

**Minutes of the Annual Meeting of Caldecote Parish Council
on Thursday 5th May 2005 at 7.30pm in the Village Hall**

Present: Parish Cllrs T Footman, P Phillips, F Wolton (Chairman), J Lang, A Levett, N Whyatt, B Drayton, S Breeze and C Stopp.

In attendance: Mrs. L Hazel (Clerk) and 3 members of the public.

1. **Annual meeting business.**

1.1 **Election of Chairman and declaration of acceptance of office**

On a proposition by N Whyatt, seconded by T Footman it was unanimously resolved to re-elect Frank Wolton as Chairman. The Chairman signed the declaration of acceptance of office.

1.2 **Election of Vice-Chairman**

On a proposition by J Lang, seconded by S Breeze it was unanimously resolved to re-elect C Stopp as Vice-Chairman.

1.3 **Committees or Working Parties, membership, terms of reference and member responsibilities**

1.3.1 **Committee - Terms of reference.**

Caldecote Parish Council Sport and Recreation Ground Committee is delegated to consider and determine, on the Parish Council's behalf, all matters relating to the public open spaces within the village that have either already been transferred to the Parish Council or that will result from a signed S106 Agreement (developments - Banner Homes, JS Bloor, Taylor Woodrow Developments and Ashwell Homes) This includes the establishment, maintenance, provision, monitoring and use of land, landscaping and equipment.

The Committee:

- Must have due regard to the Parish Council's standing orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body. It must also respond to any direction given by the Parish Council.
- Shall be five members with a quorum of three.
- Should elect from amongst its members at its first and subsequent annual meeting a Chairman and a Vice-Chairman.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Recreation Ground Committee's work and to prepare recommendations for the Committee's consideration.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the local authorities and/or other body to enable it to understand or carry out its duties more effectively. If there is a cost implication it must bring a clear recommendation to the Parish Council for its consideration.
- Should consider all financial implications relating to the recreation grounds and make a clear recommendation to the Parish Council on all recreation ground needs and requirements so that these can be included in the annual budget preparation.

It was further resolved that the membership should be Cllrs Breeze, Levett, Phillips, Stopp, and Wolton also two representatives of the Caldecote Sports Association.

It was noted that the minutes of meetings would be circulated to all members of the Parish Council for information.

1.3.2 Areas of responsibility

On a proposition by Cllr Drayton, seconded by Cllr Footman it was resolved that the following areas of responsibility be approved and noted that the named were to monitor and consider all matters relating to the particular area of responsibility and to make recommendations as appropriate to the Parish Council.

Conservation and Trees	Cllr Footman with Mr John Newby assisting Cllr Footman if he is willing.
Traffic and Highways/ Public Rights of Way	Cllr Footman
Safer Caldecote/ Vandalism/ Police matters	Cllr Phillips
Bylaw matters	Cllr Dr Stopp
Webmaster	Cllrs Whyatt and Lang assisted by Mr Chris Corcoran if he is willing to continue.
Drainage	Cllrs Wolton and Levett
Wider and local planning	Cllrs Drayton and Breeze
Caldecote Sports Association Representatives	The Recreation Ground Committee with a minimum of any two members attending the meetings
Caldecote Community Association representative	Cllr Phillips
Parish Plan	Cllr Whyatt
Old Village of Caldecote	Cllr Whyatt
CALC representative	Cllr Dr Stopp
Play equipment checks	Cllr T Footman

It was noted that the Sport and Recreation Committee were not being notified of when the CSA meetings are. It was agreed to chase this up.

2. **To receive apologies for absence and also declaration of interests from members**

P Philips declared an interest in item 5.2 and signed the declarations of interest's book.

3. **To approve the minutes of the last meeting on 7th April 2005**

On a proposition by T Footman, seconded by F Wolton the minutes were approved as a true record. The Chairman signed the minutes.

4. **Matters arising for information only (Clerks Report)**

4.1. (40.1) Tree in Bosserts Way

Mrs Joslin had written, dated 25 April to confirm that the tree will be removed in June subject to disconnecting the overhead cables, yet to be arranged.

4.2. (40.2) TKA date of appeal

A e-mail from Ms Macmillan dated 4 May 2005 was considered which stated that 'TKA were going to ask the court for a further adjournment on the 12'. It was agreed that a letter should be sent to Ms McMillan with a copy to Mr Taylor stating that the Parish Council was disappointed that again there seems to be another delay and that the problem is still ongoing.

4.3 Local Development Framework

A copy of all representations for Caldecote in connection with Village Frameworks has been received. It was agreed that this item should be placed on the Agenda for the next meeting for further discussion. Details are to be circulated to all members in the meantime.

5. Matters carried forward from the last meeting for discussion/decision.

5.1 PC Chris Bradley and introduction of new PCSO

PC Chris Bradley had not arrived at this point in the meeting.

5.2 CALYPSO youth shelter & cycle racks

P Philips having declared an interest in this item and left the room. A letter dated 7th April 2005 from CALYPSO enclosing plans was considered which explained that they had raised £8,000 for a seating area to compliment the MUGA and that they would also like to install some cycle racks. On a proposition by the Chairman the meeting was temporarily adjourned at 8.00pm for five minutes to allow members of the public time to express their views on the suggestion.

On a proposition by A Levett, seconded by B Drayton it was agreed that the Parish Council supported in principle the seating area and cycle racks subject to:

- sight and approval of final designs before the order is placed
- the shelter being for multi users group and not just youths,
- it should, where possible, blend into the landscape.
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It was agreed that CALYPSO should be asked to confirm with the planning department that no planning application was required.

A letter dated 12 April 2005 from English Nature in connection with Hardwick Wood SSSI was considered. It was agreed that a reply should be sent to Zak Hawkes at English Nature asking him to provide a plan outlining the exact location of the SSSI and the balance it has got with the bridle path from Highfields Road to the junction going north. The letter should also state that Caldecote Parish Council is opposed to closing the bridle path. It was agreed to clarify if the bridle path is in the SSSI.

6. To attend to correspondence/communications received since the last meeting including

6.1 Parishioner correspondence

6.1.1 Chris Corcoran – TKA and recent planning applications.

A letter from Mr Corcoran dated 4 April in connection with TKA Tallent Chassis Ltd, in particular planning applications: S/0330/04/F, S/2531/04/F was considered. It was agreed that a letter should be sent to SCDC asking them to send to Caldecote Parish Council all recent + future planning applications for TKA Tallent given the outstanding situation with the company and requesting the status of the two planning applications as mentioned in Chris Corcoran's letter.

6.1.2 P Beecroft – Dog fouling and trail biking on public rights of way.

An email from Mr Beecroft complaining about dog fouling on the bridleway and also motor bikes using the path as an off road track.

It was agreed to pass on the above information to PC Chris Bradley and the new PCSO for their attention and also that an article be put in the Journal highlighting the problem and asking residents to contact the police if they witness anything.

6.2 Other

6.2.1 Cambridgeshire County Council - Tackling climate change in Cambridgeshire.

- 6.2.2 Hastoe, Housing Associates Limited - Rural housing seminar on 6th June 2005.
- 6.2.3 CALC - - lack of support at district meetings. Passed to Cllr Stopp for information.
- 6.2.4 Cambridgeshire County Council - Corporate Plan. Passed to Cllr Whyatt to read and make recommendation if appropriate to the next meeting.
- 6.2.5 NALC - Trafalgar Weekend 21– 23 October 2005. It was agreed to send the details to the school and the Community Association who may be interested.

6.3 Highways Agency - A428 Orders

It was noted that the above had been received.

7 To attend to planning received since the last meeting including

- 7.1 S/0167/05/F Deeth, 4 Stargoose Close – extensions and conversion of garage. On a proposition by T Footman seconded by S Breeze it was agreed to refuse this application due to overdevelopment of site.

7.2 SCDC planning notices

The following were all granted permission: Widening of vehicular access, gates and access road and implement store at Land South of Meunier House, Main Street, Caldecote.

5.1 PC Chris Bradley and introduction of new PCSO

PC Bradley arrived with the new PCSO. He apologized for being late and introduced Aime Meston the new PCSO.

It was noted that:

- Ms Meston would patrol Caldecote along with six other villages, Cambourne being the largest.
- she does not have any powers to arrest people only to detain them until back up arrives
- she is not allowed to carry any weapons or handcuffs.
- She will not have her own transport and therefore will not have regular times of visiting each village, however she will undertake to visit each village at least 3 times a week spending approximately 2 hours in each place, where possible.

PC Bradley provided the Parish Council with statistics on all crimes reported for last year. Details of which will be published in the next Caldecote Journal.

The Chairman thanked PC Bradley and Ms Meston for attending the meeting.

8. The village development, recreation grounds and public open spaces.

8.1 Banner POS transfer – completed

It was noted that the signed transfer document had been received from Mills & Reeve and that the papers were being registered with Land Registry.

It was agreed to write a letter to Banner Homes requesting them to provide information on how many square meters the POS is and how much money is to be paid to Caldecote Parish Council. Upon receipt of the above information the Chairman along with another parish councilor will measure the POS to confirm the details provided are correct.

With regard to the small area of POS in the corner of the development that is in dispute, it was agreed to leave the situation for one month to wait to see what Banner Homes are going to do with it, then the matter will be reconsidered.

It was brought to the attention of the Parish Council that the hedge alongside the Banner Homes development that runs northwards from Highfields Road to East Drive is encroaching onto the bridleway. It was agreed to write a letter to Karen Champion informing her of this.

9. Finance

9.1 To receive the financial report and approve the payment of bills.

The financial statement was received and considered. The invoices and bank statements were available for checking. On a proposition by T Footman, seconded by B Drayton the following payments were approved:

K Martlew	£33.00
L Hazel (Office expenses)	£61.16
BT (Telephone)	£81.31
LG Stoehr (Salary)	£31.20
LGS Services (Admin)	£190.89
Allianz Cornhill (Insurance Premium)	£970.84
Land Registry	£40.00

9.1.1. On a proposition by J Lang, seconded by T Footman it was agreed:

- To stop the outstanding cheques to Miss Martlew (all over 6 months old) and reissue a cheque for £132.
- To make a payment to Mrs Kember for £54.60, which is £27.30 outstanding salary for FY 2005 and the first payment in 2006. It was noted that in future she will be paid on odd months i.e July, September etc.
- That the Parish Council formally records the payment to SMP as £17,655.65.
- To pay LGS Services an office fee of £250 per six months for use of her home as the Council's offices and use of equipment.
- To pay LGS Services a contribution of £100 towards use of a software package to file its annual returns on line. It was noted that the Inland Revenue will give each council £250 in year one and £250 in year 2, reducing amounts for years 3-5 for moving over to electronic returns.
- That the invoice from LGS Services for £100 + VAT, for additional accounts work carried out should be approved.
- That F Wolton (Chairman), C Stopp and the Clerk if available should undertake interviews for the new clerk's position and make recommendation to the Parish Council as to the appointment it was noted that the interviews would take place in May/June and that letters will be sent out shortly to the three applicants inviting them for interview.

9.1.2 It was noted that Herald Contract Services have now finished the re-instatement works to the area adjacent to the MUGA. It was agreed to pay the invoice for £804.88, however a letter is to be sent to Herald with payment stating that Caldecote Parish Council will hold them responsible for the seeding of the grass and will expect them to come back and reseed the area if the initial reseeding does not take. It was also agreed

to release the balance of £731 to SMP which was the amount outstanding on the MUGA for works undertaken by SMP in full and final settlement on the Parish Councils account.

- 9.1.3 It was also noted that the street light by the MUGA still has a hole around the base and is still open. EDF are to be contacted again highlighting the above and asking them to urgently finish the work before anything serious happens.

9.2 Insurance policy, standing orders and risk assessment review.

9.2.1 Insurance policy

It was noted that in addition to the £33,979.62 assets and £18,873.08 other surfaces listed on the attached insurance policy the Council had Public liability insurance, Employer liability insurance, liable and slander insurance and finally fidelity guarantee cover of £45,000.

Using the formula that fidelity guarantee cover should be in the region of year end balance £37500 + first Precept instalment £9500 (aprox) = £47,000, on a proposition by J Lang, seconded by S Breeze it was agreed after consideration of the above to increase Fidelity Cover to £50,000.

On a proposition by J Lang, seconded by S Breeze the following alterations were made:

- Metal cantilever bus shelter no longer exists. This has now been replaced with a brick bus shelter that was valued at £3,700.
- 2 street lights have been removed. This should now read 1 street light (by MUGA) this was valued at £1,000.
- The village seat is no longer in situ and should be removed from the policy.
- to remove anything below the value of £125 from the insurance policy given the increase in excess on the policy.
- The new notice board should be placed on the policy for face value when the invoice detailing the cost has been received.

9.2.2 Standing orders review

On a proposition by J Lang, seconded by C Stopp the current standing orders was noted and it was agreed that all members would take the document away for further consideration and make recommendation to the next meeting for any modifications.

9.2.3 Risk assessment

The Clerk's advice on risk assessment was noted. On a proposition by N Whyatt, seconded by A Levett, J Lang was asked to undertake the role of 'financial overseer' undertaking basic checks identified in the table drafted by the Clerk, as appropriate. It was noted that J Lang would liaise with the clerk.

9.3 Annual Audit timetable, appointment of internal auditor and to approve the accounts for FY 2005

It was noted that

- A letter dated 4 May 2005 from Moore Stephens in connection with the annual return for the Year ended 31 March 2005 had been received.
- As the Parish Council had payments in the FY ending 2005 of over £100,000 it would require an intermediate audit.
- The audit date has been set at 1 July. Before that date the accounts will need to undergo public inspection and an internal audit.
- A notice will be placed on the notice board mid May inviting the public to inspect the accounts.

On a proposition by F Wolton, seconded by C Stopp it was resolved that:

- Saskia Dart should be appointed to undertake the internal audit at no cost to the Council
- The accounts for FY ending 2005 and Section 1 of the Annual Return should be approved by resolution of Caldecote Parish Council.

Whilst the Parish Council could confidently answer ‘yes’ to most of the questions it would seek further clarification and advice from the Clerk on statements: 5 + 2. This will be an agenda item at the next meeting when the internal audit report will also be considered.

10. Councillors’ items.

It was noted that:

- rats have been spotted in the empty property on Highfields Road opposite the school and that this had been reported to Environmental Health.
- the gates put up by Ashwell Homes in Grafton Way have been put in the wrong way also that the fencing and gates will be coming down soon.
- The lowered kerbing put in at the junction of Grafton Way and Highfields Road is only temporary and will be changed.
- the turning head in West Drive by the new development is still not accessible due to contractors parking their vehicles their when on site. It was agreed that a letter should be sent to Ashwell’s Development informing them of this. It was brought to the attention of the Parish Council that on occasions they have been working on Sundays. It was agreed that a phone call should be made to Ashwell developments about this and asking them also to tidy up the piece of land on West Drive which is strewn with debris.
- the grass on the village green needs cutting and that the recent grass cutting which took place in the old part of the village was of a poor standard and that the grass had been scalped in places. It was agreed that a letter should be sent to the County Council informing them.
- someone has registered an interest in the shop and they may be interested on taking on the lease. The Parish Council would be kept informed of any developments.
- the telephone box situated in the old part of the village is in a state of disrepair and needs attention. It was agreed that the clerk would look into the matter.

11. Closure of meeting and Parish Matters

There was no further business and the Chairman declared the meeting closed at 10.35 pm.

Signed..... Dated