

**Draft Minutes of the Meeting of Caldecote Parish Council  
on Thursday 6th December 2007 at 7.30pm in the Village Hall**

**Present:** Cllr Jack Lang (Chairman), Cllr Tom Footman, Cllr Alan Levett and Cllr Tumi Hawkins.

**In attendance:** Mr. Roger Hume (Clerk), Cllr Robin Martlew (District council - for the first part of the meeting) 8 members of the public were also present.

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

*The chairman welcomed Police Community Support Officers Officer's John Bunyan and Sarah Hickey to the meeting.*

*John gave a brief report on recent crime statistics for Caldecote.*

*There were reports since 1<sup>st</sup> November concerning a stolen vehicle, silent 999 call, damage to playground fencing, and anti social behavior.*

*Councillors raised problems that effect the village - evidence of under age drinking, parking on pavements, speeding, mini motorbikes, motorbikes using the pavement at the end of West Drive and possibly dangerous dogs.*

*There had been a stabbing of a police officer on the old part of the A428 road at the Childerley junction which is still being investigated.*

*Cllr Robin Martlew (District Council) gave an early report as he had to attend another meeting. Consultation - Comberton Village College are proposing major changes and the consultation has not been well publicised.*

*The proposals are to create another school building nearer to Cambourne, to become a trust school and to establish a sixth form college.*

*The clerk was asked to write and express concern that the Parish Council had not been consulted.*

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

Apologies were received from Cllr Paul Phillips, Cllr Fiona Whelan, Cllr Neale Whyatt, Cllr Steve Breeze. (Cllr Ian McArdle has recently resigned).

A non prejudicial declaration of interest was recorded for planning items

S1488 (appeal) Cllr Lang lives in the same road.

S2116 Cllr Levett and Cllr Footman live in the same road.

S2195 Cllr Hawkins property shares a boundary in the same road.

**315 To approve the minutes of the previous meeting on 6<sup>th</sup> November 2007.**

On a resolution by Cllr Footman and seconded by Cllr Levett, the minutes were approved as a true record with no amendment.

**316 Matters arising for information. (Clerks Report)**

**316.1 Highways** – Cllr footman reported on a site meeting with Dennis Vacher (County Highways). Work is being scheduled to put in a kerb near the Anglian water pumping station and to repair (and raise) the road near the phone box to prevent the current standing water when wet.

**316.2 Traveller Issues** – Nothing to report

**316.3 Anglian Water Pumping Station** – A letter has been received regarding a possible improvement scheme but gives no timescale.

**316.4 Policing Report** – Neighbourhood panel report from meeting. The clerk attended the meeting, Cambourne seems to dominate in the provision of police response. Each village has been asked to nominate a road for speed checks and it was agreed that Highfields Road should be the target (near the Social club).

**316.5 Culvert Wall** – Hall Drive/Clare Drive junction) Vince Canning (Taylor Wimpey) is looking into the possibility of re-designing the wall to prevent damage in the future.

**316.6 Ex Railway Bridge Fence** – A letter has been received from Stephen McGee (Bridge Engineer County Council). The timber fencing has been concreted in place and they are looking at putting in extra trees or planting.

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

**317.1 Parish Plan** – report from Cllr Whyatt that the next meeting is being planned.

**317.2 Youth Issues** – Youth club report

All is well with youth club. They will shorten the use of the Hall after Christmas and the new times will be from 6.30pm -8.30pm. They have arranged bookings for next year and the committee room is free for use on Tuesday evenings. They are organising a Christmas party for the 11th Dec which will be the last session until next year. They have maintained numbers between 25 and 30.

**317.3 TKA report** – A copy of a report from Hepworth Acoustics was sent to the Parish Council by the factory TKA, regarding the planning application for Plot 7 The Willows, the report was received.

Reports are still being made in the village about noise from the factory.

**317.4 Traffic calming** – awaiting information from David Lines.

### **318. Finance and procedural matters**

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

Expenditure for approval			CHQ NO.
<b>Late Payments for</b>	<b>November meeting</b>		
Moore Stephens	Audit 2006/2007	1039.88	745
South Cambs DC	Trade waste bin	82.18	DD
<b>NEW PAYMENTS</b>			
Kathie Martlew	Salary November	84.00	DD
Roger Hume	Salary November	602.82	746
Julie Coogan	Salary November	336.00	747
Cambs Lock and Safe	Keys for community locks	39.00	748
LGS Services	Journal October/November	270.00	750
Clerk Expenses	for October 2007	57.94	751
Sally Evans	Journal delivery December issue	40.00	752
	Leaflet Parish Plan funded (Nov)	pp 20.00	753
Cambridge Water Co	Cabin water infrastructure	650.50	754
Cambridge County Council	Footpath Lights	414.83	755

PJ Electrical Services (2 inv)	Hand Drivers and 7 day timers	534.63	756
Signwork	Dog and no smoking signs	147.47	757
LGS Services	Leaflet Parish Plan funded	pp 54.00	758
Cambourne Printing Services	Meeting notes inv 54	30.55	759
Lisa Hazel	Parish Plan expenses	pp 6.45	760
Viking Direct	Stationery	39.89	761
Total Expenditure		4369.69	
Funds held for Parish Plan	Remaining Balance	1419.55	
<b>Balance c/f</b>		£239,691.27	

<b>Late Payments for December meeting</b>			
LGS Services	Journal December issue	324.00	766
MHB Services	MUGA	60.70	763
Caldecote Football Club	Expenses for Cabin Opening	175.72	764
Caldecote Village Institute	Meeting room hire	57.75	765

Items indicated as “pp” are funded by the Parish Plan grant.

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

**318.2 Training Needs** – details of available training for councillors were presented.

**318.3 Budget 2008/9** - An updated budget including an allowance of £7500 for the first stage of a traffic calming was submitted and approved.

On a resolution by Cllr Lang and seconded by Cllr Levett it was resolved to precept an amount of £51885 for 2008/2009.

#### **318.4 Banking**

New banking arrangements are now complete.

The bank have confirmed they are happy with new signatories (all 5) they were querying there being more than 3.

A new instant access account is set up paying 4.5% with unlimited transactions that will allow the clerk to transfer to and from the current account by phone at any time. The tracker was limited to 10 transactions a year.

The existing tracker account is holding £200,000 until 17th December, this will then transfer to a new Treasury Account at 5.76% until 4th April and then be closed, the interest due will be transferred to instant access.

The surplus £35k approx from the tracker is now in the instant access account.

The Treasury account will earn £3440.22 in interest on the £200k until April 4th when the bank will offer another deal.

The clerk has checked that these will all be treated as non taxable accounts (Parish Councils are exempt).

The clerk has established that if the Parish Council wished to change accounts to the Coop bank (as several councils are) they do not require proof of identity and will even allow all councillors as signatories.

The clerk recommended considering a change during the next year, perhaps when changes are needed.

**318.5 Confirmation of employment of litter Picker Confidential Item** - (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).

**318.6 Audit 2008** – Saskia Dart has kindly agreed to carry out the internal audit for 2007/2008.

**318.7 Councillor Vacancy** - A notice has been put up in the village announcing a vacancy for a Councillor in Caldecote.

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

#### **319.1 Parishioner correspondence**

**319.1 St Michaels and All Angels Church** – The church have requested permission to erect a notice board near other boards near the school.

On a resolution by Cllr Lang and seconded by Cllr Levett it was resolved to agree to allow a new board, care should be taken to ensure that any electricity cables are avoided and the board design should be in keeping with the existing boards.

The clerk will offer Parish Council assistance with the submission of a planning application if necessary.

#### **319.2 Other Correspondence**

**319.2.1 SCDC Public consultation** - Report November 2007 was received

**319.2.2 Cambridge Council for voluntary Service** – A letter was received about the provision of a network project for Mobile ICT training. Details are available from the clerk.

**319.2.3 Consultation on the Introduction of National Standard Planning Application Form**

It is proposed that the same form will be used by all authorities nationwide, the report was received.

**319.2.4 Local Access Forum** - information and meeting dates were presented, the purpose of this group is to give advice to ensure improvements to public access to the countryside. Details are available from the clerk.

**319.2.5 Mobile Library** - timetable for 2008 has been linked on the Parish Council web site, and put on the notice board. Residents are encouraged to use this service as they have a very good selection of books, use it or lose it.

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

**320.1 Working Party** – Responses review no progress.

#### **320.2 Planning consultation**

**320.2.1 S2197/07/F** - Rooflights and windows 109a Highfields Road  
Recommended for REFUSAL (all were agreed)

There were specific restrictions on the original approval to protect the privacy of neighbouring properties and should be continued.

**320.2.2 S2195/07/0** Dwelling 86 West Drive  
Recommended for REFUSAL (all were agreed)  
The area is affected by noise from the TKA factory.

Rigorous conditions should be applied to avoid drainage problems that have occurred in the area, flooding has been caused by previous building nearby. The intention to have water harvesting is noted.

The access should not be allowed to increase the danger by emerging traffic.

Concern on the effect on the street scene due to the building line being much further forward than existing properties.

An existing electricity sub station is not shown on the plans.

Concern over the effect to future occupants by the provision of the narrow driveway to the existing property on the site.

Conditions should be made that during construction if approved to ensure there is no disturbance to neighbouring properties.

### **320.2.3 S2116/07/F Dwelling Land adjacent 63 Highfields Road**

Recommended for REFUSAL (all were agreed)

The area is affected by noise from the TKA factory.

The plans are believed to be inaccurate in scale.

Rigorous conditions should be applied to avoid drainage problems that have occurred in the area, flooding has been caused by previous building nearby.

The access should not be allowed to increase the danger from emerging traffic and the effect on the pedestrian crossing point.

Concern on the effect on the street scene due to the narrow site, overdevelopment of the site.

Overlooking to neighbouring properties.

Conditions should be made that during construction if approved to ensure there is no disturbance to neighbouring properties.

### **320.2.4 S2220/07/F Dwelling Rear of 99 Highfields Road**

Recommended for REFUSAL (all were agreed)

The area is affected by noise from the TKA factory.

The original permission S/0805/07/O is for a bungalow, not a chalet bungalow.

The plans show conflicting positions for the roof windows from elevations to the plan view.

Overlooking to neighbouring properties.

Concern over the effect to neighbouring property and future occupants by the provision of the narrow driveway.

Rigorous conditions should be applied to avoid drainage problems that have occurred in the area, flooding has been caused by previous building nearby.

Conditions should be made if approved to ensure there is no disturbance to neighbouring properties during construction .

## **320.3 Appeals**

### **320.3.1 Appeal S1488/07/F Site at White Cottage Main Street Caldecote**

It was agreed that the original response should be copied to the inspector.

And also to indicate support to the points in the decision notice.

### **320.3.2 Appeal S1242/07/F Banner Homes land at rear of 26/28 Highfields Road**

It was agreed that the original response should be copied to the inspector.

And also to indicate support to the points in the decision notice.

**320.4 To notify Decisions by South Cambs District Council****320.4.1 S1880/07/F Carrara Bungalow , swimming pool, garage & Car port** **Approved****320.4.2 S1862/07/F Dwelling 22 West Drive** **Refused****321. The village development, recreation grounds and public open spaces.****321.1 Sport and Recreation working party** - next meeting 14<sup>th</sup> January, new member needed.**321.2 Taylor Woodrow Handover** – A letter from SCDC trees and landscapes officer to TW was discussed. A letter has been sent from South Cambs Legal Office to TW about the delayed transfer of the sports area giving 7 days to respond.**321.3 Bloor Homes handover** – A query was raised about the footpath around the smaller POS and this footpath has now been removed from the transfer.**321.4 Ashwell Homes** – Response from SCDC re access and planting was discussed, a letter has been sent to South Cambs DC pointing out their error in accepting the condition of POS 2 and asking them to pay for the rectification work. It is likely that there will not be access from the development to the sports area. A request has been made to fence off the boundary.**321.5 Playground Inspection** – rectification work started this week.**321.6 Maintenance** – To consider renewal of maintenance of POS and verges contract.

The clerk has requested a quotation from a new company to ensure best value.

The current contractor has been asked to confirm costing for next season and to confirm they will be able to meet the requirement to leave some grassed areas longer.

Light near MUGA

A maintenance contract for the one street lamp on the roadway to the sports field has been set up. The current required work to change the light bulb was quoted at £40 plus vat, the clerk has agreed a contract at £17.22 plus vat for each year of a 3 year agreement, and the clerk negotiated that the contract would include the current bulb change. The bulb has been replaced.

**321.7 Changing Cabin** – The official opening went well, a tournament was held for the young team. The Parish Council sponsored the event.**321.8 Pavilion** – awaiting transfer of land.**321.9 BMX facility**, the cricket boundary has been marked out to see where a possible dirt track could be allowed. There are 3 possible sites, on the Southern boundary between the badger set and cricket boundary, the western (far end) boundary, and also the (far end) western boundary nearer to the pig farm.

It is still not clear what the youngsters want and feedback is still awaited.

It is clear that the proposal should not be allowed to spoil the view.

**322 Councillors' items – Reports only (to be added to next agenda if necessary).****322.1 Broken bollard** - near 60 Highfields Road**322.2 Pot holes** - outside the school.**322.3 Daffodil Bulbs** - Thanks were given to Cllr Lang for providing the daffodil bulbs recently planted, and to those few people that turned out to help.**322.4 Caldecote Primary School** - The clerk was asked to write to the headmaster at Caldecote Primary school offering congratulations on the league table results just published.**323 Closure of meeting and parish matters****Delayed item****318.5 Confirmation of employment of litter Picker Confidential Item** - (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 public attending were asked to leave at this point.

Having completed a 6 month period of probation during which time she has established suitability for the post:-

On a resolution by Cllr Lang and seconded by Cllr Footman the appointment of Julie Coogan was confirmed, all were in agreement.

Members of the public were invited to return. (None present)

There being no further business the meeting was declared closed at 9-30pm.

**Date of next Parish Council meeting is January 3<sup>rd</sup> (planning if necessary December 20<sup>th</sup>).**  
**Sport and Recreation** - working party next meeting January 14<sup>th</sup> 2008

---

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

**Housing Futures, Newsletter from South Cambs DC**

**Parish Council Toolkit – information on Parish council Procedures**

**Standards Committee Newsletter.**

**Bus concessionary fares from April 2007 – please apply early**

---

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