

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 5th March 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 Polly Field (PF), Cllr Jack Lang (JL) and Cllr and District Cllr Tumi Hawkins.

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

1. **Public open forum** – There were no questions from 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 reported that she had made enquiries about obtaining scrapings arising from the ongoing road resurfacing to fill potholes in the road leading to the Pavilion. These were unavailable but the Council is on a list to receive scrapings from future works.

The Chairman provided clarification on the outcomes of the meeting between Cllr Cartwright, Cllr Field and one of the editors of the Caldecote Journal, as reported in the minutes of the Council meeting held on 6th February. It was noted that the issues that must be considered when planning the Journal layout were discussed and that the contacts list was updated to remove out of date and incorrect information. It was agreed that the Council would be able to preview the Journal before printing only when there is enough time to do so, which is not likely to be the case for every issue.

5. **Minutes of the last Meeting** – The minutes of the Council meeting held on 6th February 2020 were approved as a correct record and duly signed by Cllr H. Cartwright.
6. **Actions and matters from the Minutes**
 - **Alcohol licence:** The Clerk reported that he has applied for the licence.
 - **Security matters:** The Clerk reported that he has identified three companies that will be asked to provide quotes and has drawn up the specification, which will now be sent out for tender.
 - **Driveway:** The Clerk reported that he has drawn up a specification for the work and this will shortly be sent out for tender.
 - **Linden Homes:** There was no update to report
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
 - The consultation on the Greater Cambridge Local Plan has now ended. The Big debate went very well, and it is hoped that further such events will be held in the future.
 - The new planning software has now been introduced and training of Clerks and Councillors went well.

*Parish Clerk: Alan Melton, 20 St. Martins Road, Chatteris, Cambs PE16 6JF
Email: parishclerk@caldecote.gov.uk*

- Team leaders for the three divisions of the planning service have been appointed and events will be arranged to introduce them to Parish Councils. All planners will be given mobile phones to make it easier to contact them.
- The Planning Committee Scheme of Delegation is being reviewed in consultation with the Planning Advisory Service.
- A new policy on taxi licencing has been introduced and includes the requirement for all taxis to have CCTV. New licences will only be granted to low/ zero carbon vehicles.
- A community chest grant of up to £1000 is available to support VE day celebrations. The deadline for applications is March 15th.
- The discharge of conditions (drainage) for the Linden Homes development will be going to the planning committee next week.

It was agreed that Mr and Mrs Claridge will be asked to represent the Council's views at the planning committee.

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

9. Planning Applications

20/01018/FUL: Two storey side extension. At 1 Samian Close Highfields Caldecote Caldecote CB23 7GP

It was **RESOLVED** to recommend approval. Cllr T. Hawkins abstained from the vote.

20/01195/OUT: Outline Planning Permission with all matters reserved for two one and a half storey detached residential dwellinghouses. At 44 East Drive Highfields Caldecote Caldecote Cambridge Cambridgeshire CB23 7NZ

It was **RESOLVED** to recommend approval. Cllr T. Hawkins abstained from the vote.

20/01234/FUL: Erection of new dwelling (resubmission of planning application S/0479/19/FL). At 79 Highfields Road Highfields Caldecote Caldecote Cambridge Cambridgeshire CB23 7NX

It was **RESOLVED** to recommend approval. 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 28th February 2020 was received and approved.
- **Bank Reconciliation.** The bank reconciliation dated 25th February 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.

11. Leisure and Amenities report – There was no report

12. Zig-zag outside school – request for funding – The Clerk reported on correspondence from County Cllr Lina Nieto, asking whether the Parish Council would be prepared to pay for zig zag lines outside school. It was agreed that the Clerk will decline the request on the grounds that the Highways Service at the County Council have looked into the matter and have not recommended that zigzags are installed.

Action: Clerk

13. Pavilion storm damage – The Clerk reported that recent storms have resulted in damage to tiles and mortar on the Pavilion roof. A contractor has been asked to carry out the repair work as soon as possible.

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14. **Correspondence** – The Clerk reported on correspondence received from Mr Corcoran, who has indicated that he would be interested in being co-opted to the Parish Council. It was agreed that the Clerk will send Mr Corcoran the relevant details and that the co-option will be considered at the next meeting of the Council. **Action: Clerk**

The Clerk reported on a response from Linden Homes to the Council's request for more information on ongoing maintenance costs for swales. The correspondence indicated that Linden Homes would be looking to make this a service charge to the residents via setting the parish council up as a party to the resident management company or as a separate payment directly to the parish council. It was agreed that the Council would decline the request to adopt the swales and that the Clerk will write to Linden Homes to inform them of this decision. **Action: Clerk**

The Clerk reported that Countryside have proposed a date of March 11th for a presentation on the Bourn Airfield development. It was agreed that this date is not suitable and that the Clerk will write to Countryside to request an alternative date. **Action: Clerk**

The Clerk reported on correspondence received from the County Council stating that they would like to end the contract for Street Lighting energy payments as of 31st March 2020.

15. **Clerk's report** – There was nothing further to report.

16. **Councillor Reports**

Cllr T Hawkins asked whether there had been further information from Countryside on the proposed visit to Beaulieu. The Clerk reported that the previous contact no longer works for the company. The Clerk will follow up with other contacts.

Cllr T Hawkins reported that she has been approached by residents to ask whether the Parish Council would consider funding a weekly activity for older people in the village. It was agreed that this will be added to a future agenda for discussion. **Action: Clerk**

Cllr H Cartwright reported that she has met with members of Bourn Parish Council to discuss traffic issues associated with the Bourn Airfield development. An area of concern is the traffic estimates provided by the developer, which appear low.

Cllr J Lang noted damage to verges caused by large lorries travelling up and down Main Street during the recent road closures. It was agreed that the Clerk will inform Highways and investigate the possible installation of an HGV sign at the top of the village. **Action: Clerk**

Cllr J Barker reported that the road drain at the lower end of the village is filled with silt. Cllr Field noted that she has already reported this to Highways. It was agreed that all Councillors will report the issue to Highways.

17. **Dates and times of the next meeting** – Thursday 2nd April 2020 at 8pm in The Pavilion

The Meeting Closed at 9.05 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						
10/02/20	189-193	28.08	Julie Coogan	Cleaning supplies	43	O
10/02/20	199	37138.02	Caldecote Village Hall	S106 transfer	84	O
19/02/20	200	8226.84	Fresh Air Fitness	Gym equipment deposit	49	O
Salaries						
24/02/20	203	375.79	HMRC	PAYE Feb 20	31	M
24/02/20	204	207.52	County Council	Pensions contributions – Feb 20	30	M
24/02/20	202, 205-207	1683.52	Staff salaries	Feb 20 salaries	25,26,27	M
Direct Debits						
06/02/20	187	87.52	HG3	Mobile phones	9	M
10/02/20	188	93.24	BT	Pavilion phonenumber and broadband	37	M
21/02/20	201	45.26	British Gas	Pavilion electricity	35	M
02/03/20		39.20	E-On	Cabin electricity	44	M
New payments yet to be made requiring Council approval						
		19.50	Katy Reeves	Expenses – Feb 20	5	M
		239.80	Alan Melton	Expenses – Feb 20	5	M
		74.42	Steve Field	Pavilion maintenance (materials)	40	O

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

Councillor’s Monthly Report – March 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.

1 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.

2 Planning

2.1 Greater Cambridge Local Plan – The First Conversation

The First Conversation ended on Monday 24th February 2020. I want to say a big thank you to everyone who took time to attend any of the roadshow events, and/or contributed comments or feedback on the issues we consulted on. Using social media for the first time in such a consultation, we had 10,000 instagram hits and over 25,000 views of the explanatory video.

I was particularly impressed with the turn out at The Big Debate, at The Corn Exchange. We had 7 presentations from local groups from both Cambridge City and South Cambs. The event was packed out with over 300 attendees. There was a lively debate in the Q&A sessions with lots of questions to the speakers. The kids from the Eco Council no doubt stole the show.

Officers will be collating and analysing the responses over the spring period. In the meantime, we are commissioning a number of projects to provide the evidence that we need to make the plan. I will continue to update you on these issues.

2.2 Greater Cambridge Shared Planning Service (GCPS)

The new planning software system (Uniform-idox) went live on 18th February 2020. The good news is that the capabilities of the new system will enable Parish Councils, residents groups and individuals to closely track progress on planning applications. A special thank you to all the 44 Parishes that sent over 70 councillors and/or clerks to the training that we put on to help learn how to access and use the new system. We hope to put on some more training in the future.

The new system is also enabling the authority to go paperless with planning applications processing. This will result in massive savings as the use of paper is reduced significantly.

The implementation of the new ICT system also means we can now implement the new area planning teams. These became effective at the beginning of this week, as officers moved to their nominated/preferred base of work, with some previously based at South Cambs hall moving to the

Guildhall and vice versa. As I reported previously, two area teams will work on applications in both council areas, whilst one area team will work on applications just in the City.

District Councillor Tumi

We are planning events for residents, parish councils etc., to introduce the teams and explain how it will all work – watch this space for more information and timing when the plan is ready.

We would welcome your comments, compliments as well as complaints. This is the one way we know we can get feedback that will enable us to improve the service that we provide to residents.

2.3 Planning Committee and Scheme of Delegation

As previously report, the current scheme was put in place in 2016 when the district was going through some difficulties. The Shared planning service now operates 3 planning committees and part of the restructure included reviewing how these committees work and see how they could be improved. We are in the process of commissioning the Planning Advisory Service, independent organisation, to carry out the review, working on the South Cambs scheme first. We expect the review work to start in the next few weeks.

3 Environmental Health & Licensing

3.1 Taxi Licensing

The safety of passengers using taxis within the district has been tightened another. Full council voted to adopt the new taxi licensing policy, which was put together after consultations with the wider public. The new policy takes effect from 1 April 2020 and requires all taxis to have CCTV in the cab. Also to improve air quality, new licenses will be granted to taxis that are ultra-low or zero emission, or those that are less than nine years old.

The CCTV footage will be encrypted and stored securely in the vehicle and will automatically be erased after 28 days. Drivers and operators will be unable to access the data and the images will only be accessible to the police or licensing authority via a formal request to the Council following an incident.

4 Business and Finance

4.1 SCDC Budget

£5 million has been pledged in South Cambridgeshire to tackle the global climate emergency. The money will go towards improvements linked to the District Council's 'green to the core' priorities. This includes improving the Council's offices to cut carbon emissions and energy bills, providing communities with grants for projects that cut carbon emissions in their areas, making Council houses more energy efficient and helping people cut the amount of food they waste.

In 2018 the Council declared a climate emergency and pledged to reach net zero carbon by 2050. To help move toward that goal the Council plans to invest in 2020-21a further £100,000 on Zero Carbon Community grants for community initiatives to cut carbon emissions and tackle climate change, £1.9 million 'greening' of its offices to cut energy bills and show others how they could go green and a further £1.3 million on improving energy efficiency of Council homes.

In addition £1.3m will replace 1,800 District Council owned streetlights with LEDs to reduce energy consumption by 60% and £400,000 on an electric bin lorry to see whether it is viable to shift from a diesel to an all-electric fleet.

In 2020-21 the Council expects to generate over £3.5 million from investments which will be spent on local services and help offset cuts to their funding by central Government. The Council's budget also proposes investing an extra £200,000 in expanding the mobile warden scheme in the district. Local Mobile Warden groups support older people to live independently by carrying out practical tasks such as making light meals, shopping, making appointments, filling in forms and collecting prescriptions.

A further £200,000 is also planned to be invested in increasing support for local businesses so that villages remain vibrant and new jobs are created close to where people live.

5 Governance

5.1 VE Day celebrations

Friday May 8 has been declared VE day and a special public holiday. The Council is inviting people to apply for a Community Chest grant for up to £1,000 to fund projects that will help residents mark the 75th anniversary of the guns falling silent at the end of the war. The deadline to apply for grants has been extended until 15 March.

A number of national events have been planned over the three-day period to include the playing of specially written musical tributes to highlight the Nation's Toast to the Heroes of WW2. There will also be a Cry for Peace around the World and all Churches and Cathedrals are being asked to take part in sessions of Ringing out for Peace. Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc will be the plans for the Saturday and services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post on the Sunday.

6 Roads/Transport

6.1 Cambridgeshire & Peterborough Combined Authority (CPCA)

In February the Mayor announced that the CPCA would take control of public transport improvements in the area. A decision on the final route for the Cambourne to Cambridge Guided Busway Scheme was due to be made at the GCP's Executive Board on 19 Feb but the papers were pulled after the Mayor's announcement, in which he said that the plans didn't fit with his plans for the Cambridge Autonomous Metro. This despite the fact that the GCP has been working alongside the Mayor's office, which had not raised any concerns about the GCP proposals.

The proposals included delivering phase one of the CAM including connections to Cambourne, Waterbeach, Granta Park and towards Newmarket. So the Mayor's announcement is completely at odds with recent Combined Authority decisions.

The Combined Authority plans a meeting on 6 March to consider proposals which would include an interim solution for the Cambourne to Cambridge route that would not involve "flooding the city with buses.

6.1 East West Rail

Please don't forget to sign up for more information as the project progresses at <https://eastwestrail.co.uk/>. The site also has a number of useful maps and documents. The EWR company is holding a series of events during this month where those interested can go and talk to the officers and find out how the line might impact them especially if they live or work anywhere near the "route corridor".

7 Ward Issues

7.1 Bourn

On 29th February I attended the event launching the Wysing Arts Centre 2020 programme. I didn't get to Wicken Fen but went to Wysing where I saw the new commission by 2019 Turner Prize winning artist, Helen Cammock and met the Wysing studio artist, Naomi Harwin and saw her works too. Both events were well attended and I highly recommend visiting Wysing and supporting their works.

7.2 Caldecote

Linden Homes

I expect the Discharge of Condition 23 application to go to Planning committee in March

8 Casework

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services.

Tumi

Tumi Hawkins
5 March 2020

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