

CALDECOTE PARISH COUNCIL

(South Cambridgeshire District)

Minutes of the meeting

On Thursday 6th June 2024

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 Helen Cartwright, Cllr Mary-Ann Claridge., Nair and Pedley.

In Attendance: Alan Melton (Parish Clerk and RFO)

- 1. Public open forum.** There was one member of the public present.
 - Mr Phil Claridge asked if the Council had received any documents and archives from the late Councillor Lang. The Clerk replied that there were no contact details of the executors.
 - Mr Claridge asked for documents regarding flooding to be posted on a Google account.
 - Mr Claridge asked if the Council were aware of the recording rules and policies.
- 2. Reports from District and County Councillors.** The report from Councillor Hawkins (SCDC) had been circulated.
- 3. Apologies for absence.** Councillors Pritchard and Barker
- 4. Members' declarations of pecuniary or non-pecuniary interests.** None.
- 5. Chairman's Announcements** – There were no announcements.
- 6. Minutes of the last Meeting** – The minutes of the Council meeting held on 2nd May 2024 were approved as a correct record.
- 8. Actions and updates:**
 - **EWR:** There are no updates, however, Councillor Mary-Ann Claridge queried if any Council members had seen a draft of the EWR leaflet that had been circulated around the village. The Chairman and the Clerk stated that they had not seen an advanced copy.
 - **Linden Homes:** Councillor Claridge reported that there was currently no work being carried out on the site, many of the planning conditions had not been met

and outstanding, particularly footways and highways. Councillor Claridge offered to speak on the matter at a forthcoming SCDC Planning Committee meeting.

9. Planning Applications

- **24/01754/FUL:** Demolition of Existing Dwelling and Outbuildings and Erection of 6no Dwellings with associated work. At: Westwind, Highfields Road, Highfields, Caldecote. **(Object)**
- **24/22025/HFUL:** Demolition of existing conservatory and erection of single storey rear extension at, 43 West Drive, Highfields, Caldecote. **(No Objection)**

8. Financial Reports:

- **Summary of receipts and payments.** Was received.
- **Bank Reconciliation.** The bank reconciliation dated 6th June 2024 was received and approved.
- **Accounts for payment.** The schedule of payments was received. It was resolved that the RFO be authorised to make payment of all the accounts.
- **Annual Governance and Accountability Return:** The Clerk/RFO presented the annual AGAR return, he reported that the accounts were balanced and reconciled, the internal auditor had carried out a full audit and signed off the internal audit report. It was agreed that the RFO could submit the return to the external auditor.

9. Pavilion/Portakabin/Road: The Clerk reported that the new Portakabin had been delivered. The Clerk reported that the builder would install the metre box etc. Power UK would then connect the power. Portakabin would send their team to connect to the metre box and the

water would be connected.

10. Flights: Councillor Claridge reported that Luton Traffic Control are taking the view that flights could take any route. There is likely to be a delay of further information pending the general election.

11. Staff Matter: The Clerk reported that the Chairman, Councillor Field had occasion cleaned the pavilion including the toilets, he felt that this was unacceptable, and that the Council should employ a cleaner, to clean the pavilion and the Portakabin. Members unanimously agreed to employ a cleaner. It was delegate to the Chairman and Vice-Chairman to draw up a job description and then advertise the post.

12. Councillors Comments: Councillor John Barker asked about a 20mph speed limit for the village. The Chairman advised that an application had been submitted to Cambridgeshire County Council for a village wide 20mph limit.

14. Date and time of the next meeting – Thursday 4th July 2024 at 7.00pm in the Pavilion

15. Confidential Item – Tenders for the Car Park Re-Surfacing: The Clerk distributed an analysis of the 4 tenders received. He explained that he had advertised for tenders through “Check a Trade”, in the first instance no tender were received. The Clerk then asked for local knowledge about groundwork specialists. The Clerk had met 3 of the contractors on site, a 4th contractor was local and knew the site.

With the aid of an engineer the Clerk drew up a specification based on the local knowledge of local members. The tenders ranged from £102,000 to £133,000, although there were certain key items missing from some of the tenders.

Councillor Helen Carwright expressed concerns regarding the drainage of the area and expressed reservations about the information returned. It was unanimously agreed to ask the Clerk to engage a Civil Engineer to design a drainage scheme and the surfacing specification for the car park and road.

The decision was deferred until the engineer’s report was available

The Meeting Closed at 8.20pm

Signed.....Chairman

Date.....