

**Draft Minutes of the Meeting of Caldecote Parish Council
on Thursday 13th May 2010 at 7.30pm in the Village Hall**

Present: Cllr Jack Lang, Cllr John Newby, Cllr Doreen Francis, Cllr Mike Phillips and Cllr Steve Breeze.

Cllr Fiona Whelan (also County Councillor) and Cllr Tumi Hawkins (District Councillor). Attended for part of the meeting only.

In attendance: Mr. Roger Hume (Clerk) and three members of the public were also present.

604.1 Election of Chairman

604.1.1 There was one nomination for the position of chairman

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

Cllr Lang signed the declaration of acceptance of office

604.1.2 Election of Vice-Chairman

There was one nomination for the position of vice chairman

On a resolution by Cllr Whelan and seconded by Cllr Lang, Cllr Francis was unanimously elected as vice chairman.

604.1.3 Election of Working Parties, and areas of responsibility.

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 with Taylor Wimpey or others. 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.

Nominations - Cllr Levett, Cllr Newby, Cllr Francis and Cllr Lang.

The minutes of meetings would be circulated to all members of the Parish Council for information.

Areas of responsibility

The following areas of responsibility were 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 Phillips
Safer Caldecote/ Vandalism/ Police matters	Cllr Whelan Cllr Francis
Bylaw matters	Cllr Lang
Webmaster/email system.	Cllrs Whyatt and Mr Chris Corcoran
Drainage	Cllrs Footman
Wider and local planning	Cllrs Levett and Cllr Phillips
Caldecote Community Association representative	Cllr Francis
Parish Plan	Cllr Whyatt
Old Village of Caldecote	Cllr Whyatt
CALC representative	Cllr Lang
Recreation Area (Sports fields)	Cllr Newby
Parish Council representative (School governor)	Cllr Lang

The council asked that an expression of thanks was made to Mr. Chris Corcoran and Cllr Whyatt for maintaining the web site and email system.

Appointment of planning working party

Cllr Levett and Cllr Breeze were elected to the working party and to report to the full council meeting with its recommendations, other Councillors can also attend any meetings.

Mr. Brian Drayton was re-elected a co-opted member of the working party and District Councillor Tumi Hawkins was also co-opted.

Mr. Drayton and Cllr Hawkins would not be able to vote at the full council meeting but can speak when invited to, but they would be able to vote at the working party meeting to recommend decisions to the council.

This working party would report its recommendation to the full council.

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

604.1.4 Election results

In the recent election for Parish Council there were 9 candidates for the 9 seats on the Parish council, so no vote was required. The new council is

Steve Breeze
Tom Footman
Doreen Francis
Jack Lang
Alan Levett
John P Newby
Mike Phillips
Fiona Whelan
Neale Whyatt

Cllr Mike Phillips was welcomed to the Parish council by the chairman, and he also congratulated Cllr Tumi Hawkins on her recent election to the District Council.

The chairman thanked the clerk for his excellent organisation of the election nomination procedure

604.1.5 Apologies for absence and also declaration of interests from members

Apologies were received Cllr Levett, Cllr Whyatt and Cllr Footman.

Declarations of interest were recorded as follows for planning items:-

S/0267/10/O Cllr Francis and Cllr Breeze live in the same road.

S/1397/09/O Cllr Phillips house is near to the development.

605 To approve the minutes of the previous meetings on April 1st 2010

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

606 Matters arising for information and discussion, clerks report.

606.1 Parish Plan Report – ongoing data analysis.

606.2 TKA report – no reports received

606.3 Bus Service – nothing to report.

606.4 Highways – including Heavy vehicle Routes. The letter from the Team leader of the County Council Manager's team was received and confirms Main Street is not an advised route for heavy vehicle movements.

606.5 Youth Bus report – The report was received and the funding considered for the summer schedule.

On a resolution by Cllr Lang and seconded by Cllr Breeze it was resolved to fund 5 school holiday sessions at £95 each during August.

606.6 Use of the kick about area - use by the school while the Sure Start centre is being built was considered.

On a resolution by Cllr Lang and seconded by Cllr Breeze it was resolved to allow use by the school during the building work if required.

606.7 Planning responses - a response to Cllr Nick Wrights email regarding the failure of South Cambs planning officers was considered and the apology offered, for not presenting the Parish Councils views in the planning committee report.

The clerk was asked to write to the applicant to explain the situation.

606.8 Speed Thumps adoption – and next stage.

Confirmation of the cost of the initial re-design project was received.

On a resolution by Cllr Breeze and seconded by Cllr Phillips it was resolved to approve spending the budgeted amount.

606.9 Village Shops, a letter was sent to the leaseholder pointing out the obligation in providing a convenience store. The reply via the store operator was received.

606.10 Church railings – The church are investigating if they consider that there is an obligation to install the railing.

606.11 Pumping station – a letter from Anglian Water was received. A copy of correspondence has been given to Cllr Hawkins and to the officer dealing with the Banner 2 housing application.

606.12 Drainage of tennis court and MUGA area. The clerk is obtaining advice and quotations.

606.13 Allotments – contact has been made with a local landowner and a possible area identified for leasing, details are required from Caldecote Sitwell's Charity & Townlands charity who currently run the allotment provision, in particular how much land would be needed to meet the demand?

607 Reports from the District and County

607.1 County Councillors Report – a written report was received and presented by Cllr Whelan.

Cllr Whelan would like to form a working group to identify problem pot holes and monitor where they appear on a regular basis.

The guided bus continues to be problematic.

The school in Cambourne is an urgent priority; Comberton will run out of places in 2012.

Parking problems caused by building works for the sixth form at Comberton are being resolved.

Cllr Whelan is complaining to the County Council about the way the speed bumps were eventually adopted without any rectification work, which had been responsible for the delay in the Parish Councils proposals by 18 months (as it turns out unnecessarily apparently).

Cllr Whelan has been elected leader of the opposition at the County Council.

607.2 District Councillors Report

Cllr Hawkins gave a verbal report.

Work on the children's centre is progressing well.

Another wheelie bin (Blue) will be sent out to homes in September and the scheme will start on October 12th replacing the current boxes.

The housing service have been landed with a debt of £188 million, and is actually costing 1 million per annum more than they were paying the Government for the original scheme it replaced, they are now paying £13 million just for the interest alone.

Community pride award nominations are being sought.

608. Finance and procedural matters

608.1 To receive the financial report and approve the payment of bills.

New Payments May meeting			
Kathie Martlew (2)	Salary April Paid in May	84.84	Direct
Julie Coogan	Salary April Paid in May	346.20	Direct
Roger Hume	Salary April Paid in May	651.46	Direct
Roger Hume	Clerk Expenses March 2010	95.30	1018
Caldecote Village Institute	Room hire inv 55 + 65	36.75	1019
CPALC	Affiliation Fee	442.65	1020
CGM	Invoice 874 & 881 & 914	3995.00	1022
Connections Bus Project	March 31st	50.00	1023
Came and Company	Insurance	1739.36	1024
LGS Services	Journal	324.00	1019
Society of Local council Clerks	Advert	90.00	1025
Cambridge Energy Efficiency	Pavilion report for Building Cont	264.37	1026
SLCC Cambs Branch	Seminar	25.00	1027
Julie Barnes	Architect Fee	2970.30	1028
South Cambs DC	Renewal of planning permission	85.00	1029
Total Expenditure		13438.56	

There were no late payments this month.

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

608.2 Training Needs, the clerk will attend a seminar in June

608.3 Journal items - have been submitted

608.4 To approve the Audit for the previous financial year.

The return was considered.

On a resolution by Cllr Lang and seconded by Cllr Francis the external audit submission and accounts for 2009/2010 were approved and the return signed by the chairman and clerk.

The chairman thanked Mrs. Saskia Dart for carrying out the internal audit.

608.5 The annual governance statement to be approved and signed by the chairman and clerk.

On a resolution by Cllr Lang and seconded by Cllr Francis the annual governance statement for 2009/2010 was checked, approved and the statement signed by the chairman and clerk

608.6 A New investment account has been opened – With the Cambridge Building Society

608.7 Pavilion Building Tenders - 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.*

Six tenders were opened and considered for approval.

This item will be covered by confidential notes held by the clerk.

The tenders were opened and considered, the clerk was asked to contact the architect to discuss further progress.

608.8 Appointment of Clerk – interviews were held on 11th May

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.*

This item will be covered by confidential notes held by the clerk.

This will be added to the agenda for the planning and urgent items meeting on 20th May for further consideration.

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

609.1 Parishioner correspondence.

609.1.1 None that require attention

609.2 Other Correspondence and consultations

609.2.1 SCDC Public consultation – The monthly report was received

609.2.2 South Cambridgeshire District Council's Draft Gender Equality Scheme.

This had arrived too late for a response and the clerk had raised the issue with South Cambs District Council pointing out that Parish Councils normally only meet once a month and could not be expected to respond in time. Only 18 days were allowed.

609.2.3 Introduction of electronic Consultation County Council.

The clerk has written asking that printed plans continue to be provided.

610 To attend to Planning received since the previous meeting

610.1 Planning consultation

610.1.1 S//1397/09/O 97 Dwellings including access & layout – land to the East of 18 to 28 Highfields Road.

Recommended for Refusal

A Full Response will be appended to the minutes

610.1.2 S/1866/09/F Annexe, the Old Rectory Caldecote (amended for information only).

610.1.3 S/0556/07/F Pavilion – renewal of permission will be added to the agenda on 20th May.

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

610.2.1 S/0078/10/F Garage at 81 Highfields Road – approved

610.2.2 S/1866/09/F Annexe, the Old Rectory Caldecote – approved

610.2.3 S/0213/10/F Extension 44 East Drive – approved

610.2.4 S/0267/10/O Dwelling at 99 West Drive - approved

610.2.5 S/1805/09/F Security Bollards 3 Crafts Way – approved

610.2.6 S/0311/10/F Garage conversion Sun Room and guest suite 20 East Drive

approved

610.2.7 Notice of Appeal S1332/09/F Plot 7 The Willows, will be on the next agenda

611. Village development, recreation grounds and public open spaces

611.1 Taylor Wimpey Handover and maintenance.

A proposal has been received to try and resolve the adoption of public open space on phase one and two.

The proposed replacement land being offered in Phase 1 was not considered acceptable. The Eastern boundary is already nominated for local authority ownership, being a ditch/verge.

The Southern boundary area is nominated on site as bridleway with ground marker posts.

The involvement of a management trust for the Phase 2 areas was not satisfactory, more details on the management proposal will be required but there were doubts as to whether this would meet the needs of the village.

On a proposal by Cllr Lang and seconded by Cllr Francis, it was resolved that the Parish Council would be willing to take on the public open spaces in the Phase 2 areas subject to agreement on maintenance payments and rectification work

611.2 Maintenance - The clerk has had to chase Taylor Wimpey to carry out maintenance on Phase 2, defects to the vents on the open space in Orchid Fayre have been reported.

611.3 Cricket wicket - has recently been laid.

611.4 Banner 2 – 97 homes - Progress report was made by the clerk, there are no more details regarding community contributions.

611.5 New Pavilion/cricket square see item 611.3 and 608.7.

611.6 Playground - Rectification work required from the annual inspection, the report has not been received yet.

611.7 Sport and recreation working party Report of meeting on 19th April was received.

611.8 Cabin Report, the clerk has carried out minor repairs.

On a resolution by Cllr Lang and seconded by Cllr Breeze it was agreed that the locks be replaced and the clerk authorised to approve a payment of up to £200.

611.9 Village event -17th July, the clerk intends to display the plans for the pavilion.

611.10 Ashwells Development – no progress on the turning head adoption issues

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

612.1 Football

Report from Hardwick clubs

The season is now over and we would like to take this opportunity to thank you for letting us play at the Recreation Ground when things were a little difficult for us at Hardwick.

We appreciated your willingness to partner with us.

You may be a little encouraged to hear that we ended the season being promoted to the Premier Division of the Cambridgeshire League, due in no small measure to the excellence of the pitch at Caldecote.

Thank you again,

The total number of games played on the Caldecote pitches was 15. Could you send the invoice to me Gary Arber (Chairman) and Graham Daniels (Manager) Hardwick FC.

The Junior team have not yet provided the number of games played since January.

Items 608.7 and 608.8 were taken at this time

No members of the public were still present for the meeting closure

613 Closure of meeting and Parish Matters

There being no further business the meeting was closed at 10-15pm

May 20th Annual Parish Meeting to be followed by a planning and urgent items meeting

Date of next Parish Council meetings

Thursday June 10th 2010 at 7-30 planning and urgent items on 24th June

Sport and Recreation working party meetings - Monday 13th September

Items for Note – please ask the clerk for details

Cambridgeshire County Council – Older Peoples Newsletter

CPRE Fieldwork newsletter

Cambridgeshire Past Present and Future – Bulletin

Tree warden update information, (email 15th April)

Cambridgeshire ACRE news digest (email 4th May)

Signed _____ Chairman _____ Date _____