

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

DRAFT MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote On
Thursday 6th September 2018.**

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: Chairman Cllr Jack Lang (JL), Cllr John Barker, Cllr Polly Field (PF), Cllr Helen Cartwright (HC), Cllr Fiona Whelan (FW), Cllr Jamie Powell (JP) and Cllr and District Cllr Tumi Hawkins (TH).

In Attendance: Frances Laville (FL), Parish Clerk, Katy Reeves (KR), Deputy Clerk.
There were four members of the public present.

1. **Apologies for Absence** - Apologies were received from Cllr Phil Claridge (PC).
2. **Chairman's Announcements** - The Chairman welcomed everyone to the meeting and reiterated the ground rules for Parish Council meetings: that only one person should speak at a time, that the views of all Cllrs should be respected and that the public may speak only in the Public Participation section of the meeting. He also stated that meetings should start and finish on time and should be for decisions, not discussions. The Chairman announced that the South Cambridgeshire Local Plan has been approved by the Inspectors, which means that the Bourn Airfield development will go ahead.
3. **Members Declarations of Interests or Requests for Dispensations** – There were no declarations of interests or requests for dispensations.
4. **Minutes of the Last Meeting** – Three amendments were proposed: that the proposer of items 13.2 and 13.3 be corrected to Cllr J Lang (JL) and that the heading of item 14.1 be amended to indicate that the report was verbal. The minutes of the Council meeting held on 5th July 2018, as amended, were approved as a correct record and duly signed by the Chairman. Proposed HC, seconded JP. Agreed.
5. **Outstanding Actions and Matters to be Reported from these Minutes** – To be considered at the next meeting of the council.
6. **Open Forum for Public Participation** – There were no questions from members of the public.
7. **To consider Co-option of a new Parish Councillor with possible signing of a) Declaration of Acceptance of Office form and b) Register of Financial Interests form** – Mr Gregor Jossaume had submitted an application to be coopted as a Parish Councillor and provided application forms confirming that he meets the statutory requirements to be a member of a local council. It was

agreed that Mr Jossaume be co-opted to the council. Proposed FW, seconded JB. Agreed.

Mr Jossaume duly signed the declaration of acceptance of office and took his seat. Councillor training for Mr Jossaume will be arranged. **Action: Clerk**

8. **Drainage Matters** – Cllr P Claridge reported (via email) on correspondence from Anglian Water in which it was reported that there is some general maintenance work taking place at the pumping station, as well as the installation of a flow meter. This work requires on open sewer and, while ongoing, could produce noticeable odours in the area. Owing to a power outage, the site is being powered by a generator. The letter also confirmed that the flow for the additional 98 properties from Hardwick to Bourn water recycling centre (WRC) is via the Caldecote pumping station.
9. **Village Design Statement (VDS)** – Cllr P Claridge reported (via email) that Caldecote has been accepted on to the program and that an introductory meeting between Cllr P Claridge and Hana Loftus has been arranged for September 11th, to which other Cllrs are invited to attend. So far responses from residents interested in being involved have been slow and Cllr P Claridge requested that each Cllr tried to sign up one village representative.
10. **Emergency Planning** – The Clerk reported that South Cambridge District Council have requested that all Parishes update their emergency plan. It was agreed that Cllr F Whelan will coordinate this task. **Action: Cllr Whelan**
11. **District Councillor's Report** – District Cllr T Hawkins delivered a monthly report (see attached). The topics covered included:
 - The Inspector's approval of the Local Plan, which is due to be discussed and adopted at a full council meeting on September 27th, 2018. The approval of the plan means that the Bourn Airfield development will go ahead, and it is expected that Countryside Properties will submit their application soon. This will go out for consultation and Cllr Hawkins has asked them to attend a Parish Council meeting to explain the proposals. Cllr Hawkins noted that with the approval of the Local Plan the District Council now has a 5.8yr housing land supply. Cllr Hawkins has asked planners to find ways to monitor the progress of approved applications.
 - A proposal by the Cambridge Bedford Railroad for a rail route via St. Neots, Cambourne and Northstowe.
 - Proposals for additions to the District Council Housing Strategy, to include housing for key workers, houses designed for more affordable living and adaptable housing.
12. **County Councillor's Report** – County Cllr L Joseph provided a monthly report (see attached).
13. **Planning Applications and Decisions:**

For Information Only:

13.1 Proposal: Discharge of Conditions 3 (Plot 1 Materials) & 4 (Plot 2 Materials) of Planning Permission [S/0500/17/FL](#)

Location: Southwind, Plots 1 & 2 Highfields Road, Caldecote CB23 7NX

Parish Clerk: Frances Laville, 32 High Street, Great Eversden, Cambs CB23 1HW

Email: parishclerk@caldecote.gov.uk

[S/3017/18/DC](#) Applicant: Mr D J Baldwin

Applications Withdrawn:

13.2 Proposal: Discharge of conditions 3 (Construction Management plan), 4 (Hard and soft landscaping), 6 (Boundary treatment) and 8 (Materials) of planning permission [S/3517/17/FL](#)

Location: 95, Highfields Road, Highfields Caldecote CB23 7NX

13.3 Proposal: Non Material Amendment of Planning Permission

[S/3517/17/FL](#)

Location: 95, Highfields Road, Highfields Caldecote CB23 7NX

Applicant: Mr A Sexton

14. Finance Matters:

14.1 To receive a report on the Current Financial Position - The Parish Clerk provided a report on current budget vs. expenditure.

14.2 To receive staff timesheets – Staff timesheets were received and approved. Proposed JL, seconded JB. Agreed.

Cllr Whelan requested that a close eye should be kept on the Clerk and Deputy Clerk's hours.

14.3 To receive the schedule of payments and approve the payment of Bills – The schedule of payments was received and payment of bills was approved. Proposed JL, seconded HC. Agreed.

14.4 To receive and approve the Bank Reconciliation - The bank reconciliation dated 4th September 2018 was received and approved. Proposed HC, seconded JL. Agreed.

14.5 To receive and approve new Insurance quotation – The council considered three quotes for the council's insurance premium. It was agreed that the Parish Clerk will ask the existing provider to match the lower quote. If this is not possible, the quote from Zurich for £2468.28 will be accepted.

Proposed HC, seconded FW. Agreed.

Action: Clerk

14.6 To consider a Grant request from Cambridge Search and Rescue – It was agreed that the grant request would be refused. Proposed JP, seconded HC. Agreed.

14.7 To consider the appointment of a new internal auditor for 2019 – The clerk was asked to make a report on the availability of new auditors for the next meeting

Cllr T Hawkins entered the meeting at this point and agenda item 11 was considered.

15. Leisure and Amenities Matters:

15.1 To receive a report from the Leisure and Amenities Working Group

15.2 To consider consultation and playground designs for Furlong Way Park – Cllr P Field reported that the L&A Working Group have looked at the current designs. They would like to add some a skate/ scooter ramps and enquired about the availability of money previously returned in 2015 by the Youth Group. The Parish Clerk reported that 1 grant application has been refused and that further information, including evidence of residents support etc. is required to submit additional applications.

Action: L&A Working Group

15.3 To consider and approve amended Grass Cutting Contract – Two amendments were proposed: to remove footpaths 6-10 and to remove the reference to East Drive for footpath 11, as these are not the Parish Council's responsibility. It was agreed that the contract, as amended, would be approved. Proposed PF, seconded HC. Agreed.

15.4 To consider quotations for grounds works – Quotations for the grass cutting contracts will be considered at the next meeting, once contractors have had the opportunity to review the amended contract. **Action: Clerk**

The council considered quotes for replacement of the fencing on the south side of the recreation ground. It was agreed to accept the lowest quote, from Balaam brothers, for galvanised, powder coated posts and chain link fencing. Proposed PF, seconded HC. **Action: Dep. Clerk**

15.5 To consider quotations for replacing two Noticeboards – It was agreed that quotes for the supply and installation of two noticeboards, with space to include both Parish Council paperwork and an A3 map of the village, will be sought for the next meeting. **Action: Clerk**

15.6 To consider storage container relocation request by the Cricket Club – Cllr Field reported that the cricket club have requested that an additional storage container be placed on the recreation ground, at their own expense. In addition they will move the other containers currently in the car park onto the field and have requested a financial contribution from the Parish Council towards this work. It was agreed that a quote for the work will be sought from the cricket club. **Action: Cllr Field**

15.7 To consider and approve the Pavilion and sports pitch hiring agreement, schedule of rates, conditions of hire and privacy notice – Several amendments were proposed:

- To change 'Social Room' to 'Function Room' throughout.
- To add the prohibition of access to the roof to the hiring agreement and to clause 9c of the conditions of hire.
- To change schedule of rates and conditions of hire to indicate that electronic payments only will be accepted.
- To add a clause prohibiting the use of Chinese lanterns to the conditions of hire.
- To modify clause 13 of the conditions of hire to indicate that children should use the kitchen only under adult supervision.
- To modify clause 14 of the conditions of hire to remove the request to provide evidence of insurance for bouncy castle use.

*Parish Clerk: Frances Laville, 32 High Street, Great Eversden, Cambs CB23 1HW
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- In the schedule of rates to merge 'village residents' and 'noncommercial rates' for weekday use of the Pavilion, to simplify the football pitch booking rates to specify that training sessions do not include the Pavilion and are booked at a per hour rate with a minimum booking of 1 hour and that matches include the Pavilion and are booked at a per hour rate with a minimum booking of 1 hour.
- To add to the schedule of rates, a clarification of the 72 hour notice period required for cancellation with return of full deposit and a note to state that any Pavilion use outside period booked for matches is payable at the standard rate.

It was agreed that the documents, as amended, would be approved. Proposed PF, seconded JL. Agreed.

15.8 To consider a key audit and replacement of locks – Several actions were agreed:

- An audit of key holders would be conducted and a register created that will be checked annually. **Action: Clerk**
- Quotes for replacement of locks on filing cabinets and cupboards will be sought. **Action: Clerk**
- Combinations on the padlocks to the Pavilion and recreation ground gates will be changed and/ or locks replaced if this is not possible. **Action: Clerk**
- In future, all keyholders will be asked to pay a £20 deposit that will be non-returnable if the keys are lost.

Proposed FW, seconded TH. Agreed.

15.9 To consider a list of maintenance issues, employment of a handy man for outstanding small items and tendering for quotes for larger outstanding items – It was agreed that quotes should be sought for the daily/ half-daily rate of a local handyman. **Action: Clerk**

15.10 To consider a maintenance budget for items that will need fixing/ replacing – It was agreed that an amount of £10,000 be added to next year's budget for Pavilion maintenance.

15.11 To consider a regular article from the PC in the Caldecote Journal – It was agreed that a regular article will be written by the Clerk and that the Journal will be asked to delay publication by a few days each month to allow for this to be written after the Parish Council meeting. **Action: Clerk**

15.12 To consider a template asking residents to cut back greenery overhanging footpaths – It was agreed that a standard letter will be created

that can be sent by the Clerk to residents as required, subject to approval of the letter by the L&A Working Group. **Action: Clerk**

15.13 To receive a report from Cllr Field about the summer activities held for village youth and consider activities going forward – Cllr P. Field report that the summer activities had been a great success, popular with both the youth and older residents. Cllrs thanked Cllr Field for all the work that she put into running these activities. Cllr Field suggested that this should become a regular summer activity and reported that some improved equipment may be required. Cllr Field also noted that residents

have asked whether non-children's films can be shown. It was agreed to investigate the legal requirements for this.

Action: Clerk

15.14 To consider splitting out the work of the L&A Working Group – this was considered together with item 15.17.

15.15 To consider performance of regular maintenance checks at the Pavilion – It was agreed that a spreadsheet of regular maintenance tasks, with information on the required frequency, when the tasks were last performed and who by, should be created. **Action: Clerk and Deputy Clerk**

15.16 To consider how rubbish and recyclable items are dealt with at the Pavilion – Cllrs discussed ways in which to encourage recycling at the Pavilion. The Parish Clerk reported that a blue bin has been ordered but has not yet arrived and will investigate further. **Action: Clerk**

15.17 To consider splitting the L&A Working Group and forming additional working groups – It was agreed that three sub working groups would be formed under the umbrella of the L&A Working Group: One to deal with the Pavilion and all sports pitches/ areas (including the recreation ground, MUGA, tennis courts and 5-a-side pitch), one dealing with village 'open spaces', ditches and footpaths and one managing the playground revamp projects in Furlong Way and Grayway Close. Proposed FW, seconded HC. Agreed.

- 16. Committee membership –** Committee and working group membership was reviewed and the following distribution of membership was agreed:
- Planning Committee: Cllr P Claridge, Cllr T Hawkins and Cllr J Barker
 - Document Archiving Group: Cllr P Claridge, Cllr J Lang and Cllr H Cartwright
 - Finance Committee: Cllr J Lang, Cllr J Barker, Cllr H Cartwright and Cllr P Claridge
 - Playground Working Group: Cllr P Field, Cllr G Jossaume, Cllr J Powell and Cllr F Whelan
 - Open Spaces Working Group: Cllr P Claridge, Cllr P Field and Cllr H Cartwright
 - Pavilion and Sports Working Group: Cllr G Jossaume, Cllr H Cartwright, Cllr F Whelan, Cllr P Field and Cllr J Powell.
 - Staffing Working Group: Cllr J Lang, Cllr P Field and Cllr H Cartwright

- 17. Correspondence –** Correspondence from residents in Cavendish Way concerning the maintenance of overgrown hedgerows was received and considered. It was agreed that the Clerk will respond. **Action: Clerk** The council also received and considered correspondence from the Orchard East project. The council received and considered a letter from the County Council, offering free road closure training to councillors. It was agreed that Cllr F Whelan will attend the course. **Action: Clerk**

18. Councillors Reports

Cllr T Hawkins reported that a resident has contacted her regarding the parking of commercial vehicles overnight in the car park near the Furlong Way playground. It was agreed that this will be put onto the agenda for the next meeting and the Clerk will review possible measures to deter overnight/ business parking. **Action: Clerk**

Cllr P Claridge (via Cllr Whelan) asked Cllrs to consider the one thing that they would like to see the Parish Council do for the village, for discussion at a later meeting.

Cllr J Barked reported that some hedgerows at the South end of the village (including some within another Parish) are overhanging the road and requested that the Clerk send a letter to those responsible for their maintenance.

Cllr P Field reported that human waste has been being left in carrier bags in the layby at the top of the village and asked whether a notice can be put up.

19. Public bodies (admission to meetings) act 1960.

Exclusion of the press and the public.

MOVE: That in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 and by reason of the confidential nature of the remainder of business, the Press and Public be excluded from the meeting.

The Clerk and Deputy Clerk left the meeting at this point.

20. Staffing matters

21. Public bodies (admission to meetings) act 1960.

Re-admittance of the press and the public.

22. Dates of the Next Meetings

20th September 2018 – L&A Group – all Cllrs asked to attend.

4th October 2018 – Full Council

The Meeting Closed at 10.45 pm

Signed: _____

Dated: _____

July Report 2018

Dear all, It has been lovely attending Village Fêtes across my division and meeting many residents. It's wonderful to see the community spirit and what great things we can all do when we get together and support each other.

We continue to lobby government to recognise the pressures we have in our demand-led services such as Adult Social Care and Looked After Children. These two services take up to approx... 80% of our total budget. Our authority is one of the worse funded in comparison with other Unitary Boroughs. We continue working hard to find innovative ways of doing the work we do. Just to put it in perspective, some other Councils (Conservative, Labour or Liberal lead) have decided to close libraries and stop providing non-statutory services. We care and see the value for residents and our communities in the non-statutory services and keep challenging officers to finding ways of providing the service but in a more efficient/innovative manner. So far we have been successful.

Transport

Several important rural bus routes, temporarily reprieved after Cambridgeshire County Council stepped in to save them from last August onwards, will now be funded until the end of the financial year.

Mayor James Palmer stepped in to say that the Combined Authority will provide the extra funding to see service 46, which runs between Wisbech and March and is used by students attending NealeWade Academy, extended, plus three new services which Whippet Coaches have recently decided to pull out of: the 196 Waterbeach to Cambridge service, the 31 Barley to Cambridge service and the 75 Wrestlingworth to Cambridge.

The County Council will continue to fund all the other previously agreed bus services until the end of the 2018/19 financial year, using reserves held for this purpose, when the Combined Authority's review of these services is complete. The Council will then work with the Mayor to discuss future funding arrangements.

A14 upgrade

Projects that will benefit local communities are set to get off the ground thanks to funding from the A14 upgrade legacy.

A scheme to widen the footway between the village green and school entrance is expected to be carried out at the end of August in Boxworth End, Swavesey while preparation work to provide a zebra crossing in Buckden is underway.

They are the first of five projects originally put forward by residents through the Council's Local Highways Improvement Initiative (LHI), which communities can apply for to help improve their roads and streets.

The schemes are being part funded by the A14 Community Fund which was launched by Highways England to fund projects connecting local communities with the A14 Cambridge to Huntingdon upgrade.

Cambridgeshire County Council has been awarded £41,127 from the fund, which will contribute towards the projects in South Cambridgeshire and Huntingdonshire over the coming months.



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Cambridgeshire County Councillor
Hardwick Division

Combined Authority

The Combined Authority successfully secured £100million from the Government as part of the devolution deal to deliver 2,000 affordable homes across Cambridgeshire and Peterborough.

Funding portal

Please do share this link with community groups that wish to find funding pots.

<http://www.idoxopen4community.co.uk/supportcams>

News

Cambridgeshire has been shown to be among the best performing Local Authorities for breastfeeding and childhood obesity in a national report.

Public Health England today (July 12) has published the 2016/17 'Public Health Dashboard' which compares local authorities on how they deliver preventative local health services for 05 year olds, child obesity, drug and alcohol misuse treatment, tobacco control, NHS Health Checks, sexual health services and air quality.

The dashboard gives each local authority a ranking for each service area and shows how it compares nationally and with similar local authorities, based on information from 2016/17. Similar local authorities to Cambridgeshire include Oxfordshire, Warwickshire Northamptonshire and Suffolk

Cambridgeshire County Council is in the 'best' category nationally for 'childhood obesity' and 'best start in life' ranking second and fourth out of 16 similar councils respectively.

The data shows that for rates of childhood obesity at age 4-5 years, Cambridgeshire ranks third out of 16 similar authorities, while for 10-11 year olds Cambridgeshire has the best ranking in the group.

Statistics show that out of seven similar councils which submitted data on breastfeeding, Cambridgeshire is second for the number of women breastfeeding at 6-8 weeks with 56.1 per cent.

The Council is also 'better than average' for NHS health checks, alcohol treatment, and sexual and reproductive health, ranking sixth out of 16 similar authorities.

However Cambridgeshire is in the 'worst' category, ranking 14th out of sixteen similar councils for tobacco control, although the County is better than the national average on this measure.

Cambridgeshire is also in the 'worst' category for drug treatment services. An issue with waiting times for treatment in 2016, which has since been resolved, affected this ranking. Public Health England have included an interim measure for air quality, where Cambridgeshire ranks 14th out of 16 similar local authority areas. This is based on the proportion of residents in the county living in an air quality management area. Two air quality management areas in Fenland are in process of



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Hardwick Division

being revoked due to local improvements, and Cambridge City Cambridge have recently produced a new draft Air Quality Action Plan which is out for consultation (closing in September), which will focus on actions to reduce air pollution in the City centre.

Dr Liz Robin, Cambridgeshire County Council's Director of Public Health, said: "We're pleased to see we have performed well in providing services that tackle childhood obesity, giving children the best start in life and a number of other measures. We recognise there is still work to do in some of the other categories including tobacco control, drug treatment and air quality. We will be working hard with partner organisations to improve in these areas, to ensure people in Cambridgeshire have healthier outcomes for everyone."

Highways

A reminder that you can report road maintenance issues here:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roadsandpathways/roadworks-and-faults/>

Hedges

If you have an issue with hedges then they would be advised to log their complaint on our website <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roadsandpathways/roadworks-and-faults/>

Cambridge South Station update

The proposed Cambridge South station would be situated adjacent to the Cambridge Biomedical Campus (CBC), an internationally significant health and life sciences cluster expected to accommodate 27,000 jobs by 2031. More immediately, The Royal Papworth Hospital will relocate to the CBC in Autumn 2018 and AstraZeneca's new global headquarters and strategic R&D centre will be operational from 2019. Improving transport access to the site is vital to help the businesses on the CBC to grow and remain both nationally and internationally competitive by attracting skilled staff from a wide catchment area. It is also needed to provide visitors to Addenbrooke's and The Royal Papworth hospitals with convenient and sustainable access by rail.

The station would support connections across Cambridgeshire, Stansted Airport, Kings Cross, Liverpool Street, and in future, a range of destinations en route to Oxford, via East West Rail.

Due to the surrounding rail network being at capacity, the current proposal is to expand the track around the proposed station to enable a good quality service to run upon opening. This would



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include expanding the current 2- and 3-track sections to four tracks north and south of the station, and improving the junction to the south, where the Stansted / London Liverpool Street and London Kings Cross bound trains currently diverge (see image below). This infrastructure would also be required for the proposed southern alignment of the central section of East West Rail.

Recent developments

There have been a number of significant steps made on the project in recent months.

In November 2017, the Department for Transport approved the project's Strategic Outline Business Case (SOBC). The SOBC showed the project has a Benefit-Cost Ratio of 1.3-1.5:1 at this early stage of development, and highlighted further work was required to understand the feasibility of the scheme.

Subsequently, in January 2018, all funding partners signed a Heads of Terms document, setting out our commitments to the project and our expectations of the work required in the shortmedium term to advance the proposals. Following this, in May 2018, the funding partners signed a legallybinding Development Agreement, formalising each partner's commitment to the scheme.

In February 2018, the Department gave Network Rail the go-ahead to begin procurement of engineering design contractors, and conduct initial feasibility studies. We expect that contractors will be appointed by autumn 2018.

We are soon to commence work on a funding, financing and delivery strategy for the project, which will explore innovative models for paying for and constructing the station and rail infrastructure. This work is also expected to be completed by autumn 2018.

In parallel, the Mayor of Cambridgeshire and Peterborough, James Palmer, is leading work on options for accelerating delivery of the project. This research is expected to be complete in late summer / early autumn 2018.

Local issues

Buses

The current bus that stops at the end of Harlton and many residents in The Eversdens use, has changed hands and now is with Stage Coach. So if you have any questions about the timetable please get in touch with them.

Roadworks

I had calls from residents regarding roadworks. If you would like to know what is happening in your area you can check in this website.

www.roadworks.org



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Greenways

Those Parishes that are feeling left out because the project does not go far enough, please be patient. I have been told by officers that once they complete phase 1, and as long as there is more funding, they will start looking at going further. I have made my position very clear to officers about the need to connect my parishes into the network. I will keep reminding them!

Just to remind you that the public is very welcome to attend committee meetings and Full Council. You can find all the details [here](#).

If you have any questions please do not hesitate to get in touch.

Kind regards,

Lina Joseph

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