

**Draft minutes of the Meeting of Caldecote Parish Council
on Thursday 3rd March 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 and District Cllr Tumi Hawkins.

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

704 Apologies for absence and also declaration of interests from members

Apologies were received from Cllr Steve Breeze, Cllr Fiona Whelan and Cllr Neale Whyatt.

Declarations of interest were recorded as follows :

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

705 To approve the minutes of the previous meeting on February 3rd. On a resolution by Cllr Francis and seconded by Cllr Newby the minutes were approved as a true record with no amendments.

706 Matters arising for information and discussion, clerks report.

706.1 Police report

706.1.1 Police report

PCSO Mahoney and PCSO Gardner attended for this item. There was one crime in the last month – the shop robbery. There have also been incidents of nuisance in the shop car park. Patrols will continue around the village and the recreation ground. Speedwatch is not currently in place in the village. Three volunteers (minimum) would be needed and then training would be given.

The PCSOs left the meeting at 7.40 pm.

706.1.2 Police Panel Meeting Wednesday 28th February

Cllr Francis reported on the meeting and gave the crime figures for the year. Priorities for the coming period include theft from cars.

A new foundation for ancillary Cambridge Community Services NHS Trust is applying to become an NHS Foundation Trust which will allow local people to become members of the trust and influence how local services are developed. Consultation is until 30 March. See www.cambscommunityservices.nhs.uk for details.

706.2 Parish Plan Report

Nothing to report.

706.3 TKA report

Nothing to report.

706.4 Bus Service

706.4.1 Tenders for contracted services

Bus services for Caldecote remain unchanged apart from minor timing changes. The Citi 4 service will still run.

706.4.2 Community Transport Scheme

On a resolution by Cllr Newby and seconded by Cllr Lang it was agreed to fund the printing and distribution of a flier about the Community Transport Scheme for Caldecote (cost to be split with Hardwick if both villages are to be covered).

706.5 Highways

706.5.1 Caldecote Footpath no 6 (to Bourn)

Nothing to report.

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

Nothing reported.

706.5.3 Potholes

Cllrs Footman, Lang, Levett and Phillips recorded the potholes on Highfields Road on Sunday 20th February. The Clerk is to report the findings to Highways.

706.5.4 New Highways Reporting System

Noted.

706.5.5 Highway Warden Scheme

The clerk is to register interest in the scheme and obtain further details.

District Councillor Hawkins joined the meeting at 7.58 pm.

706.6 Youth Services

Nothing to report.

706.7 Traffic calming

Glanville are preparing drawings for submission to convert four of the five mini roundabouts to simple priority T-junctions. The proposed alterations will require realignment of the kerbing at the junction throats to tighten the turning radii slightly which will help ensure emerging traffic is optimally positioned for vision to the left and right and encourage lower speeds for traffic turning off Highfields Road, making it safer for crossing pedestrians.

706.8 Church railings

Nothing to report.

706.9 Drainage of tennis court and MUGA area.

The Parish Council has been refused permission to connect to the surface water drainage system owned by Anglian Water. It will therefore be necessary to explore drainage options which do not require connection to their system. One option would be to pipe the water down to the ditches on Highfields Road (which would require digging up the road). A further option would be to collect the water and install pumps to move it to the drainage ditches on the recreation ground/shelter belt. The clerk is to contact the drainage consultant to obtain views on a pump system.

706.10 Allotments

Clerk to attend CPALC course 5th March.

706.11 Pavilion Building

706.11.1 Draft minutes from the Pavilion Committee meeting on 10th February

Received and noted.

706.11.2 Draft budget

The latest draft budget was received, totalling £218,614.84 (net of VAT).

706.11.3 Commencement of groundworks and piling

On a resolution proposed by Cllr Lang and seconded by Cllr Levett it was agreed to start groundworks and piling from 1st April and to place the order for the works as detailed in the budget. The Pavilion Committee, having obtained three quotes for the work, will make the decision on the contractor to be used at the next Pavilion meeting and the order will be placed. The proposed recommendation forms and quote acceptance forms (requiring the signatures of two councillors) were approved.

706.12 Postbox

Awaiting response from Royal Mail.

706.13 Journal delivery

706.13.1 via St Michael's Church

On a resolution by Cllr Francis and seconded by Cllr Lang it was agreed that the offer from St Michael's Church to deliver the Journal would be taken up. Annual donation to the church £250. Six month trial period.

706.13.2 Journal printing

The clerk is to obtain quotes for the journal printing.

706.14 Journal items

- Allotment register of interest,
- SCDC Relief for South Cambridgeshire businesses,
- TW sewer/water works,
- New highways reporting system,
- Dismissal of appeal on 18 – 28 Highfields Road,
- Neighbourhood Watch
- Type 2 diabetes flier

706.15 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.

Confirmation has been received back from CPALC that the Parish Council does not have the power to provide this assistance. Clerk to offer any storage space available in the existing container to the CVI for use by village clubs and it may be possible to relocate some of the equipment to the other containers.

706.16 Highfields Road/Grayway Close

The letter to the Parish Council dated 23rd February was received and a response agreed.

706.17 Website

The website needs updating to include links to County, District and the Member of Parliament. The website also needs an overhaul as the design and content has not been reviewed for some time.

707 Reports from the District and County

707.1 County Councillor's Report

No report.

707.2 District Councillor's Report

The District Councillor's report is appended to these minutes. The clerk is to apply for a Smartscreen for the Pavilion under the BT Race to Infinity project.

708 Finance and procedural matters

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

Expenditure for approval		CHQ NO.
Late payments February meeting		

Peters Elworthy & Moore	Pavilion VAT advice	300.00	1118
New Payments			
K Martlew (12)	Salary February	84.84	1119
J Coogan (12)	Salary February	346.20	1120
V Carroll (12)	Salary February	689.42	1121
Bourn Parish Council	Contribution to footpath steps	169.33	1122
LGS Services	Journal printing Dec/Jan	324.00	1123
Caldecote Village Institute Ltd	Hire of hall for meetings	21.00	1124
John Newby	Breedon gravel for footpath	34.99	1125
CPRE	Annual membership	29.00	1126
Country Grounds Maintenance	Slitting sports field	240.00	1127
Paul Drayton	Pavilion plans copying fee	82.50	1128
Virginia Carroll	Clerk's expenses February	210.01	1129
Cambridge Water	Cabin water	282.09	Direct
Information Commission	Data Protection fee	35.00	Direct
E:on	Cabin electricity	35.40	Direct

There was one late payment : Cheque 1130 to Caldecote Village Institute Ltd for the hire of the hall for meetings for £17.50. On a resolution by Cllr Lang 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 cheques 1119 and 1120 for the February salaries (ongoing payments) were signed prior to the meeting.

708.2 Internal Audit

708.2.1 Review of Internal Audit Effectiveness

A Review of Effectiveness of Internal Audit 2010/2011 report and checklist was signed off by Cllr Jack Lang (Chair) and reviewed and accepted by the Parish Council (resolution Cllr Levett, seconded Cllr Footman)

708.3 Training

It was agreed that some training in the impact of the new Localism Bill would be advisable for the Parish Council but the TCPA course was not the best vehicle for this.

708.4 Staff matters

This item is covered by confidential minutes held by the clerk.

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

709.1 Parishioner correspondence

709.1.1 Lorries on West Drive

Lorries are using West Drive to try to avoid the speed thumps on Highfields Road, not realising that it is a no-through road. The absence of the no-through sign was reported to Highways in December 2010. Clerk to chase up.

709.2 Other Correspondence and consultations

710 To attend to Planning received since the previous meeting

710.1 Planning consultation

710.1.1 Construction of solar energy farm to include the installation of solar panels, with on site plant and machinery, access tracks, security fencing, landscaping and associated works on Land to the East of Broadway, South of Grange Park Farm, Bourn

Applicant : Vogt Solar Limited

The above application has been amended (amended noise and vibration assessment and construction brochures). For information only.

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

Applicant : Mr Frank Gawthrop, Cambridge Organic Market Garden.

The original application was 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

In response to this, SCDC e:mailed additional information not included in the original application papers considered by the Parish Council and asked for a response to this information. This item is considered as a new decision as it is based on information not available before, but it is also included under special resolution.

Based on the information supplied by SCDC addressing the absence of information with the original application, it is recommended for Approval.

Cllr Footman did not vote.

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

None.

710.3 Planning Inspectorate Appeals

**710.3.1 S1397/09/O Land to the rear of 18 – 28 Highfields Road
Applicant : Banner Homes**

Appeal decision : dismissed. Banner have requested a meeting with the Parish Council to discuss options for the site. It was agreed that prior to any meeting with Banner the village should be consulted and the clerk is to include a questionnaire in the next edition of the journal. Banner are also to be asked of they would pay for an independent survey of the village. The site is to be included on the agenda for the planning meeting on Thursday 17th March.

711 Village development, recreation grounds and public open spaces

711.1 Taylor Wimpey handover and maintenance

711.1.1 Phase 1

On a resolution by Cllr Lang and seconded by Cllr Levett it was agreed to confirm the areas due to be transferred to the Parish Council and to the commuted sum figure for these areas subject to the following :

- a) all sheds, caravans and fences currently situated on land to be transferred are to be removed prior to transfer
- b) confirmation that the commuted sums are/are not subject to indexation
- c) the lime trees on Strympole Way are to be replaced
- d) the wooden edging to the replaced footpath on the village green will be as long lasting as a concrete equivalent and will not be damaged by mowing.
- e) The landscaping removed from Dorral Dean/Grove Close will be replaced.

Additionally the clerk is to ask for a contribution to the drainage works required on the play area as the poor drainage is due to the severance of the land drains as part of the new build with no alternative drainage provision put into place.

711.1.2 Road/sewer remedials

Notification of road/sewer remedials was received from Taylor Wimpey. The clerk is to confirm that 'Hall Drive' should read 'Clare Drive'.

711.2 Maintenance

711.2.1 Ashwells

The POS bed on Grafton Drive has been cleared and tidied. The brambles on the POS area on the opposite side (willow tree) area will be cleared in the next two weeks.

711.2.2 Blyth Way

The shrubs and brambles along Blyth Way will be trimmed back in the next two weeks.

711.2.3 Recreation ground

The field has been slitted and vertidraind. Quotes have been asked for works to the dog /shelter belt and the hedge between the recreation ground and the playground.

711.3 Cricket wicket / cricket square

Nothing to report.

711.4 Banner 2 – 97 homes

See 710.3.1

711.5 Playground

Clerk to obtain quotes for cutting back the shrubs around the whole play area.

711.6 Sport and recreation working party

The next meeting is on Monday 7th March.

711.7 Cabin Report

Nothing to report.

711.8 Bus shelter

The probation service will be cleaning /removing graffiti from the bus shelters. Still awaiting quotes for repairs.

711.9 Fencing/gates to recreation ground

Ongoing.

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

- Yellow lines on Grafton Drive
- School flashing lights are still on at the wrong time
- Knee rail on Dorral Dean is damaged (reported to Taylor Wimpey)

- Damaged concrete bollards
- Ditch along cycle way is full of rubbish
- The cycle path is starting to fall in
- The Main Street triangle bollards are damaged (already reported to Highways)
- Hall Drive ditch is clogged and culvert is blocked up
- HGV meeting (attended Cllr Phillips) – paperwork to come through but no real effect on Caldecote
- A maintenance notice has appeared at the hammerhead turn on West Drive (for a reply by 23rd March)

713 Closure of meeting and parish matters

There being no further business the meeting was closed at 10.15 pm.

Date of next Parish Council meetings

Thursday April 7th 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

Thursday March 17th Planning Meeting 7.30 pm in the Village Hall (to include 18 – 28 Highfields Road)

Items for Note – please ask the clerk for details

- Cambridgeshire ACRE News Digest – February 2011
- NALC Briefing – abolition of Default Retirement Age
- SCDC Children and Young People's Plan (draft)
- Cambridgeshire Voice Spring 2011

Signed _____ Chairman _____ Date _____