

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

**MINUTES**

**A meeting of this Council was held Online  
On Thursday 7<sup>th</sup> May 2020.**

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://caldecote.gov.uk> or upon request to the Parish Clerk.*

**Present:** Cllr Helen Cartwright (HC, Chairman), Cllr John Barker (JB), Cllr Jack Lang (JL), Cllr Nicola Pritchard (NP) and Cllr and District Cllr Tumi Hawkins.

**In Attendance:** Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk, County Cllr Lina Nieto. There were 2 members of the public present

1. **Public open forum** – Residents Mr and Mrs Claridge provided an update on their ongoing discussions with Linden Homes regarding drainage on the development site. They reported that a new set of plans have been submitted that have address most of the main concerns that had been raised. As such, they do not intent to submit any further objections to the plans.
2. **Apologies for absence** – Apologies were received from Cllr Polly Field.
3. **Members declarations of pecuniary or non-pecuniary interests** – There were no declarations of interest or requests for dispensations.
4. **Annual Meeting of the Council** – The Clerk reported that, although the Annual Meeting of the Council would normally take place at this meeting, the Coronavirus Covid-19, Local Authorities and Crime Panels (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have now come into force, which removes the requirement for a parish council to hold an annual meeting in May 2020. Note 7.3 of the accompanying memorandum states “At the annual meeting of the council, the first order of business is the appointment of office holders. As local authorities are not required to hold annual meetings under these regulations, current appointments will continue until the next annual meeting of the authority (2021).” Councillor Helen Cartwright has indicated that she is willing to remain as Chairman of the Council until the annual meeting in 2021.
5. **Annual Parish Meeting** – The Clerk reported that Caldecote Parish Council would normally hold an Annual Parish Meeting on the same night as the Annual Council Meeting. However, as the guidance discussed under agenda item 4 applies. Therefore, in discussion with the Chairman, this meeting will also not take place.
6. **Chairman’s Announcements** – The Chairman thanks the editors of the Caldecote Journal, Saskia and David, for their hard work in pulling together a slimmed-down edition of the Journal this quarter, which will provide information on the Community response to the pandemic. The Chairman also thanked the Village coordinators and sub coordinators for looking after the village residents at this time.
7. **Minutes of the last Meeting** – There were no minutes, unsigned minutes will be signed by the Chairman at a future meeting.
8. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:

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

- Local government offices are in lockdown and changes have had to be made to processes; however, the Council are aiming for 'business as usual' as far as possible.
- Green bin collections were temporarily suspended owing to high levels of staff sickness/ self-isolation. They have resumed on a monthly basis to allow staff to work within government guidelines for social distancing.
- The Council have been working hard to distribute grants provided by the government to businesses suffering the impact of Covid19.
- Local support has been put in place and each area has a patch officer that is helping to coordinate local schemes.
- VE day celebrations must take place at home but there is a programme of online events.
- The planning service has slowed a little but continues to work hard to keep the processes operational.
- The Council is now ready to bring forward the payment of the second quarter instalment of the Parish Council precept.

**9. Report from the County Councillor** – County Cllr L Nieto provided a monthly report that included the following points:

- The County Council has been working closely with all partners during the Covid-19 crisis. The local community response has been amazing.
- The Parish Council's application to the Community Capital fund has been shared with officers and should be considered in the following month's round of applications.
- Household recycling centres are re-opening on 11<sup>th</sup> May.

**10. Planning Applications**

[20/01544/FUL](#): Erection Of 6No Flats in a 2-storey detached building – resubmission of S/2677/19/FL. Plat 4, Westside Sat. Neots Road, Caldecote.

It was **RESOLVED** to object to the application on the grounds of concerns about traffic management and overdevelopment. Proposed JB, seconded HC. Cllr T. Hawkins abstained from the vote.

[20/01764/FUL](#) – Demolition of existing dwelling and erection of detached dwelling and double garage. At: Leylands, Highfields Road, Highfields Caldecote.

It was **RESOLVED** to recommend approval. Proposed HC, seconded JB. Cllr T. Hawkins abstained from the vote.

**11. Financial Report –**

- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 1<sup>st</sup> May 2020 was received and approved.
- **Bank Reconciliation.** The bank reconciliation dated 25<sup>th</sup> April 2020 was received and approved.
- **Accounts for payment.** The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills be approved.

The Clerk reported that there is a new minimum wage of £8.72/ hour and that any staff affected will need to have pay backdated to the start of the financial year. It was agreed that any wages affected should be increased accordingly. Proposed HC, seconded JB.

**12. Reporting of Annual Accounts 2019/2020** – The Clerk reported that the deadline for submission of the AGAR for the accounts for financial year 2019/2020 has been

delayed to 31<sup>st</sup> July 2020 and the deadline for publication of the External Audit report delayed to 31<sup>st</sup> November 2020. The Clerk will arrange for the internal audit to be carried out as soon as possible.

13. **To appoint Robert Frederick Mandley ACA as internal auditor for 2019/2020 accounts** – It was **RESOLVED** that Mr Mandley should be re-appointed as internal auditor for the 2019/20 accounts. Proposed JL, seconded HC.
14. **Leisure and Amenities reports** – There were no meetings of the L&A working group. The children’s playgrounds have been closed due to the Covid-19 pandemic.
15. **Local Highways Improvement Grant (LHI) bid to CCC Highways 2020** – The Clerk reported that the next round of bidding for this grant is approaching and requested that members consider any improvements that they might wish to put forward, noting that a matched contribution from the Parish Council is likely to be required.
16. **Coronavirus Covid-19: Emergency actions update** – The Clerk noted that much of this information on the village response had been included in the previous reports. Cllr Hawkins requested clarification on the support that is being provided by the Community group, particularly with regard to the food bank. The Clerk reported that 70 food parcels have been delivered and that the Community group is supporting 4 families in the village, as well as collecting prescriptions for several residents. It was agreed that a full report on the group’s work will be requested for the next meeting. Cllr Pritchard also requested that the Parish Council should be provided with information about the funds being raised for community support.
17. **Post Covid-19 thank you celebration** – It was agreed that this is something that the Parish Council should consider taking a lead on at a future time but that it is premature to consider this at this time. Cllr Pritchard reported that informal discussions were being held on the village Facebook page.
18. **Correspondence** – The Clerk reported on correspondence received from Cambridge County Council stating that their contribution to village maintenance (verge grass cutting) remains unchanged this year.
19. **Clerk’s report – Caldecote Journal** – The Clerk reported that the Parish Council will add an article to the slimmed down Journal and asked members to send suggestions for items to include.

## 20. **Councillor Reports**

Cllr Lang suggested that the Parish Council obtain a full Zoom subscription. It was agreed that the Clerk will set this up. **Action: Clerk**

Cllr Lang suggested that the Council consider holding all future meetings online as the format appears to work well.

Cllr Barker suggested that a scheme to provide a second defibrillator in the village should be considered. It was agreed that the Clerk will investigate this. **Action: Clerk**

21. **Draft Emergency Plan** – It was agreed that all Cllrs will look at the draft emergency plan produced by Mike Hill and consider any amendments/ additions needed at a future meeting.

22. **Dates and times of the next meeting** – Thursday 4th June 2020 at 8pm in The Pavilion

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

**The Meeting Closed at 7.50 pm**

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

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

**SCHEDULE OF PAYMENTS:** to consider and approve the schedule of payments. \* = cost incurred as a result of vandalism.

Key to Frequency (Freq) codes:

**O** = ‘one-off’ or intermittent regular payment with no set frequency.

**T** = Termly (usually associated with youth club payments which get invoiced on a termly basis) **A** = Annually. **M** = Monthly. **Q** = Quarterly.  $\frac{1}{2}$  = Half-Yearly.

Payment Date	Vo #	Amount	To	For	Budget code	Freq
<b>Payments made since last meeting that require Council approval</b>						
09/03/20	210	74.42	Steve Field	Pavilion maintenance?	40	O
24/03/20	216	47.40	New Flame	Fire extinguisher maintenance	40	A
24/03/20	223	6000.00	Fresh Air Fitness	Gym equipment (part payment)	49	O
24/03/20	224	70.00	Steve Field	Pavilion maintenance?	40	O
7/4/20	5	19.50	Katy Reeves	Expenses – March 20	6	M
7/4/20	4	1769.2	CGM	1/8 Grounds maintenance	54	O
7/4/20	3	320.00	S Murray Roofing	Pavilion roof repairs	39	O
7/4/20	2	203.69	MPLC	Film licence	16	A
<b>Salaries</b>						
24/03/20	218	375.79	HMRC	PAYE March 20	31	M
24/03/20	217	207.52	County Council	Pensions contributions – March 20	30	M
24/03/20	219-222	1683.52	Staff salaries	March 20 salaries	25,26,27	M
23/4/20	10	373.99	HMRC	PAYE April 20	33	M
23/4/20	11	132.47	County Council	Pensions contributions – April 20	32	M
23/4/20	8,9,12,13	1683.52	Staff salaries	April 20 salaries	26,27,28,29	M
<b>Direct Debits</b>						

09/03/20	209	81.14	HG3	Mobile phones	9	M
10/03/20	213	90.18	BT	Pavilion phoneline and broadband	37	M
20/03/20	214	40.14	British Gas	Pavilion electricity	35	M
24/03/20	215	212.37	E-On	Cabin electricity (back payment after meter reading)	44	M
31/3/20	225	18.00	Unity Trust	Bank charges	69	Q
6/4/20	1	81.14	HG3	Mobile phones	10	M
8/4/20	6	84.36	BT	Pavilion phoneline and broadband	38	M
23/4/20	7	54.92	British Gas	Pavilion electricity	36	M
4/5/20		63.88	E-On	Cabin electricity	45	M
<b>New payments yet to be made requiring Council approval</b>						
		52.66	Anglian Water	Pavilion water	37	Q
		1769.24	CGM	1/8 invoice for grounds maintenance (inv 1/4/20)	54	O
		1769.24	CGM	1/8 invoice for grounds maintenance (inv 1/5/20)	54	O
		19.50	Katy Reeves	Expenses – April 20	6	M
		275.40	LGS Services	Payroll services	31	A
		905.60	LGS Services	Journal printing	1	O

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

**Councillor's Monthly Report – May 2020**

This report is for all the Ward, so please be aware that some of the content may not be relevant to your particular Parish.

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**General**

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. These are housing, housing repairs for council tenants, planning, benefits, council tax, bin collection, environmental health issues etc. Don't fight on your own. I am available to help you to get the best outcome possible for your situation.

If you have time to spare – check out articles on my blog <http://www.TumiHawkins.org.uk>. What I post on there is my view and not LibDem or South Cambs official policy unless I state that it is.

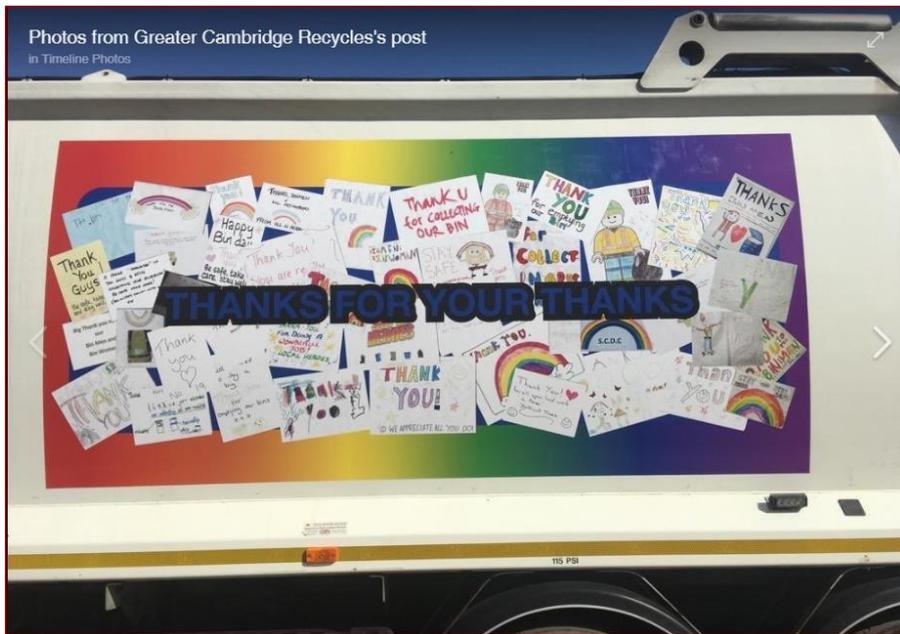
**COVID19 Lockdown**

The world is very much a different place now than it was when we last met in March! This is the 7<sup>th</sup> (seventh) week in lockdown and over those weeks we have seen a marked shift in how life can be lived in a different way. South Cambs offices closed to everyone, and most council staff are working from home (#WFH, #WorkingFromHome)

**Bin Collection**

The exception to thsoe #WFH being the bin crew who have gone above and beyond to keep collecting our bins. As you know we had to stop the Green bin collection back in March but the service resumed on 4<sup>th</sup> May 2020. It was important for us to keep our staff safe and to keep social distancing could only have two crew members in the lorry cab instead of the usual three.

Thank you to everyone for your understanding and for the messages of thanks to the crew. One of the bin lorries has been given a makeover with artwork comprising of some of those thank you messages. Can you spot it when it comes to your village?



*District Councillor Tumi*

### Household Waste Recycling Centres

The Cambridgeshire County Council is planning to re-open their centres on 11 May 2020. You can find more information at <https://www.cambridgeshire.gov.uk/news/re-opening-of-householdrecycling-centres>

### Local Support

There is a lot of useful information on the South Cambs website on the Coronavirus page. It is constantly updated with latest advice on services that are impacted, support available for residents and businesses and for making reports if you need help or know someone who does <https://www.scams.gov.uk/coronavirus/>

In terms of local support, I am pleased that all villages in the Ward put together a local community support group to help residents through this difficult time. The breath and scope of each one is different but designed to suit the village.

I am glad to have been able to support some in setting theirs up with the guidance document that I provided at the very beginning of the lockdown, and maps for use in dividing up the two larger villages of Caldecote and Bourn into sections for the volunteers to cover manageable sections of streets. I want to salute all the scheme coordinators and volunteers for their hard work in supporting their villages, and to the businesses and individuals that have given and contributed something to the various schemes and foodbanks.

I remain the official data controller for the ward, receiving data given to the Ward from South Cambs and from other government organisations and dealing with it as appropriate. I can assure those on the government shielded list that the information in those lists stays with me and me only, and is not shared with anyone else in the support groups. I make the contact personally as needed and signpost or put together assistance if required. I also work with the South Cambs patch officers to help deal with the more sensitive issues arising from the lockdown.

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## Business Support

The government gave Councils funds to give as grants to businesses suffering the impact of Covid19. South Cambs received £23m in the first instance and to date have given out grants to over 85% of businesses in south cambs that are eligible for the grants. These are most businesses that pay business rates or those that are in specific sectors of the economy such as retail and leisure. South Cambs has been a top performer in getting the grants out quickly, and have received messages of thanks from businesses at the speed with which the monies hit their bank accounts after their applications were made and verified.

The Council held a Business Forum on Wednesday 6<sup>th</sup> May, on a Teams call, with about 30 businesses, two MPs, the leaders of both City and South Cambs councils, a range of business support organisations and the Greater Cambridge Partnership. The aim was to understand the needs of businesses and how the councils might be able to further support them. Businesses appreciated the opportunity.

## Benefits

In the light of lay offs and businesses closing, the Council received over 1200 applications so far, which is 6 (six) times the number that is usually received at this time of year. There is a further 1500 partially filled online applications waiting to be finished by the applicants. The Council has also paid out council tax support of about £200,000 in addition to what it would normally pay. This shows the depth to which Covid19 is affecting families.

If anyone in receipt of benefits is struggling to pay rent, then DHP (Discretionary Housing Payment) is available, and they should apply without delay.

## Council Finance

As with everyone else, the Council has seen a reduction in income from council tax, business rates and council rents. So far fairing better than other councils in the region. We continue to encourage those who can pay to do so, as provision of services depends on those funds coming in. If Council has to lay off staff, this will have negative impact on the district.

Those who are struggling should contact the council to discuss their situation and come to an arrangement. Please don't leave it till it's too late.

The Council as the council tax collecting authority for other local authorities (County Council) and third sector organisations (Police, Fire etc.) by law has to pay these organisations their share of the funds on demand, whether or not the district was able to collect.

In order to ease the financial burden, payments for Parish Councils was done more flexibly, with the first quarter paid in April, and the second quarter scheduled for July, However, we are now able to bring forward payment of the second quarter in the light of further funding that the district has received from government. We wish to thank Parishes for their understanding in accepting this arrangement.

## Planning

The Chief Government Planner before he stepped down in April stated that Local authorities must continue to carry out planning function regardless of the lockdown and use technology as best as

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possible to do so. Therefore South Cambs has continued to fulfil this obligation which has not been without its challenges. Needless to say we are having to find innovative ways of providing this essential service to residents and businesses.

### Greater Cambridge Shared Planning Service (GCPS)

The service as you know has undergone major changes, with the latest being the introduction of the new ICT system and software in February, thereby combining the data from both City and South Cambs into one. This resulted in a backlog of application validation which officers are now working hard to catch up on.

The lockdown has also meant different working practices – as officers have to work from home. Fortunately, the new system enables them to do that, so the change, in hindsight, was timely.

We are asking Parish Councils to work with us to keep things moving by using the new system to view applications and send in comments etc Some Parishes have already attended the training for using the system, and we would be pleased to set up more if needed – it would have to be online. The paperless world is now upon us.

However we will continue to send formal notices to neighbours and we have made arrangements for site notices to be put up by some of our building regulation officers who have to go out anyway. We will be sending out further information shortly to all Parish Councils to explain further.

### Planning Area Teams

We have now implement the new area planning teams. Unfortunately the events we had hoped to hold for residents, parish councils etc., to introduce the teams and explain how it will all work – has had to be postponed. But we are looking at how to do this as an online event.

### Planning Committee and Scheme of Delegation

The review that we had commissioned the Planning Advisory Service, to carry out on the how the planning committee works has been delayed. But in the meantime, the scheme of delegation that was approved by the planning committee will be taken to full council for approval hopefully late on this month. This means that once it is approved, then planning committee can then re-start, albeit online. The committee will have as many meetings as it needs to catch up with the waiting list

## Governance

### VE Day celebrations

Friday May 8 has been declared VE day and a special public holiday

The best thing we can all do this weekend to prevent the spread of Coronavirus remains to [#StayHome](#). But there are plenty of ways to commemorate VE Day safely, from garden parties with people in your household and sing-a-longs, to a historic Churchill address at 3pm and the Queen's address at 9pm. Here is a list:

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**11am:** A two-minute silence to honour the service and sacrifice of the wartime generation and reflect on the devastating impact Covid-19 has had on so many lives across the world.

**11.15am:** Join the Royal British Legion's VE Day 75 Livestream. Grab a cup of tea and tune in as the generations of the Second World War and today are brought together to chat about their shared experiences. Hosted by TV presenter Sonali Shah, the 45-minute programme will feature stories from those who served and sacrificed, as well as recognising the difficulties people are experiencing today.

**3pm:** The Nation's Toast to the Heroes of World War Two. Take part by raising a glass, cheering and clapping on your doorsteps and saying: "To those who gave so much, we thank you." **9pm:** A pre-recorded address by the Queen will be broadcast at the exact moment her father, King George VI, gave a radio address on May 8 1945.

**9pm:** Fancy a sing-along? After the Queen's address, the nation is invited to come together in a rendition of Vera Lynn's *We'll Meet Again* on BBC One

Closer to home you can join 'virtual services' at 3pm on [Cambridge 105 Radio](#) there'll be music, memories and speeches, paying tribute to the WWII generation, and [Peterborough Cathedral](#) will be broadcasting a live service on their Facebook page and website, led by the Dean Christopher Dalliston and Canon Ian Black, the Vicar of Peterborough

Please remember to [#StayHomeSaveLives](#) while also commemorating [#VEDay75](#). There are more ideas to mark the anniversary online at <https://www.scambs.gov.uk/coronavirus/ve-day-75-howto-safely-get-involved/>.

## Ward Issues

### Bourn

The Wysing Arts Centre is closed to the public due to Covid19 – BUT- it is putting on a number of exciting online events. Go to their facebook page at <https://www.facebook.com/wysingartscentr/> to see what is on and join in the facebook live sessions. There's also more information on their website at <http://www.wysingartscentre.org/>. Let us continue to support this gem in our Ward.

### Caldecote

#### **Linden Homes Application ref S/3777/19/VC**

The application for the Discharge of Condition 23 application was considered by the Planning committee in March and deferred the decision.

This was based on evidence given by Phil and Mary-Ann Claridge (on behalf of the Parish Council) and myself, showing that the Linden calculations were incorrect, and the design insufficient to avoid a detrimental effect on the village.

Subsequently, Linden revised the plans based on continued discussions with the three of us and come up with a much improved plan that addresses all the issues raised, including using the wrong soil type (sandy instead of clay soil), and the size of pipes on the site. .

Please do go to the South Cambs planning portal to have a look at the revised plans and comment. The Public Access link is:

<https://applications.greatercambridgeplanning.org/onlineapplications/PLAN/S/3777/19/VC>

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I want to take this opportunity to once again thank [Phil Claridge](#) and [Mary-Ann Claridge](#) (representing the Parish Council) for their diligence, the time and effort they put into dissecting the Linden proposals with a fine tooth-comb to find the bombshells hidden in the documentation.

### Casework

Irrespective of the current Covid19 lockdown, please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. I will help as best I can.

*Tumi*

Tumi Hawkins  
7 May 2020

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