) for a new design proposed for the development and submission of details required by conditions 3 (Contamination) 4 (Archaeology) of planning permission S/4450/18/FL

It was **RESOLVED** not to comment on the application. Cllr T. Hawkins abstained from the vote.

9. **Financial Reports –**
- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 25<sup>th</sup> September 2020 was received and approved.
  - **Bank Reconciliation.** The bank reconciliation dated 25<sup>th</sup> September 2020 was received and approved.
  - **Accounts for payment.** The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills be approved.
  - **Use of money from the Covid-19 Community Fund.** A report was presented with information about how money from the Covid-19 Community Fund has been used.
10. **Leisure and Amenities report –** There was no report.
11. **Linden Homes – Parish Offer - Update –** There were no updates. It was agreed that this should be discussed at the Liaison Meeting on 8<sup>th</sup> October.
12. **Tender for Play Areas –** A quote from Playdale Ltd. for the provision of new play equipment for the play area in Furlong Way was considered. It was **RESOLVED** to accept the quote for phase 1 of the work (3 pieces of equipment), at a total of £78,904.75 (ex VAT), with work to commence as soon as possible so that the equipment is available by the spring. Proposed HC.
13. **Pavilion Alterations –** The Clerk reported on work that he has carried out to assess options for improvements to the Pavilion, including increasing the size of the main room, extending the mezzanine level across the length of the building and reconfiguring the hallway to allow for stairs and a chairlift to be installed. Work will also be required to improve security, insulation and the heating system. A quote from SKK Design to provide the following services: 1) Complete survey of the existing building 2) Employ professional consultants to survey and report on existing systems, (Heating etc) 3) Look at all “green” potential improvements 4) Re-design the hallway internal arrangements 5) To draw proposals for extending the building 6) Draw up proposals to extend the upper floor and facilitate DDA compliant access. 7) Engage with SCDC Planning Officers and apply for planning permission. 8) All Building regs and sustainability requirements. 9) Evaluate green energy sources. (solar, ground/air sources etc) 10) Prepare tender documentation 11) Oversee tenders 12) Certificate all work as build commences. 13) Structural engineer/building control and planning fees, at the prevailing rate, at a total of £18,500 net was considered. It was **RESOLVED** to commission the first stage of the work. Proposed HC.
14. **Security Pavilion – tender update** The Clerk reported that three companies have been asked to tender for the work, including improved lighting in the building and car park, CCTV, burglar alarm and improved fire alarm. It was **RESOLVED** that that the Clerk and Chairman be given delegated authority to commission the work once the tenders have been received, to a maximum of £11,000 net. Proposed HC.
15. **Website – update.** The Deputy Clerk provided a report on progress towards the build of the new website and the Cllrs discussed options for the content to be included. It was agreed that an ‘Operation London Bridge’ landing page module, at a cost of £99.00 will be added.
16. **Wave water –** The Clerk reported that he has been unable to locate the water meter and requested details of the original builders of the Pavilion.
17. **Correspondence –** There was no additional correspondence.
18. **Clerk’s report –** The Clerk reported that he intends to present a social media policy for approval at a future meeting.

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**19. Transfer of land – 4 Grove Close** – It was agreed that arrangements will be made to transfer the strip of land next to this property that is currently owned and maintained by the Parish Council to the owners of the property. Proposed HC.

**20. Transfer of land – 7 Dorrel Dean** – It was agreed that arrangements will be made to transfer the strip of land next to this property that is currently owned and maintained by the Parish Council to the owners of the property. Proposed HC.

**21. Councillor Reports–**

Cllr J Barker requested an up to date contact list for Council staff and members.

**Action: Deputy Clerk**

Cllr N Pritchard provided an update on the community support group. A meeting of all subcoordinators has been held and the group is gearing up to offer help with food or medication to those who are self-isolating in line with government guidelines. An arrangement with the BP garage and Hackers has been made for orders to be placed by phone and collected by volunteers. The group have also been considering way in which to provide social opportunities for individuals self-isolating or shielding alone – possibilities include online groups, quizzes, crafts etc.

**22. Dates and times of the next meeting** – Thursday 5th November 2020

**The Open Meeting Closed at 8.30 pm**

**23. Confidential Item.**

Councillors unanimously agreed to accept the proposed new pay scales advised by the Chairman and the Clerk/RFO.

(Katy Reeves left the meeting at the end of the open meeting and was not involved in this process).

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

Dated: \_\_\_\_\_

**SCHEDULE OF PAYMENTS:** to consider and approve the schedule of payments. \* = cost incurred as a result of vandalism.

Key to Frequency (Freq) codes:

**O** = ‘one-off’ or intermittent regular payment with no set frequency.

**T** = Termly (usually associated with youth club payments which get invoiced on a termly basis) **A** = Annually. **M** = Monthly. **Q** = Quarterly.  $\frac{1}{2}$  = Half-Yearly.

**Payments made since last meeting that require Council approval**

Payment Date	Vo #	Amount	To	For	Budget code	Freq
10/9/20	89	899.00	Netwise	Website	17	O
28/9/20		373.99	HMRC	PAYE Sep 20	33	M
28/9/20		132.47	County Council	Pensions contributions – Sep 20	32	M
28/9/20		1683.52	Staff salaries	June 20 salaries	26,27,28,29	M
07/09/20	77	81.14	HG3	Mobile phones	10	M
08/09/20	88	87.72	BT	Pavilion phonenumber and broadband	38	M
16/09/20	91	35.80	British Gas	Pavilion electricity	36	M

**New payments yet to be made requiring Council approval**

Payment Date	Vo #	Amount	To	For	Budget code	Freq
		19.50	Katy Reeves	Expenses – September 20	6	M
		257.15	Alan Melton	Expenses – September 20	5	M
		1769.24	CGM	1/8 invoice for grounds maintenance (inv. 1/10/20)	54	O
		57.00	Cambs ACRE	Cambs ACRE membership	22	A
		1225.00	Hardwick and Caldecote Cricket Club	Sports field maintenance (pitch preparation for matches)	53	O

South Cambridgeshire District Council – Caldecote Ward  
(comprises the Parishes of Caldecote, Childerley, Kingston, Bourn, Longstowe & Little Gransden)

Councillor's Monthly Report – October 2020

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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General

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

If you have time to spare – check out articles on my blog <http://www.TumiHawkins.org.uk>. What I post on there is my view and not LibDem or South Cambs official policy unless I state that it is.

COVID19 UPDATES

Beginning to sound like a broken record but I will keep saying that the virus is still with us and so we must continue to be vigilant and take precautions. Government has u-turned again and now encouraging employees to work from home where they can. The rule of 6 is now applied for all indoor informal and sport gatherings, facemasks mandatory in service industries, leisure and entertainment venues, services provided in community centres, and close contact services will be subject to the COVID-19 Secure requirements in law and fines of up to £10,000 for repeated breaches. You can find out more here <https://www.gov.uk/government/news/coronavirus-covid-19what-has-changed-22-september>

Numbers of those testing positive is going up in our district but still very low compared to national average and compared to City! Let's keep it that way.

South Cambs NOT re-opening to public

South Cambs Hall reopened for a week or so before new government guidelines kicked in. So its back to contacting us only online and by phone now.

Local Covid Testing Site

The testing facility at the Milton Park & Ride is still operational though plagued with unavailability of testing kits. Government now advising to only request test if you have symptoms.

Whatever happened to the “world beating” testing system?

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/> or by calling [119](tel:119).

Local SCDC Support

South Cambs held a zoom meeting with support group representatives on 23<sup>rd</sup> September to provide update and guidance on anticipated support going into the autumn/winter months. While we don't expect a full-blown lockdown or selective lockdown, we however should be prepared to support those who might have to self-isolate, shield, are vulnerable or those who live alone. The support group coordinators in each village will be in touch with their networks on this.

The South Cambs Coronavirus page <https://www.scambs.gov.uk/coronavirus/> is kept updated. Please continue to buy from your local shops to support South Cambridgeshire economy.

Business Support and Businesses reopening

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The Business Support team has got into its stride and assisting businesses operating in the district to re-open and providing assistance to help them get through this difficult time. You can read more about the team here <https://www.cambridgeindependent.co.uk/business/the-new-team-helpingsouth-cambridgeshire-s-businesses-to-recover-9118631/>, and contact via [scambs.gov.uk/business](https://scambs.gov.uk/business), email [openforbusiness@scambs.gov.uk](mailto:openforbusiness@scambs.gov.uk) or call 01954 713 465.

The team is hosting a webinar on Tuesday 20<sup>th</sup> October 2020 to meet business owners and find out how best to help you. Register for free at <https://openforbusinesswebinar.eventbrite.co.uk>

### Be a Supplier

Are you interested in bidding for contracts to supply services or products to the Council? Then register for the webinar on 12 November 2020 that the Council is holding to help small businesses understand how to prepare and present tenders <https://councilcontractswebinar.eventbrite.co.uk>

### ENVIRONMENTAL SERVICE- LoveFood

#### HateWaste campaign

The council is encouraging residents to be careful with food shopping and not buy more than is needed. A lot of waste food ends up in black bins, which then means sending the waste to landfill, costing taxpayers. Good news is that during lockdown, a third less food than normal was wasted. This is good news and so Council is encouraging us all to keep it up and do better.

More tips on how to help reduce food waste is at <https://www.scambs.gov.uk/love-food-hate-waste/>

### Electric bin lorry

The Greater Cambridge Shared Waste Service we hope will be taking delivery of its first new electric-powered e-collect bin lorry soon. We had gone through a trial of one earlier in the year and this one will be the first in the planned replacement programme for the entire fleet of 55 waste vehicles over eight years.

### PLANNING

Officers continue to work under the new challenging lockdown regime to get planning decisions made in a timely manner. Please do read the update newsletter that the planning service sends out each month to Parish Councils as it contains lots of useful information.

### Planning Committee PAS Review

Thank you to all those that attended the Parish PAS review sessions. The results are now being collated, along with those from other stakeholders, and we hope the final report will be out in November. In the meantime, we are continuing to improve the service as best we can.

### Development Management processes Updates

We continue to improve on our processes. Following the IT issue we had last month that caused new consultation notifications to be sent out in error, we have now put in place a new process of notifying parish councils about new applications and applications going to committee and sent letter to all parishes.

When the agenda for a planning committee meeting is finalised, we will automatically generate a list of ALL the applications that are on the agenda, and email this to ALL Parish Councils. The email will also give instructions on how to register to speak. We hope to extend the improvement to providing a “Parish specific” weekly list of planning applications – but we will update you on that.

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Please look out for invitations to additional training sessions on the new planning software.

#### Greater Cambridge Local Plan Update – Release of Information

On 16 September 2020, the Council published the results of the First Conversation-Issues and Options consultation that took place Jan/Feb this year and the Call for sites that took place last year, and this year. For the first time in the history of the Council, we put out a call for green sites specifically to use for green infrastructure such as parks etc.

The full details are on this website <https://greatercambridgeplanning.org/emerging-plans-andguidance/greater-cambridge-local-plan/first-conversation-consultation-and-call-for-sites/>

There has been a lot of misunderstanding and speculation about the sites that have come forward. I will re-iterate what I said before. These sites have NO planning merit whatsoever.

It is a wish list of potential sites that may be used in the plan making process. Landowners and promoters have literally thrown in everything they have and the kitchen sink, in the hope that something will pass the test. It is akin to throwing a pot of spaghetti at the wall and hoping something will stick.

Caldecote: Three (3) sites for residential

Bourn: Eight (8) sites for residential (inc Bourn Airfield top of Caldecote)

Northstowe: Two (2) sites one residential, one mixed use

Little Gransden: One (1) residential

There will now be a democratic process between the district council and local people of working out and deciding which of the spatial strategies will be selected for providing jobs and homes affordable for people in the district whilst meeting our zero carbon and sustainable living objectives. You can find more comments from me at <https://tumihawkins.org.uk/greater-cambridge-local-plan-call-for-sites-results/>

#### Consultations

There are a number of consultations going on at the moment which I would encourage everyone to engage with

#### North East Cambridge (NEC)

Reminder: The consultation started at 9am Monday 27 July and finishes 5pm Monday 5 October 2020. The Planning service held a series of webinars which were well attended by the public and we got some good feedback on issues of concern to many regarding the planned low carbon, low car use district of about 8,000 homes. The website is still at

<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/north-east-cambridgearea-action-plan/>.

#### Government Planning White Paper

The government white paper outlining their radical plans to change the planning system is causing a lot of stir and drawing lots of criticisms. Reminder that the public consultation closes on 29 October 2020. You can still check out full details and respond to the consultation on the website at

<https://www.gov.uk/government/consultations/planning-for-the-future>. We are still working on the Council's response, which we will make available to the parishes. You can find some of my thoughts on it at <https://tumihawkins.org.uk/stop-the-government-power-grab-on-planning/>

#### TRANSPORT

Greater Cambridge Partnership and Combined Authority - Transport



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The Mayor has today taken his seat on the GCP on the invitation of the board. This should hopefully mean that he and the GCP board are working in a more cooperative manner.

The Mayor claimed some weeks ago that he had an alternative route for the Cambourne to Cambridge busway – we are hoping he will present that to the GCP soon.

#### East West Rail

Glad that consultation with communities have resumed and encourage participation when asked to.  
WELLBEING – Black History Month

The Council agreed as part of the Black Lives Matter motion adopted in July 2020, to make Black History Month (October) an annual event. I introduced BHM to the Council in 2019 and it was celebrated for the first time with an African themed lunch for all officers and councillors. This year with covid restrictions, the celebration is going online with a series of events throughout the month.

To find out more about Black British History, heritage and culture as you've never heard it before and join in the events, check out the BMH website at <https://www.scams.gov.uk/your-council-anddemocracy/black-history-month-at-the-council/>

Also check out my blog at <https://tumihawkins.org.uk/black-history-month-2020-celebrations/>

#### LOCAL ISSUES

##### Zero Carbon Grant

Glad to have supported two applications from Caldecote for grants – fingers crossed that one or both will be successful

##### Land West of Grafton Drive (Balfour Beatty) and Linden Homes in Caldecote

I will be chairing the meeting of the first Caldecote Community Forum taking place on Thursday 8<sup>th</sup> October 2020. This is to open up dialogue between the community and the developers, to understand their build out plans, issues that might affect the community or already has, and create a proper channel for communications to prevent problems and report issues so they can be dealt with swiftly and effectively to minimise disruption to the community.

##### Meeting with Anthony Browne MP

The summary of the meeting discussions in August is on my blog at <https://tumihawkins.org.uk/caldecote-ward-parishes-meet-anthony-browne-mp/>

##### Casework

Irrespective of the current Covid19 lockdown, please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. I will help as best I can.

## Tumi

Tumi Hawkins  
1 October 2020

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