

**DRAFT Minutes of the Meeting of Caldecote Parish Council  
on Thursday 2<sup>nd</sup> April 2009 at 7.30pm in the Village Hall**

**Present:** Cllr Jack Lang, Cllr Fiona Whelan, Cllr Tom Footman, Cllr John Newby, Cllr Alan Levett, Cllr Doreen Francis and District Councillor Robin Martlew. (Cllr Fiona Whelan is also County Councillor for the ward).

**In attendance:** Mr. Roger Hume (Clerk), and 4 members of the public.

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

*Malcolm Wright (Comberton Twinning Association) addressed the meeting.*

**474 Apologies for absence and also declaration of interests from members**

Apologies were received from Cllr Neale Whyatt, Cllr Tumi Hawkins.

There were no declarations of interest for items on the agenda

**475 To approve the minutes of the previous meeting of the previous meeting on 5<sup>th</sup> March 2009**

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

**476 Matters arising for information and discussion**

**476.1 Parish Plan Report**, ongoing.

**476.2 Youth Issues**, no report available.

**476.3 TKA report**, no night shift working currently, noise monitoring is reported as being carried out during working times.

**476.4 Speed limit** - in Main Street, nothing to report

**476.5 Bus service** - Report from Cllr Whelan see item 477.1

**476.6 Speed thumps.** A meeting had been held today with Richard Preston from the County Council (Highways).

There seems little point in pursuing the removal of the humps as the County Council officers are of the opinion that they are legal. Richard Preston will provide links to the regulations that apply.

The emphasis now will be to progress a redesign as had been agreed at a previous meeting.

The Parish Council will consider appointing consultants and work with them to devise an appropriate scheme. Such a scheme might be the replacement of the existing thumps with cushions, at a rough cost of about £5k/thump for removal and £3k for replacement. For 15 thumps that is a total of £120K. It was highly unlikely that such a scheme would be funded by Highways. They have 200 or more potential schemes each year and fund only 2.

The Caldecote scheme would not have a high priority as there is little justification in terms of accident record, and it is disappointing that damage to cars has not been taken into account as a safety issue.

Richard Preston cannot advise which consultants to use, but suggested we look at recent planning applications for other schemes to find a suitable company.

Richard Preston advised that the Parish Council should ignore the previous advice and not wait for formal adoption of the thumps.

#### **477 Reports from the District and County**

**On a request this item was bought forward in the agenda.**

##### **477.1 County Councillors Report Cllr Whelan**

- 1) Toft day care is closing having given the required 12 weeks notice, an alternative venue is being sought, the centre serves 9 parishes and there is no alternative day care unit.
- 2) Bus service number 2. There have been problems with residents being told they cannot use their free passes for the early bus.
- 3) Pot holes are being repaired but there is a back log.
- 4) A request has been made to widen the footpath on Highfields Road, from west Drive to Bosserts Way.
- 5) Speed thumps, there is not money in the County Council budgets for replacement. See item 476.6

##### **477.2 District Councillors Report Cllr Martlew**

- 1) Street Trading Licenses (Consent Street Status), it was considered by the District Council to extend the system to all villages but this was rejected. Caldecote already has the system in place. Cllr Martlew thanked the Parish Council for including the specific heading for reports.

Cllr Martlew and Cllr Whelan left the meeting after giving their reports so that they could attend other meetings.

#### **478. Finance and procedural matters**

##### **478.1 To receive the financial report and approve the payment of bills.**

<b>Late Payments March meeting</b>			
Caldecote Village Institute	Meeting Room Hire	12.25	902
Eurooffice	Stationery	99.53	903
<b>New Payments</b>			
Kathie Martlew (1)	Salary March Paid April	84.00	Direct
Julie Coogan	Salary March Paid April	326.40	Direct
Roger Hume	Salary March Paid April	593.50	Direct
Roger Hume	Clerk Expenses February 2008	80.68	904
Cambourne Printing Services	Photocopying inv	37.55	905
Jake Thompson	Journal delivery	42.00	906
Viking Direct	Stationery	61.60	907
Council Tax	Pavilion (Cabin)	666.88	908
Ramblers	Membership	36.00	909
Inland revenue	Tax and National Ins	3410.02	910
<b>Total Expenditure</b>		<b>5450.41</b>	

There were 2 late payments which will be included on next month's statement of expenditure.

<b>Late Payments March meeting</b>			
Eurooffice	Stationery	36.93	911
LGS services	Journal Printing	324	912

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

**478.2 Training Needs**, no specific requests have been made. See also 478.6

**478.3 Staff Appraisal** – Completed satisfactorily for 2 of the staff. The chairman and Vice chairman carried out a staff appraisal on 19<sup>th</sup> March.

Training needs and targets have been set.

**478.4 Staff salary and expenses review** - 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, **this item was moved to the end of the meeting to avoid inconvenience to the public attending.**

Review to be backdated to April 1st, the beginning of the financial year.

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

**Annual salary review** (from 1<sup>st</sup> April)

An increase of one increment in the salary scale for the clerk was agreed (LC31).

An increase of 3% to the team leader of litter pickers/cleaner. The clerk will request a meeting with a third member of staff who had not yet been appraised.

An increase for Journal deliveries from £42 to £45.

**Clerk expenses** allowance increased to £65 per month from £60 at present.

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

**478.5 Audit for 2008/2009** - Notification of the external audit has been received and the clerk has the accounts ready for the initial internal audit. A summary of the year was presented.

**478.6 Power of well being** – the power allowing Parish Councils to be less restricted on what they can fund.

The council will need to resolve to take up the power once councilor's meet the requirement for training.

The clerk will investigate sharing the training session with another council to keep down the cost of circa £350.

**479. To attend to correspondence/communications received since the previous meeting (if it requires notification, discussion or decision).**

**479.1 Parishioner correspondence.**

**479.1 None that required discussion**

**479.2 Other Correspondence**

**479.2.1 SCDC Public consultation** – The monthly report was received

**479.2.2 Calor Village of the year**, it was decided that no application would be submitted at this time.

**479.2.3 Dial a Ride service for Caldecote**, the scheme now includes Caldecote Cambridge Dial a Ride offers door to door transport from **Caldecote to Cambridge** to visit friends, shopping or just an outing  
Caldecote every Tuesday  
Departs 10am returns 2pm  
For information on membership and fares residents should contact Cambridge Dial-a-Ride on 01223 506 335

**479.2.4 Local paths and historic routes**, it was agreed that a 20 minute presentation should be requested

**479.2.5 Allotments survey**, a survey of allotment facilities would be sent to the village charity who provide allotments in Caldecote (Townlands and Sitwells charity)

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

##### **480.2 Planning consultation**

**480.2.1 Additions to the Local Development Framework and Additional consultation North West Cambridge action plan.** report presented to the clerk by Cllr Hawkins.

The report was received and the clerk will review the documents to see if any response is required.

##### **480.3 To notify Decisions by South Cambs District Council – subject to conditions**

**480.3.1 S0096/09/LB Manor Farm**, conversion and extensions, demolition of 3 outbuildings  
**Refused**

Concern and disappointment was expressed that the Parish Council's views had been ignored and the specific request for this to be considered by the District Council's full planning committee had not happened.

The clerk will write to Cllr Martlew and the Chairman of the District Council's planning committee.

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

**481.1 Taylor Wimpey Handover** and current maintenance. A revised transfer plan has been sent to Taylor Wimpey.

The clerk had a meeting with James Fisher the officer responsible for handling 106 legal agreements, James was hopeful he would be able to assist with the current difficulties and has already organised a meeting with officers of the District Council, Catriona Dunnett (Legal Officer), David Hamilton (Landscapes), Geraldine Roper (Planning) and the new SCDC 'S106 monitoring officer' Jane Gifford.

Taylor Wimpey contractors were on site today carrying out the first maintenance of the season.

**481.2 Maintenance - Sports field Maintenance** –The final contract specification and budget have been agreed with Herald.Contract Services. Cllr Newby was thanked for confirming the details and checking the company had the required equipment.

The overall cost of the maintenance program was similar to last year but does not include the most expensive item, which was the one off extensive sand dressing.

**481.3 Cabin** – Nothing to report

**481.4 Pavilion** – On hold awaiting land transfer.

**481.5 Banner 2 application** is expected but nothing received to date.

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

482.1 Pot holes in the road are being repaired but some are being missed.

482.2 The flashing School signs are now working correctly

482.3 Lamp 72 is leaning and the clerk will report.

483 **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**

**Thursday May 7<sup>th</sup> 2009 Caldecote Parish - Annual Meeting of the Council – 7-30 in the Village Hall** (the start of the new municipal year - election of chairmen and to consider specific responsibilities of Councillors) followed by ordinary business of the Council

**Thursday May 21<sup>st</sup> 2009 Annual Parish Meeting**, this is a meeting of the electorate and is not a council meeting, it will probably be followed by a short planning meeting

**Please note the June meeting has been changed from 4<sup>th</sup> June to the 11<sup>th</sup> due to the elections being held**

**Sport and Recreation working party on 27<sup>th</sup> April**

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**Items for Note - Please ask the clerk for details**

Housing Futures – advice from independent Tenant adviser  
Community Action magazine of Cambridgeshire ACRE  
Your Cambridgeshire Magazine fro the County Council  
Fieldwork CPRE March 2009