

**Draft Minutes of the Meeting of Caldecote Parish Council
on Thursday 4th March 2010 at 7.30pm in the Village Hall**

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

In attendance: Mr. Roger Hume (Clerk) - also present 2 members of the public.

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

584 Apologies for absence and also declaration of interests from members

Apologies were received from

Cllr Breeze, Cllr Whelan (also County Councillor) and Cllr Martlew (District Councillor).

Declarations of interest (non prejudicial) were recorded as follows.

589.2.3 Cllr Footman is footpaths officer for the village and Cllr Whyatt owns the adjacent property.

585 To approve the minutes of the previous meeting on February 4th and 18th February (planning)

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

586 Matters arising for information and discussion, clerks report.

586.1 Parish Plan Report – currently analysing data.

586.2 TKA report - No reports received this month

586.3 Bus Service – No report

586.4 Dog bin Clare Drive near the social club – A promise has been received from South Cambs to replace the bin as soon as possible.

586.5 (579.2.4) Bringing hearing services closer to home – and **The Future of Musculoskeletal Services** responses submitted or to be submitted were noted

586.6 Street Trading Consent – Approved. (Pizza and non alcoholic drinks, Fridays 17-00 to 20-30).

586.7 Overgrowing Plants Blythe way, Cllr Footman to investigate which housing association is responsible. (Accent Nene)

586.8 Police Neighbourhood Panel Meeting – Attended by the clerk who raised concerns about street lighting not working in a parking area in Clare Drive, vehicles have been vandalised, also pointed out the recent damage to the play equipment and bus stop.

587 Reports from the District and County

587.1 County Councillors Report

A written report was submitted by Cllr Whelan giving details about the guided bus, the 6th form application for Comberton, pot holes, gritting, the County budget cuts including youth services, community transport and adult social care.

The report was received. The chairman expressed his thanks to Cllr Whelan for the comprehensive written report.

587.2 District Councillors Report

Cllr Martlew has now confirmed his approval to the District Council for the Parish Council request for a grant to help fund the pavilion.

588. Finance and procedural matters**588.1 To receive the financial report and approve the payment of bills**

| Expenditure for approval | | | CHQ NO. |
|---------------------------------------|---------------------------------------|---------|---------|
| Late Payments February meeting | | | |
| South Cambs DC | Building Control Plans submission | 361.31 | 991 |
| LGS Services | Journal Printing | 216.00 | 992 |
| Caldecote Village Institute | Room Hire for meetings | 12.25 | 993 |
| New Payments | | | |
| Kathie Martlew (12) | Salary February Paid in March | 84.84 | Direct |
| Julie Coogan | Salary February Paid in March | 340.00 | Direct |
| Roger Hume | Salary February Paid in March | 618.00 | Direct |
| Roger Hume | Clerk Expenses January 2010 | 75.46 | 994 |
| Andrew Firebrace | Pavilion structure report | 1116.25 | 995 |
| Sitwell's Charity and Homelands | Grant toward water supply | 500.00 | 996 |
| CPRE | Membership | 29.00 | 997 |
| CGM | Sports field maintenance in 813 | 235.00 | 998 |
| Churchman Hamilton (CH Partnership) | Quantity Surveyor pre tender estimate | 440.63 | 999 |
| Cambs County Council | Street light maintenance and energy | 625.69 | 1001 |
| Total Expenditure | | 4654.43 | |

Cheque 991 was subsequently lost by the architect and is replaced by cheque No 1000

There were no late payments this month

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

The clerk gave a draft end of year report indicating that expenditure had almost matched spending and it is unlikely that any budgeted reserves will be used.

A review of internal audit procedures needs to be carried out

The clerk presented documents for consideration for approval at the next meeting on March 18th.

588.2 Training Needs - details of training opportunities were available in the CPALC bulletin given out with the meeting notes.

588.3 Meeting date changes due to the election were presented.

It is possible that the polling day for Parish Council elections may be delayed due to the general election being announced for the same day May 6th.

588.4 Savings account - Details of an account offered by the Cambridge Building Society were presented for consideration.

On a resolution by Cllr Lang and seconded by Cllr Whyatt it was resolved to open a 30 day notice business savings account with the Cambridge Building Society and invest £150,000 that is currently held in a Barclays investment account at a lower rate.

588.5 Staff employment Issues – (4 items) confidential - 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, *these items were be moved to the end of the meeting to avoid inconvenience to the public attending*. This item is fully covered by confidential notes held by the clerk.

588.5.1 Employment – Contract of employments have been reviewed and approved for all 3 staff.

No changes are proposed for hours of work or pension provision

588.5.2 Staff appraisal - A report on appraisals and staff meetings held were received and noted

588.5.3 Annual Salary - reviews from 1st April.

The salary of both litter pickers was discussed.

The clerk left the room at this point while his salary was discussed and notes taken by the chairman.

The clerk then returned to the meeting.

On a resolution by Cllr Lang and seconded by Cllr Footman it was resolved to approve the grading review.

Full details are recorded in confidential notes held by the clerk

588.5.4 Advertising clerk vacancy. Estimates of the likely costs were presented.

On a resolution by Cllr Whyatt and seconded by Cllr Levett it was resolved to advertise the vacancy in The Caldecote Journal, The Cambourne Crier, The Cambridge Evening news, The Hunts Post and the SLCC clerks web site at the rates indicated.

Due to an error by the printer the post has been advertised in the Cambourne Crier one month early. There will be no charge for this.

End of confidential items

Members of the public would have been invited back after this item but as this item was taken at the end of the meeting but none remained.

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

589.1 Parishioner correspondence.

589.1.1 Letters from residents – policy for ageing and copy of letter regarding TKA

Policy for ageing, the clerk had been unable to find another Parish that had adopted such a plan. The clerk will write to the resident giving details of what the Parish Council hope to achieve but this may be limited.

A letter was copied to the Parish Council by a resident regarding support for the TKA factory to continue. The letter was noted and received.

589.2 Other Correspondence and consultations

589.2.1 SCDC Public consultation – The monthly report was received

589.2.2 Community Transport - due to cuts in the County Council budget it is unlikely to improve.

589.2.3 A Gate replacement for stile near the church has been sourced from the County Council, Cllr Footman gave a report.

On a resolution by Cllr Lang and seconded by Cllr Levett it was resolved to offer funding of up to £200 to install the gate and therefore improve accessibility.

589.2.4 Cambridgeshire and Peterborough Minerals and waste development plan (consultation by 29th March) was received

589.2.5 Letter from Andrew Lansley MP regarding broadband was received.

589.2.6 NSPCC Protecting children from abuse, information was considered and noted

590 To attend to Planning received since the previous meeting

590.1 Planning consultation

590.1.1 S/0213/10/F Extension 44 East Drive Highfields Caldecote

Recommended for approval

Conditions should be applied on the following during construction

- No work should be carried out before 8am and should finish by 6pm. (1pm Saturdays)
- No work on Sundays or Bank holidays.
- Any spoil removed should not be used to raise ground levels and create neighbouring flood problems.
- Parking and compounds should be provided on site if possible to ensure that disturbance to nearby properties is kept to a minimum.

590.1.2 Local Development Framework – adoption of site specific policies notification was received

590.2 To notify Decisions by South Cambs District Council – subject to conditions

590.2.1 None received

591. Village development, recreation grounds and public open spaces

591.1 Taylor Wimpey Handover and maintenance.

A response to proposals by Taylor Wimpey to transfer areas that were meant for transfer to the Parish Council in Phase 1 section 106 legal agreements were considered and the following response will be sent

“The Parish Council does not consider the plan provided by Taylor Wimpey as accurate, either in the built state on the ground or as reflecting the agreed plan in the S106 agreement

We refer instead to the plan (dated 16th March 2009 Version 3.1) produced by Geraldine Roper of South Cambs District Council ("the SCDC plan").

To avoid any confusion the Parish Council expect to receive ALL those areas defined as "incidental open space" plus the areas defined as "Village Green" in the SCDC plan except those that are expected to be transferred to other local authorities, such as those required to protect road visibility splays and roadside verges such as the tree lined Lime avenue in Strympole Way.

Where areas have been inadvertently transferred to the home owners during the original conveyancing (these are indicated in red in the SCDC plan).

Although the Parish Council have concerns about ensuring these areas remain as green open space they are willing to consider a deed of variation to the section 106 legal document. The Parish Council expect to receive accurate clearly defined plans for these areas before any agreement.”

591.2 Maintenance

The clerk has been unable to contact MD landscapes to confirm details for verges and open space area maintenance for the coming season.

591.3 Cricket wicket - nothing to report

591.4 Banner 2 – 97 homes – no progress

591.5 New Pavilion, details of funding were considered.

South Cambs officers have recommended a grant of £33,400 from the grant application produced by the clerk.

This still leaves quite a sum left to raise, even if the Parish Council can get a more reasonable overall cost.

It was agreed that this needs to be addressed by the sports clubs.

591.6 Playground – the damage to the play tower is in hand, the area is to have its annual inspection by ROSPA in April

591.7 Sport and recreation working party - is to be held next Monday

591.8 Cabin – some graffiti on the rear will be rectified when the weather improves.

591.9 Allotments

The Taylor family have been approached to see if any of their land could be leased for allotments. A reply has been received indicating that they have been unable to identify any available land but will keep it in mind for the future.

Requests will be made to the Highway Authority, Childerley Estates and Scotland Farm.

591.10 Village event -17th July plans are progressing and the clerk has given details of an insurance company who specialize in this type of event

591.11 Ashwells Development

A report from the county Council confirmed the following:-

Ashwell's have ceased trading they have been taken over lock, stock and barrel by Brookgate which means that the remedial works now rest with them. Clearly the responsibility for the maintenance of the street and the lights etc. will rest with them.

Given that the turning head is separate from Grafton Drive, there should be no reason why this should not be adopted in isolation. There are some limited remedial works to be completed, but nothing too onerous.

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

592.1 Journal for April – Clerks job advert, village shop.

592.2 Handrail at the church

592.3 Pumping Station was overflowing again at the weekend

592.4 Main Street verges seem to be getting more damage now that the roadside hedge has been cut back

592.5 Pot holes

592.6 Crocuses have not yet appeared in the verges, hopefully late due to the cold weather.

592.7 Concern about where will be the medicine drop if the shop should close.

597.8 The electricity board are looking at the possibility of replacing some overhead wires to go underground, details awaited.

588.5 Staff employment Issues – (4)

Delayed Confidential items taken at this point are subject to confidential notes held by the clerk

There were no remaining members to invite back after the confidential item.

593 Closure of meeting and Parish Matters - there being no further business the meeting closed at 10-10pm

District Council's Cabinet meeting

The District Council's Cabinet will be hosting another meeting with Parish Councils to discuss topics such as the village facilities budget, refuse and recycling services, the housing service and section 106 agreements.at:7.30pm on 23rd March 2010 at South Cambridgeshire Hall, Cambourne

Tree Warden meeting: - Saturday March 6th ... Start time 10.00, finishing at approximately 14.00. Venue is: - The Newton Community Primary SchoolCaxton End, Eltisley, PE19 6TL

Date of next Parish Council meetings

It will be necessary to hold a meeting for urgent items and planning on March 18th as an application has been registered today.

Thursday April 1st 2009 at 7-30

Sport and Recreation working party meetings - Monday 8th March, Monday 19th April, Monday 13th September

Items for note, please ask for details

Standards Committee newsletter

Signed _____ Chairman _____ Date