

**Draft minutes of the Meeting of Caldecote Parish Council
on Thursday 4th August 2011 at 7.30pm in the Village Hall**

Present : Cllr Tom Footman, Cllr Doreen Francis, Cllr Jack Lang, Cllr Mike Phillips and District Cllr Tumi Hawkins.

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

754 Apologies for absence and also declaration of interests from members

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

No declarations of interest were received.

755 To approve the minutes of the previous meeting on July 7th. On a resolution by Cllr Footman and seconded by Cllr Phillips the minutes were approved as a true record with no amendments.

756 Matters arising for information and discussion, clerks report.

756.1 Police Report

756.1.1 Police report for the period

The police report for the period was received.

756.1.2 Motorcycling on bridleways

A number of complaints have been received about motorcycles speeding along the bridleways in both directions (Bourn and Hardwick). These have been passed onto the police. The PCSO has recommended that residents should ring the main police number as soon as they hear the bikes so that a car can be dispatched.

756.2 Parish Plan Report

On a resolution proposed by Cllr Lang and seconded by Cllr Footman the Parish Plan was formally adopted.

756.3 Bus service

Nothing to report.

756.4 Highways

756.4.1 Caldecote Footpath no 6 (to Bourn)

The Ramblers Association has been contacted to find out what steps can be taken to fully reinstate the footpath.

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

Cllr Whelan to progress.

756.5 Youth Services

The Connection Bus Project will continue its visits during the summer break on Tuesday evenings at Furlong Way recreation ground.

756.6 Traffic calming

The Clerk is to obtain a quote for the next stage of work from Glanville (junctions A – D). Parish Councillors are to meet at the West Drive/Highfields Road roundabout on Saturday 6th August at 9.30am to review the proposed changes on the plans with the road layout.

Following the meeting on Saturday morning the Clerk is to obtain a costing from Glanville for the T-junction design at the West Drive/Highfields Road junction.

756.7 Church railings

Cllr Whelan to progress.

756.8 Drainage of tennis court and MUGA area

Hannah Reed and Associates (HRA) have had an initial site visit. There are various options available but the first stage will be a topographical survey of the areas to assess the exact fall of the land. On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed to instruct HRA to progress with the survey at a cost of £1,500. An electronic copy of the survey is to be requested.

756.9 Allotments

Having investigated the costs of the potential site on the A428 it was agreed that the costs would be too high for a site which is not guaranteed to be sustainable (kerb lowering, fencing, grasscrete, storage cabin, water supply, toilet). Clerk to write to the landowner thanking them but saying at present the Parish Council would not be looking to place allotments on that site. Clerk to contact the Sltwell and Townlands Trust to enquire as to the possibility of leasing more land by the existing allotments.

756.10 Post Box

Rural Services Network and Delivery Office to get back to Clerk.

District Councillor Tumi Hawkins joined the meeting at 8.05pm.

756.11 Anglian Water/Pumping Station

District Cllr Hawkins and Cllrs Lang and Levett attended a meeting with SCDC and Anglian Water on Thursday 28th July. Feedback from the meeting included the following points :

- The pumping station is monitored by telemetry from Lincoln;
- There are two systems – the normal foul pump and overflow storm tank;
- Last November the control circuitry was modified to prevent the storm water from the surge tank being pumped into the foul pit if that was already full. This has prevented most of the flooding;
- The high level alarm on the storm surge tank triggered five times this year. There may be an issue on capacity in periods of continuous rain, but it is designed to operate correctly except for a once in every forty years event;
- Tankers will operate when maintenance is needed, such as a blockage or routine cleaning;

Road gulleys are owned, controlled and maintained by the County Council not Anglian Water. This may help in the drainage of the tennis court area. Clerk to enquire.

756.12 Parish Council Liaison Meeting 20th July

Cllr Levett attended. Copies of the slides were distributed.

757 Reports from the District and County

757.1 County Councillor's Report

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

757.2 District Councillor's Report

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

Item 761.10.2 was taken at this point in the meeting after which District Councillor Tumi Hawkins left at 9.05pm.

758 Finance and procedural matters

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

Expenditure for approval			CHQ NO.
Late payments July meeting			
Caldecote Village Institute	Hire of hall for meetings	17.50	1193
Paul Drayton	Photocopying expenses	13.80	1194
Floorspan Contracts Ltd	Pavilion floor beams	8,325.04	1195
Andrew Firebrace Ltd	Pavilion load takedown	360.00	1196
Nigel Pindar Transport	Relocate cabin to pavilion	180.00	1197
MD Landscapes	Verge and grass cutting	684.00	1198
MD Landscapes	Grass cutting	288.00	1199
New Payments			
Floorspan Contracts Ltd	Pavilion floor beams	455.80	1200
Anderton Haulage	Removal of spoil	2,244.00	1201
Dullingham Developments	Brickwork for footings	1,830.00	1202
TJN Landscapes Ltd	Drains and stripwork	6,202.80	1203
K Martlew (5)	Salary July	85.68	1204
J Coogan (5)	Salary July	362.80	1205
V Carroll (5)	Salary July	719.61	1206
CGM Cambridge Ltd	Grass cutting	384.00	1207
REJB&Co	Emergency repairs play equip	102.00	1208
Glanville Consultants	Traffic calming advice	7,075.79	1209
V Carroll	Clerk expenses July	221.80	1210
Ridgeons	Pavilion materials	949.01	1211
J Coogan	Cleaning materials	12.74	1212
Cambridge Water	Changing Cabin water	105.11	dd

SCDC Eurobin	Bin collection June	24.90	dd
Transfer from deposit account	To current account	25,000.00	dd
Transfer from deposit account	To current account	(25,000.00)	dd

There were the following late payments :

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

On a resolution by Cllr Lang and seconded by Cllr Francis 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 1204, 1205 and 1206 for the July salaries (ongoing payments) and 1200 to 1203 for the pavilion project work were signed prior to the meeting.

758.2 Quality Status renewal

The Parish Council's Quality Status is up for renewal. Portfolio is being prepared for submission by the end of August.

758.2.1 Training Statement of Intent

On a resolution by Cllr Lang and seconded by Cllr Phillips the Training Statement of Intent was accepted and signed.

758.2.2 Community Engagement Statement of Intent

On a resolution by Cllr Lang and seconded by Cllr Phillips the Community Engagement Statement of Intent was accepted and signed.

758.2.3 Amendment to Standing Orders

It was noted that the Standing Orders would be amended to allow for public participation within the meeting as an agenda item rather than as a public forum before the meeting starts (required by 2010 amendment to Standing Orders). To be amended by resolution at the September meeting.

758.3 Actual v budget 2011/12

A report of actual expenditure against budget to the end of June 2011 was received. Expenditure is on track.

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

759.1 Parishioner correspondence

None.

759.2 Other Correspondence and consultations

759.2.1 SCDC Planning Policy Monthly Update – July 2011

The monthly report for July was received.

760 To attend to Planning received since the previous meeting

760.1 Planning consultation

760.1.1 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*

This went to Planning Committee on Wednesday 3rd August. Permission refused.

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

None.

760.3 Planning Inspectorate Appeals

None.

761 Village development, recreation grounds and public open spaces

761.1 Pavilion

761.1.1 To receive the draft minutes of the Pavilion Committee 20th July 2011

The draft minutes were received. It was noted that at present there is a shortfall between total cost and income of £15,000.

761.1.2 Funding

On a resolution by Cllr Lang and seconded by Cllr Phillips the Parish Council accepted the terms and conditions of the £20,000 grant from AmeyCespa towards the mechanical installation for the pavilion.

761.2 Taylor Wimpey handover and maintenance

761.2.1 Adoption of roads

Clerk to ascertain progress from Cllr Whelan.

761.2.2 Landscaping works

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

761.3 Maintenance

761.3.1 Ashwells (Grafton Drive)

There are two areas which the newly formed management company would like to transfer to the Parish Council (POS 3 and 4). POS 3 cannot be transferred because it forms part of the original West Drive and responsibility for maintenance lies with the houses adjoining the land. POS 4 cannot be transferred for the same reason.

761.3.2 Blythe Way

The area adjacent to 4 Cavendish Way was never intended to be transferred to the Parish Council. It is believed that it was to be conveyed to the houses either side.

761.3.3 Grayway Close

Nothing to report.

761.3.4 Recreation Ground

761.3.4.1 Update from Cllr Newby

No report.

761.3.4.2 Request from Caldecote Football club to have electricity and water supplied to their cabin

It was agreed that at present the Parish Council did not have the budget to install electricity and water to a point to the right of the gate. A metal storage facility is not suitable for such a supply to be installed. To be reviewed as part of the budgeting process for 2012/13 together

with the possibility of an alternative facility on the football pitch side of the field to house electricity and water.

761.3.4.3 Trimming back of hedgeline

On a resolution by Cllr Lang and seconded by Cllr Phillips it was agreed to go ahead with the trimming back of the hedgeline for £750 + VAT.

761.3.5 Maintenance Budget and forecast 2011/12

The budget and forecast were received.

761.4 Cricket wicket/cricket square

Clerk to investigate the intended water source for the cricket watering (i.e. mains water or grey water) and the possible need for an additional water meter.

761.5 Banner 2 – 18-28 Highfields Road

Minutes of the meeting of the Planning Working Party (and other Councillors) held on Thursday 21st July at 7.30pm were received. Cllrs Lang, Levett, Francis, Footman and Phillips were present, with Paul McCann and Peter Blades from Banner.

761.6 Playground

On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed to instruct REJB&Co to carry out the rectification works to the playground. The work to the tennis courts should be amended to include preventing the gate from opening inwards.

761.7 Sport and recreation working party

The draft minutes of the Sport and recreation working party meeting on Monday 25th July 2011 were received.

751.8 Cabin Report

Nothing to report.

761.9 Parish Council streetlights

761.9.1 Repairs to column SC019

On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed to accept the quote from Cambridgeshire County Council for the replacement of the streetlight provided Highways confirm that it must be replaced.

761.9.2 Streetlighting PFI project

Noted.

761.10 Skate ramp and BMX ramp

761.10.1 Skate ramp

Nothing to report

761.10.2 BMX ramp

On a resolution by Cllr Lang and seconded by Cllr Francis the following was agreed :

- A formal club/association must be formed for the use of the dirt ramps
- Access to the ramps will be via the shelter belt entrance ONLY and not across the recreation ground. Bucket Hill plantation is out of bounds.
- The club/association will be responsible for the construction, maintenance and upkeep of the ramps
- Due care must be taken not to disturb or damage the drainage system or the power cable running under this part of the field. Should any damage occur, this must be made good by the association.
- The ramps will be maintained in a clean and tidy condition, including the immediate surrounding area
- The boundary of the dirt ramp area will be marked out (e.g. with lines)
- The ramps will not be used whilst there is a cricket match in progress.

- Any instances of vandalism will result in the license being immediately revoked.

On acceptance of the above, the Parish Council will grant an annual license to the club/association and will take on the financial cost of the insurance, annual inspection and signage.

761.11 Shelter Belt

On a resolution by Cllr Lang and seconded by Cllr Footman it was agreed to start works on the shelter belt/dog walk in September, accepting CGM's quote.

761.12 Speed signs

The costing schedule from the County Council was received. The Clerk is to review the speed limits suggested in the Parish Plan and bring the costs to the next meeting.

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

- Streetlight permanently on in Grafton Drive and post damaged – already reported to the management company.
- Brambles on corner of Furlong Way have been reported to Highways for cutting back.
- Privet hedge opposite school to be cut back by our contractors
- Trees by the tennis courts have been snapped off
- Clerk to investigate where the storm water from Blythe Way goes – does it go into the sewer system and therefore exacerbate the pumping station problems ?
- East Drive – a blue bin has appeared marked 'mobile home no 28' – has planning permission been received ?
- Some of the grass on the recreation ground has been set on fire

763 Closure of meeting and parish matters

There being no further business the meeting was closed at 9.55 pm.

Date of next Parish Council meetings

Wednesday August 10th Pavilion Committee Meeting 7.30pm Village Hall

Thursday August 18th possible planning meeting 7.30pm Village Hall

Tuesday August 30th Pavilion Committee Meeting 7.30pm Village Hall

Thursday September 1st Parish Council Meeting 7.30pm Village Hall

Items for Note – please ask the clerk for details

- Cambridgeshire County Council HCV Strategy report to Cabinet and Decision Summary
- Connections Bus Project User Survey
- Keeping in Touch – Cambridgeshire Community Services NHS Trust
- Summary of response to consultation on seeking Foundation Trust Status - Cambridgeshire Community Services NHS Trust
- Quality Panel vacancy
- Cambridgeshire and Peterborough Minerals and Waste Local Development Framework – Adoption of the Minerals and Waste Core Strategy, Proposals Map C Mineral Safeguarding Areas and supporting Supplementary Planning Documents
- Polling District and Polling Place Review 2011 (South Cambs)

Signed _____ Chairman _____ Date _____