

**CAXTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall  
on Thursday 13 September 2012 at 8.00 pm**

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

In attendance: Mr John Rushforth (applicant), Mr Alistair Jones (Freeland Rees Roberts, Architects), District Cllr Alison Elcox and Mrs A Griffiths (Minutes Secretary, LGS Services)

**1. Apologies for absence and declarations of interest**

Apologies were received from Cllr Agg (out of parish), and from District Councillor Loynes (health). County Cllr Wilson ad sent his apologies that he might be late.

**1.1 To consider the model Code of Conduct**

The revised model Code of Conduct as provided by South Cambridgeshire District Council was unanimously adopted <sup>(Prop RS, 2nd RM)</sup>.

**1.2 To consider the procedure for dispensations under the Code of Conduct**

Cllr Howard outlined the procedure. It was unanimously agreed to adopt the procedure for dispensations under the Code of Conduct and to delegate the responsibility for granting dispensations to the Clerk <sup>(Prop MH, 2nd RS)</sup>

**1.3 To receive declarations of interests from councillors on items on the agenda**

Cllr Human declared an interest in any item relating to South Cambridgeshire District Council as an employee.

**1.4 To receive written requests for dispensations for disclosable pecuniary interests**

A written request for a dispensation in respect of any item relating to South Cambridgeshire District Council was received from Cllr Human, to enable her to carry out her responsibilities as a Parish Councillor.

**1.5 To grant any requests for dispensation as appropriate**

The request for a dispensation from Cllr Human was considered. It was agreed <sup>(Prop MH, 2nd RS)</sup> that a dispensation should be granted for Cllr Human to remain in the meeting and speak and vote.

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

Cllr Elcox reported on:

- Two consultations running currently, the LDF Issues and Options consultation and the Council Tax benefits consultation. There will be a meeting at the Hub in Cambourne on 15 September, at which representations can be made regarding cuts to the Council Tax Rebate budget.
- Timetable changes to the Whippet bus service from 1 October. A notice is to be drawn up for the notice board.
- Cambridge Future Transport. A meeting is to take place on Monday 24 September at 6 pm at the SCDC offices. A consultation paper is to be produced and placed on the notice boards. Concerns were expressed at proposals to cut the No 18 bus and extra school services. The possibility of a Community Transport scheme is being investigated.

**2. To approve the minutes of the previous meeting on 12 July 2012**

The minutes of 12 July 2012 were approved <sup>(Prop MH, 2nd RS)</sup> as a true record and signed by the Chairman, after an amendment to Item 3.3 to delete the sentence "Cllr Harrison agreed to make a list of Village Hall keyholders".

### **3. Matters arising from the last meeting**

- 3.0.1 The Clerk's report on matters arising and background information to items on this agenda was noted.
- 3.0.2 Cllr Harrison reported that she was unable to find out who the keyholders were. It was suggested that the Clerk should hold a new key.
- 3.0.3 Continuing concerns were expressed about grass cutting in Eltisley Lane and complaints had been received from residents. It was agreed to check who was responsible for this area.

The Chairman briefly suspended the meeting at this point to allow the applicant and Mr Jones, the Architect, to speak about the planning application for 23 Bourn Road. An overview of the plans was given. Messrs Rushforth and James were thanked for attending and left the meeting at 8.45 pm.

#### **3.1 (3.1) Caxton Pit**

Mr Cox's reply that he always knew that the Pit belonged to the Parish Council but it was included in the particulars and on his Land Registration when he bought the farm was noted. It was agreed <sup>(Prop EB, 2nd RS)</sup> to reply thanking him for his acknowledgement that the pit was an asset of the village, and the Parish Council would like to leave it in his capable hands.

#### **3.2 (3.2) New Play equipment**

Cllr Human reported that she was intended to carry out further consultation with the children and proceed to apply to SCDC for a grant for new play equipment.

On a proposition by the Chairman, it was agreed to take Item 6.3 and 3.7 at this point.

#### **6.3 To consider any quotes for urgent works required because of risk**

Cllr Human reported that the fencing around the playground in Gransden Road had been repaired after being removed by contractors to bring grass cutting equipment on to the playground. It was agreed to raise this with the contractors and ask that they use smaller mowers and use a grass box when mowing inside the play area.

#### **3.7 RoSPA play inspection report**

Members were asked to look at the safety surface which had risen up whilst the edging had sunk, leaving a gap and presenting a possible trip hazard. Cllr Human reported that other local playgrounds had a similar problem.

#### **3.3 (3.3) Emergency Planning**

The village newsletter seeking volunteers had only recently been published. Carried forward.

#### **3.4 (3.4) Caxton Village Hall – to consider quotations**

Cllr Howard reported on a meeting with Cllr Agg, the Village Hall Treasurer, and Mr Gawn. An outline of the work required was provided and consideration given to whether the problems might be resolved by carrying out less extensive works. It was agreed <sup>(Prop MH, 2nd EB)</sup> to return to Mr Gawn and ask him to re-submit invitations to tender for a revised specification to those who had already submitted them. The revised specification for the work would be for the re-roofing of the flat roof, and any repair required to the joint to prevent the accumulation of debris, without alterations to the Committee Room roof. Mr Gawn is also to be asked for confirmation that this would fall within the original costs for the project. It was agreed to recommend that the Village Hall Committee should appoint someone to carry out maintenance once a year.

#### **3.5 (4.6) Dog Fouling – to consider quotation for signs**

The quotations received were considered. It was agreed to obtain one sign from Greenhams at a cost of £4.24, together with cable ties, as a trial. Cllr Human undertook to check with the enforcement department whether the signs could be attached to a lamppost or a stake in the verge.

On a proposition by the Chairman, it was agreed to vary the order of business.

3.7 (6.3) RoSPA play inspection report

Already taken.

3.8 (3.4 of 8.3.12) Tree Preservation Orders

The reply from the Trees Officer was noted. "The trees identified by the PC, the Wellingtonia south of the drink fountain is already TPO'd and the one in the garden of 28 Ermine Street is within the Conservation Area. So both are protected and would require either a notification of intended works or an application for tree works. This would mean that any threat would be flagged up at this point and clearly the one TPO'd works could be refused and the one within the Conservation Area may be TPO'd if a notification came in to fell it with no evidence base for the reason."

3.9 (4.2) Request for a 7.5 tonne limit through the village

The response from Cllr Lister Wilson was noted. A reply is awaited from CCC. And when received CCC will be asked how to get the route changed to miss out Caxton.

3.6 (4.1 and 7.2) SCDC LDF Issues and Options consultation

The consultation document was considered and the following responses were agreed:

Question 1 – No comment

Question 2 – No comment

Question 3 – Issue 3 – Jobs Target

Agreed – Support (i) – Lower Jobs Growth

Question 4 – Housing Provision

Cllr Elcox was invited to comment. She assured members that SCDC Councillors would fight as much as possible for South Cambridgeshire.

Agreed – Support – Low Housing Growth

Question 5 – Windfall allowance

Agreed – Continue.

Question 6

Agreed – 5% buffer.

Question 7 – Spatial Strategy

Agreed – No response.

Question 8

Agreed – Yes

Question 9

Agreed – Support (iv) – Combination of the above

Question 10 – Green Belt

Agreed – No response

Question 11

Agreed – No

Question 12 – Changes to rural settlement category

Agreed – The Parish Council does not wish the Green Belt to change – protection is needed.

Question 13

Agreed – Support (vi) – Yes

Question 14

Agreed – Support (i)

Question 15

15A - Agreed – Support (i)

Village Development Options

Question 16

Site 17 – Cambourne Swansley Wood – OBJECT

There are insufficient services/amenities available in Cambourne to support a new village. The road infrastructure is unsuitable. Drainage will not be adequate – there is insufficient drinking water supply. When Cambourne was built it was promised that there would be 80-90% sustainable employment but 50% commute to London, and Cambridge and St Neots. The road from St Neots to Caxton Gibbet needs to be dualled. Public transport is inadequate and there are already major traffic problems at peak hours between Caxton Gibbet and St Neots, especially when diversions are in place when the A14 is shut. The development would take up valuable agricultural land. Cambourne was not built to sustain this number of homes. The promised amenities have not been delivered and Cambourne is not able to absorb more homes. The Doctors' surgery is full.

Question 17

Site Option 2 – New town at Waterbeach

Agreed – Support Site Option 2 due to the access into Cambridge, the railway station, and it is a brownfield site.

Cllr Steel left the meeting at 10.05 pm.

Chapter 6 – Climate Change

Agreed – no response

Chapter 7 – High Quality Housing

Question A – Yes

Question B – Yes

Question C – Yes, design guide

Question D – No

Chapter 8 – Enhance environment

Question 30 – Yes

Question 31 – Yes

Question 41 – Yes

Chapter 9 – High quality homes

Question 45 – Density levels

Agreed – Option (ii)

Question 46 – Housing Mix

Agreed – Option (iii)

Question 47 – no response

Question 49 - Exception Sites

Agreed – A(i) and (ii) – Object to both – No

B – No

Question 50 – No response

Question 51 – No response

Question 52

Agreed – (ii)

Question 53

Agreed – (ii)

Question 54

Agreed – (ii) provided it is appropriate for the character of the area

Question 55

Agreed – (i)

Question 56

Agreed – (i)

Gypsy and Traveller Sites

Question 57 – No response

Question 58

Agreed – (ii)

Cllr Elcox left the meeting briefly at 10.35 pm and returned at 10.37 pm.

Chapter 10 – Employment

No response except for Question 65 – Yes

Chapter 11 – Successful communities

Question 80

Agreed – A – Yes

B – (i)

Question 88

Agreed – A – Yes, B – Yes, C – Not applicable

Question 99

Agreed – (iii)

Question 100

No response

Question 101

Agreed – (i)

Papworth Hospital

Question 111

Agreed – (ii)

Question 112

Agreed – (ii) – Yes

Appreciation was expressed to the Chairman for an excellent job in dealing with this consultation.

#### **4. Local matters and members items**

##### **4.1 Gliding Centre report and correspondence received**

Cllr Harrison reported. Ten complaints about noise disturbance had been received in one morning and a letter of apology had been requested. The letter from the Gliding

Centre was considered. It was agreed <sup>(Prop KHo, 2nd MH, carried with 1 abstention)</sup> to reply that the Council was distressed at the attitude shown, as it had been told that only one plane would overfly the village, and it will be looking very carefully at the Centre's application for approval of the competition next year.

4.2 Complaint regarding damage and rubbish near Tates Field

Cllr Millard reported on the damage to fencing and the rubbish left by children adjacent to Tates Field. Some had been removed. Cllr Millard undertook to deal with the matter.

4.3 Tree Warden – The Big Tree Plant

The tree survey was received and will be circulated to all members for the next meeting. It was agreed to thank Mr Simon Elbourn for his hard work on this matter but to explain that the Parish Council is not currently able to fund the tree planting as funds are very tight. However the Parish Council would look into the possibility of obtaining funding from elsewhere. The possibility of an application under the SCDC Community Chest grant scheme is to be investigated.

4.4 P3 Co-ordinators report on proposed works to Bridleway 2  
Noted.

4.5 Broadband update

Cllr Blair reported. Current work being undertaken includes ensuring the duct work is clear so fibre can be introduced to premises. Carried forward.

**5. Planning and Tree Works**

5.1 Applications received since the last meeting

5.1.1 S/1421/12/FL – 3 Ermine Street – Summer house

It was unanimously agreed <sup>(Prop MH, 2nd EB)</sup> to recommend approval.

5.1.2 S/1448/12/FL – 14 Brockholt Road – Single storey extension to rear – to note response made between meetings

The response made between meetings was noted. “The Parish Council would like appropriate conditions regarding building material deliveries down this narrow road. Three adjacent properties are occupied by disabled persons and so access is very important”.

5.1.3 S/0050/12/AD – Land at Caxton Gibbet – Illuminated freestanding pole sign – to note response made between meetings

The Parish Council had recommended approval.

5.1.4 S/1723/12/OL – Land at Caxton Gibbet – Outline application for restaurant/takeaway

The Parish Council recommended approval <sup>(Carried with 1 (MH) against)</sup>.

5.1.5 S/1717/12/FL – 23 Bourn Road – Dwelling and garage

It was unanimously agreed <sup>(Prop EB, 2nd MH)</sup> to recommend approval.

5.1.6 S/1772/12/FL – New bungalow, Swansley Wood – Extensions

It was unanimously agreed <sup>(Prop EB, 2nd RM)</sup> to recommend approval.

5.2 SCDC notifications to note

5.2.1 S/0717/12/FL – Land at Caxton Gibbet – Erection of two “drive thru” restaurants, associated parking and landscaping and alteration to existing access following demolition of existing restaurant/takeaway – Permission refused by SCDC.

5.3 Tree works

None.

**6. Finance and procedure**

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

Cllr Elcox left the meeting at the beginning of this item at 11.07 pm.

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 plus Cambridgeshire County Council £240.00 (for the restoration work on the old minute books) were approved for payment <sup>(Prop KHu, 2nd EB)</sup>. The VAT reclaim of £568.16 was noted.

Moore Stephens (Annual Audit)	£169.20
Came and Company (Insurance)	£625.34
B Steward (Salary)	£21.10
LG Stoehr (Salary)	£285.84
LGS Services (Admin support)	£389.40
LGS Services (Admin support)	£437.59
Buchans (Grass cutting)	£344.40

6.2 Moore Stephens Audit conclusion

The report of the External Auditors that “On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”, was noted. The Chairman commended the Clerk and her colleagues.

6.3 To consider any quotes for urgent works required because of risk

Taken earlier.

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

7.1 SCDC Gambling Act consultation

Noted.

7.2 SCDC Grants Funding review consultation

The consultation was considered and the following responses were agreed

Question 1 - Ranking of Council Funding Objectives from 1(lowest) to 5 (highest) priority

To provide benefits and other welfare advice (eg to those facing homelessness, on a low income or with a disability) 5

To support parish councils to serve their communities 4

To support and provide advocacy for children and young people 4

To develop and deliver community transport solutions 5

To support independent living (eg helping people to stay in their own homes for longer) 5

To support local, community-derived amenities and activities 4

To sustain and support the local environment (eg community orchards, tree planting schemes) 3

To support and develop local business and tourism 3

Question 2 – Comments or questions regarding the list

None.

Question 3 – Any additional comments

None.

**8. Closure of meeting**

Consideration for the setting up of a Standards Committee will be an agenda item for the next meeting.

There was no further business and the meeting closed at 11.25 pm.

Signed .....Chairman .....date.