

# CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

## MINUTES

**The Annual meeting of this Council was held in the Village Hall, Caldecote  
On Thursday 12th May 2022.**

*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, Chairman), Cllr John Barker (JB), Cllr Helen Cartwright (HC), Cllr Priya Nair (PN) and Cllr Sharon Pedley (SP).

**In Attendance:** Alan Melton (Parish Clerk), Katy Reeves (Deputy Clerk), County Cllr Michael Atkins

There were 10 members of the public present.

(1) **To report the Election held on 5th May 2022** – The Clerk reported that following the uncontested election held on 5<sup>th</sup> May, six Councillors were elected. All Councillors signed and delivered their declaration of acceptance of office forms.

(2) **To report of vacancies and co-options** – The Clerk reported that there remain 3 unfilled seats. Advice from Electoral Services Officer at SCDC indicates that these seats can be filled immediately by co-option.

(3) **To Elect a Chairman of the Council until the Annual Meeting May 2023** – Cllr P Field was proposed for the office of Chairman of the Parish Council by Cllr S Pedley and seconded by Cllr J Barker. It was **RESOLVED** that Cllr P Field be elected as Chairman of the Parish Council for the forthcoming municipal year. Cllr Field duly signed the declaration of acceptance of office.

(4) **To Elect a Vice-Chairman of the Council until the Annual Meeting May 2023** – There were no nominations for the office of Vice-Chairman. The position will be reviewed again in 6 months.

(5) **To Establish sub-committees and working parties** –

It was agreed that Cllrs P Field, H Cartwright and S Pedley be appointed to the Leisure and Amenities Working Group.

It was agreed that Cllrs S Pedley and P Nair be appointed to the Emergency Planning Working Group.

1. **Public open forum** – Mrs Claridge stated that she has looked at the local authority biodiversity policy and has some feedback for the Council. Mrs Claridge was requested to write up her findings for discussion at the next Parish Council meeting.
2. **Apologies for absence** – There were no apologies for absence received.
3. **Members' declarations of pecuniary or non-pecuniary interests** – There were no declarations of interests.
4. **Chairman's Announcements** – The Chairman reported that the installation of the new equipment at the Play Area on Furlong Way will begin on June 6<sup>th</sup> and will take approximately 1 week. The Play Area will be closed during the installation. The

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Chairman further reported that the roof of the Pavilion has now been repaired and that the cricket season has begun.

5. **Minutes of the last Meeting** – The minutes of the Council meeting held on 21st April 2022 were approved as a correct record and duly signed by Cllr P Field.

6. **Actions**

- **Individuals for Awards** – The Chairman reported that a list of nominations for special awards has been put together and that the awards will be presented at the Jubilee picnic.
- **Update on Speed Monitoring** – The Clerk reported that he and Cllr J Barker will be arranging a meeting to discuss the plans. The Chairman noted that speed monitoring signs are now up in Dry Drayton, Bourn and Hardwick.
- **Cricket Fees** – It was agreed that external cricket teams will pay a fee of £25 (in addition to the pitch fees of £125) for use of or access to the meeting room and kitchen. Proposed HC, seconded SP.

7. **Planning Applications**

- **[22/01562/HFUL](#)**: Single storey rear extension to house and extension to garage to create double garage and home office, At 115B Highfields Road, Highfields, Caldecote

It was **RESOLVED** to make no objection to the application (proposed SP, seconded HC).

- **[22/02113/PRIOR](#)**: Change of use from Office (Use Class B1) to dwellinghouse (Use class C3). At Network House St Neots Road Caldecote Cambridge Cambridgeshire CB23 8AY

It was **RESOLVED** to make no objection to the application (proposed SP, seconded HC).

8. **Land aside 115, Highfields Road, Caldecote.** To consider correspondence – The Clerk reported that the Council has received correspondence from many residents concerned about reports of development on the above site and requesting that the Parish Council intervene to prevent the loss of the footpath. Members of the public in attendance were given permission to speak and one resident noted that several properties are reported to have a right of easement across the land noted in their own deeds. The Parish Council agreed that they would support the maintenance of the footpath if consulted on any future planning applications and suggested that residents consider contacting the Land Registry to get the rights of easement registered if they are not already recorded. The Chairman further recommended discussion with District Councillor Tumi Hawkins, who has responsibility for biodiversity.

9. **Financial Reports –**

- **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 3rd May 2022 was received and approved.

- **Bank Reconciliation.** The bank reconciliation dated 25<sup>th</sup> April 2022 was received and approved.

- **Accounts for payment.** The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills, as well as the payment of a late-arriving invoice for Pavilion roof repairs of £1020, be approved.

It was further **RESOLVED** that former Councillor J Lang be removed from the list of signatories for the Unity Trust bank account and that Cllr Helen Cartwright be added to the list of signatories.

10. **The Queen’s Platinum Jubilee (to consider grant applications)** – It was **RESOLVED** that an application for a donation of up to £1000 towards the event be approved (proposed HC, seconded SP).
11. **ROSPA** report – It was noted that the annual playground inspection reports have been received. These will be circulated.
12. **Flood Resilience Day**– The Clerk reported that a request to hold a flood resilience day has been received from the County Council. It was agreed that a suitable date and venue will be sought.
13. **Correspondence** – The Clerk reported that surplus supplies from COVID test centres have been offered by the District Council and that he has applied for gazebos and first aid kits.

The Clerk reported on correspondence from the East West Rail Local Representatives Group, advising of the upcoming second meeting of the group. It was agreed that Cllr N Pritchard would continue as the representative of the Parish Council and that Cllr P Nair would also be interested in attending.

The Clerk reported on correspondence from the County Council Highways Department requesting feedback on a survey about the service provided by Local Highways Officers.

The Clerk reported on correspondence from a representative of Linden Homes requesting a meeting with the Parish Council to discuss their amended planning application. It was agreed that they will be asked to present to a specially convened Parish Council meeting (Proposed HC, seconded SP).

The Clerk reported that the next Caldecote Liaison meeting will take place on 18<sup>th</sup> May 2022 and that Cllr P Field will attend.

14. **Dates and times of the next meeting** –Thursday 9th June 2022 at 7.00pm in the Pavilion

**The Meeting Closed at 9.15 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
25/04/2022	12	250.00	Caldecote Community Events	Platinum Jubilee celebration	34	O
25/04/22	13	373.14	HMRC	PAYE April 2022	33	M
25/04/22	14-16	1520.93	Staff salaries	Salaries April 2022	27,28,29	M

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

Amount	To	For	Budget Code	Freq
239.80	Alan Melton	Expenses April 2022	7	M
19.50	Katy Reeves	Expenses April 2022	6	M
1306.80	R.H. Landscapes	Sports field mowing 4/4, 14/4 & 29/4, Verge cutting 14/4	54	O
289.80	Playsafety	ROSPA playground inspections	20	A

