

# CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

## MINUTES

### **A meeting of this Council was held Online On Thursday 5th November 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 Chris Corcoran (CC), Cllr Polly Field (PF), Cllr and District Cllr Tumi Hawkins (TH), Cllr Jack Lang (JL), Cllr Nicola Pritchard (NP) and Cllr C. Robinson (CR).

**In Attendance:** Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk. There were 4 members of the public present.

- 1. Public open forum** – Mr P. Claridge noted that he has recently contacted the Parish Council to report that the ditches and attenuation pond that Linden Homes were required to dig ahead of construction do not seem to have been created or are not working properly, resulting in flooding of the site and a possible flood risk to the village. Cllr H. Cartwright stated that she will speak to the site supervisor. Cllr. T Hawkins noted that an Enforcement Officer from SCDC will attend the site on 6<sup>th</sup> November and further agreed to bring the matter to the attention of the area team manager at SCDC.

Mr M Stewart asked for clarification of the process required for the Parish Council to transfer to him a piece of land adjoining his property. The Clerk reported that the solicitors holding the deeds have been identified and contacted and the Council is waiting for a response.

- 2. Apologies for absence** – Apologies were received from County Cllr Lina Nieto.
- 3. Members declarations of pecuniary or non-pecuniary interests** – There were no declarations of interests.
- 4. Chairman's Announcements** – The Chairman reported that she attended a meeting with Anthony Brown, MP and the East-West Rail project at which various route options were discussed. Possible routes will not be confirmed until early 2021 and so it is recommended that the Parish Council waits until these are available to comment.
- 5. Minutes of the last Meeting** – The minutes of the meeting held on 1<sup>st</sup> October 2020 were approved as a correct record. The Parish Clerk will arrange for the minutes to be signed by the Chairman in due course.

### **5a Actions**

- **Land Transfers** – The Clerk reported that the solicitor holding the deeds for the land adjoining the properties in Grove Close and Dorral Dean has been identified and contacted. It was agreed that the Parish Clerk be given authority to negotiate with Mr. Stewart over the transfer of the land adjoining his property.
- **Street Lighting** – The Clerk reported that the billing for streetlighting has now been taken over by ESPO.
- **Pavilion – Update** – The Clerk reported that he has met with the architect 2-3 times and received some preliminary sketches that will be circulated ahead of the next meeting. They are currently working on costings.

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

- **Pavilion Security – Update** – The Clerk reported that, in conjunction with the Chairman, it was decided that the contract be awarded to Huttie, at a total of £11,254 net. Work has started and will continue over the next few months.
- **Meeting with CGM** – The Clerk reported that he and the Chairman have met with CGM to express disappointment with work that has been provided and have discussed the areas requiring more attention.

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

- The importance of keeping to the guidelines during ‘Lockdown 2’. These are underpinned by law, with Councils mandated to enforce them.
- Information on financial support for those self-isolating (up to £500, depending on situation) is available here: <https://www.scams.gov.uk/self-isolation-support-payment-launches-in-cambridgeshire/>
- There is also support available for businesses.
- SCDC is upgrading the streetlights that it is responsible for maintaining to low energy LED versions.
- Government funding is now available to make homes more energy efficient, through the green homes grant scheme - details are here: <https://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme>.
- The Council has responded to the government’s planning white paper.
- A handy person service is available to help older people and adults with a disability living in Cambridgeshire with small jobs, at a cost of £30/ hour. Contact 01480 700205 or email [chp@ageukcap.org.uk](mailto:chp@ageukcap.org.uk)
- The mayor has outlined his preferred route for the Cambourne to Cambridge busway, involving either a route north of the A428 past Madingley Cemetery turning south to enter the City or a tunnel from Madingley Mulch area into West Cambridge.
- The first meeting of the Caldecote Community Liaison Forum took place on Thursday 8th October, attended by representatives from Balfour Beatty, Linden Homes, the Parish Council, South Cambs Planning & Enforcement, and Cllr Hawkins. To report problems with work on the site, please report to [cldr.hawkins@Scams.gov.uk](mailto:cldr.hawkins@Scams.gov.uk) or [cldr.cartwright@caldecote.gov.uk](mailto:cldr.cartwright@caldecote.gov.uk)

**7. Report from the County Councillor** – There was no report.

**8. Planning Applications**

**20/04178/HFUL**: Erection of new garage, two storey side extension and two single storey extensions at: 1 East Drive, Caldecote

It was **RESOLVED** to make no objection to the application. Cllr T. Hawkins abstained from the vote.

The Clerk reported that he has received correspondence relating to road naming in the new development by Balfour Beatty. This will be considered at a future meeting.

**9. Financial Reports –**

- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 29<sup>th</sup> October 2020 was received and approved.
- **Bank Reconciliation.** The bank reconciliation dated 25<sup>th</sup> October 2020 was received and approved.

*Cllr Hawkins left the meeting at this point.*

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

10. **Leisure and Amenities report** – Cllr P Field reported that the work on the new playground equipment for the Furlong Way Park will begin on 30<sup>th</sup> November and will take approximately 3 weeks to complete. The park and Pavilion car parks will need to be kept clear during the works and a container will be placed on the right side of the Pavilion car park.
11. **Linden Homes – Parish Offer - Update** – The Clerk provided a summary of the previous discussions. Cllr P Field reported that the application for funding towards the Peace Garden was being sent to a committee to be discussed at the end of October, but that there are no further updates.
12. **Correspondence** – The Clerk reported that correspondence has been received requesting sight of the risk assessment that was undertaken before volunteer work to clear the old play equipment from the Furlong Way Park and stating that a Freedom of Information (FOI) request may be made. The Clerk has received advice from SLCC that a formal written request will be required and should include full contact details and has conveyed this information to the resident.
13. **Clerk’s report** – There was no further report.
14. **Councillor Reports**–

Cllr C Corcoran requested an update on progress with the new website. The Deputy Clerk reported that the site is being moved to the main server and the next task will be to redirect the DNS to the new server/ site. It was agreed that the Deputy Clerk will be assistant by Cllr Corcoran and Mr P. Claridge in making the necessary DNS changes.

**Action: Deputy Clerk, Cllr Corcoran**

Cllr N Pritchard provided an update on the recent community support group meeting with SCDC (see attached). The meeting covered general information about the second lockdown, as well as the current infection rate and spread across the district. As noted in the District Councillors report (attached) several sources of support have been set up. Village support groups in general are concerned about being able to find people that need help; at present SCDC will write to all those who are clinically extremely vulnerable to discuss help needed and will redirect as required to the community support groups. Plans to set up zoom meetings/ social opportunities continue. A grant is available for a single mailshot to provide information on support and the group are deciding when would be the best time for this to take place. The food bank is currently full, and donations have therefore been paused.

Cllr Cororan asked for clarification on deadlines for sending reports for discussion at a Parish Council meeting. The Clerk advised that these should be received by the Clerk at least 3 working days before the meeting.

15. **Dates and times of the next meeting** – Thursday 3rd December 2020

**The Open Meeting Closed at 8.30 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.

**Payments made since last meeting that require Council approval**

Payment date	Voucher #	Amount	To	For	Budget Code	Freq
5/10/20	104	99.00	Netwise	Operation London Bridge page	19	O
9/10/20	105	87.72	BT	Pavilion broadband/ phone	38	M
15/10/20	106	40.37	E-On	Cabin electricity	45	M
16/10/20	107	34.18	British Gas	Pavilion electricity	36	M
19/10/20	108	2226.84	Fresh Air Fitness	Outdoor gym balance	49	O
26/10/20	109	132.47	Cambs. Pensions	Pension contributions Oct. 2020	32	M
26/10/20	114	531.25	HMRC	PAYE Oct 2020	33	M
26/10/20	110-113	2169.82	Staff salaries	Salaries Oct 2020	26,27,28,29	M

**New payments yet to be made requiring Council approval**

Amount	To	For	Budget Code	Freq
19.50	Katy Reeves	Expenses Oct 20	6	M
187.70	Alan Melton	Expenses Oct 20	5	M
30.00	CGM	Mowing cricket outfield 18/9	53	O
893.30	LGS services	Journal printing	1	O
615.08	Cambs County Council	Streetlighting energy	60	A
38305.88	Playdale Playgrounds	New playground equipment	49	O
7440.00	SKK design	Architectural design services + expenses	?	O
6920.40	Huttie Group	Electrical work Pavilion	?	O

# Caldecote Community Group Report

A dedicated email and telephone number is now set up for those needing to ask for help:

Email: **CaldecoteCovidHelp@gmail.com**

Call: **07394 946499**

## *Food Bank*

The food bank is fully stocked, so much so we have paused food donations for the time being. Polly Ann is managing the day to day running of the food bank, whilst I am looking after the funds donated.

## *Community Fund Account*

### **Caldecote Community Fund**

<b>Donor</b>	<b>Date</b>	<b>Method</b>	<b>£</b>
JG		Cash	50.00
JK	26/10/2020	Paypal	50.00
CT		Cash	10.00
CG	29/10/2020	Bank transfer	25.00
JM	02/11/2020	Paypal	15.00
AS	04/11/2020	Cash	20.00
			<hr/> 170.00

## *Covid Information & Support*

Dedicated Covid page on PC website is currently being prepared.

We can also apply for a grant to print an information leaflet.

Programme of online 'meets' in progress to help connect people in the village over the winter months.

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

**Councillor's Monthly Report – November 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 UPDATES**

**Lockdown 2** as announced by the Prime Minister is happening from Thursday 5<sup>th</sup> November to Tuesday 2<sup>nd</sup> December 2020 (we hope). The guidelines require everyone to stay at home with exceptions, avoid meeting people other than family, and many businesses will again have to close. The full set of new guidelines is available on the government website at <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>. This new rule is underpinned by law and Councils have been mandated to enforce them. Please keep the guidelines as we really would not like to have to impose fines on people with already stretched finances. Thank you.

The number of people testing positive in South Cambs is still low compared to other parts of the country, but the numbers in Cambridge City is rising. So, remember Hand – Face – Space. Wear your face mask/covering and keep hands clean.

**Clinically Extremely Vulnerable**

Shielding is not being reinstated in the same way during Lockdown2. The group of people is now referred to as clinically extremely vulnerable, and are being advised not to go to out, and to only travel for essential purposes and exercise. These folks should expect their letters from the Government soon, as it will have more details in it. More details available at <http://bit.ly/ClinicallyExtremelyVulnerable>

**Self-Isolation Support**

Anyone contacted through track & Trace and instructed to self-isolate resulting in loss of income could be entitled to £500 support from the Council. Apply online at <https://www.scams.gov.uk/self-isolation-support-payment-launches-in-cambridgeshire/>

**Local SCDC Support**

South Cambs Communities Team is mobilising the support groups that operated during Lockdown1. Those who find themselves in need of support should contact their support group coordinators in the village.

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The South Cambs Coronavirus page <https://www.scams.gov.uk/coronavirus/> will be updated as we get more information. Where possible please continue to buy from your local shops to support South Cambridgeshire economy.

### **Remembrance Sunday preparations**

The Government has updated the guidance on preparations for Remembrance Sunday with information for councils in England on how to ensure those hosting local Remembrance events can do so safely. You will find the Guidance:

<https://www.gov.uk/government/publications/localauthority-preparations-for-remembrance-sunday>

### **Support for Businesses**

The Council provides advice and some support to businesses during this time. Contact the Business team via [scams.gov.uk/business](https://www.scams.gov.uk/business), email [openforbusiness@scams.gov.uk](mailto:openforbusiness@scams.gov.uk) or call 01954 713 465.

### **Be a Supplier**

Are you interested in bidding for contracts to supply services or products to the Council? Then register for the webinar on 12 November 2020 that the Council is holding to help small businesses understand how to prepare and present tenders <https://councilcontractswebinar.eventbrite.co.uk>

## **ENVIRONMENTAL HEALTH**

### **Electric bin lorry**

The Greater Cambridge Shared Waste Service has now taken delivery of its first 100% electricpowered e-collect bin lorry. It is the first in Cambridgeshire and in the planned replacement programme for the entire fleet of 55 waste vehicles over eight years.

### **Green Homes Grant scheme**

Government funding is now available to make homes more energy efficient, helping home owners do their bit to move to net zero carbon by 2050 while saving money on household bills. The grant could help the cost from two thirds to full cost of improvements, from £5000 to £10,000 depending on your circumstances. Find out more if you are eligible at <https://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme>. The scheme closes on 31 March 2021.

### **Streetlight Upgrade**

South Cambs is responsible for maintaining around 1,800 lamps within 84 villages, while parish councils pay the electricity bills. The council plans to invest up to £1.38million on replacing all the streetlights, including columns and brackets, with low energy LED versions to cut energy bills, reduce light pollution, and improve lighting. The work has started in Linton this month, and is being carried out by Bouygues Energies and Services who will be stripping out and recycling the old lanterns as they take them down.

## **PLANNING**

### **Government Planning White Paper**

The Council has now submitted its response to the government Planning White paper proposing radical changes to the planning system. You can read it in full here

<https://scams.moderngov.co.uk/ieDecisionDetails.aspx?ID=11457>

You can find some of my thoughts on it at <https://tumihawkins.org.uk/stop-the-government-powergrab-on-planning/>

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## **Development Management processes Updates**

### **Pre-application Service**

The Greater Cambridge Shared Planning Service has launched a new Pre-application service with revised charges. This is a single, aligned pre-application charging scheme across the Cambridge City and South Cambridgeshire District Council areas. Applicants are encouraged to use this optional service to help get advice at the outset of a project which can help simplify and speed up the progress of getting planning permission. The service will offer a pick and mix menu of the level of details and advice an applicant wants, and that will reflect the charge that is applied.

More information on this is available at <https://www.scams.gov.uk/aligned-planning-service-preapplication-charges-take-effect-across-greater-cambridge/>

### **Greater Cambridge Local Plan Update**

Work on the new Greater Cambridge Local Plan continues. The reports for the studies we commissioned will be presented to and discussed at the JLPAG (Joint Local Plan Advisory Group) meeting on 24<sup>th</sup> November.

## **HOUSING**

### **The Handyperson Service**

The Handyperson Service exists to assist older people and adults with a disability living in Cambridgeshire. Their service is for small jobs such as putting up shelves, curtain poles, building flat pack furniture, replacing toilet seats, changing light bulbs etc. they charge £30 per hour plus materials and can be contacted on 01480 700205 or emailed: [chp@ageukcap.org.uk](mailto:chp@ageukcap.org.uk)

### **Consultation on Allocation of Social Housing**

South Cambs District Council owns and maintains around 5,500 Council homes, and many other housing associations own homes in the district. The council has proposed making some changes to how these houses are allocated with the aim of making sure allocations are to those most in need, and done in a transparent and fair way. One of the proposed changes is to how the “local connection” is defined.

To find out more and take part, go to <https://www.scams.gov.uk/comment-on-proposed-changesto-social-housing-allocation-policy/>. The consultation ends on 18 December 2020.

### **New Council Homes**

We continue to expand the pool of council houses available to people in the district. We have acquired nine (9) new energy efficient council houses in Foxton, being a mix of 1-bd, 2-bed and 3bed houses. The new tenants are expected to move in by Christmas 2020. We are hoping to have more houses added over the coming months.

## **TRANSPORT**

### **Greater Cambridge Partnership and Combined Authority - Transport**

The Cambourne to Cambridge busway plans by the Greater Cambridge Partnership was paused following the intervention of the Mayor who claimed some to have an alternative route. He wants the busway route to be able to be converted into his proposed CAM metro.



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The Mayor has now unveiled his preferred indicative route. This route has two options, one runs north of the A428 past Madingley Cemetery turning south to enter the City. The second option involves the use of a tunnel from Madingley Mulch area into West Cambridge.

There are challenges with this route and still needs more work done on this suggested route to develop the finer details including environmental impact and additional costs. We expect the cost of the tunnelling section to be quite high, and it remains to be seen if the cost benefit ratio works.

## WELLBEING

### Free School Meals

Following the vote in Parliament not to extend free school meals during the holidays, South Cambs Council Leader Cllr Bridget Smith, wrote to Cambridgeshire County Council offering £25,000 towards extending free school meal vouchers for children in our District this Christmas. If the scheme is to be in place on time, the plans must start now.

### Black History Month (October)

The BHM programme went very well, with officers and councillors engaging with and attending the online events. You can still catch up with it at <https://www.scambs.gov.uk/bhm>. One of the Waste lorries was decked out in the BHM artwork – looked really good.

## LOCAL ISSUES

### Caldecote Community Liaison Forum

The first meeting of the forum took place on Thursday 8<sup>th</sup> October 2020. It was attended by representatives from Balfour Beatty, developers of Land West of Grafton Drive, and Linden Homes, Parish Council, South Cambs Planning & Enforcement, and me (as Chair).

It was a good meeting, discussing the expectations of build out timescales, concerns of residents generally, and specifically on breaches that have already occurred. Linden expect to have a show home ready from March 2021 and first occupations from June/July 2021. Balfour expect best case scenario for first occupations in April/May 2021.

If residents observe breaches or encounter difficulties with work on the site, it should be reported either to me directly [cllr.hawkins@Scambs.gov.uk](mailto:cllr.hawkins@Scambs.gov.uk) or the Parish council chair Cllr Cartwright on [cllr.cartwright@caldecote.gov.uk](mailto:cllr.cartwright@caldecote.gov.uk). We have direct contact with the two site managers and can raise matters with them for immediate resolution.

### 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  
4 November 2020

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