

CAXTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 12 January 2012 at 7.30 pm

Present: Councillors: W Agg (Chairman), Mrs M Harrison, K Howard, K Human, R Millard and R Steel.

In attendance: Mr Lawrence Green (South Cambridgeshire District Council), Ms Schuyler Newstead (South Cambridgeshire District Council) and Mr Mark Deas (Cambridgeshire ACRE), Cllr M Loynes (District Councillor), 2 residents and Mrs Gail Stoehr (Clerk).

1. Apologies for absence and declarations of interest

Apologies had been received from Cllr Blair (out of parish).

Cllr Agg declared a personal and prejudicial interest in Item 7.3 and a personal interest in Item 8.7 as Chairman of the Village Hall Committee.

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

A resident spoke to his letter regarding a mutual house exchange. On a proposition by the Chairman, it was agreed to bring forward Item 8.1 and then to return to Comments and Observations.

8.1 Resident of Tates Field – request for letter of support for mutual house exchange

The Parish Council offered its full support for the proposed mutual house exchange. A letter is to be sent to Cambridge Housing Society. The two residents left the meeting.

Comments and observations continued

Mr Lawrence Green of SCDC was welcomed to the meeting and spoke about Emergency Planning for Parishes. The background, purpose and benefits of the process were outlined, together with its operation in other parishes. It is possible for the draft model plan to be modified to suit the needs of parishes. The need to keep the current plan up to date was discussed. Mr Green left the meeting.

Mr Mark Deas, the new Rural Housing Enabler at ACRE, and Ms Schuyler Newstead of SCDC, were welcomed to the meeting. The background, aims and opinions on the Housing Needs Survey of 2009 were outlined. They reported that the survey had revealed support for housing but subject to site and type. There is currently a potential need for 14 homes (16 in 2009). Those on the register had demonstrated a link with Caxton, either by:

- a strong family connection
- living away but wishing to return
- dependants of residents living in Caxton
- living away but employed in Caxton.

A discussion took place regarding the allocation of houses to suit best the size of families.

Ms Schuyler Newstead spoke on the Housing Strategy consultation and the Empty Homes consultation currently being undertaken by SCDC. The distinction between Council Housing and Exception Sites was explained, together with the choice of letting system and the onus on people to apply.

The up to date position was outlined. A land agent is looking at a site in Caxton. The survey is still valid for another two years. Any house built will be advertised via Homelink. They reported that the site on land between Brockholt Road and Ermine Street is still being considered. It was stressed that the Parish Council must be informed before the formal

planning application so that the village can be informed and given an opportunity to express a view on the proposals as after that it is difficult for the Parish Council to influence matters.

It was explained that once SCDC had established a need, it would wish to work with the Parish Council. It was considered that a public consultation or meeting would be required. The Parish Council would be invited to express its views on the type and tenure of housing. Pre-application discussion and knowledge was regarded as important. Information was sought as to the allocation under each of the criteria listed.

Cllr Elcox reported on:

- The “Be a Councillor” event at SCDC
 - Funding of £100,000 to make council housing warmer
 - Additional support for small businesses
 - Bringing broadband to Caxton
 - Proposed changes to the Standards Committee.
2. **To approve the minutes of the previous meeting on 10 November 2011**
The minutes of 10 November 2011 were approved ^(Prop BS, 2nd RM) as a true record and signed by the Chairman.
3. **To consider any applications for co-option to fill casual vacancy**
Mr Keith Howard, Ermine Street was co-opted ^(Prop BS, 2nd RM) as a member of the Parish Council. The declaration of acceptance of office was signed in the presence of the Clerk and the register of members’ interests form is to be returned within 28 days.
4. **Matters arising from the last meeting**
The Clerk’s report on matters arising and background information to items on this agenda was noted.
- 4.1 **(4.1) Play equipment proposal**
Cllr Human will bring the draft proposal to a meeting after speaking to residents in Brockholt Road.
- 4.2 **(4.2) Gate at Gransden Road play area**
The work has been completed.
- 4.3 **(4.4) Parish Planning**
An article had been placed in the newsletter but no expressions of interest received. Community Planning and the Localism Bill will be an agenda item for the next meeting and SCDC is to be asked if they are holding anymore training events on this topic.
- 4.4 **(5.4) Bourn Brook – reply from Anglian Water re pumping station**
It was noted that the maintenance manager responsible for the pumping station had arranged for a tree surgeon to assess the trees which are overhanging and to trim or remove them accordingly. This matter is closed for the time being.
- 4.5 **Affordable Housing**
The Parish Council will hold a public meeting if and when an application comes forward.
- 4.6 **Emergency Planning**
Carried forward to the next meeting to set a timescale for completion of the plan by May.
5. **Local matters and members items**
- 5.1 **Crowdene footpath**

The footpath had been cleared but glass was still present. Graffiti was noted on Footpath 2 from Caxton to Bourn Road. Cllr Steel is to report this to the Police. Cllr Harrison passed waymarkers to Cllr Agg.

5.2 Tree preservation orders

Information is to be sought from SCDC's Trees Officer on tree preservation orders with a view to looking into preservation orders for the fir tree by 28 Ermine Street and on the Jubilee tree adjacent to the water fountain.

5.3 Parish online mapping

It was agreed to participate in Parish online mapping at a cost of £20 plus £20 per annum to map assets, trees, etc.

5.4 Neighbourhood Watch (NHW)

The Police are to be contacted for information on NHW. Cllr Harrison is to place an article in the newsletter.

6. Planning and Tree Works

6.1 Applications received since the last meeting

6.1.1 S/01898/11/CC – Cambourne Secondary School

The application is to be considered by the Development Control Committee. Cllr Harrison is to attend, listen and report back.

6.2 SCDC notifications to note

6.2.1 S/2228/11 – 15 Bourn Rd – Erection of a single storey extension to the front of the bungalow – Permission granted by SCDC. Noted.

7. Finance and procedure

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

The financial report was received and considered and 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 BA, 2nd RM), plus Comberton Parish Council (Shared SLCC subscription) £35.75. It was noted that the payment to LGS Services should read £399.21, and this was approved.

Buchans (grass cutting)	£646.80
LGS Services (Newsletter printing)	£132.00
ICO (Data Protection renewal)	£35.00
Buchans (Grass cutting)	£118.80
CCC (Street lighting)	£105.84
LGS Services (Admin support)	£423.55
LG Stoehr (Salary)	£183.60
B Steward (Salary)	£21.08
St Andrews Church (Village Hall rent)	£1.00

7.2 To review the budget for FY 2012

The budget for FY 2012 was reviewed.

7.3 Caxton Village Hall request for financial support from the FY2013 budget and

8.7 Caxton Village Hall – Village Hall fabric survey

On a proposition by the Chairman, the meeting was suspended briefly to enable Cllr Agg to speak to his letter as Chairman of the Village Hall Committee. He expanded on the lettings and his letter regarding the problems with the Village Hall fabric, damp and electrics. Cllr Agg then left the room and Cllr Steel chaired the meeting for this item.

In accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed ^(prop MH, 2nd KH) that the Council donate £1000 to the Village Hall which, in the opinion of the Council is in the interests of the area and its inhabitants

The Westley and Huff survey had indicated areas of work required to the windows, flat roof, and front of the building. It was agreed to write to the Parochial Church Council expressing the Parish Council's major concerns at the deterioration of the fabric and requesting that they commission an independent RICS survey.

Cllr Agg rejoined the meeting.

7.4 To consider and approve a budget for FY2013 and to set the precept

The draft budget as prepared by the RFO was considered. Receipts and payments to date against this year's approved budget and also the earmarked reserves and anticipated level of reserves at the year end were reviewed. The budget was approved by resolution of the Parish Council and it was agreed to set and demand a precept of £9980 from South Cambridgeshire District Council, being the amount required to balance the budget ^(Prop BS, 2nd MH).

7.5 Appointment of Internal Auditor

Lesley Chambers was appointed as Internal Auditor, if she is willing.

7.6 CCC – Quotation for restoration of minute books

The deposit of the Council's old minute books and some old papers was noted. In response to the letter from the Archivist it was agreed to pay £500 towards the necessary conservation of minutes deposited in the archives.

8. To consider matters arising out of correspondence received including

8.2 SCDC Housing Strategy consultation and

8.6 SCDC Empty Homes consultation

These were taken together.

The Parish Council agreed with the aims and priorities of the consultation.

In response to the questions posed -

- 1) ensure the housing needs of the most vulnerable are met
- 2) prevent and tackle homelessness
- 3) make best use of existing housing stock

8.3 Veolia Water Central Draft Drought Management Plan

Noted.

8.4 CCC funding for Local Minor Highway Improvements

Signage is required along the A1198 from Caxton Gibbet to the North roundabout.

It was agreed not to submit a bid this year.

8.5 SCDC Arts Awards

Noted. No submission.

8.8 Police Neighbourhood Panel report

The report covering theft of fuel and speed checks was noted.

8.9 Standards Committee Newsletter – Localism update

The Parish Council will await the model from SCDC and noted the requirement to have a policy in place by July.

9. Closure of meeting

There was no further business and the meeting closed at 10.55 pm.

SignedChairmandate.