

**Draft minutes of the Meeting of Caldecote Parish Council
on Thursday 3rd February 2011 at 7.30pm in the Village Hall**

Present : Cllr Tom Footman, Cllr Doreen Francis, Cllr Jack Lang (Chairman), Cllr Alan Levett, Cllr John Newby, Cllr Mike Philips, Cllr Neale Whyatt and District Cllr Tumi Hawkins.

In attendance : Mrs Virginia Carroll (Clerk). No members of the public were present.

694 Apologies for absence and also declaration of interests from members

Apologies were received from Cllr Fiona Whelan.

Declarations of interest were recorded as follows :

696.14 Cllr Tom Footman is chairman of the Caldecote Village Institute (prejudicial).

700.1.1 Cllr Neale Whyatt lives in the same road

695 To approve the minutes of the previous meetings on January 6th and January 20th (Planning). On a resolution by Cllr Levett and seconded by Cllr Footman the minutes were approved as a true record with the following amendment : 689.2.2 the Councillors attending the Parish Forum meeting were changed to Cllrs Levett and Newby from Cllrs Levett and Phillips.

696 Matters arising for information and discussion, clerks report.

696.1 Police report

The police report from PCSO Mahoney for the period was received. There were two crimes reported in the last month – the theft of handle bars from a pedal cycle locked to the railings on the Bourn Airfield roundabout and a garage burglary in East Drive.

696.2 Parish Plan Report

Information on recent developments is being added.

696.3 TKA report

Nothing to report.

696.4 Bus Service

696.4.1 Tenders for contracted services

Bus subsidies are to be cut but any services to Caldecote will not be affected as they are not subsidised. The clerk is to find out if the Citi 4 service will be affected.

696.4.2 Community Transport Scheme

The Doctor's Run has been relaunched as the Caldecote and Hardwick Community Car Scheme. This should allow for a greater range of journeys to be provided for. The clerk to add to the agenda for the next meeting a request to support the printing and distribution of a flyer for the scheme.

696.5 Highways

696.5.1 Caldecote Footpath no 6 (to Bourn)

Further correspondence and complaints were received. The clerk is to write to James Peck expressing disappointment at the situation and the fact that a large number of complaints have been received. The clerk is also to respond to the Ramblers Association agreeing to support their endeavours to have the footpath reinstated and support them if they wish to take the matter further. No financial support to be offered.

District Councillor Tumi Hawkins joined the meeting at this point at 7.55 pm.

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

Nothing reported.

696.5.3 Potholes

Sunday 20th February 10.30 am : agreed to meet at the lay by at the Highfields end of the village to do a comprehensive list of the potholes.

696.5.4 Mark Kemp

E:mail regarding response times was received.

696.6 Youth Bus

696.6.1 Invitation to attend a Wednesday evening session

Parish Councillors have been invited to attend one of the Wednesday evening sessions to meet the young people and see the bus in action. Cllr Francis will attend – clerk to organise.

696.6.2 Connections Bus Project Termly Report October – December 2010

Received.

696.7 Traffic calming

Glanville have been instructed to go ahead with the design stage for replacing the mini roundabouts with T-junctions

696.8 Church railings

Nothing to report.

696.9 Drainage of tennis court and MUGA area.

Further letters sent to Anglian Water Customer Services (no success having been met by Developer Services).

696.10 Allotments

Dry Drayton site ongoing. Clerk to attend CPALC course 5th March, cost £55.

696.11 Pavilion Building

696.11.1 The draft minutes from the Pavilion Committee meeting on 20th January were received.

696.12 Postbox

Awaiting response from Royal Mail.

696.13 Journal delivery

696.13.1 via Royal Mail

Minimum contract available is £500 for distributions over 13 weeks. This would cover two issues at most and is therefore not financially viable.

696.13.2 via St Michael's Church

No response yet.

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

Councillor Footman left the meeting for this item.

Agreed subject to confirmation that the Parish Council has the power to so act.

696.15 Parish Forum Feedback Wednesday 19th January

Nothing of note for Caldecote. The Parish Council will become more important in planning issues in the future, therefore it is important to keep attending.

697 Reports from the District and County

697.1 County Councillor's Report

No report.

697.2 District Councillor's Report

South Cambridgeshire District Council is reviewing its medium term financial strategy for the next two years. There will be a reduction in spending power of circa 24%. SCDC will be using savings in 2011/12 to balance spending requirements. Concessionary fares have been stopped.

District Cllr Hawkins left the meeting after this item at 8.55 pm.

698 Finance and procedural matters

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

| Expenditure for approval | | | CHQ NO. |
|--------------------------------------|----------------------------------|--------|----------------|
| | | | |
| Late payments January meeting | | | |
| None | | | |
| | | | |
| New Payments | | | |
| Paul Drayton | Copying expenses (Pavilion) | 109.78 | 1110 |
| K Martlew (11) | Salary January | 84.84 | 1111 |
| Julie Coogan (11) | Salary January | 346.00 | 1112 |
| Virginia Carroll (11) | Salary January | 689.42 | 1113 |
| Connections Bus Project | Oct – December visits | 400.00 | 1114 |
| Caldecote Village Institute | Hire of hall for meetings | 29.75 | 1115 |
| Cambs County Council | Streetlight energy & maintenance | 528.58 | 1116 |
| Virginia Carroll | Clerk's expenses January | 73.92 | 1117 |

There was one late payment : Cheque 1118 to Peters Elworthy & Moore for VAT advice on the Pavilion. On a resolution by Cllr Phillips and seconded by Cllr Footman 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 1110 (authorised by Pavilion Committee) and cheques 1111 and 1112 for the January salaries (ongoing payments) were signed prior to the meeting.

698.2 Internal Audit

698.2.1 Appointment of Internal Auditor

Mrs Saskia Dart has kindly agreed to carry out the internal audit. The Chairman asked the clerk to write to Mrs Dart expressing the Parish Council's appreciation. On a resolution by Cllr Lang and seconded by Cllr Footman, Mrs Saskia Dart was appointed internal auditor.

698.2.2 Review of Internal Audit effectiveness

Local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of internal audit. The council is required to sign the Annual Governance Statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

A Review of Effectiveness of Internal Audit 2010/2011 report has been prepared and a checklist drawn up for signing off by the Parish Council to evidence this review. Cllr Jack Lang (Chair) to conduct the review and sign off the checklist and the checklist is then to be presented to the meeting on 3rd March for review and acceptance.

698.3 Comprehensive Spending Review cuts

698.3.1 Verge cutting grant

Notification has been received from Cambridgeshire County Council that the verge cutting grant will be reduced for 2011/12.

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

699.1 Parishioner correspondence

699.1.1 Bosserts Way

Concern has been expressed over possible development on Bosserts Way and the state of the road. Resurfacing of Bosserts Way will commence 31st January.

699.1.2 Cavendish Way

A resident of Cavendish Way has complained about the amount of leaves falling onto/blowing onto his property from the trees on the public open space. The Parish Council will bear in mind his request to have the leaves cleared from the ground next winter but also point out the benefits of local composting.

699.1.3 Highfields Road

A draft response to the issue of the fence on Grayway Close was considered, including the results of the Land Registry search. Final draft to be agreed by the Chairman before sending.

699.2 Other Correspondence and consultations

699.2.1 SCDC Public consultation

The monthly report for January 2011 was received.

699.2.2 SCDC – Relief for South Cambridgeshire businesses

South Cambs is looking to assist businesses to grow and looking to aid those in more challenging economic times. Part of the Economic Downturn measures agreed to by the Council last April were measures for Hardship Rate Relief. A report is available to pass on to those who may benefit from this and/or use in our newsletters/bulletins.

699.2.3 SCDC Parish Council Liaison Meeting

The next Parish Council Liaison meeting is on Tuesday 29th March 7.00 pm to 8.30 pm at South Cambridgeshire Hall. Cllrs Levett and Newby to attend.

700 To attend to Planning received since the previous meeting

700.1 Planning consultation

700.1.1 S/2118/10 Wooden vegetable store and shed, Church Meadow, Main Street, Caldecote CB23 7NU

Applicant : Mr Frank Gawthrop, Cambridge Organic Market Garden.

Recommended for Refusal. The plans provided with the application are insufficient to :

- a) assess the exact position of the new store on the site

- b) assess the position of the store with respect to the existing buildings
- c) assess the clearance distances around the new store

There are no details as to the traffic impact of this larger store

There are no details of washing and toilet facilities in the mess room

700.1.2 S/0115/11 Two storey extension 10 Samian Close, Highfields Caldecote, CB23 7GP

Applicant : Mr Runzhou He

Recommended for Refusal. The extension takes up the side garden of no10 and abuts onto the parking spaces of no 8. It would be overdevelopment of the site and set a precedent in a very dense housing population.

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

None.

700.3 Planning Inspectorate Appeals

Nothing to report.

701 Village development, recreation grounds and public open spaces

701.1 Taylor Wimpey handover and maintenance

701.1.1 Rectification works

Rectification works continue.

701.2 Maintenance

Potholes and streetlights continue to be reported. The general state of the junction of Main Street with the Toft Road has been reported.

There has been a spate of graffiti in the village (non-offensive).

The Pubic Open Space bed between nos 7 and 10 Grafton Drive is scheduled for work.

701.3 Cricket wicket / cricket square

Please see minutes of Sport and Recreation working party.

701.4 Banner 2 – 97 homes

Awaiting outcome of appeal.

701.5 Playground

701.5.1 Playgrounds Inspection brochure received from RoSPA

On a resolution by Cllr Lang and seconded by Cllr Phillips, the RoSPA charges for 2011 were accepted (£63 per play area). Clerk to ascertain if Cllr Phillips can accompany them on their annual inspection..

701.6 Sport and recreation working party

The minutes of the Sport and Recreation Working Party meeting on 24th January were received. Cllr Newby reported that having done the soil testing there was no mineral deficiency therefore the field needs more nitrogen.

701.7 Cabin Report

Some more graffiti has appeared on the back of the cabin.

701.8 Bus shelter

Awaiting quotes for repairs.

701.9 Fencing/gates to recreation ground

Wooden and metal gate designs were considered. It was agreed the metal version would be more robust.

701.10 Village events

701.10.1 The Feast date has been set as Saturday 16th July.

701.10.2 Poppy Party

It was decided not to host a Poppy Party as it would detract from the Village Feast

701.10.3 Royal Wedding commemoration

It was decided that the Parish Council would not formally commemorate the Royal Wedding.

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

- Leaning lamp post on Main Street
- Visibility on West Drive/Grafton Drive
- Kerb is sticking up outside 15a West Drive
- Can a post be erected on the kerb where tractors go over the verge by the central refuges on Highfields Road
- Grass verge outside the postbox on Highfields Road is being badly torn up by users of the postbox. Can posts be erected ?
- Streetlights 27 and 28 have timing clock problems and 29 is not on.
- School flashing lights are coming on at the wrong time in the morning (timeclock)

703 Closure of meeting and parish matters

There being no further business the meeting was closed at 10.10 pm.

Date of next Parish Council meetings

Thursday February 10th Pavilion Committee Meeting 7.00pm in the Village Hall

Thursday February 17th Planning Meeting 7.30 pm in the Village Hall (if needed)

Thursday March 3rd Parish Council Meeting 7.30 pm in the Village Hall

Monday March 7th Sports and Recreation Working Party 7.30pm in the Village Hall

Thursday March 10th Pavilion Committee Meeting 7.30pm 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

- South Cambridgeshire Traffic Management Area Joint Committee - Decision Summary - 17 January 2011
- Weekly Rural News Digest
- The Journal of Local Planning – Localism Bill : Real Planning Powers handed to the Parishes
- Rural Services Network Parish Newsletter January 2011
- Draft minutes Standards Committee meeting 19th January 2011
- RoSPA Playgrounds Inspections brochure
- SCDC Parish Council Liaison Meeting Notes 18 October 2010

Signed _____ Chairman _____ Date _____