

**DRAFT Minutes of the Meeting of Caldecote Parish Council
on Thursday 3rd May 2007 at 7.30pm in the Village Hall**

Present: Cllr Jack Lang (Chairman), Cllr Paul Phillips, Cllr Fiona Whelan, Cllr Tumi Hawkins, Cllr Alan Levett, Cllr Neale Whyatt and Cllr Tom Footman.

In attendance: Mr. R Hume (Clerk), Cllr Denzil Baldwin (County Council) and 3 members of the public

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

244.1 Election of Chairman and declaration of acceptance of office

244.1.1 Election of Chairman

There was one nomination for the position of chairman

On a resolution by Cllr Footman and seconded by Cllr Levett, Cllr Lang was elected for a second term as chairman. All were in agreement.

The chairman signed the declaration of acceptance of office

244.1.2 Election of Vice-Chairman

There was one nomination for the position of vice chairman

On a resolution by Cllr Lang and seconded by Cllr Footman, Cllr Whelan was elected as vice chairman. All were in agreement.

244.1.3 Election of Working Parties,

Appointment of Sports and recreation working party

- Terms of reference.

Caldecote Parish Council Sport and Recreation Ground working party is to consider and recommend, 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 working party

- Will 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 organizations 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.

Nominated and Elected - Cllr Breeze, Cllr Levett Cllr Phillips and Cllr Lang

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.

Areas of responsibility

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
Traffic and Highways/ Public Rights of Way	Cllr Footman
Playgrounds	Cllr Footman
Safer Caldecote/ Vandalism/ Police matters	Cllr Phillips
Bylaw matters	Cllr Lang
Webmaster	Cllrs Whyatt and Mr Chris Corcoran
Drainage	Cllrs Footman and McArdle
Wider and local planning	Cllrs Whelan and McArdle
Caldecote Sports Association Representatives	The Recreation Ground working party 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 Lang

Appointment of Planning working party

Cllr Breeze, Cllr McArdle and Cllr Hawkins were elected to the working party and report to the full council meeting with its recommendations.

Mr Brian Drayton is a co-opted member of the working party. This working party would report its recommendation to the full council. Mr Drayton would not be able to vote but can speak when invited to, at the full council meeting but would be able to vote at the working party meeting to recommend decisions to the council.

On a resolution by Cllr Lang and seconded by Cllr Whelan the areas of responsibility and working parties were all approved, all were in agreement.

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

Apologies received – Cllr Breeze (although he did arrive late) and Cllr McArdle.

A general non prejudicial recording was made regarding the Pavilion Planning Application S/0556/07/F

245 To approve the minutes of the previous meeting on 5th April 2007.

On a resolution by Cllr Whelan and seconded by Cllr Footman the minutes were approved as a true record without amendment, all were in agreement.

246 Matters arising for information.

246.1 Highways – Nothing to report apart from agenda items

246.2 Hoarding West Drive – no application has been submitted, the clerk will write again to the enforcement officer.

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

247.1 Parish Plan – Two volunteers have come forward from residents, the clerk was asked to contact other local stakeholders notifying them of the intention to produce a plan.

247.2 Youth Issues – CCTV update and Youth Club, The youth club is planned to start in September.

There has been no progress on the provision of CCTV, Cllr Whelan will contact Mr Rivero to take up his offer of advice.

247.3 TKA reports – Further reports of noise. The clerk was asked to write to SCDC asking for details of the progress of promised actions as agreed.

247.4 Pumping Station – No further reports

247.5 Speed Thumps – one complaint of vehicle damage was reported to the clerk this month.

247.6 Orchid Area (Orchid Fare) – Rob Mungovan, the Ecology Officer at SCDC has written to Taylor Woodrow asking if they would consider further maintenance. There are no signs of any orchids in this area so far this year .

However there are some thriving in private gardens in Caldecote.

248. Finance and procedural matters

248.1 Audit for the last financial year – to approve the accounts.

The clerk presented the accounts for the year 2006/2007.

On a resolution by Cllr Lang and seconded by Cllr Levett the accounts were approved, all were in agreement.

It was noted that the amount held had increased substantially as a result of the payment from Ashwell's,

The clerk was asked to write and thank Mrs Saskia Dart for her sterling work in carrying out the required internal audit.

248.2 Employment of an extra cleaner/litter picker. There had been 9 enquiries and 5 applications, a short list had been agreed and interviews are planned for 14th May. Cllr Lang, Cllr Whelan and the clerk will hold the interviews

248.3 Collection methods and disposal of waste. SCDC recommended buying extra bins which they would empty for free weekly, slightly complicated as they are possibly planning to standardise bins and even make a charge per bin.

On a resolution by Cllr Whelan and seconded by Cllr Footman it was agreed to apply to Clean away (now Veolia Environmental Services (UK) Plc) for a metal (if possible) commercial bin.

At a cost of £69.96 per quarter (fortnightly collection)

It needs somewhere to store it, but they can keep and use a key for access. The village hall committee have been asked if they would agree to use of the grounds at least until there is an alternative.

The provision of equipment - pickers, bag bands, gloves etc. were discussed and the clerk will order the necessary equipment, it was felt that a trolley would not be necessary.

248.4 CALC Local Council Review subscription, official journal, it was decide not to subscribe.

Training sessions

Workshop for Chairman 7pm 6th July at St Ives (£40)

Councillor Professional development **Stage 1** on Wed 19th September 7pm or Saturday Sept 29th 9-45 St Ives

Stage 2 Wed November 7th, 7pm or Saturday 17th November 9-45

Stage 3 Wed 16th January 2008, 7pm. Or Saturday 26th January 2008 at 9-45

Cllr Whelan offered to attend the stage 2 training and the chairman's training and the clerk will arrange this.

248.5 Litter bin replacement. At bus stops, 2 bins have been destroyed by fire and the clerk will seek alternative metal bins.

248.6 Annual report will be updated with the amended accounts, the clerk will check with CALC to see if it will be acceptable in the form agreed at the last meeting of the parish council, to achieve quality status.

248.7 Risk assessment review. A new risk assessment for the safe working practices for the litter pickers was presented and agreed and the existing risk assessment covering financial controls were reviewed and it was agreed that no changes were necessary.

248.8 Youth work, the youth club require a storage facility, the village hall committee will consider this at their next meeting.

The parish council considered this would be of benefit to the village and on a resolution by Cllr Lang and seconded by Cllr Levett a steel container storage facility will be provided at a cost of approx £1200 (second hand), all were in agreement.

Subject to the agreement of the village hall committee.

248.9 Pre school cheque – the grant cheque given last year to the pre school has been lost, the council agreed to issue a replacement on condition that if the cheque does turn up it is not cashed. The cheque is more than 6 months old so should be rejected by the bank.

248.10 To receive the financial report and approve the payment of bills

Expenditure for approval			CHQ NO.
NEW PAYMENTS			
Inland revenue	PAYE 2006/07	724.85	650
Roger Hume	Expenses March	44.09	651
Kathie Martlew	Salary April	84.00	DD
Louise Evans	Journal delivery	40.00	652
Novatech, reimburse clerk on line purchase	Print Cartridge	40.58	653
CALC	Vat workshop	30.00	654
Roger Hume	Salary April	444.71	655
Cambourne Printing Services	Photocopies	25.66	658
Total Expenditure		1433.89	

There were 2 late payments that will appear on the next statement

LGS services for the journal printing - £351 – chq 656

Caldecote Community Association – annual subscription £10 –chq 657

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

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

249.1 Parishioner correspondence

249.1.1 TKA – A copy of a letter was received from the affected residents to SCDC

249.2 Other Correspondence

249.2.1 SCDC Provision of Litter and Dog Bins, to consider responses to 5 options
The clerk was asked to write and recommend option 5, to make no changes.

The clerk was also asked to write in the strongest terms to SCDC that litter collection was a fundamental service to the community and they would be failing if they did not prioritise the funding for this service.

249.2.2 Regional Gypsy and traveller events – notice of public engagement 21st May
7pm Robinson College, all invited.

249.2.3 Minerals Waste – timetable changes were received

249.2.4 Parish Planning Pack - is available on line @

<http://www.scambs.gov.uk/environment/planning/parishplanningpack>

249.2.5 Kingston & Bourn Nature reserve – an invitation has been received to officially mark the installation of a new marker. Cllr Whyatt will attend and others if available. An invitation has also been received by the clerk and chairman for the A428 road opening on 24th May.

249.2.6 Climate Change. The report was received

Cllr Breeze arrived at this point

249.2.7 Neighbourhood Officers – another reorganization, Kevin Murphy, PCSO John Bunyan (and Dianne Neill from 7th May) Carly English has returned to reactive police work.

249.2.8 Code of Conduct Order 2007 – The code was received Cllr Whelan agreed to study the document and the new code is likely to be adopted at the next meeting.

249.2.9 Cambridgeshire Fire and Rescue Service – consultation, the clerk will respond.

249.2.10 Minor traffic management measures. The report was received.

250 To attend to Planning received since the previous meeting

S/0556/07/F Erection of Sports Pavilion

On a resolution by Cllr Footman and seconded by Cllr Levett the application was recommended for approval.

S0593 /07/F Garden store, Westwind Highfields Road Highfields Caldecote

On a resolution by Cllr Footman and seconded by Cllr Levett the application was recommended for approval.

S/0534/07/LB Church Cottage Main Street Caldecote

Alterations - Creation of Door Opening Between Rear Lean-to and Living Room
Extension Following Resiting of Staircase. Removal of Partition Wall and W.C and
Replace with Resited Partition Forming Shower Room and Study

On a resolution by Cllr Footman and seconded by Cllr Levett the application was recommended for approval.

S/0698/07/F Dwelling adjacent to 2 Damms Pasture, as the application had only just arrived it was decided to defer a decision until the next meeting on 17th May (to be held after the annual parish meeting).

Decisions for information

S0288/07/F Double Garage – Rose cottage, 40 West Drive, Highfields Caldecote **Approved**
S2337/06/LDC Application for certificate Driftwood Farm, Bourn **REFUSED**

251. The village development, recreation grounds and public open spaces.**251.1 Sport and Recreation working party notes from 16th April were received**

251.2 Taylor Woodrow Handover – No progress, Taylor Woodrow have admitted they had failed to appoint a contactor for ongoing maintenance. They have promised that this will be rectified soon, but it has enabled the weeds to take over. The recently planted trees are already struggling in the dry conditions. Poor drainage has not been addressed.

251.3 Bloor Homes handover – Awaiting an offer for the commuted sums.

251.4 Ashwell Homes – There has been a request to notify Taylor Woodrow of who our solicitors will be. It was agreed to appoint Mills and Reeve, who are dealing with the councils other transfers.

A plan has been provided of the open spaces that they are proposing to hand over, There are several outstanding issues that need to be resolved.

The clerk has checked that the areas for transfer are probably as specified in the S106 agreement, apart from the grass area at the end of West Drive which should not be part of the transfer and the area POS 4 extending beyond the boundary of plot 1 is not correct.

The situation regarding permission for access to the sports fields has not been resolved.

POS 1, Cllr footman provided photographs of the area while it was being planted, a road drill was used to make the planting holes, it was felt that this was not acceptable for adoption in this condition.

The temporary hoarding has not been removed at the corner of West Drive/Grafton Drive.

Fencing at the Highfield Road of Grafton Drive has not been taken away and has been dumped in the ditch.

251.5 Playground Inspection – ROSPA have carried out the annual inspection and the report is awaited.

The roundabout is very hard to turn and may require some work. To await report

251.6 Playground Gate replacement – no progress, the clerk will chase up.

251.7 Pavilion – Application status (decision by 16th May) – also gas supply quotation £1298 - CDM Regulations - planning supervisor.£1400. the clerk was asked to query the necessity of the CDM for small projects.

To consider providing temporary changing rooms.

It will not now be possible to achieve building the pavilion in time for the football season. It was therefore necessary to install a temporary facility.

On a resolution by Cllr Lang and seconded by Cllr Breeze a temporary changing facility will be provided for the football season at a cost of approx £18000, all were in agreement.

The clerk and chairman will investigate what is available.

Services that were to be connected to the pavilion will be provided to the temporary facility.

251.8 Skate Park, location, recommendations from the Sport & Rec working Party and the Sports Association have been made but there is no consensus yet on where the skate park facility should be located but it was likely to be the remote option.

Advice from planning, environmental health and ecology who will need to approve the location. SCDC advice suggested that it should be 150 to 300 metres away from housing and at least 30 mtrs away from the badger set.

BMX dirt track - Further investigation needs to be made as to a possible location for a BMX dirt track facility - similar to Bar Hill.

There was no consensus on the location being on the sports field as was suggested in a recent meeting with Jane Lampshire. Alternatives such as between the MUGA and school or even on land released by the new A428 road, at Childerely.

251.9 Maintenance – it was agreed to spray the sports area grass as it was felt that insects had attacked the roots. The cost of this was agreed with the chairman as an emergency payment. £400 which is covered by the budget.

252 Councillors' items

252.1 Clare Drive – cracking evident to road/path surface, the clerk will report this to Taylor Woodrow.

252.2 Street light CC9 is on all day and night.

252.3 The school flashing lights are out of phase with school opening and closing times, this has been reported.

252.4 Harris fencing has been dumped in the ditch at the top of Grafton Drive at the Highfields Rd end.

252.5 The footpath from Caldecote to Bourn Airfield appears to be too narrow.

252.6 Dog fouling was witnessed by a councilor in Clare Drive, the offending owner was apologetic and did clear up the mess later.

252.7 Councillor were asked to keep an eye on activities near the turning head at West Drive and speeding in West Drive.

253 Closure of meeting and parish matters.

Further questions were invited from the public in attendance

There being no further business the meeting closed at 10-15pm

Please NOTE the ANNUAL PARISH MEETING is on 17th May

To be Followed by Planning meeting.

Date of next Parish Council meeting is 7th June 2007

Sport and Recreation - working party Monday 4th June

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

- **Biological records centre CPBRC (Wildlife Trust) – what is in your garden survey**
 - **Heavy commercial vehicle Newsletter for March**
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Signed _____ Chairman _____ Date _____