

CAXTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 12 July 2012 at 8.00 pm

Present: Councillors: K Howard (Chairman), E Blair, M Harrison, R Millard and R Steel.

In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services)

1. Apologies for absence and declarations of interest

Apologies were received from Cllrs Human (out of parish) and Agg (out of parish), and from District Councillors Loynes and Elcox.

There were no declarations of interest at this point.

Comments & observations from members of the public and reports from District & County Councillors

None present.

2. To approve the minutes of the previous meeting on 10 May 2012 and the extraordinary meeting on 31 May

The minutes of 10 May 2012 were approved ^(Prop MH, 2nd RS) as a true record and signed by the Chairman, after an amendment to Item 5.1 to delete the word "Jubilee". A raised flowerbed and repairs to the wall will be agenda items for the next meeting.

The minutes of the extraordinary meeting on 31 May were approved ^(Prop MH, 2nd RS) and signed by the Chairman.

3. Matters arising from the last meeting

The Clerk's report on matters arising and background information to items on this agenda was noted.

3.1 (1.5) Caxton Pit

It was agreed to write to the landowner of the adjacent land to inform him that during a review of the village assets, the Parish Council have found that the Pit is not in the Parish Council's ownership, and to enquire whether he is the owner. Carried forward.

3.2 (4.1) New Play equipment

Cllr Human was not present to report. Carried forward.

3.3 (4.3) Emergency Planning

The information required for an emergency plan was considered. It was agreed to place an article in the next parish newsletter asking residents to contact the Clerk if they are able to offer emergency assistance by way of medical training, or provide equipment or voluntary labour. Residents are also to be asked if they are aware of anyone in the village who might be vulnerable in the event of an emergency. Cllr Harrison undertook to approach individuals and seek their permission for inclusion on a list. Places of safety were identified as the Village Hall, Church, Pub and a barn.. A contact list will be drawn up based on information received. Carried forward.

3.4 (4.3) Caxton Village Hall – to consider quotations

Cllr Steel declared an interest as a trustee of the Village Hall and did not take part in the discussion. The Parish Council considered the two quotations received which were much higher than expected and also the Clerk's report on the Council's budget and sources of funding. The possibility of a grant of up to 35% from SCDC was being explored but even if successful there would be a shortfall of some £8000. It was agreed that the complete renovation of the roof, rather than temporary repairs, was required.

At 8.59 pm, the Chairman temporarily closed the meeting to allow Cllr Steel to speak as a member of the public. It was suggested that the work required to the roof should be

regarded as “essential renovations” rather than “repairs”. The meeting was re-opened at 9.00 pm.

Members were asked to consider whether there were any other contractors who might be approached to provide a quotation, and to inform the Clerk so they could be put in touch with Gawn Associates. It was agreed to arrange a site meeting between members, Gawn Associates and the Village Hall Committee to explore the possibility of reducing costs. Cllr Howard and Blair agreed to attend.

3.5 (4.4) Local bus – to consider what is involved

As the changes in the new timetable did not appear to affect Caxton, it was agreed to leave this matter in abeyance and take no action at this time.

3.6 (4.6) Dog Fouling – to consider quotation for signs

The quotation received was felt to be rather high and it was agreed to obtain alternative quotes and to enquire whether signs were available through SCDC.

3.7 (8.2) Community Oil Buying Scheme

Details of the service provided by Agricole were considered. Cllr Harrison declared an interest as her oil is supplied by Agricole. It was agreed to place an article in the newsletter giving a summary of the scheme and informing residents that the Parish Council was considering using it.

4. Local matters and members items

4.1 Local Plan – report on meeting

Cllr Howard reported on the workshop he attended at SCDC on 10 July, and gave an outline of the proposed options. The forecast requirement for new homes was now lower and the number of sites considered under the Call for Sites had been reduced. The District Council is working with Cambridge City Council to achieve development as close to the city as possible. Different options for village frameworks were outlined. The view was expressed that villages of Caxton’s size had insufficient infrastructure to sustain development beyond the village envelope. The costs of producing a neighbourhood plan were noted. Members are to study the papers in detail in order to formulate a response to the consultation which will be an agenda item for the next meeting.

4.2 7 Ton Limit

It was unanimously agreed ^(Prop KH, 2nd MH) to approach the Highways authority with a view to obtaining a 7.5 ton limit through the village.

4.3 Update on Superfast broadband

Cllr Blair reported that one cabinet should be commissioned within a week or two and work to deal with outstanding wayleaves on the other two cabinets was proceeding.

5. Planning and Tree Works

5.1 Applications received since the last meeting

5.1.1 S/0717/12/FL – 88-94 Ermine Street – Dwelling and garage

As there had been no material change in the proposal, It was agreed ^(Prop KH, 2nd MH) to respond that the Parish Council recommends refusal of the application, and reiterates its previous comments, as follows:

- Building outside the village envelope
- Access way – overstretched already, concealed entrance, narrow and hazardous, not fit for additional traffic
- Loss of fire engine turning circle

- The application shows the retention of a "landlocked" 4th site between the proposal and 88 Ermine Street, with no access to it. If this is for future building plot, access would need to be reserved and so the plans would need to be revised.

5.2 SCDC notifications to note
None.

5.3 Tree works
None.

6. **Finance and procedure**

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

The financial report was received and considered. The invoices were checked, at the end of the meeting, before the cheques were signed. The payments as listed in the report were approved for payment ^(Prop RS, 2nd EB). Credits including the Jubilee fund £727.50, CCC Agency services £315.72, and advertising income, were noted.

JPP Ltd (Jubilee mugs)	£483.60
Playsafety Ltd (Rospa check)	£82.80
LGS Services (newsletter)	£120.00
LGS Services (Admin support)	£465.47
Gawn Associates (Village Hall repair)	£1200.00
Buchans (Grass cutting)	£415.20
Caxton Swing (Booking fee)	£300.00
J Pearson (Caxton Swing deposit)	£50.00
LG Stoehr (Salary)	£183.60
B Steward (Salary)	£21.10

6.2 To consider banking arrangements after Santander complaint response

The response to the Parish Council's complaint about authorisation to access information on the account was considered. It was agreed unanimously ^(Prop KH, 2nd MH) to consider alternative banking arrangements.

6.3 RoSPA play inspection report

The report was considered. No action was deemed necessary at this time. A copy of the report is to be sent to Cllr Human.

6.4 To consider any quotes for urgent work required because of risk
None.

6.5 CAPALC – cheque signing guidance
Noted. The Parish Council already comply.

7. **To consider matters arising out of correspondence received including**

7.1 SCDC Code of Conduct – to adopt a Code of Conduct, consider complaints procedure and complete members' interests requirements

It was agreed to adopt the new Code of Conduct as drafted by SCDC ^(Prop RS, 2nd EB), update the current complaints policy with the new Code of Conduct's adoption and to also adopt the complaints procedure set out in the Cottenham Parish Council document whereby matters relating to non-pecuniary interests could be dealt with in-house by the Clerk rather than referring all items directly to the Monitoring Officer.

7.2 SCDC Local Plan Issues and Options consultation
Taken earlier.

7.3 SCDC Community Pride and Village Hero Awards
There were no nominations.

7.4 CCC Consultation on Transport Strategy for Cambridge and South Cambridgeshire
Noted.

7.5 Grass cutting

A problem with grass cutting in Eltisley Lane has been reported to CCC. Some other paths are also a problem and Cllr Howard will follow this up. Complaints were noted about the cutting of verges and hedges on Gransden Road, and a verge not being cut at Tates Field. It was agreed to place an item in the newsletter noting that there were overhanging bushes in a number of locations in the village and asking residents to cut them back, and reminding them that it is their legal responsibility to do so, as the Council would not like to have to take further measures.

7.6 Cambridge City LDF Issues and Options

Noted.

7.7 Overview of the limited assurance audit approach and fees – Limited assurance audit

Noted.

8. Closure of meeting

There was no further business and the meeting closed at 10.08 pm.

SignedChairmandate.

