

CAXTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 10 May 2012
at approximately 9.00 pm following the Annual Parish Meeting**

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

In attendance: County Cllr L Wilson, 7 members of the public and Mrs Gail Stoehr (Clerk)

1. Annual Business

1.1 In absence of a Chairman or Vice-Chairman Cllr Steel was elected^(Prop KHo, 2nd RM) to open the meeting and he called for nominations. Cllr Howard was elected Chairman^(Prop KHu, 2nd RM) and signed the Chairman's declaration of acceptance of office.

On a proposition by the Chairman, it was agreed to vary the order of business to take comments and observations from members of the public at this point.

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

Residents presented their objections to the proposed dwellings and garage at 88-94 Ermine Street. These included:

- The development is outside the village envelope
- The development is crowded and there is no need for further development
- The access is overstretched and is already concealed, narrow and hazardous. Other residents have had to adopt safety measures. The access is not fit for purpose
- The rural aspect needs to be preserved and the development is contrary to planning policy
- There are inaccuracies in the application
- It is a piecemeal planning application
- Concerns were expressed that an adjacent resident had not been carded by SCDC.

Cllr Harrison declared a personal interest and submitted a copy of her letter to SCDC to the Parish Council.

Mrs Pearson outlined the plans for the Jubilee celebrations and the costs anticipated. The Parochial Church Council will match any donation made by the Parish Council up to £350.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 5.2 at this point.

5.2 Jubilee Event – request for a donation and to use the village green

In response to the letter from Mrs Gape and noting that the Parochial Church Council (PCC) was contributing up to £350 it was agreed^(Prop EB, 2nd RS) to underwrite the event up to the sum of £350 match funding with the PCC.

In addition it was agreed^(Prop EB, 2nd KH) that the Parish Council would purchase approximately 100 mugs for all the children of the village up to the age of 16. The Jubilee Committee and Cllr Human would ascertain how many children there were in the village.

It was agreed to vary the order of business to take Items 4.4 and 4.5 at this point.

4.4 (4.2) Local Bus – to fully consider what is involved

Following the withdrawal of subsidies, Stagecoach had changed the service from 10 June. Representatives of other local villages, Cllrs Harangozo and Whelan, were

looking at options and the Parish Council had already expressed an interest in the outcome so this was carried forward to the next meeting.

4.5 (4.5) Update on Superfast Broadband

Work had started in Caxton and was anticipated to take until October to complete. It was agreed to appoint Cllr Blair as the Parish Council representative to liaise with BT and report to future meetings.

1.2 To elect a Vice-Chairman

Cllr Blair was elected Vice-Chairman. (Prop RS, 2nd MH)

1.3 To appoint committees or any other officers which the Council deems necessary

No committees were appointed.

1.4 To appoint representatives on any other organisation or authority, which the Council deems necessary

Terms of reference were agreed without change as:-

Terms of reference for member responsibilities:

- Members are asked to monitor and review all matters relating to their area of responsibility and to make recommendations to the Parish Council as appropriate. In the case of appointment to a Trust the member is actively to support the work of the Trust in accordance with the trust deed and it is acknowledged that in the Trust's meeting they will act in the best interests of the Trust.
- Members with areas of responsibility may seek free advice or information from the Clerk, District or County Councils and/or other body to enable them to understand or carry out their responsibilities. However, members do not have any delegated powers over and above these specifically delegated in the minutes by the Council.

Member responsibilities were agreed as follows:

Police Co-ordinator – Cllr Steel. Cllr Steel attends Neighbourhood Panel meetings.

Recreation ground and play equipment – Cllr Human and Cllr Millard. Cllr Human will undertake the routine checking of the equipment.

Verges – Cllr Millard

Newsletter – Mrs Heidi Turtill.

Gransden Aerodrome/ consultative meetings – Cllr Harrison

Memorial site – Mr Sewell (the Parish Council will write and ask him if he is willing to continue looking after this and the Langwith and Barnard Trust)

P3 Co-ordinator – Cllrs Agg and Howard. Cllr Agg will be responsible for the southern part of the village and Cllr Howard the northern part.

Village Hall trustees – Cllrs Agg and Steel

Gransden Road – Cllr Harrison

Langwith and Barnard Charity: Mr Sewell.

1.5 To review any deeds and trust instruments in the custody of the Council

The Council's ownership and responsibility was noted with regard to Gransden Road Pond Public Open Space and Brockholt Road Public Open Space. As the Land Registry had replied that the Parish Pit was in someone's title it was agreed that the matter would be carried forward so that members could visit.

2. Apologies for absence and declarations of interest

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

There were no declarations of interest at this point.

3. To approve the minutes of the previous meeting on 8 March 2012

The minutes of 8 March 2012 were approved ^(Prop EB, 2nd RM) as a true record and signed by the Chairman.

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 (3.2) New Play Equipment – to consider the project and any quotes received

Cllr Human reported that SCDC had recommended a kickwall and she was looking into this. Carried forward

4.2 (3.3) Emergency planning – timetable for completion

Concerns about liability were expressed. Members are to make a list of matters to be considered in an emergency. Carried forward.

4.3 (3.6) Caxton Village Hall – Gawn invoice, to consider lease agreement

It was agreed to pay the invoice Gawn invoice £300 and negotiate with the Parochial Church Council for their contribution of 50% of the invoice. The obligations under the lease and the report of the Village Hall Chairman were considered. It was agreed to seek three quotations but the Parish Council would not commit itself until the quotations had been received and the matter considered further and the contribution of the Village Hall Committee was known.

4.4 (4.2) Local Bus – to fully consider what is involved

Taken earlier.

4.5 (4.5) Update on Superfast Broadband

Taken earlier.

4.6 (4.3) Dog Fouling – to review the legislation and responsibilities

It was agreed to look into the costs of signs and to obtain a quotation. Carried forward.

4.7 Bin Stickers – to consider if any are still required

It was agreed that there was no need for bin stickers as the budget was tight. Matter closed.

5. Local matters and members items

5.1 Funds raised at last Jubilee – request that the Parish Council receive and earmark the money on a project for the village

The sum of £727.50 raised at the last Jubilee was gratefully accepted and is to be set aside in the accounts for allocation on a project within the village.

It was decided to have a Jubilee flowerbed by the Caxton entrance. Cllr Steel kindly offered to organise this. The kind donation of flowers by Cllr Harrison was gratefully accepted.

Cllr Steel left the meeting at 10.30 pm.

5.2 Jubilee Event – request for a donation and to use the village green

Taken earlier.

5.3 Sanctuary Housing Association and South Cambs District Council – proposed development of Affordable Housing in Ermine Street

The Parish Council noted the consensus at the Annual Parish Meeting which was opposed to the development, citing a lack of need, and objections to the size, design, materials, layout and appearance of the proposed development. Concerns had been expressed that housing would be allocated to applicants from outside the village rather than Caxton residents, and also about the field access. However, it had been stressed that preference would be given to local applicants. It was agreed to await the

application and when received, that the Parish Council would be mindful of the views expressed and pass them on to SCDC.

5.4 To consider any resolutions from the Annual Parish Meeting

None.

6. Planning and Tree Works

6.1 Applications received since the last meeting

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

CIlr Harrison declared a personal interest as she was close to this application but not adjacent.

Residents' letters and opposition on this application were noted. It was agreed to recommend refusal for the following reasons^(MH, KHo):

- 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

The Parish Council also expressed concerns that Mr Elbourn (The Old Post Office, Ermine Street) was not carded by SCDC.

6.2 SCDC notifications to note

6.2.1 S/0306/12/FL – Home Farm, off Old North Rd, Longstowe – Installation of roof mounted Photovoltaic Panels - Permission granted by SCDC.

6.3 Tree works

6.3.1 The Vicarage, Gransden Road

The report of the Tree Warden was noted. The Parish Council had no objections.

7. Finance and procedure

7.1 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 EB, 2nd KH), plus Buchans (grass cutting) £415.20, LGS Services (admin support) £406.20, Canalbs (Internal Audit) £91.68. Credits including Precept £4990.00 and Newsletter Advertising £50.00, were noted.

Cambs Police (Shrievally Trust)	£200.00
Gawn Associates (Village Hall survey)	£300.00
LGS Services (Admin support)	£407.50
CAPALC (Affiliation fee)	£175.07
SCDC (Website hosting)	£100.00
XXX (Salary)	£183.60
XXX (Salary)	£21.10

7.2 Annual Reviews

7.2.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

The Standing Orders, Financial Regulations, Risk Assessment and all other policies were reviewed and are to continue unchanged.

7.2.2 Insurance policy and fidelity guarantee review

The Insurance arrangements were reviewed. No changes were required.

7.2.3 Internal audit report to the Council and to appoint the Internal Auditor

The report of the Internal Auditor was discussed and considered. It was agreed that the agenda should include as far as possible mention of any quotation to be considered but that where a matter was of such urgency that it could not wait for the next meeting that the Clerk and Chairman to whom in such circumstances power had already been delegated could take an opportunity to seek guidance from the Council at the meeting. It was also agreed to include an item on the agenda under Procedure and Risk Assessment which would be "To consider any quotes for urgent works required because of their risk". It was agreed to re-appoint Canalbs as Internal Auditor to undertake FY2013 internal audit and accept her quote of £35ph plus shared mileage.

7.3 To approve the accounts for the FYE 2012, complete the annual return and the statement of assurance

The accounts were approved ^(Prop KHu, 2nd EB) by resolution of Caxton Parish Council and the statements in section 2 of the annual return were all answered 'Yes' except for Trust Funds which was 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

8. To consider matters arising out of correspondence received including

8.1 SCDC – Cambridge Gliding Centre Competition

It was agreed that the gliding was noisy and the onus lay on the Gliding Centre that tug pilots avoided the village. It was agreed to reiterate last year's response that SCDC should ensure enforcement of overflying and tugs adhering to agreed routes, and that the Parish Council will be posting the enforcement telephone number on the notice board. Cllr Harrison undertook to do this.

8.2 Cambridgeshire ACRE – Community Oil Buying scheme

It was noted that other schemes existed already locally agreed to contact Agricole and ask for a group village price. Carried forward.

8.3 Quality Council scheme

Mrs Bayliss is to be thanked for her letter but it was agreed not to proceed with this at this time.

8.4 Bourn Proms – request for donation

The Parish Council regretted that it was unable to grant the request on this occasion.

9. Closure of meeting

Cllr Human gave her apologies for the next meeting (out of parish).

There was no further business and the meeting closed at 10.52 pm.

SignedChairmandate.