

**DRAFT Minutes of the Annual Meeting of Caldecote Parish Council
on Thursday 1st May 2008 at 7.30pm in the Village Hall**

Present: Cllr Whelan (Vice Chairman), Cllr Neale Whyatt, Cllr John Newby, Cllr Tumi Hawkins, Cllr Alan Levett and Cllr Footman.

In attendance: Mr. Roger Hume (Clerk), Cllr Robin Martlew (District Council) - 5 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.

364.1 Election of Chairman and declaration of acceptance of office

There was one nomination for the position of chairman

On a resolution by Cllr Whelan and seconded by Cllr Levett, Cllr Lang was unanimously elected for a third term as chairman.

The chairman was not present to sign the declaration of acceptance of office and the clerk will arrange this before or at the next meeting.

364.1.2 Election of Vice-Chairman

There was one nomination for the position of vice chairman

On a resolution by Cllr Footman and seconded by Cllr Hawkins, Cllr Whelan was unanimously elected as vice chairman for a second term, Cllr Whelan signed the declaration of acceptance of office and continued to chair this meeting.

364.1.3 Election of Working Parties:-

Appointment of Sports and recreation working party

- Terms of reference.

Caldecote Parish Council Sport and Recreation Ground working party is delegated 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 - Cllr Breeze, Cllr Levett, Cllr Newby and Cllr Lang (Cllr Francis will be approached to see if she will also attend). A minimum of 2 should attend each meeting.

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 Cllr Newby
Traffic and Highways/ Public Rights of Way	Cllr Footman
Playgrounds	Cllr Hawkins
Safer Caldecote/ Vandalism/ Police matters	Cllr Whelan (and possibly Cllr Francis)
Bylaw matters	Cllr Lang
Webmaster	Cllrs Whyatt and Mr Chris Corcoran
Drainage	Cllrs Footman
Wider and local planning	Cllrs Whelan and Cllr Hawkins
Caldecote Community Association representative	Cllr Francis will be approached
Parish Plan	Cllr Whyatt
Old Village of Caldecote	Cllr Whyatt
CALC representative	Cllr Lang

Appointment of Planning working party

Cllr Levett, Cllr Hawkins and Cllr Whelan 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 he would be able to vote at the working party meeting to recommend decisions to the council.

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

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

Apologies were received from – Cllr Lang, Cllr Francis, and Cllr Breeze.

Cllr Whyatt declared a non-prejudicial interest for planning item S/0518/08/F

365 To approve the minutes of the previous meeting on 3rd April 2008.

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

366 Matters arising for information. (Clerks Report)

366.1 Highways – Caldecote road drain (Main St), the county council will investigate the reason for water emerging from the drain.

366.2 Traveller Issues – Planning for Gypsy and traveller accommodation, The Draft Policy was received, no sites have yet been identified.

367 Matters carried forward from the last meeting for discussion / decision

367.1 Parish Plan – Consultations continue and a questionnaire is being prepared

367.2 Youth Issues – The youth club will close for the summer.

367.3 TKA report – Noise monitoring, a letter had been sent by TKA asking for the reasoning behind the councils request for a longer period of monitoring. The draft reply by the clerk was considered and approved.

367.4 Traffic calming – Speed limit review/costing. The County Council have given an estimate for the surveys and assessment exercise at £5000. The clerk was asked to find

out if the Parish council would be able to help with this work and what contribution might push the road up the list of priorities.

367.5 Anglian water rising main. The correspondence was noted, the Cllr Lang has written to Savill's Field Agent for Anglian Water -

He expressed surprise and disappointment that the Parish Council has not been consulted, and pointing out that the land on the planned route is part of an SSSI and the habitat of rare plants, which should not be disturbed. It is irreplaceable ancient undisturbed meadow.

He suggested a more suitable route along the bridle path to the north of the area, adjacent to the housing development and well away from the ditch, trees and hedge, disturbance of which would affect the SSSI.

This is following what is believed to be the existing rising main route.

The Parish Council remains concerned about overloading of the Caldecote Pumping station.

This pumping station regularly causes raw sewage to flood onto the road, or continuous and overnight tanker operations with consequent disturbance to our Parishioners, and damage to the road verges.

The clerk was asked to write to Anglian Water to request a meeting

368. Finance and procedural matters

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

Expenditure for approval			CHQ NO.
Kathie Martlew (2)	Salary April Paid May	71.40	DD
Julie Coogan	Salary April	336.00	805
Roger Hume	Salary April	560.79	806
Roger Hume	Clerk Expenses March 2008	43.54	807
Cambourne Printing Services	Meeting notes March meeting	55.58	808
Inland revenue	(PAYE 2007/2008)	2228.46	809
Caldecote Village Institute	Meeting room hire	17.50	810
LGS Services	Journal Printing	281.20	811
ESPO	Punch Cutters and Avery Lables	42.01	812
Clerk	Bin bags	2.98	813
Eurooffice	Toner and Highlighters	38.01	814
Proscape	Sand Dressing	16057.55	815
Total Expenditure		19735.02	

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

Cheque 816 to (Norwich Union) Came and Co (Insurance premium) for £1641.23

Cheque 817 to Caldecote Village Hall (meeting room charge) for £30.62

On a resolution by Cllr Whelan and seconded by Cllr Levett the payments were checked, and approved. The cheques were signed and invoices and stubs initialed at the end of the meeting.

368.2 Training Needs – awaiting a series of new councillor sessions after the election.

368.3 Insurance – the remaining queries have been answered and the council will change to Norwich Union Insurance (Brokered by Peter Came) from June 1st

368.4 Banking arrangements. The clerk has not yet been able to add extra signatories, 7 councillors are currently signatories and it is not seen as a priority.

368.5 Audit for 2007/2008 – “Intermediate audit” is not required for 2007/2008, so the charge is reduced significantly to £400 rather than £885.

368.6 Notice Board – to note new design and cost,
On a resolution by Cllr Whelan and seconded by Cllr Levett the additional £85 was approved.

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

369.1 Parishioner correspondence

369.1.1 Crime – Policing in Caldecote, there had been some vandalism incidents, one of damage to a vehicle that the police had been unable to attend, if they had it was felt that the vandals would have been caught in the act.

The clerk stressed the importance of councillors attending the neighbourhood panel meetings.

369.2 Other Correspondence

369.2.1 SCDC Public consultation – The monthly report was received.

369.2.2 Cambridgeshire Green Vision - letter and magazine was received.

369.2.3 Crime and disorder reduction conference (14th July) Cllr Whelan will attend with another Councillor, to be confirmed.

369.2.4 CPBRC request for pond surveys. Cllr Whyatt will request more response cards. Cllr Whelan will ask the school if the wish to be involved.

369.2.5 Cambs County Council – integrated plan 2008 – The report was received.

369.2.6 Section 106 - agreements in Caldecote, a letter from Nigel Blazeby Team leader at south Cambs DC, explaining that new policies adopted as part of the revised LDF control policies will probably be introduced, consultation will start in June, and he promised that the Parish Council would be involved in any future pre application discussions.

369.2.7 Journal deliveries – The current delivery person is stepping down after the next delivery, Councillors were asked to seek a replacement. Advertise in the journal.

370. To attend to Planning received since the previous meeting

370.1 Working Party – Responses review, delayed.

370.2 Planning consultation

370.2.1 S/0518//08/F Agricultural water tank and building for pump control
Recommended for Refusal – there is too little information to assess the impact, particularly if there will be any noise associated with the pumping operation. The site is in a conservation area and there was concern that along with other additions, it is becoming more like an industrial factory.

370.2.2 Expansion North of Cambourne – the clerk will respond with similar comments to the West and East consultation.

370.3 To notify Decisions by South Cambs District Council

370.3.1 S/0355/08/F Extensions 24 West Drive Highfields Caldecote - Approved

370.4 Appeal Decisions

370.3.2 App/W0530/A/07/2057875 Site of White Cottage Main St, - Dismissed

370.3.3 App/W0530/A/07/2058826 Land rear of 26/28 Highfields Rd. - Dismissed

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

371.1 Sport and Recreation working party – Notes of meeting on Monday April 7th were received.

371.2 Taylor Woodrow Handover – the clerk report that he had been contacted this afternoon by South Cambs Officer Gary Duthie. They appear to have lost all the correspondence and the clerk has sent some of the recent information to enable SCDC to locate the file.

371.3 Ashwell Homes – No report

The clerk has had a long telephone conversation with Geoff Barnes who is the County Council Officer responsible for Section 38 road adoption transfers. He advised the Parish Council not to even consider adopting any areas that were not specified specifically in the legal agreements.

371.4 Playgrounds – ROSPA Inspection, report due any day

371.5 Maintenance – Damaged trees near the MUGA area litter bin, three trees have been destroyed, they will not be replaced until the drainage has been rectified.

371.6 Cabin - the clerk reported that as a result of the services door being left unlocked the temperature monitor had gone missing along with some cleaners supplies.

371.7 Pavilion – on hold subject to land ownership being confirmed.

371.8 Fly tipping in East Drive, a resident has been seen dumping spoil and waste on the bridleway and over his back fence, the clerk will report to environmental health and write to the resident.

371.9 Fencing - on the boundary of Grayway Close Public Open Space, a resident has questioned ownership of a fence, the clerk has established that the fence is in the ownership of the dwelling.

372 Councillors' items – Reports only (to be added to next agenda if necessary).

372.1 Cllr Baldwin - The clerk will write to Andrew Lansley expressing disappointment that our County Councillor is not doing his job.

372.2 Church railing – for the next agenda, the clerk will seek advice from planning over a possible planning application.

372.3 A resident is still depositing grass cuttings in Highfield Road, the clerk will notify environmental health.

372.4 A concrete bollard has been knocked over in Highfields Road. The car responsible was seen.

372.5 Dog fouling is still a problem – journal item again.

372.6 A power cable exposed again in Highfields Rd near the pumping station, the clerk has already reported it.

372.7 A litter bin is now missing from the bus shelter in Highfields Rd.

372.8 Sports field - The recent application of fertilizer appears to be patchy and not evenly spread. It may be necessary to consider employing an adviser. Herbicide needs to be applied. (also weed killer on verges).

372.9 The village hall committee have agreed to allow a larger storage container to replace the smaller existing one but it must be painted and to be located nearer the fence, some planting will need removing. Cllr Whelan will ask the school if they want the smaller container.

373 Closure of meeting and parish matters.

Date of next Parish Council meeting is June 5th 2008

Annual Parish Meeting (followed by planning and urgent business May 15th including approval of accounts).

Sport and Recreation - working party next meeting is on Monday 19th May

Items for Note

Please ask the clerk for details

Green vision news

Local Channel

Cambridgeshire and Peterborough Community Life awards

Council Housing – The future in South Cambs

Caldecote Community Association Monday May 12th 7pm Caldecote Village Hall

**Cambs Assoc of Local Councils (CPALC) Extraordinary General meeting (Proposed constitutional changes) 31st May 10-30am in Histon
CPRE AGM Monday 19th May – 7-30pm Horningsey Village Hall**

Signed _____ Chairman _____ Date