

# CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

## MINUTES

**A meeting of this Council was held Online**

**On Thursday 4<sup>th</sup> June 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 Jack Lang (JL), Cllr Nicola Pritchard (NP) and Cllr and District Cllr Tumi Hawkins.

**In Attendance:** Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk, County Cllr Lina Nieto. There were 5 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 Polly Field.
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 thanked the editors of the Caldecote Journal for their many years of producing the Journal for the village. The Chairman also thanked Adrian and Lynn Peters and the Coordinators of the community response to the coronavirus pandemic for all their efforts during lockdown.
5. **Co-options** – It was **RESOLVED** that Christopher Corcoran and Claire Robinson be co-opted to the Parish Council. The Parish Clerk advised that the new members will be unable to participate in the meeting until they have signed the declaration of acceptance of office, which will be arranged before the next meeting.
6. **Minutes of the last Meeting** – The minutes of the Council meeting held on 7th May 2020 were approved as a correct record. The Parish Clerk will arrange for the minutes to be signed by the Chairman in due course.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
  - SCDC is still in lockdown, with offices closed. It is important to continue to follow the government guidelines, taking into account recent updates.
  - A website that has been put together by Ordnance Survey and Natural England to provide information on where it is safe to get outside is recommended and can be found at <https://getoutside.ordnancesurvey.co.uk/covid/>.
  - Those shielding will need to continue to exercise particular caution with regard to social distancing. If individuals that are shielding have any problems, they should feel free to contact Cllr Hawkins for help.
  - A new coronavirus testing centre is opening at the Milton Park and Ride site.
  - Residents that are users of health and social care services can participate in a Healthwatch Survey ([www.healthwatchcambridgeshire.co.uk/coronavirus-yourviews](http://www.healthwatchcambridgeshire.co.uk/coronavirus-yourviews)) that aims to find out how changes to services during Covid-19 have affected them.
  - Full Council voted on 21 May 2020 to agree a constitutional change to the wording of the Planning Committee scheme of delegation. This will not alter the ability of the Parish Council to call-in an application.

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- Plans are in place for Parish Councils to be able to meet their Area Team Leader for planning.

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

- Cllr Nieto has been focusing much of her time on the Cambourne-Cambridge busway, including attendance of the Joint Assembly and meetings with the Mayor and officers. It is hoped that there can be some coordination with plans for the East-West Railway, which is a much larger project.
- The Council continue to coordinate response efforts to the pandemic and provide support for those in need, while working on how to return to some normality. A scheme has been launched that is focused on maintenance and help at home/ with mental health needs for those that are shielding.
- Children have begun to return to school. Despite some challenges, there has been a good response and the Director of Education has been engaging with all schools during the process.
- Cllr Nieto has been working with the Clerk on Caldecote Parish Council's application to the CCF fund for proposed work on the Pavilion.

**9. Planning Applications**

[S3835/19/RM](#): Approval of matters reserved for appearance landscaping layout and scale following outline planning permission S/2764/OL for residential development of up to 58 dwellings with associated infrastructure landscaping and public open space. The outline planning application was not subject to an Environmental Impact Assessment (EIA). At, Land to the West of West Grafton Drive, Highfields Caldecote.

It was **RESOLVED** to object to the application on the grounds that there are several problems with the proposed layout. For example, the entrance to the development is constricted by a high density of building, gardens for the new houses do not back onto the gardens of existing houses and much of the proposed parking is located in front of the houses, against current recommendations. It is requested that if the Council is minded to accept the application, it should be sent to the Planning Committee. Proposed HC, seconded JB. Cllr T. Hawkins abstained from the vote.

[20/01923/FUL](#): Erection of two semi-detached bungalows with rooms in the roof. At, 28 Highfields Road, Highfields Caldecote.

It was **RESOLVED** to object to the application on the grounds that the height of the building is out of proportion to those surrounding it and could block light to neighbouring properties (see the village design guide). The application also appears to be overdevelopment of the site. Proposed HC, seconded NP. Cllr T. Hawkins abstained from the vote.

[20/01687/S73](#): Removal of condition 17 (Improvement works to the footpath, crossing points and cycle parking stands) pursuant to planning permission S/2047/16/FL in view of the replacement with financial contribution secured through s106 Agreement. At Land to the rear of 18-28 Highfields Road, Highfields, Caldecote. (CALA)

It was **RESOLVED** to recommend approval, but to request that the amount of the S106 monies and their proposed uses should be shared with the Parish Council. Proposed HC, seconded JB. Cllr T. Hawkins abstained from the vote.

[20/02054/FUL](#): Erection of two dwellings at land Adjacent 20, East Drive, Caldecote

It was **RESOLVED** to object to the application on the grounds that the height of the building is out of proportion to those surrounding it and could block light to neighbouring properties (see the village design guide). The application also appears to be overdevelopment of the site. Furthermore, the application has not provided a full daylight/ sunlight analysis showing where the daytime shadow will fall. Proposed HC, seconded NP. Cllr T. Hawkins abstained from the vote.

[20/02131/FUL](#): Erection of one 1.5 storey dwelling and associated works at: Land adjacent to 22 West Drive, Highfields Caldecote, Caldecote.

It was **RESOLVED** to recommend approval. Proposed HC, seconded NP. Cllr T. Hawkins abstained from the vote.

**10. Financial Report –**

- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 28<sup>th</sup> May 2020 was received and approved.
- **Bank Reconciliation.** The bank reconciliation dated 25<sup>th</sup> May 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.
- **Request for grant funding from the Parish Church –** This item was deferred to another meeting.

**11. Leisure and Amenities reports –** There were no meetings of the L&A working group.

**12. ROSPA reports –** The Clerk reported that the results of the latest playground inspections have been received. There are only a few medium risk/ maintenance items to be attended to. The L&A committee are requested to review the reports and recommend actions.

**13. Local Highways Improvement Grant (LHI) bid to CCC Highways 2020 –** It was agreed that further investigation of the possibility of preventing flooding at the sharp corner at the bottom of the village should be carried out. If possible, a visit to the village with Highways officers to evaluate issues will be arranged. **Action: Clerk**

**14. Caldecote Journal – retirement of organizers –** The Clerk reported that the current editors of the journal have decided to retire. It was agreed that residents will be contacted to try to identify volunteers to take up the role. It was requested that this item be added to the agenda for the next meeting. **Action: Clerk**

**15. Website – upgrade –** The Clerk reported that the current website will need to be upgraded to comply with the Public Sector Bodies (Websites & Mobile Applications No.2) Accessibility Regulations 2018 by September 2020. It was agreed that the Clerks will investigate options and report to the next meeting. **Action: Clerk and Deputy Clerk**

**16. Coronavirus Covid-19: Emergency actions update –** The Chairman thanked Adrian and Lynn for managing the Community response to the pandemic during lockdown. In the recovery phase, the organization will be taken on by the Parish Council. The Lead Coordinator will be Cllr Nicola Pritchard and the Vulnerable People Lead will be Cllr Tumi Hawkins. The Food bank will be managed by Fiona Whelan. A newsletter to provide information on the arrangements has been prepared and will be circulated with the Caldecote Journal.

Cllrs discussed ways to assist those home learning to have access to computers. It was agreed that equipment will be sought and provided at the Pavilion. It is noted that

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Comberton Village College are also doing their best to loan out equipment where needed.

Cllr T Hawkins reported that she has secured a supplier for fruit and vegetable boxes and will be putting together a list of items from which residents can select what they need.

17. **Correspondence** – The Clerk reported on correspondence received from SCDC, reporting that they are setting up a Mobile Warden Scheme for the village. It was agreed that the involvement of the Parish Council in the scheme will be pursued.
18. **Clerk’s report** – The Clerk reported that SCDC have set up a scheme to purchase energy for streetlighting for Parish Councils and that the rates are favourable. It was agreed that the Parish Council should participate in the scheme, but should request information on the rates per kWh. **Action: Clerk**
19. **Councillor Reports**– Cllr Pritchard asked whether any online Councillor training is available for new Councillors. The Clerk will circulate any courses that become available.
20. **Dates and times of the next meeting** – Thursday 2nd July 2020 at 8pm in The Pavilion

**The Meeting Closed at 8.30 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
<b>Payments made since last meeting that require Council approval</b>						
<b>Salaries</b>						
27/5/20	25	373.99	HMRC	PAYE May 20	33	M
27/5/20	26	132.47	County Council	Pensions contributions – May 20	32	M
27/5/20	24, 27, 28, 29	1683.52	Staff salaries	May 20 salaries	26,27,28,29	M
<b>Direct Debits</b>						
07/05/20	15	81.14	HG3	Mobile phones	10	M
12/05/20	22	87.72	BT	Pavilion phonenumber and broadband	38	M
22/05/20	23	31.54	British Gas	Pavilion electricity	36	M
1/6/20		31.89	E-On	Cabin electricity	45	M
1/6/20		48.06	Cambridge Water	Pavilion water	37	Q
<b>New payments yet to be made requiring Council approval</b>						
		1769.24	CGM	1/8 invoice for grounds maintenance (inv 1/6/20)	54	O
		19.50	Katy Reeves	Expenses – May 20	6	M
		421.83	Alan Melton	Expenses – April-May 20	5	M
		284.40	Playsafety	Playground (ROSPA) inspections	20	A
		120.00	CGM	Cricket outfield mowing( 30th March, 6th, 14th and 20th April 2020)	53	O

### Councillor’s Monthly Report – June 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

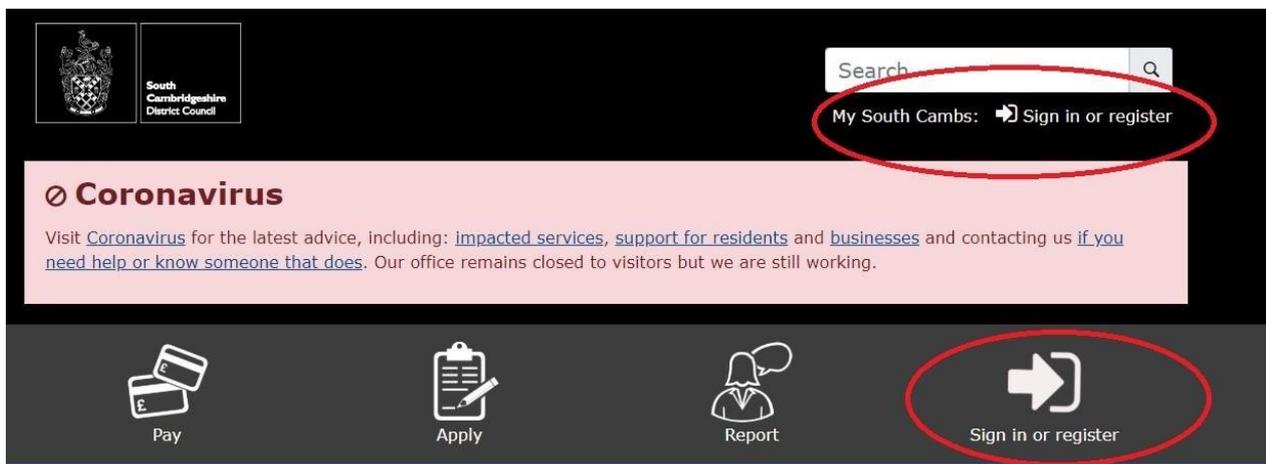
Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. These are housing, housing repairs for council tenants, planning, benefits, council tax, bin collection, environmental health issues etc. Don’t fight on your own. I am available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

The South Cambs office is still on lockdown and officers are working from home still. We have no immediate plans to re-open the offices, but as you know, the situation may change as we get more guidelines from Government.

However residents can continue to have access to our services online at [www.scambs.gov.uk](http://www.scambs.gov.uk). I strongly urge everyone to 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

We all still need to follow the COVID-19 laws as laid down by government. Washing our hands often, social distancing, working from home wherever possible. The what you can or cannot do FAQ has been updated and can be found at

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cantdo/coronavirus-outbreak-faqs-what-you-can-and-cant-do>. In summary people can now

- spend time outdoors, including private gardens and other outdoor spaces, in groups of up to six (6) people from different households, following social distancing guidelines

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- visit car showrooms and outdoor markets
  - in line with the arrangements made by your school, send your child to school or nursery if they are in early years, reception, year 1 or year 6, if you could not before

*District Councillor Tumi*

If you do go out, please do not litter – take your rubbish home with you to dispose of it. Please stay safe. Feel free to contact me if you are in doubt and need assistance or clarification.

### New getting outside safely website

The Ordnance Survey has worked with Natural England to create a site that brings together current advice from government, councils and other outdoor organisations, so the public can decide where to go and what to do outside. The site allows visitors to search by activity and location for suggestions and ideas about how they can get outside safely I've checked it out and find it comprehensive. The website is at <https://getoutside.ordnancesurvey.co.uk/covid/>

### New Shielding Guidelines

The government announced this week changes to guidelines for those who are “shielding”. People who are shielding remain vulnerable and should continue to take precautions but can now leave their home if they wish, as long as they are able to maintain strict social distancing.

If they choose to spend time outdoors, this can be with members of their own household. Those who live alone can spend time outdoors with one person from another household. Ideally, this should be the same person each time. If they do go out, should take extra care to minimise contact with others by keeping 2 metres apart. This guidance will be kept under regular review.

### New National Testing Site

The CCG announced this week that a drive-through coronavirus testing facility has opened at the **Milton Park & Ride** on the edge of Cambridge. Anyone experiencing a new, continuous cough, a high temperature, or a loss of or change in their normal sense of smell or taste, can book an appointment on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-andtracing/ask-for-a-test-to-check-if-you-have-coronavirus/> or by calling **119** to be tested for whether they currently have coronavirus. The facility will be piloted for its first few days of operation before ramping-up operations after that.

### Healthwatch Survey

Many health and social care services have had to adapt in order to continue supporting people whilst keeping them safe from Covid-19. So Healthwatch Cambridgeshire and Healthwatch Peterborough – local champions for people who use Health and Social Care services – want to hear how changes to services during Covid-19 have affected service users and their loved ones. By taking part in their latest survey, you will be helping our local NHS and social care system ensure everyone gets high quality and safe support.

The survey only takes 10 minutes to complete and all respondents remain completely anonymous. The survey is at [www.healthwatchcambridgeshire.co.uk/coronavirus-yourviews](http://www.healthwatchcambridgeshire.co.uk/coronavirus-yourviews) or [www.healthwatchpeterborough.co.uk/coronavirus-yourviews](http://www.healthwatchpeterborough.co.uk/coronavirus-yourviews) .

If you need a paper questionnaire, please contact Healthwatch on 0330 355 1285 or text 0752 0635 176.

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## Local SCDC Support

There is a lot of useful information on the South Cambs website on the Coronavirus page. It is constantly updated with latest advice on services that are impacted, support available for residents and businesses and for making reports if you need help or know someone who does <https://www.scams.gov.uk/coronavirus/>

It is great to see local parishes continuing to support their residents even though some of the lockdown restrictions. It is not over yet, so thank you to all the volunteers for their service so far and into the future.

I remain the official data controller for the ward, receiving data given to the Ward from South Cambs and from other government organisations such as the Shielding data and dealing with it as appropriate. I can assure those on the government shielded list that the information in those lists stays with me and me only, and is not shared with anyone else in the support groups. I make the contact personally as needed and signpost or put together assistance if required. I also work with the South Cambs patch officers to help deal with the more sensitive issues arising from the lockdown.

## Business Support

The Council continues to provide support to businesses in the district. There are a number of sources of information and support for businesses. The Government's [Business Support Helpline](#) number is FREEPHONE 0800 998 1098. The helpline provides free, impartial business support and signposting services to businesses in England including business advice on Covid-19.

You can also find free support, advice and sources of **finance** through the Cambridgeshire and Peterborough [Growth Hub](#) <https://cpcabusinesssupport.co.uk/business-support/> or [speak to an advisor](#) on webchat [https://secure.livechatinc.com/licence/10701242/v2/open\\_chat.cgi?groups=0](https://secure.livechatinc.com/licence/10701242/v2/open_chat.cgi?groups=0) about support for your business.

The most recent South Cambs business newsletter was released last week and can be found at <https://www.scams.gov.uk/business/coronavirus-information-for-businesses/latest-businessnewsletters/> It has lots of useful information so please check it out if you are a business owner.

## Planning

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

## Site Notices

Due to the stay home unless essential regime, site notices could not be put up. This meant consultations could not take place on applications submitted just prior to or during lockdown. Our building regulation officers have since put up those that were in the queue, and planning officers will now be able to put notices up going forward.

We have additional resource in to help catch up with the delayed backlog arising from the lockdown.

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## Planning Committee and Scheme of Delegation

Following what was a lengthy debate, Full Council voted on 21 May 2020 to agree a constitutional change to the wording of the scheme of delegation. This was in response to recommendation from the Constitutional Review Committee as well as a threatened legal action from a resident on the legality of the wording that had been in operation since April 2016.

The change means that when Parish Councils call in a planning application, the decision to take the application to the Planning Committee for determination has to be made by the Joint Director of Planning or his delegated officers in consultation with the Chair of the Planning Committee. The previous wording was that the decision is made by the Chair in consultation with the Director of Planning. The practical aspect still does not change as both Chair and Director will continue to meet together to discuss the requests and agree on which goes to committee and which is delegated. There is no change to your ability to call-in an application as that process remains the same. You consider an application and send in your call-in request as normal giving material planning reasons as well as any other information you consider necessary based on your local knowledge. These form the basis of the discussion to determine if the call-in is accepted or not.

Furthermore, the new guidance is that where an application is controversial or sensitive, then the Planning committee would normally expect the Case officer to refer the matter to the Committee. You also still have the right to ask your District Councillor to refer the matter to committee.

What has not worked well so far is that if the call-in request is rejected, the service has not always provided feedback to you to explain why. We have not put in place a process to ensure that parish councils get feedback on call-in requests. Now that we have the Area Team Leaders in place, I hope that you will work closely with them to talk through any concerns you may have.

I want to reassure you that we value the role of Parish Councils, and the insight that you bring to the table. Parish Councils are Statutory Consultees as per legislation which you can read yourself at <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees>. That is not changing in anyway.

It is unfortunate that the Conservative opposition and their supporters have decided to misinform you and spin this as taking away your democratic rights. That is not the case at all. It was the Conservative administration in 2016 that took away the automatic rights of parish councils to refer applications to committee. It was also the same time that the wording giving the Chair the final say was put in place, up until then it was the Director of Planning and New Communities that made the decision in consultation with the Chair of Planning Committee. See paragraph 10 in this 2015 report <https://scams.moderngov.co.uk/ieListDocuments.aspx?CIId=1059&MIId=6529&Ver=4>

The ambiguity arose because The Chair of Planning is not an Executive Councillor (cabinet member) so taking that decision is not lawful according to the Local Government Act 1972. Para 101 here <http://www.legislation.gov.uk/ukpga/1972/70/contents>. It has to be an officer of the authority making the decision.

By making this change we are ensuring that the Council is operating in a lawful manner and not leaving itself to legal challenges by those with grudges personal or political. There is a long history to this matter which I have tried to explain in an article on my blog for those who might be interested. Its called "[Scheme of Delegation: Fact not Fiction](#)".

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## 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  
4 June 2020

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