

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 3rd October 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 Polly Field (PF), Cllr Helen Cartwright (HC), Cllr John Barker (JB), Cllr Jack Lang (JL) and Cllr and District Cllr Tumi Hawkins (TH).

In Attendance: Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk. There were 4 members of the public present

1. **Public open forum** – A resident thanked the Parish Council for the work put into the new Grayway Close play area equipment.

Concerns were raised about damage and mess on East Drive being caused by badgers burrowing under fences around the new Cala Homes development. Councillors noted that the presence of badgers should have been identified during the planning process and appropriate steps taken.
2. **Apologies for absence** – Apologies were received from Cllr J Powell. The Clerk further reported that Cllr Lucy Jobson has resigned from her position.
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 reported that the external audit is now complete, the Clerk having answered questions raised about increased spending on the maintenance of the Pavilion and open spaces.
5. **Minutes of the last Meeting** –The minutes of the Council meetings held on 5th September 2019 were approved as a correct record and duly signed by Cllr H. Cartwright.
6. **Actions and matters from the Minutes**
 - **Grayway Close children’s play area:** The Clerk reported that the installation of the new equipment is now complete, and the site is in use.
 - **BT:** The Clerk reported that the disconnection of one of the phone lines and the old broadband connection to the Pavilion has been arranged. BT have offered the possibility of switching to a new digital phone service with a 3 year contract for £13/ month (plus an upfront cost of approximately £81 to purchase a compatible handset). It was **RESOLVED** to take up this offer. **Action: Clerk**
 - **Bank accounts:** The Clerk reported that forms have been completed to change the banking mandates, but that this is not yet complete.
 - The Clerk reported that he is arranging dates for the proposed visit to Beaulieu.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
 - The new joint (Cambridge City and SCDC) planning service is now effective. Recruitment of new planners continues.

- The Parish planning forum took place last week; however, there were no representatives of Caldecote Parish Council present. The next forum will take place in the spring.
- Work has begun on the Greater Cambridge Local Plan. There will be a series of public engagements, beginning with a consultation on Issues and Options, expected to begin in January 2020. The Plan will be web-based. Carbon-neutrality and wellbeing will be at the centre of the plan.
- The Council and Cambridge City Council have published their 5-year land supply figures and have determined that they have 5.3yrs of housing land supply for the period 2019-2024.
- The Zero-Carbon Grant scheme continues to open for applications.
- The Linden Homes planning application will be considered by the Planning Committee on 9th October 2019. Cllr T Hawkins will speak (as Ward member) and recommend refusal.
- The amended Bourn Airfield SPD has now been approved by the Cabinet.

8. Report from the County Councillor – There was no report

9. Planning Applications – There were no major applications for consideration. The Clerk reported on several applications received for information:

[S/3347/19/DC](#) Discharge of conditions 8 (Habitat and Species Mitigation) and 10 (Badger Mitigation Strategy) of planning permission [S/2510/15/OL](#). The Shielings, Highfields Road, Highfields Caldecote, Caldecote, Cambridge, Cambridgeshire, CB23 7NX.

[S/3338/19/DC](#) Discharge of conditions 5 (Arboricultural method statement), 6 (Hard and Soft landscaping), 15 (Car Parking and secure bike storage), 18 (Shared use cycleway), 19 (Upgrade bus stops) and 21 (Renewable energy) of planning permission [S/2510/15/OL](#). Leylands, Highfields Road, Highfields Caldecote, Caldecote, Cambridge, Cambridgeshire, CB23 7NX.

[S/3317/19/DC](#) Discharge of Conditions 3 (Materials), 6 (Land Contamination), 7 (Hard & Soft Landscape Plan), 9 (Boundary Treatment), 10 (Ecological mitigations), 12 (Pond Protection), 14 (Archaeological work) pursuant to planning permission [S/2454/16/FL](#). Manor Farmhouse, Manor Farm, Main Street, Caldecote, Cambridge, CB23 7NU.

[S/3319/19/DC](#) Discharge of condition 3(Proposed windows and doors) and 4(Details of links, glazed wall, roof truss, brickwork, cladding and roof materials) pursuant to planning permission [S/2455/16/LB](#) Manor Barn, Main Street, Caldecote, Cambridge, CB23 7NU.

[S/3067/19/DC](#) Discharge of condition 5 (Hard and Soft Landscapes) of planning permission [S/3680/18/FL](#). 75, Highfields Road, Highfields Caldecote, Caldecote, Cambridge, Cambridgeshire, CB23 7NX.

A request was received from a member of the public that the Parish Council send a representative to the Planning Committee meeting on 9th October 2019, at which the Linden Homes application will be considered (Ref: [S/4619/18/RM](#). Linden Homes Phase 1). As no Parish Councillors will be available to attend, the council RESOLVED to ask Mrs Mary-Ann Claridge to represent the views of the Parish Council at the meeting. The views to be presented will be provided to Mrs Claridge by the Clerk. Proposed HC, seconded JB.

10. **Financial Report** – A report on the on current budget vs. expenditure dated 27th September 2019 and the bank reconciliation dated 25th September 2019 were received and approved.

The Clerk reported that the annual insurance renewal has been organized.

The Clerk reported that the external audit of the Council's Annual Governance and Accountability Return (AGAR) for the year ending March 31st 2019 is complete and that the Notice of conclusion of audit has been posted on the website and noticeboards.

11. **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 two payments to CGM for 1/8 ground maintenance contract, which will be held back until all work is up to date.

12. **Pavilion** – The Clerk reported that he has been investigating possibilities to increase the usefulness of the Sports Pavilion for the community and would recommend that the Council consider an extension to house other facilities, such as other sports and social functions as well as improvements to the layout of the existing building to allow access to the mezzanine level and reduce wasted space. It was agreed that the Clerk will be given authority to look further into this, including an investigation of possible sources of funding and the preparation of a brief to be shared with architects. This will be discussed further at the next Parish Council meeting. **Action: Clerk**

13. **Bus Stop** – It was reported that Linden Homes are seeking feedback on the design of the new bus shelter that they will provide. It was felt that the proposed design was unsuitable and it was agreed that Councillors and the Clerk will investigate other possible designs for discussion at a future meeting. **Action: All Cllrs; Clerk**

14. **Tree Survey** – The Clerk reported that there has been a report of one of the trees on Parish Council-owned land overhanging gardens. The Clerk recommended that the Council carry out a tree survey, noting that this is likely to be a requirement for any insurance claim if damage were to occur. It was agreed that the tree in Grayway Close should be surveyed **Action: Clerk**

15. **Leisure and Amenities report** – Three quotes for repairs to the broken shutter on the Pavilion were received. It was agreed that the quote from Thoroughbred Industrial Doors (£240 + VAT) would be accepted and the work arranged. **Action: Deputy Clerk**

Cllr Field reported that she has received 3 quotes for the provision of outdoor gym equipment. It was agreed that the providers of the two lowest quotes (Fenland Leisure and FreshAir Fitness) will be asked to come to speak to the Parish Council at the next meeting.

Action: Clerk, Cllr Field

It was reported that benches have now been installed in the bus shelters on Highfields Road and that the Remembrance Day wreath has been purchased.

16. **'Biz Bike' Community grant** – Councillors considered a proposal to subsidize the provision of a community e-bike service. It was agreed that this idea would be revisited at a later date.

17. **Correspondence** – The Clerk reported that a letter has been received enquiring about the possibility of installing signs on Highfields Road to warn drivers about the presence of cats and/ or a speed warning sign. It was agreed that the Clerk will write to the

correspondent to advise that they contact the Highways Department of the County Council and/ or County Cllr L Nieto for advice. **Action: Clerk**

18. Council Vacancies Update – The Clerk reported that the deadline for residents to call a by-election has now passed, and no election has been called. The Parish Council can now co-opt to fill the vacancy. The vacancies will be advertised, and any residents interested in applying will be asked to provide a letter and CV. **Action: Clerk**

19. Clerk's report – The Clerk reported that the replacement of the Pavilion door lock has been arranged. Once changed, a record of key-holders will be kept up to date and key-holders will be asked to pay a deposit.

20. Councillor Reports

Cllr T Hawkins reported that she has received correspondence from a resident concerning the Willow Tree on Grafton Drive. The Clerk will look into this.

Action: Clerk

Cllr T Hawkins reported that she has received further correspondence regarding the fence erected in Porthmore Way, which was discussed at the last Parish Council meeting. The Clerk was asked to respond to the correspondent to outline the Council's advice. **Action: Clerk**

21. Dates and times of the next meeting – Thursday 7th November 2019 at 8pm in The Pavilion

The Meeting Closed at 9.20 pm

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						
10/9/19	94	137.90	S. Field	Pavilion maintenance	38	O
Salaries						
26/9/19	99	375.79	HMRC	PAYE Sep 19	31	M
26/9/19	101	207.52	County Council	Pensions contributions – Sep 19	30	M
26/9/19	97,98, 100,102	1683.52	Staff salaries	Sep 19 salaries	25,26,27	M
Direct Debits						
06/09/19	88	81.14	HG3	Mobile phones	9	M
09/09/19	89	160.80	BT	Pavilion phonelines and broadband	37	M
20/09/19	96	70.83	British Gas	Pavilion electricity	35	M
30/09/19	X	18.00	Unity Trust	Bank service charge	67	Q
2/10/19	X	16.38	E-On	Cabin electricity	44	M
New payments yet to be made requiring Council approval						
		19.50	Katy Reeves	Expenses – Sep 19	5	M
		576.66	Alan Melton	Expenses – Sep 19	5	M
		1769.24	CGM	1/8 Grounds maintenance August	54	O
		120.00	CGM	Cricket outfield mowing 25 th , 30 th July and 14 th , 22 nd August	53	O
		175.00	R F Mandley	Internal audit	66	A
		480.00	PKF Littlejohn	External audit	66	A
		13262.40	Fenland Leisure Products	Grayway Close playground	?	O
		1769.24	CGM	1/8 Grounds maintenance September	54	O

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

Councillor's Monthly Report – September 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.

Now that summer is over, it is back to business as usual. I hope that you all had a good break, be it going on holiday in the UK or abroad, or even at staying at home which I know lots of people did, including yours truly. Life does truly go on!

Planning

Greater Cambridge Planning Service (GCPS)

Some may have read the Cambridge News article headlined “House planning applications to be outsourced”. It certainly got attention but was not accurate – the article was more truthful than the headline. Recognising that the service was struggling with its workload, the operational decision was made to buy in additional capacity from a planning company. The contract is for an initial 4month period and will be monitored and reviewed to ensure it delivers good quality outcomes, so we can improve on our performance and customer focus. We already buy in capacity through individual contract planners anyway, but this time we are getting it from a company.

This capacity will be used to deal with smaller householder applications which is the bulk of the types of applications we receive. A lot of these are simpler projects, like small extensions, room/garage conversions, additions of dormers etc. The additional help will be used for the early stages – application registration, conforming with planning policy, site visits, recommendation report etc. The final decision on granting permission or not still rests with our officers.

The decision was discussed at the August Scrutiny Committee, and there was majority support for the decision. Hopefully that helps to quell the mischief intended by going to press.

The final stage of the reconfiguration of the service will become effective from Monday 9th of September. This is when the planning staff officially move into their new positions in the GCPS. We have been trying to recruit more permanent staff and you can find out more on this website at <https://greatercambridgesharedplanning.com/all-roles/>. If you know anyone who might be interested, please send this to them.

Draft Bourn Airfield SPD (Supplementary Planning Document)

The results of the consultation have now all been registered and compiled. Thank you to all residents and organisations that took time to read the document and send in their comments. I submitted a range of comments in my role as your Ward Member. I have no involvement as Cabinet Member for Planning due to Countryside Properties stated objections to my participation supported by threats of legal action,

The planning policy officers have been working on the final SPD and compiled a report. The Scrutiny committee will be discussing the report at its meeting next week 10th September. You can

read and or download the scrutiny papers from the South Cambs website at <https://scambs.moderngov.co.uk/documents/s112818/Bourn%20Airfield%20SPD%20-%20SOC%20report.pdf>. It makes for interesting reading. I will be attending the meeting to speak as Ward Member for my communities.

District Councillor Tumi

Recommendations from that meeting will hopefully be incorporated into the final document which will be taken to Cabinet in October and later to full council for formal adoption. I strongly recommend parish council representatives (especially Bourn and Caldecote) to attend the scrutiny meeting.

Business and Finance

Community Chest Grant

The South Cambs District Council's Community Chest fund is open and Community and voluntary groups can currently bid for funds for use on local projects. Find out more and how to apply at <https://www.scambs.gov.uk/community-development/grants/community-chest-grants/>

Zero Carbon Community Grant

The Zero Carbon Communities grant will be launched on Monday 5 August and will offer grants of between £1,000 and £15,000 for local groups and parish councils to spend on activities that reduce carbon emissions, reliance on fossil fuels and also engage communities. Applications for the 1st round of the scheme will need to be submitted by 31 October. Details including guidance, scheme criteria and the application form will be online from Monday at: www.scambs.gov.uk/zerocarbongrant

"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.

Environmental Services

Recycling Centres

Cambridgeshire County Council set to introduce an e-permit scheme for vans and trailers at Household Recycling Centres to better regulate the use of vans and trailers making sure only household waste is delivered to sites.

The scheme will start in October, free and available to get online. All commercial-type vehicles and cars towing trailers in excess of 1.5 m (5 ft.) (excluding towing mechanism) and 570 litres capacity will require an e-permit to enter any of Cambridgeshire's HRCs, some restrictions will still apply. More information about how to apply is available on www.cambridgeshire.gov.uk/HRC-permits/

Fly Tipping Campaign

SCRAP Fly Tipping campaign launched at end of august. See it online here

<https://www.scams.gov.uk/fly-tipping-footage-released-as-council-launches-campaign-to-tacklethe-problem/>

Always use a registered waste carrier to provide a skip and / or to collect your rubbish. [Check the register of waste carriers on the Environment Agency website.](#)

Follow the SCRAP code, read more about this on [RECAP's website.](#)

Transport / Highways

Whilst transport/highways is not the responsibility of the District Council but of The Combined Authority (CPCA) and Cambridgeshire County Council respectively, I try to provide updates where it affects the ward.

[A428 Black Cat to Caxton Gibbett Upgrade](#)

Highways England have informed the Council that they have started a programme of important ground investigations and surveys. The majority of work will take place on private property such as farmland and industrial sites. Any work in public areas will look very similar to normal road works, with barriers around a small section of a pavement or road, with a diversion around it for traffic or pedestrians. Highways England will keep local residents and landowners informed about where they are working. HE produced a leaflet to explain the works. You can download it from <http://assets.highwaysengland.co.uk/roads/road-projects/A428+Black+Cat+to+Caxton+Gibbet/A428+Ground+investigations+leaflet.pdf>

[Combined Authority Local Transport Plan \(LTP\)](#)

The consultation for the Cambridgeshire and Peterborough Combined Authority's draft Local Transport Plan is **ending on 27 September 2019**. You can read about it on the Combined Authority website at <https://cambridgeshirepeterborough-ca.gov.uk/news/events-announced-acrosscambridgeshire-and-peterborough-for-public-to-have-say-on-areas-transport-future/>

There is still one exhibition event for those interested, being held on Sat 14 Sep, Cambridge Central Library, Grand Arcade, 10am to 3pm

Considering the significant amount of housing that will be built along the A428 corridor, I strongly encourage all Parish Councils in the Ward to send in a response.

Ward Issues

Some of these may already have been covered in the district wide section above (e.g Bourn Airfield), but here are others including events/fetes etc.

[Caldecote](#)

Linden Homes revised application for reserved matters is now scheduled to go to planning committee in October. I will be recommending it for refusal as the proposal still has a number of issues that are not in character with the village

[Little Gransden](#)

The issue of noise from the gliders/towing-winch gear at the gliding club has reared its head again. Officers are working with the Gliding Club owners and community on this matter.

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.

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

Tumi

Tumi Hawkins
5 September 2019

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