

**Draft minutes of the Meeting of Caldecote Parish Council
on Thursday 6th January 2011 at 7.30pm in the Village Hall**

Present : Cllr Steve Breeze, 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.

Mr Clive Barnes, Mrs Pauline Joslin and Mr Adrian Morley were invited to speak on behalf of a proposed development of either three or four houses on the corner of Bosserts Way (item 691.10) and to receive the Parish Council's initial comments as to type and mix of housing. No formal official response can be given until a fixed proposal is received. The Parish Council did, however, make the following comments :

- The draft parish plan indicates a village preference for three bedroomed + houses with no identified local need for additional affordable housing.
- Any planning application would have to be viewed in the light of continuing serious concerns over drainage, pumping station capacity, school capacity (both primary and secondary), transport and other infrastructure concerns as well as any site specific concerns.

684 Apologies for absence and also declaration of interests from members

Apologies were received from Cllr Fiona Whelan.

Declarations of interest were recorded as follows :

686.14 Cllr Tom Footman is chairman of the Caldecote Village Institute.

685 To approve the minutes of the previous meetings on December 2nd and December 16th (Planning). On a resolution by Cllr Lang and seconded by Cllr Footman the minutes were approved as a true record with no amendments.

686 Matters arising for information and discussion, clerks report.

686.1 Police report

The police report from PCSO Mahoney for the period was received. One cannabis warning was issued prior to Christmas at the Furlong Way recreation ground. No clear up rates are available for Caldecote due to data protection.

686.2 Parish Plan Report

Final touches are being put to the report. Information on recent developments needs to be added.

686.3 TKA report

Nothing to report.

686.4 Bus Service

686.4.1 Tenders for contracted services

County Cllr Whelan reported that the Stagecoach 14 service is being reviewed and is pressing for its retention.

686.4.2 Community Transport Scheme

Clerk to report to next meeting. The Parish Council would support any such scheme.

686.5 Highways

686.5.1 Caldecote Footpath no 6 (to Bourn)

Footpath was walked with Cllr Footman and Peter Gaskin, Public Rights of Way Officer on Monday 20th December. A letter has been drafted to Peter Duthie of the County Council setting out the Parish Council's wish that full reinstatement back to grass be enforced if possible.

686.5.2 Pavement or crossing place between entrance to Blyth Way and opposite side of road
Nothing to report.

686.5.3 Potholes

Clerk to write to Mark Kemp following his broadcast on Thursday 6th January on Radio Cambridgeshire at which it was stated that all potholes are dealt with within 14 days, setting out details of the potholes reported within the village which have not been dealt with within this timescale. The Clare Farm pothole has been reported but will be again as it is very deep.

686.5.4 Winter gritting/salt stocks

Grit bins will not be refilled due to the need to conserve salt stocks. The Parish Council is asked to be as sparing as possible. Clerk to include details in next issue of journal.

686.6 Youth Bus

686.6.1 Youth Bus visits 2011/12

On a resolution proposed by Cllr Lang and seconded by Cllr Francis it was agreed to continue with the service in 2011/12 at a cost of £97 per session. 39 termly sessions and 5 summer holiday sessions booked would be a total cost for 2011/12 of £4,268 against a budget of £4,500.

686.6.2 Bricks and Mortar Youth Scheme

Research to be continued as a future possible alternative to the Youth Bus.

686.7 Traffic calming

On a resolution proposed by Cllr Lang and seconded by Cllr Levett, it was agreed to split the traffic calming project into separate and distinct areas of work, with the priority being the replacement of the mini roundabouts with T-junctions. Glanvilles will be instructed to proceed with the design statement for the replacement of the mini roundabouts.

686.8 Church railings

Nothing to report.

686.9 Drainage of tennis court and MUGA area.

The possibility of a drainage system which skirts round the houses on Furlong Way, down through the CVI grounds and into the ditch along Highfields Road was discussed in the absence of permission from Anglian Water to connect to their drains on Furlong Way and Strympole Way. The Parish Council will also try further up the ladder at Anglian Water to seek permission to connect to their systems.

686.10 Allotments

Cllr Whyatt has looked at the plot of land in question. The entrance would need a dropped kerb, new gate and hard standing. The area would need to be fenced. There is a water pipe by the hedge at the entrance which we may be able to have reconnected. The soil appears to be a mixture of sand and clay and is suitable for allotment purposes. The clerk is to ask for a register of interest within the village for allotments in the next issue of the Journal to gauge how much land is needed. The clerk is also to find out the cost of having the kerb dropped and respond to Dry Drayton Estates.

686.11 Pavilion Building

686.11.1 The draft minutes from the Pavilion Committee meeting on 14th and 22nd December 2010 were received.

686.11.2 CDM Regulations

CDM 2007 Regulations apply to the pavilion project and the project is notifiable under the regulations. The Parish Council is the 'Client' for these purposes. The Client will need to :

- check the competence and resources of all appointees
- ensure there are suitable management arrangements for the project welfare facilities
- allow sufficient time and resources for all stages
- Provide pre construction information to designers and contractors.
- appoint a CDM co-ordinator

- appoint a principal contractor
- make sure the construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site
- provide information relating to health and safety file to the CDM co-ordinator
- Retain and provide access to the health and safety file

The burden of responsibilities under the CDM 2007 regulations fall upon the Client.

A CDM co-ordinator should be appointed by the Client as the project is notifiable to the HSE under the regulations. The CDM co-ordinator's duties are to :

- advise and assist the client with their duties
- notify the project to the HSE
- co-ordinate health and safety aspects of design work and co-operate with others involved with the project
- facilitate good communication between the client, designers and contractors
- liaise with the principal contractor regarding ongoing design work
- identify, collect and pass on pre-construction information
- prepare/update the health and safety file

The duty of the principal contractor is normally discharged by the main contractor. This can be carried out by the Parish Council as long as the Parish Council is deemed to be competent. The Principal Contractor's duties are :

- plan, manage and monitor construction phase in liaison with the contractor
- prepare, develop and implement a written plan and site rules (initial plan completed before the construction phase begins)
- give contractors relevant parts of the plan
- make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check competence of all appointees
- ensure all workers have site inductions and any further information and training needed for the work
- consult with the workers
- liaise with the CDM co-ordinator regarding ongoing design
- secure the site

It should be noted that the principal contractor effectively controls all activities on the site and will be responsible for all subcontractors/workers operating on the site. This is a significant role and whoever takes on the role will be responsible for all activities on site and will need to be on site for a significant part of the project as well as developing the Health and Safety plan. Adequate insurances will need to be in place.

Anyone undertaking these roles will need to be able to competently discharge their duties under the regulations.

On a resolution proposed by Cllr Lang and seconded by Cllr Breeze the Parish Council accepted its position as client in the pavilion project and understands its responsibilities under this role.

On a resolution proposed by Cllr Lang and seconded by Cllr Breeze the Parish Council agreed to appoint an external CDM co-ordinator (expected cost circa £750 plus VAT) and commissions an external CDM plan.

On a resolution proposed by Cllr Lang and seconded by Cllr Breeze the Parish Council appointed itself to be principal contractor in the pavilion project and understands its responsibilities under this role.

On a resolution proposed by Cllr Lang and Seconded by Cllr Breeze the Parish Council agreed to appoint Mr Brian Drayton as project manager to discharge the principal contractor's responsibility for site safety and compliance with CDM requirements at a cost of no more than £1,000 (and expenses).

On a resolution proposed by Cllr Lang and seconded by Cllr Breeze it was agreed that adequate additional insurances be put in place to cover the risks involved of the Parish Council being principal contractor.

686.12 Postbox

The Parish Council expressed its appreciation for the hard work and dedication shown by our postal deliverers. The delivery for Strympole Way and Clare Drive is done by bicycle and requires frequent (often four) return journeys to the Law Practice at the top of the village to collect more post for delivery. The clerk is to enquire of the Post Office whether secure cabinets can be provided closer to the post rounds to assist the Post being delivered.

686.13 Journal delivery

The clerk is to enquire as to how much it would cost for the Post Office to deliver the journal and to write to Ms Nason in response to her letter asking whether delivery times could be guaranteed.

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

Carried forward to the next meeting.

687 Reports from the District and County

687.1 County Councillor's Report

County Councillors will have a full view of the proposed cuts and grant money reduction from the County Council in the middle of January after which County Councillor Whelan will be able to report back to the Parish Council.

A request to purchase a piece of land has been received. The clerk is to respond that the Parish Council cannot dispose of land designated (or due to be designated) as public open space.

687.2 District Councillor's Report

Appended to these minutes.

The Parish Council would like to minute their appreciation for District Cllr Hawkins and her team of volunteers for their hard work in the BT Race to Infinity.

688 Finance and procedural matters

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

Expenditure for approval		CHQ NO.
Late payments December meeting		

Elmhurst Energy Services Ltd	SBEM calculation and energy certificate	434.75	1094
Tumi Hawkins	Agreed contribution to BT Race to Infinity advertising	100.00	1095
SLCC	Replacement for cheque 1031	150.00	1096
New Payments			
K Martlew (10)	Salary December	84.84	1097
Julie Coogan (10)	Salary December	346.20	1098
Virginia Carroll (10)	Salary December	689.42	1099
Paul Drayton	Planning drawings - Pavilion	1,000.00	1100
Country Grounds Maintenance	Recreation Ground cut	141.00	1101
Caldecote Village Institute	Hire of hall for meetings	28.00	1102
LGS Services	Journal printing Dec/Jan	270.00	1103
MD Landscapes	Grass and verge cutting	669.75	1104
Cambridgeshire County Council	Purchase of 6 grit bins	655.65	1105
Cambridgeshire ACRE	Annual membership	25.00	1106
SLCC	Annual membership	128.00	1107
J Coogan	Refuse sacks and bleach	8.77	1108
V Carroll	December expenses	103.84	1109

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 cheque 1100 (authorised by Pavilion Committee) and cheques 1097, 1098 and 1099 for the December salaries (ongoing payments) were signed prior to the meeting.

688.2 Budget 2011/12

In the absence of any further information from County Council level, the draft budget as agreed on 2nd December will be adopted for 2011/12. On this basis the precept for 2011/12 will be £58,540, a 5% increase on 2010/11. The estimated number of band D equivalent properties for 2011/12 is 699.7 which gives a charge of £83.66 per property (£79.35 in 2010/11 on 702.6 houses). Precept to be notified to South Cambs by 2nd February 2011.

688.3 Training Needs

None identified.

688.4 Change to Standing Orders / Financial Regulations

On a resolution proposed by Cllr Lang and seconded by Cllr Footman it was agreed to amend to the financial regulations as follows : to add a further clause to 11.1 (a) of the Financial Regulations :

- (vii) for the supply of goods, materials or services relating to the build of the Pavilion on Furlong Way recreation ground, and where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates where appropriate.

688.5 Streetlights

Notification has been received for the charges to be paid in 2011 at £528.58 (last year £625.69).

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

689.1 Parishioner correspondence

The Parish Clerk has received notification that Bosserts Way is to be resurfaced.

689.2 Other Correspondence and consultations

689.2.1 SCDC Public consultation

The monthly report for December 2010 was received.

689.2.2 Parish Forum

Cllrs Levett and Phillips to attend. Wednesday 19th January 2011 5.30pm.

689.2.3 CABMAG Extended Schools Partnership – localism project

Details of the presentations were received.

689.2.4 SCDC Parish Council Satisfaction Survey

Completed for submission.

689.2.5 Digital TV switchover

The Parish Council is not aware of any residents who may be unaware of the switchover to digital from analogue at the end of March 2011 - ACRE have a scheme of volunteers to help any such people.

690 To attend to Planning received since the previous meeting

690.1 Planning consultation

690.1.1 S/1569/10 Proposed wind turbine, Bourn Golf Club, Toft Road, Bourn, Cambridge CB23 2TT

Applicant : Bourn Golf Club. Application withdrawn.

690.1.2 S/1440/09/F Extension to provide additional bedrooms for nursing home and ancillary accommodation and new access arrangement, Gracefield Nursing Home, St Neots Road CB23 8AY

A non-material amendment has been received for this planning application – plans amended to show an additional 1m in length and gable end to roof. For information only.

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

690.2.1 S/1737/10 86 West Drive, Highfields Caldecote

Permission for a dwelling refused.

690.2.2 S/1437/10 Extensions to existing cattery, The Shielings, Highfields Road, Highfields Caldecote CB23 7NX

Permission for extensions to existing cattery granted.

680.3 Planning Inspectorate Appeals

690.3.1 S/1397/09/O Site at : Land at rear of 18 – 28 Highfields Road, Highfields Caldecote, Cambridge - applicant : Banner Homes

Appeal date was 6th January 2011. No decision will be made until the Inspector has attended a site visit.

691 Village development, recreation grounds and public open spaces

691.1 Taylor Wimpey handover and maintenance

691.1.1 Rectification works

Rectification works have commenced. Clerk has contacted Taylor Wimpey requesting that the hedges/shrubs removed from Grove Close and Dorral Dean be reinstated as part of these works.

691.2 Maintenance

691.2.1 Gates into recreation ground

Clerk to obtain quotes for fencing either side of the gate onto the recreation ground, including a pedestrian/pushchair/wheelchair gate to one side.

691.3 Cricket wicket / cricket square

Nothing to report.

691.4 Banner 2 – 97 homes

See 690.3.1 above.

691.5 Playground

Nothing to report.

691.6 Sport and recreation working party

Nothing to report.

691.7 Cabin Report

Nothing to report.

691.8 BT Race to Infinity

The Madingley exchange is one of the 6 exchanges awarded the superfast fibre broadband upgrade. The upgrade is expected to happen 2011/12.

691.9 Bus shelter

Cleaning still under research.

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

- For Sale signs still being attached to street furniture
- There are two Furlong Way signs
- Streetlights need reporting (clerk to be given details)
- Bin on Grayway Close has not been emptied for a while.

693 Closure of meeting and parish matters

There being no further business the meeting was closed at 9.50 pm.

Date of next Parish Council meetings

Thursday January 20th Planning Meeting 7.00 pm in the Village Hall

Thursday January 20th Pavilion Committee Meeting 7.30pm in the Village Hall

Sport and Recreation working party meeting - Monday 24th January 7.30pm in the Village Hall

Thursday February 3rd Parish Council Meeting 7.30 pm 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

- Road closures for events – request for early application (relevant to Royal Wedding street parties, etc)
- NALC Policy and Parliamentary Briefing – The Localism Bill

- Street Lighting Maintenance and Energy April 2011 onwards
 - Winter Gritting Service and the Localism agenda
 - Proposal for Cambridgeshire Community Services NHS Trust to become an NHS Foundation Trust (colour brochure included in this pack)
 - Future of Standards
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Signed _____ Chairman _____ Date _____