

**Draft minutes of the Meeting of Caldecote Parish Council  
on Thursday 1<sup>st</sup> September 2011 at 7.30pm in the Village Hall**

**Present :** Cllr Doreen Francis, Cllr Jack Lang, Cllr Alan Levett, Cllr John Newby, Cllr Mike Phillips, Cllr Whelan and Cllr Neale Whyatt.

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

**764 Apologies for absence and also declaration of interests from members**

Apologies were received from Cllr Tom Footman and District Councillor Tumi Hawkins.

Declarations of interest were received as follows :

770.1.2 Cllr Neale Whyatt is a neighbour (prejudicial). Cllr Whyatt did not take part in this agenda item nor the vote.

770.1.1 Cllr Doreen Francis lives in the same road (Cllr Francis had left the meeting when this item was taken)

771.11 Cllr Neale Whyatt lives in the same road (non-prejudicial).

**765 To approve the minutes** of the previous meeting on August 4th. On a resolution by Cllr Levett and seconded by Cllr Phillips the minutes were approved as a true record with no amendments.

Item 767.1 (County Councillor's Report) was brought forward to the beginning of the meeting, after which Councillor Whelan left at 7.46 pm.

**766 Matters arising for information and discussion, clerks report.**

**766.1 Police Report**

**766.1.1 Police report for the period**

The police report from PCSO Mahoney for the period was received.

**766.1.2 Feedback from the Comberton Neighbourhood Panel 24<sup>th</sup> August 2011**

A verbal report was received from Cllr Francis. Priorities for the ward at the present time are inappropriate use of green spaces and road safety concerns (including speeding). Offense levels remain constant. Anti social behaviour incidents are rising but are consistent with this time last year. No cutbacks to the service are expected in Cambridgeshire.

Setting of a bye law requiring dogs to be kept on a lead is to be added to the agenda for the next meeting.

**766.2 Parish Plan Printing**

Three quotes for printing of the Parish Plan were received. On a resolution proposed by Cllr Lang and seconded by Cllr Whyatt it was agreed to use Victoire Press at £1,275. This was not the cheapest quote (one cheaper and one more expensive) but their products have a good reputation for a professional finish and the Parish Plan is intended to be a high profile document. It was further agreed that the Parish Council would fund the difference between the remainder of the Parish Plan fund (£939.05) and the cost of the printing.

**766.3 Bus service**

Nothing to report.

**766.4 Highways**

**766.4.1 Caldecote Footpath no 6 (to Bourn)**

County Council to be contacted re enforcement options.

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

Cllr Whelan to progress.

**766.4.3 Winter gritting arrangements**

It was agreed that the Parish Council does not wish to take part in formal training and undertake to clear certain routes within the Parish. The same (informal) system as last year will be operated. It was noted that the grit bins have been filled.

**766.4.4 Furlong Way Bus Shelter**

The Clerk contacted the County Council following a letter from a resident expressing concern about the safety of schoolchildren waiting at the bus stop. To date a response has been received stating that Comberton Village College is not part of the Safer Routes to School Project but further enquiries will be made to see if another department can help.

**766.5 Youth Services**

The Connection Bus Project termly report April – July 2011 was received.

**766.6 Traffic calming**

Awaiting response from Glanville.

**766.7 Church railings**

Cllr Whelan to progress.

**766.8 Drainage of tennis court and MUGA area**

Hannah Reed and Associates (HRA) are progressing with the topographical survey. They met with the Clerk on the morning of 1<sup>st</sup> September and had a tour of the site. Initial (informal) comments were that a formal drainage system is needed around the hard standing areas (MUGA, tennis courts) to collect the water which is otherwise causing the flooding on the grass areas. The disposal of the water is the more expensive part of the problem.

**766.9 Allotments**

Response from Sitwell and Townlands Trust is that the remaining land not used for allotments has been leased on a three generation tenancy and that further land is therefore not available. Clerk to establish the background to statutory allotments.

**766.10 Post Box**

Collections Team from Royal Mail have responded to say it is the responsibility of the Local Delivery Office. A formal request has been made by the Clerk.

**766.11 Anglian Water/Pumping Station**

It was noted that a drain on the footpath leading from Strympole Way to Furlong Way was cleared on Wednesday evening (31<sup>st</sup> August) but the footpath was left covered in the drain contents. Anglian Water have been chased to have this cleared up as the footpath is in constant use.

**767 Reports from the District and County**

**767.1 County Councillor's Report**

County Councillor Whelan has a meeting on Tuesday 6<sup>th</sup> September with John Onslow of the County Council to discuss damage to cars caused by the speed thumps in the village. Other Parish Councillors are invited to attend.

The poor visibility at the mini roundabout on Clare Drive (north) was raised again, together with the fact that traffic on Highfields Road does not slow sufficiently on the approach to the roundabout.

There is a meeting in September to review the bus service provision in the county.

There is a fire service review under way.

The library at Comberton is to be put on the agenda for the next Parish Council meeting. The next meeting about the library is 12<sup>th</sup> September : there are approximately 35-40 people who have signed up as 'Friends of Comberton Library' and they are looking for contributions from parishes from next April onwards.

**767.2 District Councillor's Report**

The District Councillor's report is appended to these minutes.

**768 Finance and procedural matters**

**768.1 To receive the financial report and approve the payment of bills**

Expenditure for approval			CHQ NO.
<b>Late payments August meeting</b>			
Caldecote Village Institute	Hire of hall for meetings	24.50	1213
RHD Building Solutions	Emerg repairs to bus shelter	330.00	1214
Connections Bus Project	Bus visits April-July	1,164.00	1215
Dullingham Developments	Pavilion brickwork	4,000.00	1216
UK Power Networks	Pavilion electricity connection	1,543.20	1217
<b>New Payments</b>			
Travis Perkins	Pavilion materials	1,083.23	1218
Ridgeons	Pavilion materials	10,876.47	1219
Anderton Haulage	Sand for pavilion	393.60	1220
V Carroll (6)	August salary	719.41	1221
J Coogan (6)	August salary	362.80	1222
K Martlew (6)	August salary	85.68	1223
Moore Stephens	Audit fee 2010/11	480.00	1224
Post Office (SCDC)	VAT on building control fee	139.50	1225
MD Landscapes	Verge cutting and POS grass	972.00	1226
J Coogan	Refuse sacks	8.00	1227
Caldecote Church	Journal delivery	150.00	1228
Jewson	Pavilion materials	136.02	1229
CGM Landscapes	Recreation ground cut	516.00	1230

CGM Landscapes	Fencing and kissing gate	1,380.00	1230
Travis Perkins	Pavilion materials	303.91	1231
Virginia Carroll	Clerk's expenses	79.08	1232
E:on	Cabin electricity	38.92	dd

There were the following late payments :

NALC	QS fee	117.50	1233
LGS Services	Journal printing	360.00	1234
V Carroll (Eurooffice)	Print cartridges and stationery	143.44	1235
Caldecote Village Institute	Hire of hall for meetings	26.25	1236
Gas Trading Company	Gas Supply for pavilion	1,514.05	1237

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 cheques 1221, 1222 and 1223 for the August salaries (ongoing payments) were signed prior to the meeting.

Cllr Francis left the meeting at this point (8.16pm). 5 councillors remained – the meeting was still quorate.

**768.2 Quality Status renewal**

The Parish Council's Quality Status reaccreditation portfolio has been submitted.

**768.3 Request for grass cutting grant from St Michael's and All Angels**

On a resolution by Cllr Lang and seconded by Cllr Whyatt it was agreed to award a grant of £350 towards the grass cutting.

**768.4 Annual Return for the year ended 31 March 2010**

The audited Annual Return has been received from Moore Stephens. An unqualified statement was made with no matters to be brought to the attention of the Council.

**768.5 Annual Report**

On a resolution by Cllr Lang and seconded by Cllr Newby the Annual Report was accepted and the quote from Victoire Press was accepted for the printing.

**768.6 Annual Street Lighting Maintenance Contract**

On a resolution by Cllr Lang and seconded by Cllr Phillips, it was agreed to sign the contract for Option 1.

**768.7 Village handyman**

The Parish Council agreed to the employment of a village handyman to deal with small maintenance jobs around the village. Clerk to provide specimen contract and rates to the next meeting.

**768.8 District and Parish Council Training Event – decision making and modern.gov**

Details of the above were circulated for any Parish Councillors who wish to attend.

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

**769.1 Parishioner correspondence**

None.

**769.2 Other Correspondence and consultations**

**769.2.1 SCDC Planning Policy Monthly Update – August 2011**

The monthly report for August was received.

**769.2.2 Cambridgeshire County Council – Cambridgeshire and Peterborough Minerals and Waste Plan – Suggested Changes to the Site Specific Proposals Plan**

No recommendations to be made.

**769.2.3 Cambridgeshire ACRE 13<sup>th</sup> Annual General Meeting Tuesday 27<sup>th</sup> September 2011 5.30pm – 8.30pm.**

No attendance required.

**770 To attend to Planning received since the previous meeting**

**770.1 Planning consultation**

**770.1.1 S/1448/11 Single dwelling 101A West Drive, Highfields Caldecote CB23 7NY**

Recommended for APPROVAL subject to the following :

“This site has been the subject of a previous application (S/0586/09/F), the supporting documents for which included a ‘Statement in Support of Application’ containing the following paragraph :

“The bungalow already has two vehicular accesses with tarmac cross over and dropped kerb, for the width of two cars each. There was a third one, the original which was in the corner, but it was fenced off by Ashwell Developments in 2004, even after informing that it was still in use to the Council and the Highway authorities.”

Additionally, a plan was included showing a ‘real’ boundary to the plot and the position of the existing boundary fence, which do not coincide with each other (Appendix I).

The revised site plan included with the current application indicates that the boundaries will be moved but it should be made a condition that the boundaries to this plot should be returned to their original positions to allow access to the relevant services and to ensure correct positioning of the proposed front railings.

Conditions should be applied on the following during construction :

- No work should be carried out before 8am and should finish by 6pm (1pm Saturdays)
- No work on Sundays or Bank holidays
- Any spoil removed should not be used to raise ground levels and create neighbouring flood problems
- Parking and compounds should be provided on site if possible to ensure that disturbance to nearby properties is kept to a minimum.
- Roads used by any site traffic should be kept free of mud and if necessary regularly swept. Wheel washing facilities should be used.

- Water harvester should be included”

**770.1.2 S/1397/11 Alterations – Underpinning and structural works to roof, Church Cottage, Main Street, Caldecote CB3 7NU**

Recommended for APPROVAL.

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

**770.2.1 S/1263/09/F Variation of Condition 1(a) of consent S/0013/94/F to permit 3 additional pitches on existing mobile home park, Highfields Court, CB23 7NX**

Permission refused.

**770.3 Planning Inspectorate Appeals**

None.

**771 Village development, recreation grounds and public open spaces**

**771.1 Pavilion**

**771.1.1 To receive the draft minutes of the Pavilion Committee 10<sup>th</sup> August 2011**

The draft minutes were received. The financial report for the meeting was also received. The budget now stands at £244,061 and it will be necessary to amend the terms of reference of the Pavilion Committee to increase the budget from £218,615 to £250,000 as follows :

“Caldecote Parish Council Pavilion Committee is delegated to consider and determine, on the Parish Council's behalf, all matters relating to the building of a pavilion on the Furlong Way Recreation Ground. This includes all necessary applications for planning and legislative compliance, drawing up detailed specifications for agreement by the Parish Council, drawing up a project plan and budget to ensure the project is completed within timescale and over all budget of £250,000 (subject to an adequate level of funding being in place to cover the orders placed), ensuring adequate insurance is in place, the power to place orders for materials and work and the payment of invoices arising therefrom.”

This will be included as an agenda item for resolution and adoption at the next Parish Council meeting.

**771.1.2 Pavilion Running Costs**

To be included as an agenda item for future meetings.

**771.2 Taylor Wimpey handover and maintenance**

**771.2.1 Adoption of roads**

Nothing to report.

**771.2.2 Landscaping works**

Clerk has instructed Mills and Reeve to progress the legal paperwork for the transfer of POS on Phase 1.

**771.3 Maintenance**

**771.3.1 Ashwells (Grafton Drive)**

Nothing to report.

**771.3.2 Blythe Way**

Nothing to report.

**771.3.3 Grayway Close**

Nothing to report.

**771.3.4 Recreation Ground**

The recreation ground will need an autumn fertiliser and either vertidrainage or spiking to maintain it in good condition over the winter.

**761.3.5 Maintenance Budget and forecast 2011/12**

The budget and forecast were received.

**771.4 Cricket wicket/cricket square**

Nothing to report.

**771.5 Banner 2 – 18-28 Highfields Road**

School provision is still considered to be the major problem with any new development. Other areas which may form part of any agreement for development would be : sheltered housing; traffic calming; youth centre; allotments; transport; drainage.

**771.6 Playground**

Nothing to report.

**771.7 Sport and recreation working party**

Nothing to report.

**771.8 Cabin Report**

Nothing to report.

**771.9 Parish Council streetlights Parish Council Streetlights – repairs to column SC019**

Responsibility for replacing the streetlights rests with SCDC as they own the lights. The Parish Council has the devolved responsibility to maintain and pay for the power only. SCDC contacted and requested to have the streetlight repaired.

**771.10 Skate ramp and BMX ramp**

**771.10.1 Skate ramp**

Nothing to report

**771.10.2 BMX ramp**

Since the decision to site the BMX ramps on the recreation ground was made at the 1st August meeting, the following other considerations have come to light :

- Accessibility of emergency services to the proposed site
- Confirmation of the line of the electricity cable
- Positioning of the adult football pitch
- Drainage laterals are less than 1 metre down

The site is therefore no longer considered suitable for the ramps and an alternative site will have to be found. It was also noted that there has been damage to the drainage ditch by cutting into the ditch and surrounding area to make ramps. To be included on the next agenda as a special resolution.

**771.11 Speed signs**

On a resolution by Cllr Lang and seconded by Cllr Levett it was agreed to include the costings for new speed signs/limits (as per the Parish Plan) into the budget for 2012/13.

**771.12 RHS Britain in Bloom**

It was agreed that at the present time there is no impetus to join the Britain in Bloom project.

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

- Bent sign (traffic calming sign) on Main Street
- Damaged/missing signs at both entrances to the village (island by garage on old A428 and island on Toft Road)
- Foliage is starting to obscure street signs

**773 Closure of meeting and parish matters**

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 of two further items. These items are covered by confidential minutes held by the Clerk.

There being no further business the meeting was closed at 9.32 pm.

**Date of next Parish Council meetings**

Monday September 12<sup>th</sup> Sports and Recreation Working Party Meeting 7.30pm Village Hall

Thursday September 15<sup>th</sup> possible planning meeting 7.30pm Village Hall

Wednesday September 21<sup>st</sup> Pavilion Committee Meeting 7.30pm Village Hall

Wednesday 28<sup>th</sup> September Parish Liaison Meeting 7.00pm South Cambridgeshire Hall

Thursday October 6<sup>th</sup> Parish Council Meeting 7.30pm Village Hall

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**Items for Note – please ask the clerk for details**

- South Cambridgeshire Traffic Management Area Joint Committee 25<sup>th</sup> July 2011 – decision summary and minutes
  - Rights of Way Parish Map (electronic copy)
  - Countryside Voice – Summer 2011
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Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date \_\_\_\_\_