

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

DRAFT MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote On
Thursday 7th June 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), Vice Chairman Cllr Phil Claridge (PC), Cllr John Barker (JB), Cllr Polly Field (PF), Cllr and District Councillor Tumi Hawkins (TH)

In Attendance: Frances Laville (FL), Parish Clerk and Katy Reeves (KR), Deputy Clerk.
There was one member of the public present.

1. **Apologies for Absence** - Apologies were received from Cllr H Cartwright and Cllr F Whelan.
2. **Chairman's Announcements** - The Chairman congratulated Cllr T Hawkins on her appointment to the new South Cambridgeshire District Council Cabinet.
3. **Members Declarations of Interests or Requests for Dispensations** - Cllr J Barker declared a prejudicial interest in agenda items 10.2 and 10.3, owing to friendship with the applicant.
4. **Minutes of the Last Meeting** - The minutes of the Annual meeting of the Council (CPC18-19/AC06), held on 12th April 2018, were approved as a correct record and duly signed by the Chairman. Proposed JL, seconded PF. Unanimously Agreed.
5. **Outstanding Actions and Matters to be Reported from these Minutes** - The outstanding actions items list was received.
6. **Open Forum for Public Participation** - No questions were asked.
7. **Drainage Matters** - Councillors discussed the work required to clear out and repair the Parish Council owned ditch on Hall Drive. Cllr Claridge also reported that Anglian Water have not yet responded to the questions put to them following the meeting with Parish Council representatives. The following actions were agreed:
 - 1) To obtain a quote from CGM for the work required to the ditch on Hall Drive.
Action: Clerk
 - 2) Cllr P Claridge will chase Anglian Water for responses to the pumping station problems. **Action: Cllr Claridge**
 - 3) Ordinance survey maps showing ditches will be obtained and circulated.
Action Clerk

8. **District Councillor's Report** - District Cllr T Hawkins delivered a monthly report (see attached).
9. **County Councillor's Report** - No report was received.
10. **Planning Matters & Applications:**

10.1 S/1735/18/OL Outline planning permission for the construction of up to 6 dwellings following demolition of existing property with all matters reserved. **Leylands, Highfields Road, Caldecote, CB23 7NX For: Mr Chris Thompson**

It was **RESOLVED** to object to the application on the grounds of overdevelopment, inappropriateness for a rural location and the location of the site outside the village development framework boundary. Cllr T Hawkins abstained from the vote.

The following two applications were considered together:

10.2 S/1770/18/FL The construction of a new residential unit including an Annex and incorporating an existing barn. **Land adjacent to College Farm, Main Street, Caldecote CB23 7NU. For: Mr & Mrs N Whyatt**

10.3 S/1771/18/LB The construction of a new residential unit including an Annex and incorporating an existing barn. **Land adjacent to College Farm, Main Street, Caldecote CB23 7NU. For: Mr & Mrs N Whyatt**

It was **RESOLVED** that no recommendations be made. Cllr T Hawkins and Cllr J Barker abstained from the vote.

10.4 S/1853/18/OL Outline planning permission for Development of Proposed Erection of 2 No. Detached Dwellings and Garaging, with some matters reserved for access and layout. **16, East Drive, Highfields Caldecote, Caldecote CB23 7NZ. For: Mr Michael Swinhoe**

It was **RESOLVED** to object to the application on the grounds of overdevelopment, inappropriateness for a rural location and the location of the site at least partially outside the village development framework boundary. Cllr T Hawkins abstained from the vote.

10.5 S/1395/18/DC Discharge of Condition 8 (Planting Schedule) of Planning Permission S/2047/16/FL. **18, Highfields Road, Highfields Caldecote, Caldecote CB23 7NX For: Mr Neil Farnsworth**

It was **RESOLVED** that no recommendations be made. Cllr T Hawkins abstained from the vote.

10.6 S/1822/18/DC Discharge of Conditions 16 (Travel Plan) & 34 (Renewable Energy) of Planning Permission S/2047/16/FL. **18, Highfields Road, Highfields Caldecote CB23 7NX For: Mr Neil Farnsworth**

It was **RESOLVED** that no recommendations be made. Cllr T Hawkins abstained from the vote.

10.7 S/1867/18/NM Non Material Amendment of Planning Permission S/3517/17/FL 95, Highfields Road, Highfields Caldecote, Caldecote CB23 7NX. For: Mr A Sexton

It was **RESOLVED** that no recommendations be made. Cllr T Hawkins abstained from the vote.

10.8 S/2048/18/VC Variation of Condition 13 Visibility Splays & Vehicular Access of (Planning Application S.3517.17.FL) 95, Highfields Road, Highfields Caldecote, Caldecote CB23 7NX. For: Mr A Sexton.

It was **RESOLVED** that no recommendation be made, but to comment that in principle the Parish Council would prefer standards to reduce visibility splays to be upheld in future planning applications. Cllr T Hawkins abstained from the vote.

10.9 S/1984/18/AD Installation of 1no. Illuminated Fascia Sign 18 Highfields Road, Highfields Caldecote, Caldecote CB23 7NX For: Mr Neil Farnsworth, CALA Homes (NHC) Ltd

It was **RESOLVED** to object on the grounds of light pollution and inappropriateness for the setting. Cllr T Hawkins abstained from the vote.

11. Finance Matters:

11.1 To receive a report on the Current Financial Position - The Deputy Parish Clerk provided a report on current budget vs. expenditure. Proposed JL, seconded PC. Agreed.

11.2 To receive the Schedule of payments and approve the payment of Bills – Except for the bill for £216 to CGM, which will not be paid as the Council do not feel that the service provided was to the required standard. Proposed JB, seconded JL. Agreed.

11.3 To receive and approve the staff timesheets – The Deputy Clerk's timesheet was approved. Proposed JB, seconded JL. Katy Reeves was thanked for organising the grant and asked to send the Rospa reports to Cllr Field. **Action Deputy Clerk**

11.4 To receive and consider the Bank Reconciliation - The bank reconciliation dated 5th June 2018 was approved. Proposed JL, seconded PC. Approved.

The following actions will be taken:

- 1) The previous Clerk will be reminded to look for the missing bank books. New Building Society paying-in book and replacements will be requested from the relevant banks. **Action Clerk**

- 2) Past Minutes and lost keys (which were put in a box) will be located. The Clerks, with the help of Cllr Field, are to complete a list of missing items.
Action Clerk/Deputy Clerk
- 3) A new internal auditor will be sought, and the item put on September's Agenda. **Action Clerk**

12. Leisure and Amenities Matters:

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

Cllr P Field provided a reported from the L&A Working Groups, with the following points noted:

- The L&A Working Group have been considering the provision of activities for children of all ages in the summer holidays and have been offered several activities including sports coaching, cooking, crafts, self-defence and dance. There will also be cooking for 5-10 year olds and cooking for 10-16 year olds. The total cost of activities is expected to be between £55 - £75 per week for four weeks. Proposed JL, seconded JB. Approved.
- Pavilion cleaning routines in line with those recommended in the Legionella inspection report have been agreed. A cleaning checklist is required.
- It was agreed to look at the budget for Play Space at the next meeting.
- The playground designed has provided final drafts of the required equipment – to be discussed at a future meeting.

A meeting has been held with Pavilion users in which several issues were raised. The following actions were agreed:

- 1) The summer children's activities will be booked **Action: Cllr Field**
- 2) Details will be provided of below-standard grass cutting **Action: Cllr Field**
- 3) A skip will be booked for the last weekend of June for a clear up around the Pavilion **Action: Clerk**
- 4) A vehicle will be arranged to move the containers **Action: Clerk**
- 5) Quotes for metal fencing will be sought **Action: Dep. Clerk**
- 6) Flooding issues next to the Sports Fields will be investigated **Action: Clerk**
- 7) The veranda to be cleaned and jet-washed **Action: Clerk**
- 8) The Cleaner will be asked for a Pavilion checklist **Action: Cllr Field**
- 9) An additional bin will be purchased for recycling **Action: Clerk**
- 10) The bookings system for the Pavilion will be investigated **Action: Cllr Field**
- 11) Grants will be sought for the Play Area improvements **Action: Clerk**

13. Correspondence:

13.1 To receive and consider correspondence from Orchards East - It was decided to contact the project to suggest that an orchard is planted in public open space in Orchid Fayre.

13.2 To receive and consider residents' correspondence - It was decided to seek quotes to remedy the grass cutting problems in Redmore Way.
Actions: Clerk

Proposed JL, seconded PC. Agreed.

14. Review and Agreement of new Standing Orders and Financial Regulations - Several amendments to the financial regulations were proposed:

- 1) To amend 2.2 to remove the need for regularly signing the reconciliations and bank statements, as they are already verified by all councillors at every meeting.
- 2) To amend 5.5 to allow fund transfers of up to £50,000.
- 3) To amend 11.1a) v. to change the amount for additional audit work to £750

The Parish Clerk also requested approval to obtain a debit card or prepaid debit card up to a value of £500 for the purchase of office supplies and other sundries. Proposed JL, seconded PC. Approved.

It was **RESOLVED** that:

- 1) the new NALC model standing orders 2018 be adopted
- 2) the financial regulations, as amended, be adopted.
- 3) the Parish Clerk will obtain a debit card restricted to transactions up to £500

Actions: Clerk

15. Review of Committee and Working Groups Terms of Reference

It was agreed that the Clerk will consult with the Chairman of each committee or working group and proposals for amendments be brought to a future meeting **Action: Clerk**

16. Review of Asset Register and Confirmation of Insurance Cover Arrangements - It was decided to defer this item to a future meeting.

17. Review of Subscriptions to Other Bodies - It was decided to defer to a future meeting.

18. Review of Council Policies and Procedures - It was decided to defer to a future meeting.

19. Banking Mandates – To Review Signatories - It was **RESOLVED** that Cllrs P Claridge and J Barker be added to the list of authorised signatories on the Unity Trust bank account, with authority to view the account and authorise payments and that the Parish Clerk, Ms Frances Laville be added as an authorised signatory with authority to view the account and submit payments. It was further resolved that the former Parish Clerk and former Councillor Mrs S Barker will be removed as signatories from the bank account and the key contact on the account will be changed to the new Parish Clerk. Proposed JL, seconded PC. Agreed. **Action Clerk**

20. Parish Clerk's Computer and telephone

It was **RESOLVED** that a computer and telephone will be provided for the use of the Deputy Clerk, up to a maximum total cost of £1000. Additionally, it was agreed between the Chairman and Clerk to purchase an A3 wireless printer. **Action Clerk/Dep Clerk**

21. Councillors Reports

*Parish Clerk: Frances Laville, 32 High Street, Great Eversden, Cambs CB23 1HW
Email: parishclerk@caldecote.gov.uk*

Cllr P Field reported that she has received complaints about graffiti on the bus shelter at the top of the village. The Probation Services will be asked to remove it. **Action Cllr Claridge**

The Litter Picker has requested that a new closed bin be installed in the park.
Action Clerk

22. To Confirm Dates of the Next Meetings

5th July 2018 – Full Council.

21st June 2018 – L&A Group.

The Meeting Closed at 10.20 pm

Signed: _____

Dated: _____

South Cambridgeshire District Council – Caldecote Ward Councillor's Monthly Report – May 2018

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

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) **1. New Administration Update**

Further to my report last month, I can confirm that the handover was formalised at the Full council meeting on Wednesday 23rd May 2018. The new Council Leader is Cllr Bridget Smith, and she announced her new cabinet of 7. Full details of the members of the new cabinet can be found at <https://www.scambs.gov.uk/news/new-leader-outlines-business-support-aims-and-confirms-cabinet>.

Just to say that I am in the Cabinet, and the Lead member for the Planning Service. The strategic aspect of planning (including Local Plan and liaison with Greater Cambridge Partnership) will be handled by the Deputy Leader, Cllr Aidan van der Weyer.

This administration will work collaboratively with other parties for the benefit of our residents. The new Council chairman is an Independent (Cllr de Lacey), and the Chair of Scrutiny is a Conservative (Cllr Chamberlain).

The administration has three priorities namely:

- (2) Truly affordable homes, with the right infrastructure, which means homes that allow local families to stay in their home areas, live near to their places of work and allows older people to stay near their friends and family
- (3) Putting the environment first in everything we do. This means every brick, every swathe of concrete laid should be leaving an associated positive environmental legacy, be it improvements to flora and fauna, increased public access to the countryside, improved physical and mental health benefits, including reduced air pollution
- (4) Actively support business growth. The booming economy in our district is a combination of big and small businesses. The small businesses in particular keep our villages alive and vibrant. We will ensure that all our services that businesses use, from environmental services to the planning system, are focussed on their needs. We will also look at how we can support business post Brexit.

We are also restructuring the governance structure so that we focus on delivering our policies across the spectrum of services areas. We are moving to a pre-scrutiny model where we consult widely within the organisation so that we reach better decisions collectively as a cabinet. This is different to the post-decision scrutiny process previously used.

As the Cabinet member responsible for Planning, my role will be to make the service more user/customer friendly, meet the needs of householders and businesses, support development of new and existing communities to be green and sustainable and deliver planned growth in the Local plan in away that creates sustainable, inclusive and mixed communities that sit well with existing neighbours. It is ambitious and challenging, but it's the message that I have received from lots of residents.

2. Strategic Planning & Transport

(5) Draft Local Development Plan Update

We are still waiting for the Planning Inspector's pronouncement following submission of the last consultations responses back in March. 4 years and counting – no adopted local plan.

(6) Designation

The Council has written to the Planning Service to explain why it should not be designated, and we are still awaiting a decision.

(7) Shared Planning Service

Although Planning is now a shared service with Cambridge City, effective 1 April 2018, the planners are still located in their respective offices in Cambourne and the City. There is a joint structure for the service, but implementation is dependent on getting the staff in for the top layer, and negotiations with the staff and unions on the pay structure etc. So still some way to go yet before we can call it a truly joint service.

3. Events

1. Parklife: This is the annual event that takes place at Milton Country Park. This year it is on Sunday 1st July. There will be plenty of watersports, which have tended to be very popular, and the water zone will feature kayaking, canoeing and paddleboarding. The Cycling zone will be coming back for those who want to try out all types of bikes including odd balls like the recumbent, smoothie makers and pedal powered Scalextric! Check out the council website here for more details <https://www.scams.gov.uk/parklife>

2. Planning Roadshow. The council held a similar roadshow in March which was well attended. As a result it is holding another one on Saturday 9 June, 10am to 2pm at Whittlesford Memorial Hall, Mill Lane CB22 4NE.

Residents are encouraged to attend to find out more about the planning process and maybe even get advice.

Check it out at <https://www.scams.gov.uk/events/2018/06/09/planning-roadshow>

4. Casework/Councillor Drop-in surgery

I have not yet decided when and where to hold surgeries for this municipal year, but will let you know as soon as I come to a decision.

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.

Tumi

Tumi Hawkins 7-June-2018
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