

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 9th January 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 Polly Field (PF), Cllr Helen Cartwright (HC), Cllr John Barker (JB), Cllr Jack Lang (JL), Cllr and District Cllr Tumi Hawkins.

In Attendance: Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk. There was 1 member of the public present

1. **Public open forum** – There were no questions from members of the public.

The Chairman requested that agenda item 18 be considered at this point

18. **Council Vacancies Update** – The Parish Clerk reported that an application for co-option to the Parish Council, from Mrs Nicola Pritchard, was received. It was agreed that Mrs Pritchard would be co-opted to the Parish Council. Cllr. Pritchard duly signed the declaration of acceptance of office and took her seat.

2. **Apologies for absence** – There were no apologies for absence.

3. **Members declarations of pecuniary or non-pecuniary interests** – Cllr J Barker declared an interest in planning application S/4118/19/LB under item 9.

4. **Chairman's Announcements** –The Chairman reported that she has received a communication from the Youth and Community coordinator at SCDC regarding the drug-related problems that occurred in the village in the previous year. It was agreed that, following the drugs information evening and discussions with the police, the Parish Council are happy with the current situation and no further action is required.

The Chairman stated her intention to ensure that the Parish Council produced something to show the community this year and, as such, will be moving forward with the planned installation of outdoor gym equipment. It was agreed that this will be discussed at the next L&A meeting and full proposals brought to the next full council meeting.

Action: L&A Working Group

5. **Minutes of the last Meeting** – The minutes of the Council meeting held on 5th December 2019 were approved as a correct record and duly signed by Cllr H. Cartwright.

6. **Actions and matters from the Minutes**

- **Operation London Bridge:** It was agreed that the Parish Council will liaise with other village institutions, including the church and village hall, in preparing plans and that resident's opinions will be sought via a post on the website and in the Caldecote Journal.

Action: Clerk

7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:

- Consultation on the Greater Cambridge Local Plan will start on 13th January 2020 and several associated events have been planned, including a 'Big Debate' to take place at the Corn Exchange in Cambridge on February 18th. If there is interest in holding a local event in the village this may be possible.
- An outline planning application for Bourn Airfield has been received.

It was agreed that the Clerk will copy Cllr Hawkins into all correspondence relating to consultations or large planning applications, following an incident in which a response to a consultation was not logged by SCDC.

8. Report from the County Councillor – There was no report

9. Planning Applications –

[S/3440/18/OL](#), Outline planning permission for new mixed-use village comprising residential development of approximately 3,500 dwellings and associated infrastructure. At: Bourn Airfield, St Neots Road, Bourn, Cambridge, CB23 2TQ

It was **RESOLVED** to object to the application on the following grounds:

1. The council are concerned about proposed access to the site via the roundabout at the top of Highfields Road – insufficient for 3,500 dwellings plus other services
2. The proposal to build medium to high density housing in the North East of the development adjacent to the roundabout is contrary to the original proposal which showed this land as green open space.
3. The council are concerned about the proposed height of some of the buildings in the development (6 storeys).
4. The council are concerned that the introduction of a new bus service may affect the main service to Caldecote (Citi 4): this should be avoided.
5. The current proposal of the non-continuous green belt does not conform to the SPD.
6. The introduction of new footpaths/ cycle routes should not disturb the badger set near to the recreation ground.

It was further agreed that the developers (Countryside) be asked to provide an exhibition in the village and that Bourn PC be contacted to coordinate discussions with the County Council and Highways England. **Action: Clerk**

Cllr T. Hawkins abstained from the vote

[S/4105/19/FL](#), Demolition of existing house and the erection of one two storey 4 bed dwelling house at: 8 East Drive, Highfields Caldecote, Caldecote.

There was insufficient information provided to enable the Council to determine possible effects on neighbours and amenities.

[S/4118/19/LB](#) Install secondary glazing to 2 ground floor windows and 2 first floor windows at: The Old Rectory, Main Street, Caldecote.

Cllr J. Barker left the room during consideration of this application.

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

[S/4229/19/LD](#), Certificate of Lawful Development for the existing development for 4 silos (2 x 45m³ silos and 2 x 12m³ silos). At David Ball Group, Bourn Airfield, St Neots Road, Bourn. For Information.

[S/4437/19/DC](#), Discharge of condition 20 (Scheme for the design and materials to be used for access and public rights of way) pursuant to outline planning permission S/2510/15/OL. At: 125, Highfields Road, Highfields Caldecote, Caldecote, Cambridge, Cambridgeshire, CB23 7NX

It was agreed that Cllrs Cartwright and Pritchard would review the conditions to be discharged and provide a response. **Action: Cllr Cartwright, Cllr Pritchard**

10. **Consultation on issues and options for consideration in the preparation of the Greater Cambridge Local Plan** – It was agreed that Cllr. Cartwright will attend the 'big debate' on 18th February 2020 and that the item will be added to the agenda for the February meeting. **Action: Clerk**

11. **Financial Report –**

• **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 3rd January 2020 was received and approved.

• **Back Payment to Caldecote Church.** A letter from Caldecote Church requesting payment for delivery of the Caldecote Journal since 2013 was considered. It was **RESOLVED** to make a payment of £1500 as payment for the deliveries and further to arrange a meeting to discuss future arrangements for Journal delivery. Proposed JB, seconded JL.

• **S106 payments – update.** The Clerk reported that S106 monies totalling £81,801.75 towards the extension of the sports pavilion and for the provision of outdoor sports facilities, together with £37,138.02 towards the provision, refurbishment, extension and/or improvement and/or maintenance of Caldecote Village Hall have been remitted to the Parish Council. It was **RESOLVED** that the Clerk should contact the Village Hall Institute to arrange for the money intended for their use to be transferred. Proposed JL, seconded HC. **Action: Clerk**

The Clerk further reported that S106 monies totalling £16,509.74 towards the provision of a BMX and/or skate park and/or wifi enabled shelter are also due to be remitted shortly.

• **Bank Reconciliation.** The bank reconciliation dated 25th December 2019 was received and approved. It was agreed that the Clerk will investigate the best options for the investment of the reserves presently held in the current account.

• **Accounts for payment.** The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills be approved.

Precept and Forecast 2020/2021. The Clerk provided a report on the estimated income and expenditure for the financial year 2020/2021. It was agreed that the budget for the financial year 2020/21 be approved and the precept be set at £82,519. The precept for a band D house will rise by 1.5% from £102.99 to £104.53. Proposed JL, seconded JB.

12. **Leisure and Amenities report** – Cllr Field reported that she has been in discussion with Freshair Fitness regarding the provision of outdoor gym equipment and has agreed to meet with them to discuss the requirements.

Cllr Field reported that she will be requesting Parish Council support for Youth activities during the Easter and Summer school holidays, including the film club and craft activities.

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

13. **Alcohol Licence for the Pavilion** – It was agreed that the Clerk will investigate the requirements for a named individual for an alcohol licence. **Action: Clerk**
14. **Security matters, (Pavilion and Playing Field) – update (Clerk)** – This item was deferred until the following meeting.
15. **Street Naming. Members are invited to suggest names for streets and roads – Development off Highfields Road, Highfields Caldecote** – This item was deferred until the following meeting.
16. **Quotation - CGM** – This item was deferred until the following meeting.
17. **Correspondence** – There was no correspondence to report.
19. **Clerk’s report** – There was nothing further to report.

20. Councillor Reports

Cllr T Hawkins requested an update on the use of Google Drive to share documents with Councillors. The Clerk will discuss with the Deputy Clerk, with the aim of reinstating the use of Google Drive for this purpose. Cllr. Hawkins further noted that the website requires updating/ improvement. **Action: Clerk and Deputy Clerk**

Cllr T Hawkins reported that she had a meeting with Mr. and Mrs. Claridge, as well as Linden Homes to discuss drainage issues. To date, they have received a response from Linden to some of the points raised, but no further progress has been made.

21. **Dates and times of the next meeting** – Thursday 6th February 2020 at 8pm in The Pavilion

The Meeting Closed at 10 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
Payments made since last meeting that require Council approval						
Salaries						
23/12/19	163	375.99	HMRC	PAYE Dec 19	31	M
23/12/19	162	207.52	County Council	Pensions contributions – Dec 19	30	M
23/12/19	161,164, 165, 166	1683.32	Staff salaries	Dec 19 salaries	25,26,27	M
Direct Debits						
09/12/19	153	81.14	HG3	Mobile phones	9	M
09/12/19	152	117.09	BT	Pavilion phonelines and broadband	37	M
20/12/19	160	43.09	British Gas	Pavilion electricity	35	M
02/01/20	XXX	47.31	Cambridge Water	Pavilion water	36	1/2
06/01/20	XXX	31.41	E-On	Cabin electricity	44	M
New payments yet to be made requiring Council approval						
		19.50	Katy Reeves	Expenses – Dec 19	5	M
		1769.24	CGM	1/8 Grounds maintenance October	54	O
		30.00	CGM	Cricket outfield mowing 11 th Sep 2019	53	O
		30.00	CGM	Cricket outfield mowing 2 nd Oct 2019	53	O
		105.67	Anglian Water	Pavilion Water (Sewerage)	36	1/2

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

Councillor's Monthly Report – January 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.

1 General

Happy New Year one and all, and welcome to 2020. I hope that you had a super Christmas and that the new year is starting off well for you. Did you make a new year resolution(s)? More importantly are you still sticking to it or them? I wrote a [blog article about my new year resolutions](#) so feel free to check it out for what I plan to do.

2 Planning

2.1 Greater Cambridge Planning Service (GCPS)

The performance of the joint planning service continues to improve as the service settles down after the re-organisation in 2018. The focus on improving the customer experience went a step up as a new service-wide performance officer joined the service in early December 2018. This officer will work with planners and other staff to put needs of the service users first. As we develop the new procedures, the focus is on making the service easier to navigate and friendlier to customers whilst ensuring national planning laws are kept!

Did you know that 85% of all householder applications submitted are approved? This has been consistently at this level since 2016, even though there was a significant increase in the number of applications during the past few years. 83% of applications are also determined within the statutory time set by government. There's always room for improvement and the pre-app service is one of those areas of planning we need to improve on as well.

You can find out more about the performance of the planning service in the report that was presented to the Scrutiny Committee on 20 December 2019 which is available on south cambs website at <http://bit.ly/Dec2019PlanningRpt>

2.2 Greater Cambridge Local Plan – Issues and Options Consultation

As regular readers of my monthly reports know, I have been banging on about the emerging joint local plan and the upcoming consultation. We call it The First Conversation and it will be starting on Monday 13th January 2020 and ending on Monday 24th February 2020.

This is an early stage in what will be a 4-year process. We need to put together the foundation of the plan so it is important that residents engage and tell us your views and ideas. The questions we will be asking during the engagement period should help get the ideas flowing.

The government has set minimum targets for housing for all councils, and the plan must meet national policy guidelines too. So there's a lot to consider, to make sure the plan will pass examination. We want to build the foundation right so please spread the word to your community, friends etc., so we can reach a wide range of people. Use the hashtag #GCLocalPlan if you talk about the consultation on social media. Thank you.

The consultation documents will be available on the special website as from Monday 13 January 2020 at www.greatercambridgeplanning.org/localplan. Residents can also send in their responses online easily, and attend one of the many events that have been planned across the district (Grafton

District Councillor Tumi

Centre, Tesco Milton and BarHill, Cambridge and Cambridge North Railway stations, Science Park, Morrisons Cambourne etc. Check the website for a full list. (from Monday 13th January).

There is a big debate planned for 18 February 2020 from 6.30pm to 8.30pm at the Corn Exchange. This is a lively public forum and we are looking for community groups or local organisations to present their ideas in a quickfire, engaging, visual “pecha kucha” format. Please email localplan@greatercambridgeplanning.org by 20 January 2020 if interested.

2.3 New Village at Bourn Airfield

Countryside Properties submitted a revision to their planning application for developing the new village in December 2019. The Council adopted the [Bourn Airfield New Village SPD](#) on 2 October 2019 and the revisions were made based on content of the SPD. The revised proposal is on the planning website, [application ref number S/3440/18/OL](#).

The consultation period for this revised application runs from 20 December 2019 to 22 January 2020. Please take the time to read the revised documents (identified by the term AMENDED in the list) and send in your comments.

3 Housing –

3.1 Council Housing

The Council continues to increase the number of affordable houses for the district. It recently added 9 new homes in Balsham, built by Hills, to the portfolio. They are mix of 1 and 2-bed apartments. New tenants got an early Christmas present as they got the keys to their new homes a week before Christmas! What a present!!

The council has also taken over 3 new shared-ownership houses in Caldecote.

3.2 Annual Tenants and Leaseholders Report

Every year, the Council prepares an annual report for its Tenants and Leaseholders, outlining things like rent collected, services provide, statistics on repairs carried out, new house building and more. You can download the latest report from the council website at <https://www.scams.gov.uk/housing/council-tenants/your-tenancy/annual-report-for-tenantsleaseholders/>

4 Environmental Health & Licensing

4.1 Electric Vans

The Shared Waste Service has replaced two of its diesel vans with brand new 100% electric vans to be used by the street cleansing team. The vans will have the 100% electric signage on them along with the Shared Waste Service logo. We continue to take steps toward meeting our objective of being green to our core and becoming carbon neutral by 2050.

4.2 Fly Tipping campaign

The fly-tipping awareness campaign is still running. Does your mum clean up after you? That's one question the council is asking fly-tippers as part of their campaign to [#ScrapFlyTipping](#). Lots of new eye-catching yellow and black signs have been put in fly-tipping hotspots. Read more at <https://www.scams.gov.uk/council-asks-fly-tippers-if-their-mum-still-cleans-up-after-them/>

Fly tipping is a criminal offense so if you spot anyone engaging in this activity, please do not approach but take as much details as possible of location, vehicle registration etc. and report to police on 101.

4.3 Household Blue bins and Recycling

Householders who need more blue bins for recycling can apply for up to four (4) from the district council.

If you need to get rid of bulky items, please take them to the Household recycling centre at Milton or St Neots.

The County Council operates the Milton site and have introduced an e-permit system for anyone using larger trailers and or vans, or expects to visit the tip more than 12 times in a year. I have previously report on this. You can apply online for this free permit on the county council website at <https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centre-epermit-scheme>

4.4 Taxi Licensing

The Council launched an extra consultation on the proposed new taxi licensing policy. The changes are being proposed in a bit to improve safety and security for both drivers and passengers. If you use taxis or interested in helping to shape the policy, please have your say by Friday 31 January. Find out more at <https://www.scams.gov.uk/licensing/types-of-licence/taxi-licences/taxiconsultation/>

5 Business and Finance

5.1 Community Chest Grant

Reminder that the South Cambs District Council's Community Chest fund is still open for applications till March 2020 – or when the funds run out. Find out how to apply at <https://www.scams.gov.uk/community-development/grants/community-chest-grants/> or email ellen.bridges@scams.gov.uk

5.2 Mobile Warden Grant scheme

Reminder that the Mobile Warden grant scheme is still open for applications but will close at 5pm on Friday 24 January 2020. For more details on how to apply and download the application form, visit <https://www.scams.gov.uk/community-development/grants/mobile-warden-scheme-grants/> or email ellen.bridges@scams.gov.uk.

6 Governance

6.1 Planning Scheme of Delegation

The Council was made aware of a letter from Fewes Lane Consortium alleging that the Council was changing the way in which decisions were made about requests for an application to go to planning committee. This is not the case. The process remains the same as it is now.

The council received a challenge on wording in the constitution which could be open to interpretation. So the constitution review committee at its last meeting had considered and proposed a change to the wording and this was going through the usual internal procedures for consideration by cabinet and members. Unfortunately, the author of the letter has jumped the gun and misrepresented what was going on.

Please be assured that the current process is not changing.

6.2 Green to our Core

The Council has launched the Three Free Trees scheme in a bid to encourage communities to plant more trees to help tackle climate change.

Did you know that South Cambridgeshire has one of the lowest tree covers in the country? Every parish is entitled to receiving a £60 voucher to purchase young trees to plant. Find out more on my blog at <https://tumiawkins.org.uk/three-free-trees-for-south-cambs-parishes/> and the council website at <https://www.scambs.gov.uk/climate-and-environment/action-on-climate-change/threefree-trees/>

6.3 Parish Council Liaison Meeting

Reminder that the next parish council liaison meeting will take place on Tuesday 28 January 2020 in the Council Chamber at South Cambridgeshire Hall, Cambourne from 6:30pm to 8pm.

This time, prior to the meeting from 5.30-6.30pm, there will be the opportunity to talk to the Communications Team about best practice around online accessibility. It is to help you going forward to ensure any documents that you write to the council that is subsequently published online are fully accessible in line with Government legislation. To confirm your attendance please contact: [Email Linda Gallagher](mailto:Linda.Gallagher@scambs.gov.uk) or call 01954 712 928.

7 Roads/Transport

7.1 Network Rail – Cambridge South Station

Network Rail will be holding a public consultation on the proposed new Cambridge South Station, starting on 20 January 2020. There will also be a number of public events taking place in various locations in and around Cambridge. You can find more information on the Network Rail website here <https://www.networkrail.co.uk/running-the-railway/our-routes/anglia/cambridge-south-station/>

8 Ward Issues

I have dealt with Bourn Airfield revised planning application above

8.1 Caldecote

Linden Homes

The site has been closed down until Linden have discharged the drainage planning condition imposed by the Planning Inspector who approved the outline application at appeal.

Two residents and I attended a meeting with the Case officer at South Cambs and County Drainage officer to discuss drainage concerns about this development. Still awaiting the Drainage officer's comments.

Land to West of Grafton Drive

Balfour Beatty Homes submitted a reserved matters application (S/3835/19/RM) which met with lots of objections during the consultation period. The developer after discussing with the Planning office, agreed to make changes to address the concerns raised, in particular the quality of the design and layout of the houses. A further consultation will take place after they submit the revised design.

Council Housing

South Cambs has taken on 3 shared ownership affordable houses on the Bays Close development. This is to help get people on the housing ladder by buying a share of the house. The remaining share will be held by the Council and the buyer pays an agreed rent on that portion. If you are interested, check out the council website at <https://www.scambs.gov.uk/housing/apply-for-housing/>.

9 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
8 January 2020

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