

**Draft minutes of the Meeting of Caldecote Parish Council
on Thursday 2nd December 2010 at 7.30pm in the Village Hall**

Present : Cllr Jack Lang, Cllr John Newby, Cllr Mike Philips, Cllr Doreen Francis and District Cllr Tumi Hawkins.

In attendance : Mrs Virginia Carroll (Clerk). 1 member of the public was also present.

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

The member of the public asked if it would be possible to acquire a small strip of land next to their property which they believed belonged to the Parish Council or was destined to be transferred to the Parish Council. Clerk to ascertain whether the piece of land in question is/will be Parish Council property and add to next agenda. The meeting began at 7.40 pm. District Cllr Tumi Hawkins joined the meeting at 7.40 pm.

674 Apologies for absence and also declaration of interests from members

Apologies were received from Cllr Neale Whyatt, Cllr Fiona Whelan, Cllr Tom Footman, Cllr Alan Levett and Cllr Steve Breeze.

Declarations of interest were recorded as follows :

S/1737/10 District Cllr Tumi Hawkins shares a boundary with the property (prejudicial)

S/1737/10 Cllr Francis lives in the same road

S/1803/10 Councillor John Newby lives in the same road.

675 To approve the minutes of the previous meetings on November 4th and November 25th (Planning). On a resolution by Cllr Lang and seconded by Cllr Phillips the minutes were approved as a true record with the following amendment – 670.1.2 change 2 West Drive to 24 West Drive.

676 Matters arising for information and discussion, clerks report.

676.1 Police report

676.1.1 Comberton Neighbourhood Police Panel Meeting 24th November

A verbal report was received from Cllr Francis. The clerk is to enquire as to clear up rates for crime in Caldecote. Crime levels are still low in comparison to neighbouring villages. The questionnaire on the Council's (SCDC) Key Actions for 2011-12 will be circulated to councillors via e:mail for comment.

676.1.2 PCSO report

No report from the PCSO.

676.1.3 Neighbourhood Watch Scheme

The clerk is to prepare an article for the next Journal to raise the profile of the Neighbourhood Watch scheme within the village and to ask for co-ordinators for the areas currently not covered.

676.2 Parish Plan Report

The complete plan document is currently being edited. The layout then needs to be tidied and photos inserted. Once the editing is done the document will be distributed for comments before finalising and going to print/distribution.

676.3 TKA report

Nothing to report.

676.4 Bus Service

Nothing to report.

676.5 Highways

676.5.1 Caldecote Footpath no 6 (to Bourn)

Clerk is arranging to walk the footpath with the Footpaths Officer.

676.5.2 Pavement or crossing place between entrance to Blyth Way and opposite side of road

Nothing to report.

676.5.3 Potholes

Nothing to report on schedule of potholes. Individual pothole outside Clare Farm reported to clerk.

676.5.4 Traffic Management and Safety Schemes Programme 2011/12

Report received.

676.6 Youth Bus

676.6.1 Youth Bus visits

Nothing to report.

676.6.2 Bricks and Mortar Youth Scheme

Research ongoing.

676.7 Traffic calming

Clerk has contacted Glanvilles to restart the consultancy process following on from Mark Kemp's attendance at the Parish Council meeting on 4th November.

676.8 Church railings

Nothing to report.

676.9 Drainage of tennis court and MUGA area.

Anglian Water have re-confirmed that the Parish Council cannot connect any surface water system to their drains. Clerk investigated the possibility that it might be Highways whose permission we need (as the surface water drains on Strympole Way and Furlong Way are on the roads to be adopted by Highways), but Taylor Wimpey have confirmed that the drains empty into Anglian Water's system.

There is a possibility that the Environment Agency may be able to help and there are a number of organisations which specialise in/may help fund SUDS. Clerk to enquire.

676.10 Allotments

676.10.1 Search for new allotment site

Response dated 30th November from Dry Drayton Estates received. Passed to Cllr Whyatt for opinion on whether to proceed.

676.10.2 Sitwells Charity and Townlands

On a resolution by Cllr Lang, seconded by Cllr Newby it was agreed to permit the Sitwells Charity to use the £500 grant awarded to them for the provision of a water supply to be used for water harvesting equipment on the site.

676.11 Pavilion Building

676.11.1 The draft minutes from the Pavilion Committee meeting on 9th and 23rd November 2010 were received.

676.11.2 Professional clarification on the VAT position will be sought from Peters Elsworthy and Moore.

676.11.3 Change to Standing Orders/Financial Regulations

It may be necessary to vary the Parish Council's Standing Orders/Financial Regulations for Pavilion payments only. Clerk to draw up amended Standing Orders/Financial Regulations for consideration.

676.12 Streetlights

Following a discussion on the processes involved (safety audits, public consultation, fees etc), on a resolution by Cllr Phillips, seconded by Cllr Newby, it was agreed to leave the current streetlighting as it is.

677 Reports from the District and County

677.1 County Councillor's Report

No report.

677.2 District Councillor's Report

No report.

The Parish Council would like to minute their appreciation for District Cllr Hawkins' impact on the BT Race to Infinity so far.

678 Finance and procedural matters

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

Expenditure for approval			CHQ NO.
Late payments November meeting			
Caldecote Village Institute	Hire of village hall for meetings	26.25	1084
New Payments			
SCDC	Building Regulations fee - Pavilion	296.69	1085
Virginia Carroll (9)	Salary November paid December	689.42	1086
Julie Coogan (9)	Salary November paid December	346.00	1087
Kathie Martlew (9)	Salary November paid December	84.84	1088
MHB Services Ltd	Streetlight maintenance – 3 years	67.26	1089
CPALC	Power of Well Being training	350.00	1090
E:on	Cabin electricity	97.76	Direct
Brian Drayton	Pavilion Plan copying expenses	10.58	1091
Virginia Carroll	Clerk's expenses November	198.46	1092
Objenix Ltd	Parish Council Domain name renewal	47.00	1093

There were the following late payments

1094 Elmhurst Energy Services Ltd £434.75 (SBEM calculation and energy performance certificate for pavilion)

1095 Tumi Hawkins £100.00 (agreed contribution to BT Race to Infinity advertising)

1096 SLCC £150.00 (replacement cheque for 1031)

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 initialled at the end of the meeting. It was noted that cheque 1085 (authorised by Pavilion Committee) and cheques 1086, 1087 and 1088 for the November salaries (ongoing payments) were signed prior to the meeting.

678.2 Budget 2011/12

The revised draft budget was reviewed. On a resolution by Cllr Lang and seconded by Cllr Francis it was agreed to adopt this budget for 2011/12 subject to any additional costs which are likely to be pushed down to Parish level as a result of County Council cuts and which should be notified to the Parish Council via the County Councillor in December. Any amendments to the budget will be presented to the January Parish Council meeting, otherwise the current version of the budget will be final. On this basis the precept for 2011/12 will be £58,540.

678.3 Training Needs

It was noted that the clerk has now completed the CiLCA training course.

678.4 Requests for funding

On a resolution by Cllr Lang, seconded by Cllr Phillips it was agreed that, sadly, the MAGPAS Helimedix cause could not be supported at this time.

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

679.1 Parishioner correspondence

679.1.1 Maintenance of Public Open Space on Grafton Drive

On a resolution by Cllr Lang, seconded by Cllr Phillips it was agreed to go ahead with the tidying of the area between 7 and 10 Grafton Drive provided that the revised quote was in line with the £360 +VAT quote previously received. Clerk also to chase up maintenance of POS (willow tree area) which is quite overgrown with blackberry.

679.2 Other Correspondence and consultations

679.2.1 SCDC Public consultation

The monthly report for November 2010 was received.

679.2.2 South Cambridgeshire Village Services and Facilities Study

Clerk to complete and submit by 17th December.

679.2.3 Gypsies and Travellers Development Plan Document Consultation on Issues and Options 2

Revised comments noted.

679.2.4 Minute reference not used

679.2.5 Caldecote Village Institute Limited request for assistance and support to purchase and site a storage container on the CVI site.

Clerk to write to CVI requesting proposed amount required and the users of the container as the latter will determine whether the Parish Council has the power to make a payment.

679.2.6 South Cambridgeshire Draft Street Trading Policy – Local Government (Miscellaneous Provisions) Act 1982

Noted.

679.2.7 Sex Establishment Policy

Noted.

679.2.8 South Cambridgeshire Arts Awards 2011

Nominations to the clerk for response by 25th February 2011.

680 To attend to Planning received since the previous meeting

680.1 Planning consultation

680.1.1 S/1737/10 Dwelling 86 West Drive, Highfields Caldecote CB23 7NY

Applicant : Mr Bowling

A prejudicial interest having been declared, District Cllr Hawkins left the meeting.

The planning checklist was completed as a result of which, on a resolution by Cllr Newby, seconded by Cllr Phillips, this application was recommended for refusal.

District Cllr Hawkins rejoined the meeting.

680.1.2 S/1986/10 Alterations, Reconstruction, Conversion and Extension of Former Barn and Cartshed to Offices. Demolition of 3 Outbuildings. Manor Farm, Main Street, Caldecote CB23 7NU

Applicant : Mr W Kamper

The original application was recommended for approval. Recommended for approval again with the same comments. Proposed Cllr Newby, seconded Cllr Lang.

680.1.3 S/1803/10 Extension to dwelling 13 Strympole Way, Highfields Caldecote CB23 7ZJ

Application withdrawn.

680.1.4 S/2016/10 Erection or rear/side extension 13 Strympole Way, Highfields Caldecote CB23 7ZJ

Applicant : Mr & Mrs Joseph

Recommended for approval with recommendation that a separate pedestrian access to the back garden be supplied via the side wall/fence. Standard conditions to apply during construction.

Proposed Cllr Lang, seconded Cllr Phillips.

680.1.5 950 Homes at Upper Cambourne

Cllr Phillips to attend Planning Committee meeting on Monday 6th December 2010.

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

680.2.1 S/1678/10 Two Storey Front extension and Second Floor Rear extension (extension for time limit for implementation under planning permission S/0855/08/F) 24 West Drive, Highfields Caldecote, CB23 7NY

Permission granted.

680.2.2 S/1654/10 Erection of Sports Pavilion (revised design) Recreation Ground, Furlong Way, Highfields Caldecote

Permission granted.

680.3 Planning Inspectorate Appeals

None.

681 Village development, recreation grounds and public open spaces

681.1 Taylor Wimpey handover and maintenance

681.1.1 Rectification works schedule

The Parish Council does not believe that the maintenance monies received from Taylor Wimpey included an amount for the replacement of the lime trees on Strympole Way or the trees along the village green footpath. Clerk to investigate further.

681.2 Maintenance

The clerk gave an update of the maintenance work currently out for quotation.

681.3 Cricket wicket / cricket square

Nothing to report.

681.4 Banner 2 – 97 homes

No further progress.

681.5 Playground

Nothing to report.

681.6 Sport and recreation working party

No meeting between the 4th November Parish Council and this meeting.

681.7 Cabin Report

Nothing to report.

681.8 BT Race to Infinity

There is a possibility of a wireless connection if the Race to Infinity is not successful. Cllr Lang to report further as necessary.

District Councillor Hawkins left the meeting at 9.15pm

681.9 Bus shelter

Cleaning still under research.

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

- The 'No through road' sign has disappeared from the end of West Drive.
- The Bourn bus service was considered a possibility for Caldecote but it turns through Kingston instead.
- All the shrubbery has been removed from outside 7 Dorrall Dean and 3 and 4 Grove Close. This land is destined to be POS.

683 Closure of meeting and parish matters

There being no further business the meeting was closed at 9.30 pm.

Date of next Parish Council meetings

Thursday December 16th possible Planning meeting in the Village Hall

Thursday January 6th 2011 Parish Council meeting 7.30pm in the Village Hall

Pavilion Committee Meeting Tuesday December 14th 7.00pm in the Village Hall

Sport and Recreation working party meeting - Monday 13th December in the Village Hall

Police panel meetings

Wednesday 23rd February 2011 at Cambourne Church, 7.30pm

Items for Note – please ask the clerk for details

- Tree Warden Update Autumn 2010 (n.b. there is a deadline of 20 December 2010 for responding to the consultation paper, *Tree preservation orders: proposals for streamlining*, which is on the Communities and Local Government (CLG) website (www.communities.gov.uk/publications/planningandbuilding/treestreamliningconsult)
- Fieldwork December 2010 issue
- SLCC Conference and Training Programme 2011
- Countryside Voice Winter 2010
- CPALC 2010 AGM draft minutes
- Cambridgeshire ACRE News Digest 1 November 2010
- Standards Committee Newsletter – Autumn 2010
- Winter Newsletter from My Allotment Plot
- Pharmaceuticals Needs Assessment – public consultation document

Signed _____ Chairman _____ Date _____