

**DRAFT Minutes of the Annual Meeting of Caldecote Parish Council
on Thursday 3rd July 2008 at 7.30pm in the Village Hall**

Present: Cllr Jack Lang (Chairman), Cllr Fiona Whelan, Cllr John Newby, Cllr Alan Levett, Cllr Doreen Francis and Cllr Tom Footman.

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

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

Apologies were received from Cllr Tumi Hawkins, Cllr Neale Whyatt and Cllr Steve Breeze, There were no declarations of interest for items on the agenda

385 To approve the minutes of the previous meeting on 5th June 2008.

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

386 Matters arising for information. (Clerks Report)

386.1 Highways – Surface dressing, confirmation was received from Highways, that the only white lines will be edge lines only, centre lines will not be put back because of the width of the carriageway.

It was confirmed that surface dressing will not widen the carriageway.

386.2 Traveller Issues – Nothing to Report

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

387.1 Parish Plan – Progressing.

387.2 Youth Issues – No Report

387.3 TKA report – see planning item

387.4 Village Day, the clerk has contacted the Caldecote Village Association, there has been a lack of volunteers at recent attempts but they will consider it, the social club do have an annual event. The clerk was asked to notify them that funding may be available from South Cambs District Council Community Development.

388. Finance and procedural matters

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

Late Payments JUNE meeting			
Cambourne Printing Services	Annual Report Printing	120.00	829
Mills Reeve	Legal advice	299.63	830
Caldecote Village Institute	Room Hire	21.00	831
New Payments			
Kathie Martlew (4)	Salary June Paid July	77.60	DD
Julie Coogan	Salary June Paid July	541.11	Direct
Roger Hume	Salary June Paid July	612.87	Direct

Roger Hume	Clerk Expenses May 2008	106.17	832
Cambourne Printing Services	Meeting notes May meeting	35.13	833
Buchans	Grass cut/Strim	360.40	834
ESPO	Disposable Gloves etc	29.80	835
ESPO	Litter picker	38.19	
MD Landscapes	Grass cut plus verges	552.25	836
Concept Carpentry	Notice Board	528.75	837
Total Expenditure		3322.90	

There were 3 late payments that will appear on next month's schedule

Cheque No 838 Planning Application for Church Fence £85

Cheque No 839 Mr Box storage container £2749.50

Cheque No 840 Grass cutting (2) and Weed treatment (sports area) £729.58

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

388.2 Training Needs - details of chairman training were presented.

Cllr Whelan reported that the planning training undertaken at CALC recently was poor.

388.3 Insurance – Schedule delayed, awaiting clarification from insurer/broker

388.4 Standing Order review. Last review was in March 2007, it is recommended that this is done annually.

On a resolution by Cllr Lang and seconded by Cllr Levett, the circulated revised version was approved, and now includes the reference to the revised model code of conduct adopted at the meeting in July 2007.

388.5 Pavilion, to approve payments for site investigation and structural report.

Site test £450, plus the ground work. Full Structural Report/calcs £1950

On a resolution by Cllr Levett and seconded by Cllr Whelan, the payment was approved in principle. Ground works costs need to be confirmed.

388.6 Audit 2007/2008, still awaiting confirmation from the external auditor

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

389.1 Parishioner correspondence

389.1.1 None received to date - apart from one for the TKA planning application

389.2 Other Correspondence

389.2.1 SCDC Public consultation – The June monthly report was received

389.2.2 Meeting Dates 2009 – meeting dates for 2009 were considered and approved.

390 To attend to Planning received since the previous meeting

390.1 Working Party – Responses review is still awaited

390.2 Planning consultation

390.2.1 S/1361/05/F Bourn Airfield (TKA) - Removal of condition 2

Recommended for REFUSAL

The Parish Council ask that condition 2 is NOT removed and that enforcement action is taken to stop the use of the conveyer immediately.

The factory have recently carried out a very short 3 week noise monitoring exercise, the Parish Council have not been provided with any results but cynically the noise levels increased significantly when the period ended resulting in further complaints.

Requests from the Parish Council to the factory to extend the monitoring period were refused outright.

390.2.2 South Cambs DC, supplementary planning for the LDF – the reports were received without comment.

390.3 To notify Decisions by South Cambs District Council

390.3.1 S0518/08/F Church Meadow Main Street – Water tank and Pump -Approved

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

391.1 Sport Hiring Policy and Procedure, it was agreed that it was not necessary for the Parish Council to organise a policy at the moment and will be referred to the Sport and Recreation working party for consideration.

391.2 Taylor Woodrow Handover – Ian Tracey rang to acknowledge 2 recent letters of 20th May and 9th June, regarding maintenance and transfer progress. A contractor was due to visit on Thursday 26th June. Solicitors are allegedly progressing the transfer. The clerk will ask for information on the result of the visit.

The clerk has written a formal complaint to South Cambs concerning the lack of progress on the sports field transfer and a reply is awaited, it has been acknowledged and the clerk will find out if the complaints procedure is being followed.

The clerk will chase up the county Council to see if any action is being taken on the hoarding removal/repositioning in West Drive.

391.3 Ashwell Homes – A report of site meeting with Simon Butler-Finbow from Ashwell's was considered, a further meeting is scheduled for Monday next at 4-30pm in the village hall. A request will be made to design the fence at the end of Public Open Space 1 to avoid it being used as a hangout point by youth.

Councillor Martlew was asked to query with South Cambs DC about action being taken on resident's gardens encroaching on the ditch on the school boundary and to see if a preservation order has been made on the hedge. He will also notify the clerk who is the portfolio holder for the legal office.

The clerk has written to South Cambs Legal Office to see how the commuted sum was calculated, Councillors were not aware of the verges in Grafton Drive/West Drive being included and it is not mentioned in the legal agreement or correspondence.

391.4 Playgrounds – Rectification work required as a result of the annual inspection– the quotation was considered. Some work will be carried out free as problems had not been totally resolved satisfactorily from the previous inspection.

On a resolution by Cllr Footman and seconded by Cllr Levett, the order was approved. The clerk will also purchase a lock for the service gate with a key or code being sent to the contractor.

391.5 Maintenance – The clerk was asked to find out detailed specification of the weed treatment for the sports area. The clerk will also seek free advice from Lawn Hopper about the grass condition.

391.6 Cabin – It was noted that Graffiti has been painted over – organised by the probation service and South Cambs DC.

It was agreed that the clerk should obtain costs for installing an external tap at the rear of the cabin to be used for events.

391.7 Meeting with Countryside Properties - has been arranged for next Monday at 3pm to hear of their revised plans for the Bourn airfield development

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

392.1 The footpath near the bus shelter to West Drive is not a formal public footpath.

392.2 Parking problems on footpaths and on both sides of Grafton Drive at school start and finish times will be reported to the police.

392.3 The school flashing lights are only working at lunchtimes.

392.4 It was reported that smoking was being allowed on the school bus.

392.5 The verge at the turning head in West Drive is overgrown, the clerk will report to County Council Highways along with the broken bollard on Highfields Road near the social club.

392.6 The village has been asked to host the October Neighbourhood Panel Police meeting, the clerk will provide contact information.

393 Closure of meeting and parish matters, there being no further business the meeting was declared closed at 9-20pm

Date of next Parish Council meeting is July 24th urgent matters **ONLY** (no meeting in August apart from planning if necessary on August 28th) .

Sport and Recreation - working party next meetings Mondays 15th September, 3rd November, 15th December, January 26th 2009

Items for Note - Please ask the clerk for details

COPE Newsletter No 45 - June 2008

Campaign to Protect Rural England (CPRE) Cambridgeshire Voice summer 2008 and annual report, next meeting 23rd July at Wesley Methodist Church at 7-30pm

Cambs Acre – Community action summer 2008

South Cambs CDRP Conference new date is Wednesday 10 September.

The conference will be from 5.30pm - 8.30pm at Cambridge City Airport.

The focus of the conference will be to cut crime in our communities.

Electoral Arrangements Committee

Advance notice of the forthcoming meeting of Electoral Arrangements Committee at South CAMBS. The meeting will be on the evening of the 8th July at 7:30pm, within South Cambridgeshire Hall at Cambourne and all interested parties are very welcome to attend.

The main items before the committee that evening will be the Arbury Park Parish Review and the City/SCambs Boundary Review. Agendas will be distributed for advice to parishes on Monday 30 June.

Post Office Closures - Short term support Strategy (Cambs County Council)

Signed _____ Chairman _____ Date _____