

CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held Online
On Thursday 2nd July 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) and Cllr Claire Robinson (CR).

In Attendance: Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk, County Cllr Lina Nieto. There were no members of the public present.

1. **Public open forum** – There were no questions from members of the public.
2. **Apologies for absence** – Apologies were received from Cllr Nicola Pritchard.
3. **Members declarations of pecuniary or non-pecuniary interests** – There were no declarations of interest or requests for dispensations.
4. **Chairman’s Announcements** – The Chairman welcomed two new Parish Councillors, Cllr Corcoran and Cllr Robinson, to the Council.
5. **Minutes of the last Meeting** – The minutes of the Council meeting held on 4th June 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:
 - Although lockdown is being relaxed, it is important to continue to observe COVID-19 guidelines.
 - Linden Homes have given notice that they wish to work extended hours on the development in Caldecote, in line with a recent government Ministerial Statement. New legislation limits Parish Council consultation on these issues by requiring District Council to respond within 14 days to such requests. It is therefore recommended that the Council have in place a Scheme of Delegation to deal with such requests between meetings.
 - Phase 2 of the Zero Carbon Grant scheme has now been opened up.

It was **RESOLVED** that Cllr H. Cartwright, Cllr C. Corcoran and Cllr N. Pritchard be given delegated responsibility to respond to urgent planning applications as necessary between meetings.
7. **Report from the County Councillor** – District Cllr Lina Nieto provided a report that included the following points:
 - The recent application by the Parish Council for funding towards the Sports Pavilion extension was refused. It is noted that competition was very strong and the level of evidence required was high.
 - A local COVID-19 outbreak control plan has been set out and will be reviewed on a regular basis.

8. Planning Applications

20/02568/FUL: Hybrid planning permission consisting of full planning permission for Phase 1 and outline planning permission with all matters reserved except access for Phase 2 of the redevelopment of the former Gestamp Factory site at Bourn Airfield for up to 26,757sqm/288,000sqft of commercial floorspace purposes (use class B1c light industry, B1b research and development and B8 warehouse and distribution with supplementary use classes A3 restaurant and café, D1 nursery/creche, D2 gym), associated car parking and service yards, external earthworks, attenuation basins and landscaping

It was **RESOLVED** to support this application in principle, but to note the following concerns.

1. There will be a significant impact on the roundabout at the access and egress to the site. Members are concerned that the present design of the roundabout and junction is inadequate to cope with the increase in traffic movements, particularly that there are a number of significant developments planned for the village.
2. Regarding the B8 development, there are concerns about 24 hour working.
3. Night-time working will increase light pollution.

Proposed JB, seconded HC. Cllr T. Hawkins abstained from the vote.

20/02566/OUT: Outline planning for 1No 1.5 storey dwelling with all matters reserved at, Land at the back of 20, West Drive, Highfields Caldecote.

It was **RESOLVED** to support the application (no comments). Proposed HC, seconded CC. Cllr T. Hawkins abstained from the vote.

9. Financial Report –

- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 26th June 2020 was received and approved.
- **Bank Reconciliation.** The bank reconciliation dated 25th June 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, with the exception of the bill for £90 to CGM, which is disputed because the contractor had been asked not to carry out this work. Proposed HC, seconded PF.

10. Annual Governance and Accountability Statement 2019/2020 – It was **RESOLVED** that the Parish Clerk and the Chairman of the Parish Council be approved to sign section 1 of the annual return.

11.

- **Annual Internal Audit Report** – The Clerk reported that the internal audit has been completed and was satisfactory.
- **Accounting Statement** – It was **RESOLVED** that section 2 of the annual return be signed by the Chairman of the Parish Council.
- **Asset Register** – The Clerk presented an update version of the Asset register.
- **Financial Risk Assessment** – The Clerk presented an updated version of the Financial Risk Assessment.

The Clerk reported that an ‘explanation of variances’ has been prepared, for submission with the AGAR. This notes that the increased income that the Council received in 2019-20 was largely due to the receipt of S106 payments, including monies that were transferred to the Village Hall. The Clerk thanked the Deputy Clerk for her hard work and due diligence in maintaining the Parish Council accounts.

12. **Leisure and Amenities reports** – There was no report.
13. **Local Highways Improvement Grant (LHI) bid to CCC Highways 2020** – Cllrs discussed potential projects, including improvement of the pavements on Highfields Road for wheelchair access and problems with signage. Cllr T. Hawkins noted that as Cala Homes have recently agreed to pay the County Council S106 monies in lieu of pavement improvements, clarification should first be sought on the intended use of this money. It was agreed that the Clerk will investigate these issues and discuss them with the Highways Department and will further aim to arrange a visit with Highways Officers to assess concerns in the village. **Action: Clerk**
14. **Caldecote Journal – retirement of organizers** – The Chairman reported that Cllr N. Pritchard has offered to manage the Journal going forward, with assistance from the Deputy Clerk. It was agreed that this offer be accepted.
15. **Coronavirus Covid-19: Emergency actions update** – The Chairman reported that the Community scheme is currently providing fruit and vegetable boxes and tinned and packaged goods from the food bank to those in need. It is intended that this will continue until the end of the school term (17th July), after which Caldecote Church will manage this provision. In September, the provision will end unless there is another lockdown. Cllr Hawkins reported that hot meals have been being provided by SCDC using funds donated by Countryside Properties. This scheme ends at the end of August.
16. **Village verges** – Councillors discussed the possibility of planting wildflowers in the village verges and it was reported that the services of volunteers in the village have been offered and that there is a large supply of seeds available. It was agreed that the plans would need to be discussed with the Highways Department.
17. **Linden Homes – Parish Offer** – It was reported that Linden Homes have approached the Council with an offer to support local initiatives or events. The Clerk reported that he has been in discussion with them regarding a possible contribution to the Pavilion upgrade. The Chairman noted that she has also enquired about the possibility of support for the Peace Garden project.
18. **Highways and Drainage – update following a request to meet Highways Officer (CCC)** – The Clerk reported that the County Council intend to empty all Highways gullies shortly, which should address the issue of flooding at the top of West Drive.
19. **Website** – The Deputy Clerk provided a report on options for the provision of a new website for the Parish Council. It was agreed that Cllr T. Hawkins, Cllr C. Corcoran and the Deputy Clerk will meet to discuss the options and report to the next meeting with a firm proposal. **Action: Deputy Clerk, Cllr Hawkins, Cllr Corcoran**
20. **Correspondence** – There was no further correspondence to report.
18. **Clerk’s report** – There was no further report.
19. **Councillor Reports**–

Cllr H Cartwright reported that she has been asked about the provision of barriers at the end of the path from the new Cala housing to the main road. It was noted that Highways/ Cala should be approached first.

Cllr C Corcoran requested an update on the provision of computers for home schooling. Cllr Field reported that equipment has been loaned to some families. Cllr Robinson further noted that Comberton Village College have been arranging equipment for

secondary school aged children and recommends that parents contact the school if they have a need.

Cllr T Hawkins recommended that the next Journal provides a summary of help available for local business, especially those that were not eligible for grant assistance.

Cllr J Lang noted thanks to volunteers in the village that have been collecting and delivering medications.

Cllr P Field requested that the missing piece of gym equipment in Furlong Way and the repairs for play equipment in Graway Close be chased. **Action: Clerk**

20. Dates and times of the next meeting – Thursday 3rd September 2020

The Meeting Closed at 8.30pm

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.

Payment Date	Vo #	Amount	To	For	Budget code	Freq
Payments made since last meeting that require Council approval						
08/6/20	36	103.11	Fiona Whelan	Community support (s137)	34	O
08/06/20	35	30.00	Helen Cartwright	Community support (s137)	34	O
Salaries						
26/6/20	46	373.99	HMRC	PAYE June 20	33	M
26/6/20	45	132.47	County Council	Pensions contributions – June 20	32	M
26/6/20	42-44, 47	1683.52	Staff salaries	June 20 salaries	26,27,28,29	M
Direct Debits						
08/06/20	33	81.14	HG3	Mobile phones	10	M
08/06/20	32	87.72	BT	Pavilion phonenumber and broadband	38	M
19/06/20	41	33.72	British Gas	Pavilion electricity	36	M
1/7/20		35.56	E-On	Cabin electricity	45	M
New payments yet to be made requiring Council approval						
		1769.24	CGM	1/8 invoice for grounds maintenance (inv 1/7/20)	54	O
		21.50	Katy Reeves	Expenses – June 20	6	M
		90.00	CGM	Cricket outfield mowing 5 th , 11 th and 18 th May	53	O
		250.00	R F Mandley	Internal audit	66	A

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

Councillor's Monthly Report – July 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.

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 Lockdown Updates

Residents can continue to have access to regular updates on the COVID19 guidelines and council services online at www.scambs.gov.uk. If you don't have one yet, then please create a MySouthCambs account on the Customer Portal so that you can follow up and get responses fast on issues that you may need to raise.

COVID19 Government Guidelines update

Government has announced plans to relax guidelines even further from 4th July 2020. Outdoor play spaces and multi function use buildings will now be able to open <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purposecommunity-facilities>. The Council is offering to print notices giving guidance on how to use outdoor play spaces. Send your request and how many signs you want to duty.communities@scambs.gov.uk

We all still need to follow the COVID-19 guidance of washing our hands often, social distancing, working from home wherever possible. Check the FAQ webpages at

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cantdo/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july?>

You need to make a cuppa to help you go through it. If you have to go out and cannot socially distance please wear a face mask. I make a point of wearing face masks now whenever I go out. If you or anyone in your household is showing symptoms, please self-isolate and request a coronavirus testing kit. If you do test positive, then it is imperative you use the Track and Trace service to help stop the infection spreading.

Please stay safe. Feel free to contact me if you are in doubt and need assistance or clarification.

New National Testing Site

Reminder that a drive-through coronavirus testing facility opened at the **Milton Park & Ride**. Book an appointment on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/> or by calling [119](tel:119).

Local SCDC Support

The South Cambs Coronavirus page <https://www.scams.gov.uk/coronavirus/> is kept updated.

District Councillor Tumi

Thank you to all the volunteers who continue to be available to their communities during this phase of lockdown. The council is trying to find a way to capture all the good practice that was developed during the height of the pandemic so please feel free to share with us your support scheme (email duty.communities@scams.gov.uk).

The District Council launched a Hot food scheme this month having obtained some grant funding from Countryside Properties who will be building out Bourn Airfield. The food is cooked by C3 church and served from two distribution centres in Over and Duxford weekly. Up to 140 people in need are being supported this way. Caldecote is one of the villages benefiting from this I do the collection. If you know anyone who might benefit, please contact me in confidence.

Business Support and Businesses reopening

Please check out the most recent South Cambs business newsletter on the council website at <https://www.scams.gov.uk/business/coronavirus-information-for-businesses/latest-businessnewsletters/>. The Council has set up a Business Support team to assist businesses operating in the district. This is non-statutory function but we recognise that the districts economy is heavily reliant on the army of small businesses that we have.

We want to thank all the essential businesses such as local food/retail shops that stayed open to serve residents throughout the lockdown. Special thanks to the owners of the shops in Bourn and Caldecote. We encourage residents to continue to buy from their local shops and farm shops, and to **shop locally** to support your local high street as non-essential retailers start to open up. It keeps the money flowing within our district and help the economy out of the lockdown blues.

Planning

Officers continue to work under the new challenging lockdown regime to get planning decisions made in a timely manner.

Area Teams Introduction

Please to announce that the Planning Service held the first “Meet your Area Team Planners” zoom meeting on Tuesday 30th June 2020, with Area 1 team up first. This is the opportunity for the parishes in each area team to meet the planners and to discuss how to work closely and cooperatively going forward. The villages in Caldecote Ward are in Area 3, and the scheduled meeting is to take place on 9th July 2020. Area 2 meeting is scheduled for 7th July 2020.

Site Notices and Application consultations

Officers are now putting up site notices since early June, and in a timely manner after validation of an application. However please note that there is still a backlog with application validations. Be reminded that consultation period only starts from when the site notices go up. No works should be carried out by applicants on their sites prior to a determination being made. The Covid19 lockdown has introduced delays in the processing of applications, despite our best efforts but officers are working hard to catch up

Planning Committee and Scheme of Delegation

Further to my report last month, I can now confirm that the minutes of the planning delegation meetings to determine which called-in applications go to committee can now be found on our website at <https://www.scamborough.gov.uk/planning/forums-committees-and-consultations/planningdelegation-meetings/>. We hope you will find this useful. If the PC called-in an application then you should receive a letter to inform you if it has been rejected and the reasons. Please feel free to contact your area team leader if you have any concerns or me if you are not getting any joy!

New Community Liaison Forum

This Liaison forum is a means of facilitating joined up working between multiple developers building out sites in villages and statutory bodies such as Highways. Five new for a have been created for Barrington, Caldecote, Hardwick, Swavesey and Sawston. The selection criteria were villages that had over 20% growth approved to built out over next 3 years, with minimum of 50 new houses being built. Caldecote is expected to have 2 developers building out over 100 houses in the short term and a further 76 (Linden Phase 2) if they can re-secure planning permission. The forum will be chaired by the District Councillors and will include Parish Councillors and other residents as are interested. I will update further as we put it in place.

Extended Construction Working Hours

The Government issued a Written Ministerial Statement HCWS234 instructing Local Planning Authorities to facilitate extended working hours for construction sites from now till April 2021. Legislation is now being laid to enable developers to vary the hours of working – they can vary the times of day and the days of the week up to April, and the council must reply within 14 days of receiving the request or it will be deemed to be approved. There is also a right of appeal directly to the Secretary of State if the Council refuses the request and the developer considers it unreasonable.

We have developed a protocol for implementing this in the City. But for SCDC, even though the new legislation does not provide for consultation, I have requested officers to work out how we can get Parish Councils engaged in this process. We wrote to all Parish Councils asking if they have schemes in place to enable them respond swiftly to such requests. If you do, great, please us know. If you don't, please put something in place now in readiness for when such requests might come.

Greater Cambridge Local Plan Update

We now have some preliminary results from the Issues and Options consultation that took place in the first 6 weeks of 2020. Over 300,000 saw a social media post, our specially commissioned videos gained over 396,000 views across social media platforms (Youtube, Facebook, Instagram), over 32,000 unique pageviews of our website and reached over 6,000 people through the pop-up roadshow events whilst 300 attended the Big Debate at the Corn Exchange. About 7,000 individual comments were sent in and we are still processing those.

This level of engagement is unprecedented in the history of the authority and we are pleased that our decision to use a digital first approach has worked.

We are working toward having further discussions with local members and other stakeholders in Autumn 2020 about the findings of the consultation and to help shape a preferred strategy for the emerging plan. We will then go out to a further public consultation non the preferred options in Summer 2021 so the public can see and comment on the draft strategy before further we get into policy-drafting stage.

Strategic & Significant Sites

The service recently granted planning permission for a number of significant sites such as the new R& D Centre in Sawston for Huawei, The 168-bedroom Hotel at the Imperial War Museum in Duxford, and Northstowe Town Centre, Land north of Cherry Hinton (part City, part South Cambs) for 1200 new homes. This Planning service is one of the busiest in the country with over 6,000 applications each year!

Greater Cambridge Partnership

The proposed Cambourne to Cambridge (C2C) Busway planned to run from Cambourne through Bourn Airfield to Cambridge, has hit a major snag. It should be remembered that this is the only transport solution that the County Council put forward back in 2012/13 as part of its Transport Strategy document to serve the A428 corridor developments of Bourn Airfield and Cambourne West. It is needed to enable the district to meet its current Local Plan objective.

However, the proposed route had consistently been met with controversy and opposition, especially the section from Hardwick Roundabout and through Coton. The Mayor, who now holds the Transport Authority function for the Combined Authority has at various times insisted work stopped and then went ahead because it aligned with plans for his CAM, and then disagreed with it and so on and so forth!! And now it seemed the Members of the GCP board could not reach agreement on the route option.

The planned EWR is not a solution to the problems of the A428 as its agreed broad route is expected to have a station at Cambourne (south) and then onwards to Cambridge South Station (option now selected) at Addenbrookes, completely bypassing this transport corridor. Furthermore, its delivery timescales is a long way off and not within the control of the District and City councils. The Inspector that found the local plan sound based that decision on the delivery of the C2C so a solution has to be found if our villages are not to be further harmed by the traffic to be generated from up to 6000 additional homes on the route.

Zero Carbon Grant

The council has opened up Phase 2 of the Zero Carbon Communities grant scheme. Phase 1 saw 42 applications and 19 funded projects. This phase, the focus is on projects to do with cycling, community buildings and tree planting/nature-based solutions. Grants are available from £1,000 to £15,000, and the scheme is opened from 1st July to 30th September 2020. For more information and to apply online go to <http://www.scambs.gov.uk/zerocarbongrant>

Local Issues

Linden Homes (building 66 houses in Caldecote) have given notice that they wish to work extended hours as per the government ministerial statement.

The land off Grafton Drive, where Balfour Beatty Homes are hoping to build 58 houses is going to planning committee on Wednesday 8th July 2020

The new plans for Bourn Quarter (former TKA Tallent Site) were submitted earlier in June. Aitchison, the agents have written to both Caldecote and Bourn Parish Councils, offering to visit to discuss their new plans and answer questions.

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
30 June 2020

Email me @:	tumi@tumihawkins.org.uk
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