

**DRAFT Minutes of the Annual Meeting of Caldecote Parish Council
on Thursday 5th June 2008 at 7.30pm in the Village Hall**

Present: Cllr Jack Lang (Chairman), Cllr Neale Whyatt, Cllr John Newby, Cllr Tumi Hawkins, Cllr Alan Levett, Cllr Doreen Francis and Cllr Tom Footman.

In attendance: Mr. Roger Hume (Clerk), Cllr Robin Martlew (District Council) - 2 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.

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

Apologies were received from Cllr Whelan and Cllr Breeze,

There were 2 declarations of interest for items on the agenda and were recorded in the declaration book - planning item S0765/08/F. Cllr Hawkins and Cllr Francis live in the same road.

375 To approve the minutes of the previous meeting on 1st May and 15th May 2008.

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

376 Matters arising for information. (Clerks Report)

376.1 Highways – Surface dressing is being carried out on Main Street, the clerk was asked to remind Highways not to replace the central white line and request that the road width is not increased.

376.2 Traveller Issues – Nothing to report, awaiting site location proposals for the whole District.

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

377.1 Parish Plan – A questionnaire is being prepared.

377.2 Youth Issues – Nothing to report – closed for the summer.

377.3 TKA report – A letter has been received from TKA refusing to extend the monitoring period which has now ended.

377.4 Church railing

The council have agreed in the past to submit and pay for a planning application and this was re-confirmed.

377.5 Fly Tipping reported last month – No action is being taken by environmental health on this occasion.

378. Finance and procedural matters

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

Late Payments May meeting			
Came and Co	Insurance premium	1641.23	816
Caldecote Village Institute	Meeting Room Hire	30.62	817
New Payments			
Kathie Martlew (2)	Salary MAY Paid June	77.80	DD
Julie Coogan	Salary MAY Paid June	336.00	818
Roger Hume	Salary MAY Paid June	560.59	819

Roger Hume	Clerk Expenses April 2008	40.40	820
Sally Evans	Journal delivery	60.00	821
Cambourne Printing Services	Meeting notes April meeting	25.97	822
Signwork	Tennis court & soccer signs	280.83	823
Buchans	Sport area Maintenance	1195.93	824
Aldi/Morrisons	Rubbish bags/Water	44.96	825
Councillor Expenses	Childminding	50.00	826
MD Landscapes	Annual Mnt and grass cut	987.00	827
Playsafety Ltd	ROSPA Play inspection	211.50	828
Total Expenditure		5542.83	

There were 3 late payments

Cheque No 829 £120 for the Annual report Printing (Cambourne Printing Services)

Cheque No 830 £299.63 for legal advice received last year. (Mills Reeve)

Cheque no 831 £21 for Village hall meeting room hire (Caldecote Village Institute Ltd.)

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

378.2 Training Needs – details of new councillor training is awaited.

378.3 Insurance – The Parish Councils new insurers are Norwich Union via Came and Company brokers.

378.4 To consider paying all staff salaries by Direct Debit

On a resolution by Cllr Lang and seconded by Cllr Footman it was resolved to offer all staff salary payments by direct debit.

378.5 CRB checks.

On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed that it was considered unnecessary to obtain CRB checks for staff at present.

378.6 Staff appraisal, salary and expenses review to be backdated to April, the beginning of the financial year.

- confidential item - it was necessary to exclude the public and press temporarily under section 1(2) of the Public Bodies (admission to meetings act 1960) due to the confidential nature, the item was moved to the end of the meeting to avoid inconvenience to the public attending.

See also confidential notes held by the clerk for further details.

Appraisal, 2 members of staff had been appraised.

The council expressed its appreciation of the clerk's excellent performance of his duties

The council expressed its appreciation to Julie Coogan and Kathie Martlew for the excellent work being carried, there had been significant improvements in the past year and had resulted in many positive comments from residents.

Annual salary review (from 1st April)

An increase of one increment in the salary scale for the clerk was agreed (LC30) and to increase the clerks expenses allowance in line with the increased hours and the need to travel to the village more often.

On a resolution by Cllr Lang and seconded by Cllr Footman all the above changes were approved.

Litter Picking

On a resolution by Cllr Footman and seconded by Cllr Levett It was resolved that Julie Coogan should become team leader and the salary increased to reflect the extra responsibility. Relevant training would be offered and it was confirmed that funds were available for work clothing and any equipment requests from staff.

Journal delivery

There had been one applicant for the vacancy to deliver the Journal, the clerk will offer the job on the usual terms for new staff (6 month trial) and the salary was reviewed to reflect the need to comply with the minimum wage regulations should the applicant be over 18 years old. Cllr Footman agreed to deliver 10 copies to Childerley and if necessary 10 copies to the school (at holiday times).

378.7 To receive the draft minutes of the Annual Parish Meeting and decide on any actions required.

The chairman reported that it was very pleasing that there were so many groups operating in the village.

Actions from meeting

- 1) Village day, in principle the Parish Council will consider applications for funding a village day, the clerk will contact the village association..
- 2) There were a few small items that were raised that need attention in the village and the clerk is dealing with them.

Note - Dog bins, are now the responsibility of the District Council.

378.8 Appointment of the Trustees of the Townlands and Sitwells Charity .

The current trustees are the Revd. Kevin Browning, Mr Kevin Raiser and Cllr Neale Whyatt. They have all indicated that they are willing to continue, there were no new nominations.

On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed that that existing trustees should be reappointed for the next 3 years.

378.9 Audit 2008, the audit has been sent to the external auditor.

378.10 Mills Reeve – Hourly rate review, notification has been received regarding their new hourly rates.

379. To attend to correspondence/communications received since the last meeting.**379.1 Parishioner correspondence**

379.1.1 Copy of a letter to Ashwell Homes from a resident, the clerk has replied.

379.2 Other Correspondence

379.2.1 SCDC Public consultation – The monthly report was received

379.2.2 Cambridge signage consultation – it was not felt necessary to respond.

379.2.3 Code of conduct - Changes to the Complaints Procedure, this is now handled locally by the District Council

379.2.4 Payphone removals, the report was received, there should be no effect on Caldecote

379.2.5 Homelessness Draft Strategy, the report was received without comment.

379.2.6 Proposals for a change in the boundary between Cambridge City and the District, after discussion it was agreed that there were no concerns over the changes.

379.2.7 Street Trading Review – The questions posed were considered and responses agreed. Caldecote already has consent street status.

Clarification is needed to establish if the fee could be transferred to Parish Councils.

The Council expressed concern that it should still have control of which street traders were to be licensed to operate in the Parish

380 To attend to Planning received since the previous meeting

380.1 Working Party – Responses review - will be considered as soon as possible

380.2 Planning consultation

380.2.1 S/0765/08/F Extension 87a West Drive Caldecote

Recommended for approval, no comments considered necessary

380.2.2 North West Cambridge Area action Plan – no response was considered necessary

380.2.3 NATS airspace changes to notify a new date of 19th June for responses. The Parish council have already responded.

380.2.4 S/0838/08/F Conservatory 27 Samian Close Caldecote

It was agreed to make - **No recommendation**

Cllr Hawkins left the meeting at this point.

380.2.5 S1862/07/F Notice of Appeal for Site at 22 West Drive Highfields

Caldecote

The clerk will respond and copy the original consultation comments to the inspector.

380.3 To notify Decisions by South Cambs District Council

380.3.1 S/0433/08/F Extension 20 East Drive - Approved

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

381.1 Sport and Recreation working party – The meeting notes were received.

Concern continues over the state of the sports area grass, with perennial weeds becoming established. As a new contractor was only recently appointed to maintain the sports field it was possibly too early to judge their performance but it may be necessary to pay for an expert consultant to oversee the maintenance due to the complex nature of sports areas.

Cllr Newby offered to investigate possibilities, perhaps employing an ergonomist.

Advice to be sought from Melvin Pooley and the Association of Sports Grounds

381.2 Taylor Woodrow Handover – No Progress this month.

381.3 Ashwell Homes – No Progress this month.

381.4 Playgrounds – ROSPA Inspection, some rectification work may be necessary and the clerk will obtain costs.

381.5 Maintenance – a small area of verge is not being cut in Strympole Way. There are also problems with overhanging planting in Furlong Way, opposite the shop.

The clerk will report this to Taylor Wimpy.

The clerk will ask MD Lansdscapes when the next verges cut will be carried out as the grass growth has been higher than normal.

381.6 Cabin Report - the clerk reported that after considerable contact with Eon, a bill had now been sent, but the meter was misread when they installed the meter.

The clerk has sent digital photos of the reading and this has now been accepted.

A revised bill is expected soon and a refund for the much larger than expected direct debit payment taken.

381.7 Pavilion – Still awaiting land transfer

381.8 Replacement Storage container for Village Hall.

A larger 20 foot storage container is required to replace the 10 foot one.

Cllr Lang has offered to clear the area at the end of the existing container so that some of the extra length can be accommodated.

Consideration was given to purchasing a new or second hand container, and to the need for a side door.

In view of the prominent location and easier central access for a longer container with a second door it was resolved to purchase a new container with the extra door.

Proposed by Cllr Frances and seconded by Cllr Levett.

1 x 20ft container @ £1400, Extra door £625, Paint exterior (Sage Green) £245, delivery £285, plus vat which can be reclaimed.

Relocating the existing container either to the school or on to the sports area £50

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

382.1 Several street lamps are not working, the clerk will report. Shields can be requested to deflect light pollution to homes.

382.2 Cars parking on pavements – Have been reported to the police, they can issue instant fines, PCSO's are also effectively traffic wardens, report incidents if possible.

382.3 Grafton Drive - A resident thinks that ownership of the sub surface of Grafton Drive can be established, but this may not help any adoption as Ashwell's have indicated they are unwilling to bring the road up to an adoptable standard.

382.4 Hall drive/ Highfield Road/ Clare Drive corner, A tree has been broken and fencing needs attention, the clerk will report to Taylor Wimpy.

383 Closure of meeting and parish matters, there being no further business the meeting was closed at 9-50pm

Date of next Parish Council meeting is July 3rd, (planning if necessary June 19th).

Sport and Recreation - working party next meetings - Mondays 15th September, 3rd November, 15th December. (The October 27th date suggested at the meeting was school half term)

Items for Note

Please ask the clerk for details

Local Council Liaison Committee minutes

South Cambs Housing Futures – Management for council owned homes

Post Office Closures announcement is to be made on 8th July, a meeting is available to all elected representatives on Wednesday 16th July at SCDC Cambourne at 18.00 (refreshments available) for 18-30, please notify the clerk if you wish to attend

Signed _____ Chairman _____ Date _____