

**CALDECOTE PARISH COUNCIL**  
(South Cambridgeshire District)

**DRAFT MINUTES**

**A meeting of this Council was held at the Sports Pavilion, Caldecote  
On Thursday 6<sup>th</sup> June 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), Cllr and District Cllr Tumi Hawkins (TH) and Cllr Jamie Powell (JP).

**Absent:** Cllr Gregor Jossaume (GJ)

**In Attendance:** Alan Melton, Parish Clerk, Katy Reeves (KR), Deputy Clerk. There was 1 member 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 P Claridge declared an interest in agenda item 24 as the spouse of one of the grant applicants.
4. **Chairman’s Announcements** –The Chairman thanked members for their attendance and noted the need to avoid behaviour that might indicate predetermination during discussions.
5. **Minutes of the last Meeting** –The minutes of the Council meetings held on 2<sup>nd</sup> May and 23<sup>rd</sup> May 2019 were approved as a correct record and duly signed by Cllr P. Claridge.
6. **Actions and matters from the Minutes** – No list of outstanding action items was presented. It was requested that the list be added to the agenda pack for the next meeting.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached).
8. **Report from the County Councillor**– There was no report.
9. **Planning Applications**  
**S/1136/19/FL: Erection of 3 no. dwellings and associated development, at Southwind, Highfields Road, Highfields Caldecote, CB23 7NX**  
It was **RESOLVED** to object to the application on the grounds of overdevelopment and its location outside the village development framework. Proposed PC, seconded JP. Cllr T Hawkins abstained from the vote.  
  
**S/1370/19/RM: Reserved matters application for layout, scale, appearance and landscaping for dwelling on Plot 6, following the outline planning permission S1224/16/0L for 6 dwellings (self-Build) including access. At: Land to the West of Casa De Foseta, St. Neots Road, Highfields Caldecote.**  
It was **RESOLVED** to support the application. Proposed PC, seconded HC. Cllr T Hawkins abstained from the vote.

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**S/1607/19/FL: Demolition of existing bungalow being replaced with 2 proposed chalet style dwellings (resubmission of (S4802/18/FL). At: 75, Highfields Road, Highfields Caldecote, CB23 7NX**

It was **RESOLVED** to object to the application on the grounds of overdevelopment and that it is not in keeping with the characteristics of the streetscape as outlined in the village design guide. Proposed JL, seconded LJ. Cllr T Hawkins abstained from the vote.

For Information:

**S/1636/19/LD: Certificate of lawful development for a single storey rear extension. At: 6, Bosserts Way, Highfields Caldecote, CB23 7PA.**

**S/0360/19/FL: Notice of appeal, Erection of two detached dwellings at: 20A East Drive, Caldecote, Cambridge, CB23 7NZ.**

**Withdrawn: Erection of 2no. Semi Detached Dwellings at: 28, Highfields Caldecote, Caldecote, CB23 7NX – Cala Homes.**

**S/4117/18/FL: Appeal Dismissal. 28 Highfields Road, Highfields, Caldecote, Erection of 2no semi-detached dwellings. Cala Homes**

10. **Financial Report** – A report on the on current budget vs. expenditure and the bank reconciliation dated 25<sup>th</sup> May 2019 were received and approved.
11. **Staff timesheets** – The Deputy Clerk’s May timesheet was received and approved.
12. **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 invoices from CGM, owing to concerns about the work that has been carried out. The Clerk and Cllr H Cartwright were delegated responsibility to approve payment of the invoices from CGM if the concerns are resolved following discussions with representatives of CGM. Proposed HC, seconded PC.
13. **Bank mandate** – It was **RESOLVED** that the Parish Clerk, Mr Alan Melton, be made the key contact for the Unity Trust banking account and be given access to view the account and submit payments. It was further agreed that the access of the former Parish Clerk Mrs Frances Laville be revoked. **Action: Clerk**
14. **Noticeboards** – It was agreed that quotes will be sought for the repair and/or replacement of the Parish Council noticeboards and that Cllr J. Powell investigate the construction of a system for posting temporary event notices at the northern entrance to the village. It was also agreed that the owner of the BP petrol station be approached for discussions about the possibility of posting event notices on the premises. **Action: Clerk, Cllr Powell.**
15. **Emergency Plan** – Cllr L Jobson reported that she is in the process of updating the previous Emergency plan and will need to obtain information on individuals in the village that can provide resources/ skills in an emergency.
16. **Grayway Close children’s play area** – Cllrs considered quotes for three different combinations of new play equipment. Cllr P Field reported that an informal survey of parents and children indicated a preference for ‘Option 1 – Mayon’ and the Traversing Wall. Cllrs noted that the quoted net total costs of this combination do not correspond to the sum of the individual items. It was **RESOLVED** that an order be placed, to a maximum value of £11,000 (net), for Option 1 and the Traversing Wall (excluding the

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optional surfacing), pending clarification of costs and that the corrected quotation be circulated to all Cllrs. The L&A group will finalise the site plan.

**Action: Clerk, Open spaces and playgrounds WG**

17. **Items for Caldecote Journal** – Items were selected for inclusion in the Parish Council report: the new grass cutting contract, the Grayway Close play area, the Emergency Plan, Superfast broadband in the Pavilion, Children’s summer activities and Pavilion Hire information. **Action: Clerk**
18. **Leisure and Amenities report** – there was no report.
19. **Fence adjacent 70 Highfields Road** – The Clerk reported that quotes for the fence replacement have been sought but have not yet been received. CGM have been asked to remove the broken fence
20. **Cricket Ground Fees** – A meeting has been held to review existing arrangements and a subsequent meeting will be sought with the Cricket Club, with a view to determining the future annual contribution of the Cricket Club. **Action: Clerk**
21. **Defibrillator Purchase** –The Clerk reported that the order for the defibrillator has been placed.
22. **Report of meeting with CGM** –The Clerk reported that a meeting was held with CGM to discuss concerns. It was agreed that work to cut the verges should commence as soon as possible. A further meeting between CGM’s Operations Manager and the Clerk will be organized. **Action: Clerk**
23. **VDS consultation** – this has now closed
24. **Caldecote Parish Church Grant Applications.** – Two grant requests were considered.  
  
Churchyard Maintenance: It was agreed that the Treasurer of Caldecote Church will be invited to attend the next meeting in order to clarify the increased value of the grant request. **Action: Clerk**  
  
Summer Hamper Scheme: It was **RESOLVED** that a grant of £500 will be provided to the Summer Hamper Scheme. Proposed PF, seconded HC
25. **Sustainability** – It was proposed that the Parish Council organize a Sustainability event for the summer of 2020 focused on the 8 ‘R’ principles of sustainability. It was agreed that a meeting will be held to discuss the plans (to be coordinated by Cllr L Jobson). Cllr T Hawkins recommended that the Council consider applying for SCDC’s zero carbon scheme for funding for the project. **Action: Cllr L Jobson**
26. **Broadband** – It was agreed that the L&A Pavilion and Recreation Ground Working Group will consider ways in which the newly installed superfast broadband at the Pavilion can be used to benefit the community. **Action: Pavilion and Rec. WG**
27. **Lights and Energy** – It was reported that the Clerk has received a letter concerning the transfer of responsibility for managing streetlighting energy costs to the Parish Council. It was agreed that further information on responsibilities for streetlighting costs will be sought. **Action: Clerk**
28. **Section 106** – It was agreed that a meeting will be held to discuss priorities for the use of S106 monies from ongoing developments, to be led by Cllr T Hawkins. **Action: Cllr Hawkins**

29. **Correspondence** – Two quotes for the provision of a new lock for the Pavilion front door were considered. It was **RESOLVED** that the Clerk will order a new lock and keys at a cost of up to £300. **Action: Clerk**

30. **Clerk's report** – The Clerk reported that he has put together a list of the Councillor's stated priorities for the next 3 years and will be working on turning these into an action plan. He further noted that the Annual Governance and Accountability Return is due to be submitted at the beginning of July. However, an extension will be requested to allow this to be signed off at the July Parish Council meeting. The internal audit will be organized ahead of this date. **Action: Clerk**

31. **Councillor Reports**

Cllr T Hawkins reported that she has attended the A428 LLF meeting at which a report on their consultation was presented. She noted that it will be important for the Parish Council to comply with future requests for participation.

Cllr T Hawkins reported that Linden Homes have resubmitted their plans for the development in the village and these will shortly be sent out for consultation.

Cllr P Field reported that there is a drain raised on the grass verge opposite the Wheatley Homes development and further that the verge has been damaged and dangerous debris has been left there. This will be reported to the Highways department of the County Council. **Action: Clerk**

Cllr P Field requested an update on the provision of benches in the bus shelters. The Clerk advised that he has information on this, which will be circulated.

Cllr P Field requested that broken fencing on Strympole Way be removed. The Clerk advised that CGM have been asked to do this.

Cllr P Field reported that a group of young people are putting together proposals for a skate park and would like to discuss this with Councillors.

32. **Report of Correspondence with Cllr Gregor Jossaume** – The Clerk reported that he wrote formally to Cllr Jossaume to advise of the requirement to attend this meeting in order to avoid automatically vacating his seat. As no response was received, the seat is now considered vacant.

33. **2019/20 Parish Council Meeting Dates** – The draft meeting list was approved. Meetings of Working Groups are to be arranged by the Chairs of each group.

34. **Dates and times of the next meeting** – Thursday 4th July 2019 at 8pm in The Pavilion

35. **Closed: Staffing matters**

**The Meeting Closed at 10 pm**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**CALDECOTE PARISH COUNCIL**

Meeting 06/06/19

**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. ½ = 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>						
5/6/19	X	589.11	HMRC	PAYE –May 19	31	M
5/6/19	X	207.52	County Council	Pensions contributions – May 19	30	M
29/05/19, 5/6/19	27-29, X	2188.67	Staff salaries	May 19 salaries	25,26,27	M
<b>Direct Debits</b>						
07/05/19	17	23.78	E-On	Cabin electricity	44	M
07/05/19	18	81.14	HG3	Mobile phones	9	M
09/05/19	25	101.76	BT	Pavilion phonelines and broadband	37	M
23/05/19	26	50.28	British Gas	Pavilion electricity	35	M
03/06/19	30	23.30	E-On	Cabin electricity	44	M
<b>New payments yet to be made requiring Council approval</b>						
		246.60	Playsafety Ltd.	Play area inspections	19	A
		19.50	Katy Reeves	Expenses – May 2019	5	M
		60.00	CGM	Cricket outfield mowing 16 <sup>th</sup> and 25 <sup>th</sup> April	53	O
		120.58	Uniplumb	Pavilion tap repairs	38	O
		1769.24	CGM	1/8 Grounds maintenance	54	O
		531.07	Cambs County Council	Streetlight energy for the period 01/10/17 to 30/09/18	60	A
		441.50	Alan Melton	Expenses – May 2019	5	M

## South Cambridgeshire District Council – Caldecote Ward

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

### Councillor's Monthly Report – June 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.

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#### **Parklife 2019 Event – Family Fun Day Out**

A big thank you to every one who attended the annual free family fun day out at Milton Country park. It was the biggest, busiest and best yet! The event is run by the Council together with Cambridge Sports Lake Trust (who run the park). Many council officers volunteer their time to help prepare for it and run it on the day. Councillors also help out on the day. We are glad that attendees and vendors alike had a good day – some vendors said though they brought more supplies than last year, they ran out! Just goes to show. We have a standard to beat next year.

#### **Planning**

##### **Waterbeach New Town**

The council's planning committee held a special meeting on 13<sup>th</sup> May to consider the application by Urban and Civic to build up to 6500 houses on the west part of the old Waterbeach barracks. This site is one of those allocated in the adopted Local Plan.

Following the day's deliberation, planning permission was granted for the plans which include 1,950 affordable homes, secondary school, 3 primary schools, library and health care centre, leisure centre, four community centres, 29 hectares of outdoor sports space, 7 hectares of allotment and community orchard space, play parks, recreation facilities, wetlands, grasslands and woodlands. In fact, up to 43% of the site will be open space and recreation areas.

There is provision for £141million of S106 funding to provide transport improvements to the A10, upgrade roundabouts, create cycle and walk ways to Cambridge and science park, and improve bus services. It is a comprehensive package.

The hard work is just beginning, as the developers now have to prepare detailed plans of how the site will be built out, following the guidance set out in the SPD (Supplementary Planning Document), which will then come back to the planning department for approval. This new town is expected to be built out over the next couple of decades. It's a marathon, not a sprint.

##### **Marshalls Cambridge is moving**

Marshalls Aerospace have indicated they want to move away from the Cambridge Airport site! The company is looking to relocate still within the district as a first option. The airport site could potentially provide several thousands of homes as well as business space.

The site had been submitted for previous local plan but was withdrawn because Marshalls changed its mind about moving. Both City and South Cambs will be entering into discussions with

Marshalls to see how the opportunity fits in with the new local plan that both are beginning to work on.

### **Draft Bourn Airfield SPD (Supplementary Planning Document)**

The first draft of the Bourn Airfield new village SPD was discussed at Scrutiny committee on 21<sup>st</sup> May 2019. The document was prepared by ARUP consultants in conjunction with planning policy officers, and the information gathered at the stakeholder workshops attended by village and parish council representatives from Bourn, Caldecote and Cambourne. It provides further guidance on the

*District Councillor Tumi Hawkins*

masterplan for the new village and how it should be built out. The site developers can then use this to prepare their detailed plans for the site.

I attended the meeting to lay out a number of concerns the communities of both Bourn and Highfields Caldecote had about some of the content of the SPD.

The discussion focused on the key issues of transport infrastructure where the committee expressed its concern at the potential level of traffic to be generated and the call from local communities for an access road direct to the A428. There was also discussion on the proposed landscaping to provide a buffer between the new village and Highfields Caldecote, the location of the village centre, schools and how the proposed Cambourne to Cambridge busway fits.

The committee made several recommendations to improve the SPD before it is taken to Cabinet meeting (5 June 2019) to be considered for approval to go out to public consultation from mid June to July. If approved, it will then go to public consultation in June, giving the public opportunity to make suggestions and comment on the SPD.

### **Housing**

The council continues to make progress in providing affordable homes for the district. The lead member for Housing has approved the council entering into a Heads of Terms followed by a JCT Design & Build Contract to purchase 36 affordable homes (40% affordable housing contribution) on the new 90-dwelling development being built by Beechwood Estates at Bennell Farm, Toft. The make-up will be 25 rented and 11 shared ownership homes, providing long-awaited much needed in an area of the district that has not any new affordable housing built for many years.

I am glad to see this site coming forward finally, having worked together with the previous LibDem district councillor for Comberton to get the site included in the recently adopted local plan in response to the identified need in Toft (that I represented at the time) and Comberton.

### **Environmental Services/Green Issues**

#### **Fly tipping**

We are urging everyone to be “Waste Aware” as fly tipping is causing concern across the district, due to incidents of large industrial fly tips that have been found in recent months. The recent ones on private land near Fulbourn and in Cottenham seemed to have been dumped by unlicensed

commercial contractors who get paid to dispose of rubbish but instead dump the load on private land.

The illegal dump could cause not just financial harm to land owners, but also environmental harm if it contains hazardous liquids.

We urge home owners and businesses to check that companies they engage to get rid of rubbish are registered waste carriers. Do this by checking the Environment Agency website at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

Please report incidents of fly tipping on the council's website <http://www.scambs.gov.uk/report-it/>

## **Recycling**

Please remember to clean out food from any plastic or foil containers before placing in the recycling bin. Contaminated loads cannot be accepted and has to go into landfill costing the council thousands of pounds per load – its your tax money, help us to spend it better for you.

## **Zero Carbon grant**

I reported on the creation of this grant last month, and it seems to have gained interest from a number of communities. The common questions were (1) how much can we apply for, and (2) what sorts of projects can we spend it on?

The grants will be from £1000 up to £15,000, and will be available for bids in the summer. The grants can be spent on projects that reduce carbon emissions and reliance on fossil fuels, helps communities spread awareness and promote behaviour change towards low carbon lifestyles. For example:

- Community energy projects such as solar panels, community wind turbines and battery storage
- Electric vehicle charging points which the community could use
- Purchase of an electric vehicle for community use
- Community tree planting, to absorb carbon and increase biodiversity
- Community schemes to scale up local circular economy initiatives (food, fashion, waste, travel)
  - Cycle paths and stands
- Projects that tackle fuel poverty
- Simple proposals such as cycle racks at bus stops or drinking fountains to encourage the use of reusable water bottles

Or come up with yours! I have heard an interesting one already. Watch this space for further updates.

## **Business and Finance**

### **Retail Discount for businesses**

The Government in its autumn budget announced a new discount for 2019-2021 – the Retail Discount. It is for small retailers that meet certain eligibility criteria, to claim a third off their annual Business Rates.



The new Retail Discount scheme will run for two years from April 2019, and we believe there could be around 50 further businesses eligible to claim what could be up to £10,000 per businesses

One of our key priorities is to support businesses of all sizes in the district, and we consider that helping businesses to access funds like this is important. So businesses who wish to find out more about this or other existing business rate reliefs and discounts should visit the council's website at, [www.scams.gov.uk/business-rates/business-rates-reliefs-and-exemptions](http://www.scams.gov.uk/business-rates/business-rates-reliefs-and-exemptions).

Individuals are not left out – if you want to find out about council tax reductions and discounts, visit the council website at <http://www.scams.gov.uk/council-tax/reductions-and-discounts>

## **Business Information and Newsletter**

For latest business news, events and workshops please check our website at <https://www.scams.gov.uk/business/latest-business-news-and-events/>. There are three upcoming events in June that would be of interest.

To keep informed, sign up for the business newsletter at <https://scams-framework.egovhub.net/SIGNUPFORBUSINESSSUPPORT,NEWSANDINFORMATIONNEW/launch>

## **“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.scams.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.

## **Governance**

Cllr Bridget Smith, the South Cambs council leader is starting a blog on the council website which aims to give residents a better insight into her activities. She wants to make sure the council is delivering on the priorities that residents helped to set for the administration. Please bookmark the blog link and remember to visit it at <https://www.scams.gov.uk/the-council/leader-s-blog-cllr-bridget-smith/>

## **Cambridgeshire & Peterborough Combined Authority (CPCA)**

Mayor Palmer continues to run the Combined Authority in a dictatorship manner. He is now under fire for appointing his buddies from East Cambs into highly paid jobs in the authority. He and other board members spent hours interviewing candidates for the position of CEO, and had a really good options only for him to refuse to appoint any of them. He subsequently unilaterally decided that the two current interims should stay on permanently.

So, he has appointed East Cambridgeshire councillor Tom Hunt as his chief of staff, and East Cambridgeshire Soham Councillor Paul Raynes to director of planning. He has now appointed ex

East Cambs council leader Roberts to a part time advisory role and his former chief executive at East Cambs John Hill to become permanent joint chief executive of CPCA. I guess it's a case of "power to East Cambs", yet is blindly denying accusations of cronyism.

He has also decided to interfere in the forthcoming planning appeal of the Smithson Hill application for an agritech park in South Cambridgeshire without discussing the merits of the case with our Leader or Planning Director.

## **Transport**

The public consultation on the A428 Black Cat to Caxton Gibbett improvements has started and will run from 3<sup>rd</sup> June to 28 July 2019. You can read all the relevant information on the Highways England project page at <https://highwaysengland.co.uk/a428-black-cat-to-caxton-gibbet-home/>.

There you would also be able to see watch the "fly through" videos (including a Minecraft fly through for the Minecraft aficionados) showing the new route and the junctions and how traffic is expected to flow through them. It is fascinating.

You can also complete the online survey on the page or download a copy of the response form to post back to HE.

There are also scheduled consultation events running from 13 June to 18 July at various locations, the closest to our ward are:

Newton Primary School, Caxton End, Eltisley, PE19 6TL Saturday 29 June, 1000 – 1600 hrs

Yelling Village Hall, High Street, St Neots, PE19 6SB Thursday 11 July, 1200 – 2000 hrs

Doubletree by Hilton, Cambourne Cambridge Belfry CB23 6BW Monday 15 July, 1200-2000 hrs

There will be printed copies of the consultation materials to view at the following places:

- Papworth Library
- Cambourne Library
- South Cambridgeshire Hall

Please get involved and have your say in this new and important road upgrade. If nothing else, watch the fly through video!

## **Ward Issues**

### **Little Gransden:**

It is great to see the village hall extension taking shape as the work goes on at pace. Looking forward to seeing the new space when it is finished.

I was pleased to attend the Flying Club open day at Little Gransden Airfield and watch the simulator in operation. No, I was not brave enough to try it myself, but got to sit in a glider.

**Caldecote:** Linden Homes have been working with planning officers to revise their planning application for the site at the top of the village, especially with respect to the drainage and road layout, using the Village Design Statement guidelines. We expect the revised application to go out to consultation shortly.

## 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 June 2019

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