

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

DRAFT MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 2nd May 2019.**

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 Phil Claridge (PC), Cllr Polly Field (PF), Cllr Helen Cartwright (HC), Cllr John Barker (JB), Cllr Jack Lang (JL) and Cllr and District Cllr Tumi Hawkins (TH,.

Absent: Cllr Gregor Jossaume (GJ), Cllr Jamie Powell (JP)

In Attendance: Alan Melton, Parish Clerk, Katy Reeves (KR), Deputy Clerk. There were 2 members 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 received.
3. **Members declarations of pecuniary or non-pecuniary interests** – Cllr J Barker declared an interest in planning application S/1284/17/TC.
4. **Chairman’s Announcements** – There were no announcements. The Chairman requested a short discussion of Councillors’ plans for future projects for the Parish Council under ‘Councillor reports’.
5. **Minutes of the last Meeting** –The minutes of the Council meeting held on 4th April 2019 were approved as a correct record and duly signed by Cllr P. Claridge.
6. **Actions and matters from the Minutes** – Councillors considered the list of outstanding action items.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
 - A reminder of the Council’s free Parklife event, to take place on 19th May 2019 at Milton Country Park.
 - A thank you to all those that attended the Village Design Guide event. A lot of positive responses were noted.
 - The Cabinet has now approved the new housing strategy for 2019-23 and are looking particularly at the housing needs of the ageing population. The next step will be to determine how to enable the strategy within the planning process.
 - Announcement of a zero-carbon communities grant scheme, with a total fund of £90,000, derived from business rates. More information will follow.
 - The Council currently has vacancies for staff in a variety of roles.
 - The Council hopes to encourage local businesses to apply for contracts from the Council and will run a workshop on 22nd May to provide further information on the process of tendering for Council contracts.
8. **Report from the County Councillor**– There was no report.
9. **Councillor Vacancy** – The Parish Clerk reported that 1 application for co-option to the Parish Council, from Mrs Lucy Jobson, was received and that a review of the

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information provided indicated that Mrs Jobson meets all of the statutory requirements for co-option to. have been received for co-option. It was agreed that Mrs Jobson would be co-opted to the Parish Council. Proposed HC, seconded PF.

Mrs Jobson duly signed the declaration of acceptance of office and took her seat.

10. Planning Applications

S/1023/19/LD: Lawful Development Certificate for proposed outbuilding. At, Orchard Stables, 30, East Drive, Highfields Caldecote, Caldecote.

It was **RESOLVED** that no comment would be made on the application.

S/1082/19/AD: 1 X Stack sign advertisement. At, Land east of Highfields Road, Highfields Caldecote CB23 7NX. It was **RESOLVED** that no comment would be made on the application.

S/1031/19/OL: Outline planning permission with some matters reserved except for appearance for the redevelopment of the former Gestamp factory site at Bourn Airfield for up to 24,620sqm/265,00sqft GEA of commercial floorspace (B1c light industry and B8 warehouse), associated car parking and service yards, external works and landscaping. It was **RESOLVED** to object to the application on several grounds:

- The Council has concerns about environmental impact, traffic and noise.
- Insufficient information is provided on proposed hours of use, making it difficult to estimate the impacts mentioned above. If approved, the Council would recommend a restriction on hours of operation to the hours between 7am-7pm
- Access to the site via the roundabout at the top of the village, with poor visibility is a safety concern. Furthermore the existing single-track service road to the site is not built to an adoptable standard and may be of insufficient quality to cope with the proposed use.
- It is unclear whether sufficient parking is provided for the 600 proposed employees.

It was further agreed that Cllr P Claridge would be delegated responsibility to provide additional comments on the site drainage. Finally, it was agreed that a request should be made for the application to be referred to the planning committee.

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

S/0966/19/FL: Enlargement of gardens for plots 33 to 39 of the development approved under planning permission S/2047/16/FL. At land to the rear of 18 – 28 Highfields Road, Highfields Caldecote, CB23 7NX. It was **RESOLVED** that Cllrs P Claridge and H Cartwright be delegated responsibility to view the site and provide comments. Proposed PC, seconded HC. Cllr T Hawkins abstained from the vote.

S/1284/19/TC: To carry out tree works at: The Old Rectory Main Street, Caldecote, CB23 7NU. It was **RESOLVED** to support the application. Proposed PC, seconded PF. Cllr T Hawkins abstained from the vote.

For Information: **Notice of withdrawal of application for a new house, 79, Highfields Road, Highfields Caldecote. CB23 7NX S/0479/19/FL**

11. Financial Report – A report on the on current budget vs. expenditure and the bank reconciliation dated 25th April 2019 were received and approved. Proposed PC, seconded HC.

12. Staff timesheets – The Deputy Clerk's April timesheet was received and approved. Proposed PC, seconded HC

13. **Accounts for Payment** – The schedule of payments (attached) was received and the payment of bills approved, with the exception of the invoice from CAPALC, as the council have decided not to renew their membership at this time. Proposed HC, seconded JL.
14. **Leisure and Amenities Report** – The L&A working group meeting on 23rd April 2019 was cancelled as there was only one attendee. It was reported that a fence belong to the Primary School that backs onto the MUGA area requires repairs. It was agreed that the Clerk will write to the school. **Action: Clerk**
15. **Fence adjacent 70 Highfields Road** – The Parish Clerk reported that he has met with the homeowner and further investigated of the history of the fence. The Clerk advised that, on the basis of this evidence, it is likely that the Parish Council has a responsibility to replace the fence and that the existing fence should be removed as soon as possible as it presents a safety hazard. It was agreed that the Clerk will seek quotes for different types of replacement fencing for consideration at a future meeting. **Action: Clerk**
16. **Cricket Ground Fees** – It was agreed that a meeting will be held to review existing arrangements and that a subsequent meeting will be sought with the Cricket Club to discuss ongoing maintenance requirements and costs, with a view to determining the future annual contribution of the Cricket Club. **Action: Clerk**
17. **Defibrillator Purchase** – The Clerk advised that, following research, it will be possible for the Parish Council to purchase the defibrillator on behalf of the community and to subsequently reclaim the VAT. It was agreed that the money raised will be transferred to the Parish Council bank account and the order for the defibrillator placed. **Action: Cllr Field/ Clerk**

18. **Correspondence**
Correspondence from the Chairman of South Cambridge District Council with regard to the request to provide benches within bus stops in the village was considered. It was agreed that the Clerk will write to Cllr deLacey to advise that the Parish Council has already approved this request. **Action: Clerk**

Correspondence from 3C shared services notifying the Council of the consultation process on the street name proposed for '7 plots off Highfields Road' was received.

Correspondence from County Cllr L. Nieto with regard to the request for support for the installation of 'zig zag' lines outside the school was considered. It was noted that although the Parish Council has in the past supported this request, the Highways Department of the County Council has previously stated that the road layout does not allow for the installation of zig zag lines outside the school. If this advice has now changed, the Parish Council will be happy to continue to support the request. The Clerk will write to Cllr Nieto to outline the Council's position. **Action: Clerk**

19. **Councillor Reports**
Cllr J Barker questioned what the Council can do to advance the Village Design Guide. It was agreed that a proposal to comment on the consultation would be added to the agenda for the meeting on 23rd May 2019. **Action: Clerk**

Cllr J Barker also noted that the Council should keep a close eye on the Bourn Airfield Development and should continue to press for the extension of the proposed new cycle path from Comberton to Caldecote, via Hardwick.

Cllr J Lang stated that it will be important to keep an eye on the Bourn Airfield development and the wider issue of transport links to the village, to avoid residents becoming cut off.

Cllr H Cartwright stated that she would like to see progress on the replacement of play equipment at Grayway Close as soon as possible.

Cllr L Jobson requested clarification of the ownership of the ditch along Highfields Rd. It was agreed that Cllr Claridge will provide further information on this topic. Cllr Jobson stated that in the long term she is keen to see more sustainability in the village and to look into the possibility of recycling banks that can generate income for the village. Cllr Jobson also proposed that the Parish Council survey the village, to aid with both the creation of the Emergency Plan and to determine the requirements of young people.

Cllr P Field stated that she would like to see a commitment to youth services in the village and would like to consider how to obtain funding to extend the Pavilion to create a more useful space.

Cllr T Hawkins reported that she has been informed that the proposed name for the '7 plots off Highfields Road' development – Bays Close – has been approved.

Cllr T Hawkins further agreed with the need to provide better facilities for young people, particularly teenagers and proposed that the Council consider adding a roof to the MUGA to create an all-weather space with multiple uses.

Cllr P Claridge stated that he would like to see the playground projects restarted. Cllr Claridge also noted the need to make plans for the use of S106 monies expected to be received. Cllr Claridge also noted that the Council could be involved in helping to link up local business within the village. Finally, Cllr Claridge proposed that the Council consider better ways to communicate with residents, possibly including the creation of email lists and the provision of better signage at the entrance to the village.

20. Dates and times of the next meeting –

Thursday 16th May 2019 – L&A meeting

Thursday 23rd May 2019 at 7.00pm – Annual Parish Meeting

Thursday 23rd May 2019 at 8.00pm – Annual Meeting of the Council

Thursday 6th June 2019 at 8.00pm – Full council meeting

The Meeting Closed at 10 pm

Signed: _____

Dated: _____

CALDECOTE PARISH COUNCIL

Meeting 02/05/19

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						
1/5/19		50.00	Pavilion hirer	Repayment of Pavilion hire deposit		O
Salaries						
25/04/19	13	144.00	HMRC	PAYE –April 19	31	M
25/04/19	14,15	207.52	County Council	Pensions contributions – April 19	30	M
25/04/19	11,12,16	940.77	Staff salaries	April 19 salaries	25,26,27	M
Direct Debits						
31/03/19	226	18.00	Unity Trust	Bank charges	67	Q
01/04/19	1	48.12	Cambridge Water	Pavilion Water	36	$\frac{1}{2}$
03/04/19	2	27.50	E-On	Cabin electricity	44	M
08/04/19	3	66.96	BT	Pavilion phonelines	37	M
08/04/19	4	81.14	HG3	Mobile phones	9	M
23/04/19	10	63.64	British Gas	Pavilion electricity	35	M
New payments yet to be made requiring Council approval						
		396.60	LGS services	Payroll services	29	O
		19.50	Deputy Clerk	Expenses – April 2019	5	M
		1769.24	CGM	1/8 Grounds maintenance contract	54	O
		424.19	CAPALC	CAPALC membership	22	A
		595.20	Cambridge Door Services	Shutter servicing	38	O
		197.76	MPLC	Cinema licence	15	O

South Cambridgeshire District Council – Caldecote Ward

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

Councillor's Monthly Report – May 2019

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

Parklife 2019 Event – Family Fun Day Out

This year, Parklife is on Sunday 19th May. The event is our free family fun day run in partnership with Cambridge Sport Lakes Trust. Lots of activities will be available including mobile caving system, inflatable zorbs, archery, climbing walls, bouncy castles, balance and all ability bikes, bush craft and pond dipping. You may have to book some events in advance. Check out more details at <https://www.scams.gov.uk/sport-health-and-wellbeing/physical-activities/parklife/>

Planning

Thank you to those that took some time to respond to the various consultations that recently ended.

Village Design Guide (VDG)

The public consultation for the VDGs opened on 15 April 2019, and will run for 6 weeks concluding on Friday 31st May 2019. Drop-in events are taking place in each of the communities that are participating.

Thank you to all those that attended the drop-in event at Caldecote Village Hall. We look forward to receiving your feedback. You can read more and submit your comments on line at <https://www.scams.gov.uk/comment-on-village-design-guides/>

Greater Cambridge Local Plan

South Cambs and Cambridge City Council have started work on the new joint Greater Cambridge Local Plan to provide a sustainable vision for the future of the area. This includes planning for new housing and economic development to meet our needs and protect and enhance our environment. The 'Call for Sites' consultation that ran between the 11 February 2019 and 25 March 2019 was an early step in process of preparing the plan as it was to gather information on what land is available and suitable for development.

Several hundred sites were submitted, and the planning policy team will be examining those sites in more detail to determine if they would be suitable for use in the local plan. We expect that many of those sites will be dropped as unsuitable as the process of testing them against our defined criteria progresses. The list of all sites submitted will be published on the councils' website at a later date.

Housing

One of the aims of the LibDem administration is to increase the supply of housing that is truly affordable for everyone to live in (energy & water efficient, right place & time) with a target of building at least 70 new council houses per year.

New Housing Strategy

The Cabinet has approved the new joint housing strategy, created together with Cambridge City.

District Councillor Tumi Hawkins

The strategy acknowledges the need for all types of housing – especially for the ageing population and those that wish to downsize, and also for younger people. This is an exciting new strategy and you can read more about it at

<https://www.scams.gov.uk/new-strategy-aims-to-increase-supply-of-housing-that-s-affordable-to-live-in/>

and download the strategy document at

<http://scams.moderngov.co.uk/documents/s110755/Appendix%20A%20%20Housing%20Strategy%202019-2023.pdf>

Affordable Housing

The Council aims to build/acquire 70 new council houses per year and has so far in 2019 completed 28 new homes and purchased 6. The Council also recently signed a Heads of Terms agreement with Hill Estates to purchase 9 affordable homes on a site at Station Road, Foxton.

Best Kept Garden Competition 2019

Our annual gardening competition is now open for our housing tenants. It is a great way to showcase your gardening talents, as well as meeting like-minded & green fingered people. We have been running the annual gardening competition since 1981 and have continuously had a great reception with it. <https://www.scams.gov.uk/housing/garden-competition-2019> The awards ceremony will be held on the 20 September at Scotsdales Garden Centre, Great Shelford

Environmental Services/Green Issues Zero Carbon Communities grant scheme

The council has taken yet another step toward the goal of being green to our core and achieving zero carbon by 2050. We have launched a Zero Carbon Communities grant scheme, to provide funds to local groups, to help communities spread and increase awareness of what it entails and how to make changes in daily lives to move toward the zero carbon lifestyle. It will also go towards projects that will help in achieving this objective including but not limited to community energy projects (solar, wind etc.), electric vehicle charging points, tackling fuel poverty, projects that encourage walking and cycling etc.

The proposed allocation of funds is £90,000 for the 2019/20 year and is allocated from the business rates we receive from renewable energy sites (solar farms etc.). Some of those rates is set aside for use for this type of projects.

Communities will be invited to bid for grants of between £1,000 and £15,000 through parish councils and non-profit organisations based in the District.

More information is available on the council website at <https://www.scambs.gov.uk/proposals-tohelp-communities-target-zero-carbon-announced/>.

Business and Finance

Recruitment

As one of the fastest growing areas of the country, the Council is looking for more staff to help deliver services to residents and businesses.

Specifically, we are looking for two full time highly motivated, forward thinking Environmental Health Practitioners who are problem solvers; with technical service expertise who can generate new ways of working, and commercial ideas into reality. We are also on the lookout for drivers for our bin lorries.

We are putting in place measures to improve staff pay and conditions which has historically been squeezed. So pay has been increased by 3% over the past three months, while ensuring that no South Cambridgeshire employee earns less than the real living wage. Other enhancements include apprenticeship schemes, discounts for staff (for example on public transport) and the accreditation of the council as a Disability Confident employer and an officially recognised disabled friendly employer.

Business

We want to encourage businesses to grow and to give small businesses the help they need to be able to compete for business from the council. The council is therefore holding a tendering workshop on 22nd May, led by the Council's procurement officer. Find out more on our regular business newsletter at

<https://mailchi.mp/c109cb655a50/open-for-business-april>

"My South Cambs" Customer Portal

Please remember the new web based SCDC customer portal is now live. It will enable the Council to provide information to residents in more efficient slimlined way. You can access the new portal either from the South Cambs Council homepage or on <https://mysouthcambs.scambs.gov.uk>. Create your own account using e-mail, facebook, Google etc., then use it to report issues, ask questions, obtain information on all council services and also to track progress of enquiries, We are still working on it so we would welcome your feedback and ideas.

Cambridgeshire & Peterborough Combined Authority

Following the disappearance of the CPCA Chief exec, the Mayor together with a number of CPCA board members including Cllr Bridget Smith the Leader of SCDC, recently conducted interviews which lasted about 5 hours.

Afterwards, the Mayor then decided that he did not want any of the candidates and subsequently stated that he wanted his 2 current interims to remain in post for the foreseeable future. This is a concern because one of these people is also the CEO of East Cambs District Council, in itself a full

time job. It is our view that the CPCA CEO position is a huge job which needs the undivided attention of a really high calibre person.

Transport

CAM Metro

The Mayor's CAM Metro project, which aims to run largely off road using wheeled, tram style vehicles out to the furthest reaches of South Cambridgeshire and beyond (St Neots, Haverhill) has been costed at a staggering £4 billion. We don't know where the money is going to come from!

A10 Dualling

In the meantime, the Leader Cllr Smith, has persuaded the Combined Authority to include a project for upgrading all of the A10 junctions alongside their preferred project to dual the whole road. The complete dualling is expected to cost up to £500m and it is difficult to see where the funding will come from as the A10 is not even a trunk road.

Anyone who travels on that road knows that congestion and safety is a huge issue and so a more modest (under £100m) project which would deliver considerable improvements at the main junctions seems like a sensible compromise. The CPCA is now working on the business cases will for both projects.

New Bus Users Group for Cambridge and South Cambs

The Cambridge Area Bus Users (CABU), an affiliate of Bus Users UK: seeks to represent, and campaign on behalf of, bus passengers in and around Cambridge and is independent of any political party. If you would like to have a voice in the debate about public transport you can join this new users group. It is determined to force the Mayor and the bus operators to improve services from and to our villages. Email: secretary.cabu@gmail.com.

Casework

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
2 May 2019

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