

**DRAFT Minutes of the Meeting of Caldecote Parish Council
on Thursday 1st March 2007 at 7.30pm in the Village Hall**

Present: (Cllrs), Jack Lang, Paul Phillips, Tom Footman, Alan Levett, and Neil Whyatt.

In attendance: Mr. R Hume (Clerk), Cllr Martlew (District Councilor) Cllr Denzil Baldwin (County Council) and one member of the public

Members of the public were invited to make comments relevant to the agenda before the meeting was formally opened.

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

Apologies had been received from Cllr Steve Breeze, Cllr Ian McArdle, Cllr Fiona Whelan and Cllr Tumi Hawkins.

There were no declarations of interest.

215 To approve the minutes of the previous meeting on 1st February 2007 and 15th February (Planning)

On a resolution by Cllr Footman and seconded by Cllr Phillips the minutes were approved without amendment.

226 Matters arising for information.

226.1 Highways – Main Street - The County Council do not supply salt bins, the Parish have to provide them and then they keep them filled with salt. It was decided that there is no identified suitable site, but provision will be considered if a site is suggested.

An email from Mark Kemp County Council via Cllr Baldwin regarding speed limits was received.

226.2 Hoarding West Drive – email from Charles Swain Enforcement Officer at SCDC

No planning application has been submitted, however the land owner has recently been in touch and confirmed that he would be submitting one shortly.

In the event that no application is made then the Senior Planning Officer will review the case with our Legal team, and if expedient to do so, given all the facts, proceed with enforcement action.

227 Matters carried forward from the last meeting for discussion / decision and new items

227.1 Parish Plan – no response from residents to the Journal item, it will be included again and promoted at the annual meeting on Thursday 17th May. A letter is being produced by Cllr Whyatt to try and highlight the need for resident participation.

227.2 Youth Issues – CCTV update and Youth Club, CCTV Eddie Rivero, who is a member of the Sport and Recreation working party has some information on CCTV that may be useful, the clerk will pass on contact details of Cllrs Whelan and Breeze.

Youth Club, the first session has been arranged for 26th March, there will be an open forum to find out what the youth want from a youth club.

227.3 TKA reports - Cllr Martlew reported on a planning training session which confirmed that the correct procedure had not been followed by officers at SCDC.

He had sent another letter to the planning portfolio holder but has not yet had a reply.

Cllr Martlew is to speak to the residents affected regarding a complaint to the ombudsman.

227.4 Sustainable Communities bill – It was noted that this bill has passed its second reading.

227.5 Extra Meetings - As it was often no longer possible to get extensions for responses to planning applications, it was decided on a resolution by Cllr Lang and seconded by Cllr Whyatt to change standing orders to reflect this. All were in agreement.

A revised schedule of meetings was agreed and will be published in the Journal.

Revision to standing order

MEETINGS

1 Meetings of the Full Council shall be held every month at Caldecote Village Hall at 7-30pm unless the Council otherwise decides at a previous meeting. Additional extra meetings shall be held if necessary to respond to planning applications and may also deal with any other urgent item that is on the agenda.

227.6 Protocol for Consultation on housing issues – The notice was received, the clerk was asked to write and express the view that housing should prioritize local peoples needs

227.7 Choice based lettings – The notice was received.

227.8 SCDC Adoption of Core Strategy development plan document.

LDF (Local Development Framework). www.scams.gov.uk/ldf , the item was noted

227.9 Consultation on Amendments to the Model Code of Conduct – The chairman had considered the report but felt it did not address the concerns about the code. The report was received.

227.10 Speed Thumps – The road signage was queried “speed humps” when in fact they are speed thumps.

It was resolved to ask for the speed thumps to be replaced, also to invite representatives from the County Council and Taylor Woodrow, who installed the thumps to the Annual Parish Meeting where residents could give their views. They will be asked to provide information on the likely costs of replacing the thumps with alternative traffic calming methods.

The clerk will investigate if it would be appropriate for the council to purchase its own speed gun and likely costs.

228. Finance and procedural matters

228.1 Annual review Staffing and Salaries

(item was taken at the end of the meeting to avoid disruption to the public exclusion)

“Due to the confidential nature this item will be subject to section 1(2) of the Public Bodies (admission to meetings act 1960)”.

228.2 Employment of an extra cleaner/litter picker.

During budget discussions for 2007/2008 it was agreed to employ a second cleaner/litter picker.

It was resolved to agree the job description and hourly rate of pay. To be advertised in the journal and the Cambourne Crier. (48 hours a month (11 hours per week) at £7 per hour. The clerk will set deadlines for applications and arrange interviews with at least one councilor present.

Proposed by Cllr Footman, seconded by Cllr Lang, all were in agreement.

228.3 Youth Group Grant – a request for £500 has been received from the new youth club, it was resolved to award a sum of £500 from the S137 budget which remains unused at the end of current the financial year.

The youth group leader has given assurances that a Youth Club bank account will be opened and they will keep proper accounts.

Proposed by Cllr Lang, seconded by Cllr Levett, all were in agreement.

228.4 Grass Verge Cutting – The County Council allowance for 2007/2008 will be at the same rate as last year £1611.35 (can be claimed in April).

Confirmation had been received that MD landscapes and confirmed that there would be no increase for maintenance and grass cutting costs for the coming year. Performance had been particularly good in the past

year and it was resolved to continue with MD landscapes for a further year.
Proposed by Cllr Lang, seconded by Cllr Whyatt, all were in agreement.

228.5 Councillor Allowances – It was resolved not to pursue allowances but the clerk emphasised expenses can be claimed legitimately, such as traveling, printing costs, etc.

228.6 Childcare allowance – It was resolved to pay any councillors, any necessary childcare allowances. Under S111 of the LGA 72. It will be paid to the councilor on receipt of paperwork signed by the baby sitter or direct to the sitter.
Proposed by Cllr Lang, seconded by Cllr Footman, all were in agreement.

228.7 Office printer – The printer provided for the clerk is malfunctioning, On a resolution by Cllr Footman and seconded by Cllr Phillips it was agreed .to ask CBS office equipment to inspect the printer and give an estimate of the repair costs, there is an £18 charge for the inspection. A decision will be made at the next meeting if the repair option should be taken.
Proposed by Cllr Footman, seconded by Cllr Levett, all were in agreement.

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

Expenditure for approval			CHQ NO.
NEW PAYMENTS			
Roger Hume	Salary Feb	299.21	632
Kathie Martlew	Salary Feb	72.48	DD
CALC	Affiliation Fee	368.33	633
Ramblers	Membership	24.00	634
CPRE training and membership donation		38.00	635
Pavilion Planning Application		397.50	636
Youth Club	Grant	500.00	637
Cambourne Printing Services	Meeting notes	22.00	638
Roger Hume (Clerk Expenses)	January	30.33	639
Glasdon litter and dog bins Bins		315.28	640
LGS Services	Journal Printing	270.00	641
Julie Barnes ((to 21st February 2007)	Pavilion Architect	617.49	642
Total Expenditure			2954.62

On a resolution by Cllr and seconded by Cllr the payments were checked, and approved. The cheques were signed and invoices and cheque stubs initialed

228.9 CALC training workshops - It was not felt that any of the courses were necessary at this time

228.10 Items for Journal March/April - Revised Meeting dates,

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

229.1 Parishioner correspondence

229.1.1 Litter – A reply had been sent pointing out action the council is planning.

229.1.2 Removal of railway bridge – email from resident with a petition from residents asking for the bridge to remain.

It was noted that this is part of the Wimpole Way.

It was resolved to write and ask for the bridge to remain as it was felt to be part of the character and history of the village.

If the bridge has to be removed it should be replaced with width and weight restrictions, and traffic calming such as chicanes.

The County council have asked if it is known who owns the land, it is possibly British Rail.

229.2 Other Correspondence

229.2.1 Audit Commission – Notification of appointment of auditor, proposal to appoint Moore Stephens for the financial year 2006/2007. Noted.

229.2.2 Public Consultation - Program was received

229.2.3 Neighbourhood Policing – The re-organisation of areas was noted.

230 To attend to Planning received since the previous meeting

S0241/07/F Erection of buildings for boarding kennels and associated enclosed exercise area, land adjacent The Sheilings, Highfields Road.

It was resolved to respond “No recommendation” but to point out that mains sewage/drainage is not available on the site and there was concern over disposal of waste.

Noise control measures should be specified for the kennels.

And include standard conditions.

Proposed by Cllr Footman, seconded by Cllr Levett, all were in agreement.

S0288/07/F Double garage 40 West Drive

It was resolved to recommend for approval

And include standard conditions and consideration of drainage problems.

Proposed by Cllr Lang, seconded by Cllr Whyatt, all were in agreement.

C/11/40/012 Tree work in a conservation area – felling pine tree to ground level. Manor Farm Main Street

It was resolved to recommend for approval

Proposed by Cllr Footman, seconded by Cllr Phillips, all were in agreement.

Information Only

Decisions for Note Only

S2174/06/F Mitchell Wood House Extension – approved

S2334/06/F Extension 20 Highfields Road - approved

S2454/06/F Conversion of barn to dwelling – adjacent Highfields Farm - Refused

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

231.1 Sport and Recreation working party, the draft report from 26th February meeting was received

231.2 Taylor Woodrow Handover – No services have yet been installed (just ducting) but information on this has been promised from TW. Rectification work on planting of POS areas is currently being carried out but was felt to be very poor.

The drainage issue is still not being addressed as far as we know..

231.3 Bloor Homes handover. The draft transfer document has been received and we have been copied in on information sent to

231.4 Playground Inspection – No problems reported.

231.5 Quotations for Playground Gate replacement, it was resolved to accept the quotation from Royston fencing subject to the metalwork being galvanized, extra costs to be established.

Proposed by Cllr Lang, seconded by Cllr Phillips, all were in agreement.

231.6 Pavilion Planning Application – just awaits the cheque for the application, we have also received a bill from the architect for work to date.

231.7 Further damage to the play area fencing - has been repaired by Cllr Footman.

231.8 Graffiti Removal – Probation service are now offering a free service, the clerk will report the bus stops in Highfield Road.

232 Councillors' items

232.1 A428 Nuttals. - The clerk was asked to enquire with Richard Gethin if any spare land was available as a result of the old road being removed, that could be used for allotments for Highfields Caldecote residents, And to ask what landscaping work is proposed.

232.2 Orchid Area, the clerk was asked to write to Rob McGovern Conservation Officer at SCDC regarding the apparent lack of maintenance being carried out by the developer in recent months.

232.3 Pumping Station – the clerk was asked to write again complaining about the flooding, photographs will be sent highlighting this regular problem.

Road and Verge damage is being caused by the pumping lorries.

232.4 Roads - Rectification work on Main Street is still outstanding, suggestions were made that “Ford Ahead ” signs would be appropriate.

232.5 Bus shelter - near the shop still requires some work, the clerk will contact Mr Drayton to see if he will rectify the brickwork, tiles, soffit and the guttering as he had indicated he would be willing.

232.6 Dog Poisoning – reports of dogs being ill or dying, possible rat poison but not confirmed. Journal item.

232.7 Buses have damaged the verge in Main Street, possibly by Whippet coaches.

232.8 Reports of a burglary – tools stolen.

232.9 Dog fouling – please report anyone seen allowing their dog to foul, an increasing problem in the village and apparently appeals to some dog owners are not having any effect.

232.10 Reports of illegal fly tipping.

232.11 West Drive verges. There is currently no allowance for verge cutting beyond the bend in West Drive, the clerk will enquire why.

Delayed item

228.1 Annual review Staffing and Salaries

(item was taken at the end of the meeting to avoid disruption to the public exclusion)

“Due to the confidential nature this item will be subject to section 1(2) of the Public Bodies (admission to meetings act 1960)”.

The Clerk also withdraw from the meeting and the members appointed Councillor Lang to take notes for the minutes.

228.1.1 Appraisal - To note that the clerk has been appraised satisfactorily.

228.1.2 Clerks working hours - It was resolved to increase the clerks working hours to 60 per month.

228.1.3 To review clerks expenses, the clerk current allowance was increased to £30 per month for use of his home as an office and to contribute to his own equipment used, telephone, broadband and electricity.

228.1.4 Staff salary review. It was resolved to increase the clerks pay by one increment and also in view of the agreed rate for the new cleaner, to raise the current cleaners hourly rate to the same amount. Proposed by Cllr Lang and Seconded by Cllr Footman.

Members of the public had left the building so could not be invited back to the meeting.

233. Closure of meeting and parish matters.

Date of next Parish Council meeting is 5th April 2007 (6th is Good Friday)

Sport and Recreation Committee date to be decided

Items for Note, if you wish to view any of these items please ask the clerk

Sustainable Communities Bill

EEAPTC news – regional report for parish councils

Countryside Access – Local access Forum, Cambridgeshire green vision

Ramblers AGM Saturday 3rd March – Welney 2pm

Cambs and Peterborough Community Life Awards (was village of the year).

Signed _____ Chairman _____ Date