

**DRAFT Minutes of the Meeting of Caldecote Parish Council  
on Thursday 5<sup>th</sup> July 2007 at 7.30pm in the Village Hall**

**Present:** Cllr Jack Lang (Chairman), Cllr Paul Phillips, Cllr Fiona Whelan, Cllr Neale Whyatt and Cllr Tom Footman.

**In attendance:** Mr. Roger Hume (Clerk), Cllr Robin Martlew District Council and 2 members of the public

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

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

Apologies were received from Cllr Tumi Hawkins, Cllr Ian McArdle Cllr Steve Breeze and Cllr Alan Levett

A non- prejudicial declaration of interest were recorded for planning item S/1182/07/F, as Cllr Footman Lives in the same road.

**265 To approve the minutes of the previous meetings on 7th June and 21<sup>st</sup> June 2007.**

On a resolution by Cllr Lang and seconded by Cllr Whelan the minutes were approved as a true record with one word deleted in 263a.2.

**266 Matters arising for information.**

**266.1 Highways** – A meeting has been arranged for Monday 9<sup>th</sup> July with David Lines (Re Traffic Calming). At 11am in the Village Hall followed by a walk of the traffic calmed area. The road surfaces in Main Street are full of pot holes after the recent wet weather. Blocked drains on Main St have been reported to highways.

Flooding had occurred on the Bourn to Toft road with water up to 3 feet deep.

**266.2 Hoarding West Drive** – no progress to report, awaiting possible enforcement action from South Cambs DC.

**266.3 Traveller Issues** – Cllr Whelan is to attend the meeting on 19<sup>th</sup> July. (now cancelled)

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

**267.1 Parish Plan** – Cllr Whyatt is arranging an inaugural steering committee meeting soon.

**267.2 Youth Issues** – CCTV - Still under discussion but the advice seems to be to avoid wireless systems.

A temporary 10ft storage container is to be located in the village hall car park area. Originally agreed at £1200 (248.8) for a 20ft size but the village hall committee will only allow a 10 foot x 8 ft size the cost rises as the cabins are re-manufactured from 20 foot units. £1220 + vat for a second hand unit.

The village hall committee will identify the site before delivery but foundation slabs will not be required.

12 slabs to be purchased and a second 20ft unit to be located on the sports area.

Purchases proposed by Cllr Lang and seconded by Cllr Whelan. All were in agreement.

An area for a possible BMX track has been identified where the old route of the A428 has been removed.

**267.3 TKA report** – A maladministration complaint from the TKA factory has been proved against SCDC for failing to consider the presence of the factory, when approving new housing.

**268. Finance and procedural matters**

**268.1 Insurance cover** - was reviewed and it was agreed to add the new large litter bin and to include the new sports cabin and the 2 new storage containers.

**268.2 Sports Funding for Football**, a request has been received for start up funding for Caldecote FC.

A budget forecast from the Football club was presented, it was anticipated by them, that there would not be a further request, as it was hoped it would be self funding in future,

As there is insufficient budget for this provision, funds will be vired from another heading, it was agreed to use part of the CCTV budget, as vandalism is not a serious problem at the moment and a decision on using CCTV has still not been agreed.

on a resolution from Cllr Whelan and seconded by Cllr Footman it was decided to award a grant of £2000 to the Caldecote Football Club, and agreed by all.

**268.3 Fencing/bollards** - for sports area car park, A specification was considered for fencing or bollards to protect the sports area.

It was resolved to have timber bollards, spaced apart at 1.5 metres apart, similar to the ones installed on the driveway.

Located beyond the graveled area (on the grass), to be buried as deeply in the ground as practicable, a collapsible or removable post will allow maintenance access.

Reflective strips will be fixed to the posts.

It was agreed to ask for a full quotation from Jackson Fencing who had provided the most competitive and comprehensive estimate.

**268.4 To receive the financial report and approve the payment of bills**

<b>Expenditure for approval</b>			<b>CHQ NO.</b>
<b>Late Payments for June meetings</b>			
MD Landscapes	Maintenance	934.13	670
ESPO	Litter pick equip	123.87	671
Thurston	Changing room deposit	2205.48	672
<b>NEW PAYMENTS</b>			
Pre-school	Replacement lost cheque	45.00	673
Meldreth Landscapes	Metal gate	352.50	674
Cambourne Printing Services	Photocopy meeting notes	76.62	675
Roger Hume	Expenses May	56.30	676
Roger Hume	Salary June	524.03	677
Kathie Martlew	Salary June	107.04	DD
Julie Coogan	Salary June	336.00	678
Aldi	Bags for litter picker	11.19	679
MISCO	Printer cartridge	38.03	680
Julie Barnes Architect	Fee for Planning appl	305.20	681

Glasdon Uk	Litter Bin	110.36	682
Total Expenditure		5225.75	
<b>Balance c/f</b>		£246,168.62	

There were 6 late payments that will appear on the next statement  
 Cheque 683 for £40 to Caldecote Village Institute as deposit for keys to the car park.  
 Cheque 685 for £24 to advertise the adoption of the new code of practice.  
 Cheque 686 for £42.59, office stationery.  
 Cheque 687 for £400 being the donation, agreed last month to the youth group  
 Cheque 688 for £36.05 to replace the time expired cheque (597)  
 Cheque 689 for £3.54 for bin bags for litter picker

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

**268.5 Temporary Changing Cabin** – The extra cost of providing level access by digging out 300 mm £420.00 + VAT. Has been negotiated, total cost of foundation now (£1350+£420) £1770.

3 Quotations were considered for the foul water connection.

It was resolved to accept the quote from Mead Construction Ltd, being the lowest bid, they are an approved Anglian Water contractor.

Proposed by Cllr Lang and seconded by Cllr Whelan and agreed by all.

**268.6 Quality Status** – nothing to report yet.

**268.7 New code of conduct** – Consideration was given to accepting the new code of conduct, Cllr Whelan gave a summary of the new code and the implications it has for councilors.

Councillors should be aware of the obligations on defamation, bullying and personal interests.

Councillors are reminded to keep their declarations of interest up to date.

The clerk was asked to copy to each councilor their current declaration.

It was resolved to adopt the new code, including paragraph 12(2)

Proposed by Cllr Whelan and seconded by Cllr Lang.

**The draft rules applying to this item were agreed as follows:-**

"If a Councillor with a prejudicial interest wishes to speak on an agenda item then that wish must be stated at the same time as the interest is declared.

The Chair, at their discretion, may close the meeting for a period of no more than 30 minutes either initially or before the relevant agenda item, during which time members of the public may speak, including councillors with prejudicial interests who have indicated a wish to speak, but only to provide information and answer questions.

The Chairman, whose decision is final, will look to secure a balance of public speakers, and normally no one person should talk for more than three

minutes or more than once".

## **269. To attend to correspondence/communications received since the last meeting including**

### **269.1 Parishioner correspondence**

**269.1.1 A428 signage**, an email has been received from a resident pointing out the lack of road signage to Caldecote from the Cambridge direction, as you leave the A428 just before the slip road.

Cllr Whyatt also pointed out that Highfields Caldecote is missing from all the signs.

The clerk will write to the Highways agency (copied to the resident).

The clerk was also asked to write to Highways to request a sign in Highfields Caldecote stating that Caldecote is 1 mile further on.

### **269.2 Other Correspondence**

**269.2.1 South Cambs DC Public consultation** – the update was received

**269.2.2 South Cambs DC Housing Futures** – the report was received

**269.2.3 Changes to Mobile Library times**, the minor changes (Bosserts Way 12-15/12-30 and old shop 12-35/12-55) were noted, takes effect in January.

### **269.2.4 Maintenance of Privately owned POS** on behalf of residents.

On advice from CALC and the VAT office it was decided not to offer a maintenance scheme.

It would set a precedent; require clerk's time both in admin and planning.

It may create a trading element, and Parish Councils are not allowed to trade.

Risk Assessment indicates potential future difficulties - there would need to be public liability insurance but there would also have to be an undertaking by the landowners that they would regularly inspect the land to ensure it is safe for the Parish Council's contractor to work on, and this would have to be independently verified, all of which would add unknown expense.

## **270 To attend to Planning received since the previous meeting**

### **270.1 Local Development Framework (LDF)**

It was resolved to object to the sites on the airfield sites 5, 6, 7, 8, 9 and especially the land at 72 West Drive, site 28.

Reasons will include poor access, poor local infrastructure, lack of school provision, change to the rural nature, and the formation of continuous ribbon development from Cambourne.

Site 28 would change completely the carefully planned village envelope and spoil the character of the village.

### **270.2 S1182/07/F Extensions and alterations at 8 Highfields Road.**

It was resolved to make "No recommendation"

### **Appeal Notice**

**270 3 S2454/06/F** Conversion of Barn to dwelling - adjacent Land at Highfields Road, it was resolved not to make further representation.

## **271. The village development, recreation grounds and public open spaces.**

**271.1 Sport and Recreation working party** – The notes were received, actions (earlier on the agenda) are under way on the recommendations made.

The Sports Association will be asked if they would like to arrange a naming competition for the cabin

**271.2 Taylor Woodrow Handover** – Site meeting report, the developer (now Taylor Wimpy) have promised to provide an updated transfer plan, there is some land that will need to be transferred, legally to residents.

It is likely that the Parish Council will be asked to accept an increased transfer sum to take on the planting “as is”.

They have also said they will issue an undertaking to rectify the drainage.

**271.3 Bloor Homes handover** - Clarification has been received over the two areas of land adjacent to the highway/path. Transfer is probably imminent.

**271.4 Ashwell Homes** – The clerk is in contact with Roz Richardson Trees and Landscapes officer at South Cambs DC and has provided information for her to take to their legal department next Tuesday. The areas specified for transfer do not tally with the legal agreement.

**271.5 Playground Inspection** – Work required from ROSPA inspection Rectification works is required on some of the surfaces, wood sealing in cracks that is falling out. Also the recent replacement post is cracking, seesaw is stiff, hand rails need tightening, and the roundabout is difficult to turn.

The clerk will contact Anglian playgrounds to obtain costings for repairs.

**271.7 Temporary changing facility** – (see also 268.5) delivery scheduled for 20<sup>th</sup> August, the clerk is confident that services will be ready despite many problems. Signs are required on the sports area.

**271.10 Maintenance Reports** – 2 strips of planting appears to have been left off the maintenance schedule, both sides of Blythe Way from Highfields Road, the clerk will ask MD landscapes for a revised costing.

**272 Councilors’ items – Reports only (to be added to next agenda if necessary).**

**272.1** Defined driving areas of the road in Clare Drive are not clear and there were fears of an accident happening, a wall has also been damaged.

**272.2** Brambles overhanging from the school over the footpath is the responsibility of the County Council

**272.3** Cllr Whelan would like to attend the stage 3 councilor training on 16<sup>th</sup> January, the clerk will book a place on the course.

**272.4** Cllr Whyatt attended the official unveiling of the plaque at the Nature reserve.

**272.5** The school flashing lights have failed since they were adjusted for summer time last week.

**272.6** Overhanging hedges on the roadside path from the A428 (now A1303 ?) to West Drive, the clerk will write to the land owner.

**272.7** Trading on verges – car sales, the clerk will contact South Cambs DC to invoke the trading licence agreement.

**272.8** Under age drinking at 3am in the village bus stop on the morning of Sunday 17<sup>th</sup>

June, moped/motorbikes were involved in the disturbances.

**272.9** Eastern Electricity Contractors have complained about pallets being stored on the verge in West Drive. The company concerned will be contacted.

**273 Closure of meeting and parish matters.**

There being no further business the meeting was closed at 10-20pm

**Date of next Parish Council meeting is 26<sup>th</sup> July 2007 (no normal meeting in August)  
Planning meeting if necessary August 30<sup>th</sup> - And then September 6<sup>th</sup>**

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

**Local Works – sustainable community’s bill  
South Cambs Crime and disorder reduction partnership newsletter**

**Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date**