

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 5th September 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), Cllr and District Cllr Tumi Hawkins (TH) and Cllr Jamie Powell (JP).

In Attendance: Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk. There were 3 members of the public present

- 1. Public open forum** – Concerns were raised about congestion at the entrance to Strympole Way as a result of on-street parking during the nearby development works and future road closures during the construction of the new junction. Information was requested on the plans for the junction and for parking for the new houses. Cllrs advised that all plans have been submitted to and approved by the District Council and that the Parish Council have raised concerns where they believed it necessary during the consultation period. The junction from Strympole Way onto the roundabout will be moved forward to improve visibility and each of the new houses will have two dedicated car parking spaces. Advice on on-street parking has been sought from the police, who have carried out spot checks. Individuals have been asked to move vehicles where they are parked illegally (i.e. too close to the junction) but are otherwise parked legally. Road closures will take place between 2nd to 4th October and diversions will be in place. The Clerk will provide the member of the public with further information on the planning process and plans for future road closures. **Action: Clerk**

Further concerns were raised about the number of roads proposed to have access onto Highfields Road once the Linden Homes development is constructed. Cllrs noted that concerns were raised during the planning process but as these developments have now been approved there is little more that the Parish Council can do.

It was also noted that disabled access in the village is poor and should be more carefully considered. Cllrs recommended that County Cllr Lina be contacted as the paths/ roads fall within the remit of the Highways Department of the County Council.

- 2. Apologies for absence** – Apologies were received from Cllr L Jobson.
- 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 all Councillors back after the summer break. Thanks were extended to Cllr P Field for the organization of the well-attended summer activities in the Pavilion. Cllr Field reported that the activities were a success and that in future years she will expand on the most popular activities. Thanks were also extended to Mr Steve Field for various items of maintenance work on the Pavilion. The Chairman reported that she has had several conversations with CGM about village maintenance and that it has been agreed that they will focus on cutting back bushes around the village, to be completed by the end of November. Finally, the Chairman reported that the Clerk and Chairman will be reviewing the Council email system and website in order to make improvements.

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

5. **Minutes of the last Meeting** –The minutes of the Council meetings held on 4th July 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 progress on the installation of the new equipment was delayed due to the discovery of possible asbestos-containing materials on site. Subsequent inspection by the Environmental Health department of the SCDC have confirmed that the materials do not contain asbestos and work should commence again soon.
 - **Fence adjacent 70, Highfields Rd:** The Clerk reported that the replacement fence has now been installed and the resident is very satisfied. The Clerk has written to the resident to state that this will be the final replacement of the fence by the Parish Council, who will not be liable for any future repair/ replacement required.
 - **Street lighting:** There were no updates to report.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
- Cllr Hawkins provided clarification on a recent news article that stated that the District Council are outsourcing planning decisions. Cllr Hawkins reported that this is not the case: SCDC are buying in additional capacity from a private company to help them to deal with household applications, but all decisions continue to be made by the Council’s own planning department.
 - Phase II of the joining together of Cambridge City and SCDC planning departments will come into effect next week. They are continuing to recruit for the planning service.
 - Bourn Airfield SPD. Responses to the consultation have been collated and will now go to the Scrutiny Committee, who will meet on Tuesday 10th September. It is recommended that a representative of the Parish Council attend. The SPD will be presented to Cabinet on 4th October for approval and full council adoption is expected by the end of October. This will then allow the planning application that has been submitted to be determined.
 - It was recommended that the Parish Council respond to the Local Transport Plan consultation in order to raise any concerns about the A428/ Bourn Airfield.
 - The Zero-Carbon Grant scheme has now been launched and is open for applications.
 - The Council is running a fly-tipping campaign. Anyone who witnesses fly-tipping is urged to report it.
 - The County Council has launched a permits scheme for vans/ trailers accessing the household recycling centres. It is requested that information on this scheme be provided in the next issue of the Journal and/ or on the Council website.
- Action: Clerk**
- The planning application from Linden Homes will be considered by the planning committee next month.
 - Residents have continued to raise concerns about the open space in Blyth Way. The Clerk will investigate/ write to residents if required. **Action: Clerk**
 - The Draft Greater Cambridge Design and Construction SPD consultation concludes on 23rd September 2019.
 - The Parish Council Facebook page should be updated more regularly and should include information on TROs.
8. **Report from the County Councillor** – There was no report
9. **Planning Applications**
- [S/2459/19/FL](#): Erection of 1 No. 5 bedroom detached house at: Land on the East Side of Westside, 2 St. Neots Road, Caldecote, CB23 8AY

It was **RESOLVED** to make no comment on the application. Cllr T Hawkins abstained from the vote.

[S/2451/19/RM](#): Approval of matters reserved for plot 4 for appearance, landscaping, layout and scale following Outline planning permission [S/1524/16/OL](#). For the erection of 6 dwellings, (self-build).

It was **RESOLVED** to make no comment on the application. Cllr T Hawkins abstained from the vote.

[S/2677/19/FL](#): Erection of 6 No. flats in a two-storey detached building at: Plot 4 Westside, St. Neots Road, Caldecote.

The applicant provided additional details and answered questions on the application. It was **RESOLVED** to object to the application the grounds of concerns about traffic management and overdevelopment. Proposed JL, seconded PF. Cllr T Hawkins abstained from the vote.

[S/2678/19/FL](#): Erection of 3 bed dwelling house at: Plot 1 Westside, St. Neots Road, Caldecote, CB23 8A

It was **RESOLVED** to support the application. Cllr T Hawkins abstained from the vote.

- 10. Financial Report** – A report on the on current budget vs. expenditure dated 31st August 2019 and the bank reconciliation dated 25th August 2019 were received and approved.

A quote of £2052.11 for the annual renewal of the Council's insurance policy was received and the payment was approved. The Clerk noted that some changes to the schedule will be required when the new play equipment is installed.

- 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 payment to CGM for 1/8 ground maintenance contract, which will be held back until all work is up to date.

It was agreed that BT should be asked to remove the old broadband line and one of the two phone lines.

Action: Clerk

- 12. Leisure and Amenities report** – It was reported that one of the shutters on the Pavilion is broken. The shutter company will attend the site on 6th September to provide a quote for repairs.

Action: Deputy Clerk

Cllr Field reports that she has contacted a number of outdoor sports equipment companies to seek quotes for the provision of outdoor gym equipment. It was agreed that all quotes received will be considered at the next meeting for approval.

Action: Clerk, Cllr Field

- 13. Correspondence** – The Clerk outlined several pieces of correspondence:
- A quote of £325.00 has been received for the provision of shelving and other alterations to the Pavilion store cupboard in order to accommodate a printer and allow the Clerk to work from the Pavilion at least one day a week in order to establish a presence in the village. It was agreed that the quote be approved and the work be arranged. **Action: Clerk**
 - The visit to Beulieu will be arranged. **Action: Clerk**
 - Correspondence has been received regarding the installation of a fence by a resident in Porthmore Way. The Clerk will write to the correspondent to inform

them that the land on which the fence has been installed does belong to the resident and not the Parish Council. **Action: Clerk**

- Correspondence has been received regarding the ownership/maintenance of the verge at the entrance to West Drive. The Clerk will write to the correspondent to inform them that the verge is the responsibility of the County Council Highways Department. **Action: Clerk**
- Correspondence has been received regarding the ownership of a strip of land on East Drive and the installation of a fence. The Clerk will consult residents and attempt to view the title deeds in order to provide a response. **Action: Clerk**
- Correspondence has been received from the Caldecote Sports Association, concerning money to be given to the Parish Council when the Association becomes inactive. The Clerk will write to the Sport Association to provide bank details for the transfer of the money and Councillors will consider how this may be best used. **Action: Clerk**
- Correspondence has been received from SCDC with regard to S106 monies associated with the CALA homes development totalling £15,000 and designated as a financial contribution towards the provision of a BMX and/or skate park and/or Wi-Fi enabled youth shelter. The indemnity agreement will be considered for approval at a future meeting. **Action: Clerk**

14. Council Vacancies Update – The Clerk reported that he has spoken to Democratic Services at SCDC and that the Notice of Vacancy will be posted tomorrow. If no by-election has been called by 23rd September 2019, the vacancies will be advertised and filled by co-option.

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

16. Councillor Reports

Cllr P Field asked for an update on the provision of seats in the bus shelters. It was agreed that designs will be circulated and discussed at the next meeting.

Action: Clerk

Cllr P Field requested that the Council purchase a wreath to be placed during the Remembrance Day service on 10th November. It was agreed that Cllr Field will purchase the wreath and be reimbursed.

Action: Cllr Field

Cllr P Field requested that the Arthur Rank hospice be contacted in advance to offer the Pavilion for use in their Christmas Tree recycling scheme.

Action: Clerk

Cllr P Field requested that a member of the Council attend the Harvest Festival service on 6th October at Childerley. She would also like to set up a point for the collection of donations for Jimmy's night shelter (tinned food/ packets only – no fresh produce)

Cllr J Barker reported that the public footpath from Lower Caldecote to Bourn across the fields is poorly defined and there are no signs. The Clerk will report to Highways.

Action: Clerk

17. Dates and times of the next meeting – Thursday 3rd October 2019 at 8pm in The Pavilion

The Meeting Closed at 9.40 pm

Signed: _____

Dated: _____

CALDECOTE PARISH COUNCIL

Meeting 05/09/19

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						
11/7/19	57	450.00	P. Field	Summer activities	?	O
11/7/19	61	500.00	Caldecote Church	Churchyard maintenance	56	A
11/7/19	64	500.00	Caldecote Church	Summer hamper scheme grant	32	O
29/7/19	71	1769.24	CGM	1/8 Grounds maintenance	54	O
15/8/19	77	298.62	CGM	Removal of fallen tree	54	O
15/8/19	78	270.00	CGM	Cricket outfield mowing 20 th , 28 th May, 3 rd , 15 th , 22 nd , 24 th June, 3 rd , 10 th , 18 th July	53	O
30/8/19	86	2004.00	Cambridge Grandscapes	Fence installation	54	O
Salaries						
29/7/19	67	589.11	HMRC	PAYE July 19	31	M
29/7/19	69	207.52	County Council	Pensions contributions – July 19	30	M
29/7/19	68,70, 72,73	2188.67	Staff salaries	July 19 salaries	25,26,27	M
27/8/19	81	375.99	HMRC	PAYE Aug 19	31	M
27/8/19	84	207.52	County Council	Pensions contributions – Aug 19	30	M
27/8/19	80,82,83,85	1683.32	Staff salaries	Aug 19 salaries	25,26,27	M
Direct Debits						

08/07/19	53	81.14	HG3	Mobile phones	9	M
09/07/19	54	172.50	BT	Pavilion phonelines and broadband	37	M
22/07/19	66	57.67	British Gas	Pavilion electricity	35	M
01/08/19	74	21.06	E-On	Cabin electricity	44	M
06/08/19	75	81.14	HG3	Mobile phones	9	M
08/08/19	76	160.80	BT	Pavilion phonelines and broadband	37	M
21/08/19	79	62.88	British Gas	Pavilion electricity	35	M
02/09/19	87	23.54	E-On	Cabin electricity	44	M
New payments yet to be made requiring Council approval						
		68.99	Katy Reeves	Expenses – July and August 2019 (inc. purchase of Norton)	5	M
		500.00	Hardwick & Caldecote Cricket Club	Preparation of wickets for County Matches 14/4/19-5/8/19	61	O
		416.40	Starboard Systems	Scribe software licence renewal	14	A
		57.00	Cambridgeshire ACRE	Membership renewal	21	A
		2052.11	Came and Company	Insurance policy renewal	65	A
		1769.24	CGM	1/8 Grounds maintenance	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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