

**CAXTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held in the Village Hall**  
**on Thursday 10 January 2013 at 8.00 pm**

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

In attendance: District Councillor Alison Elcox and Mrs G Stoehr (Clerk)

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

Apologies were received from Cllr Blair (out of parish).

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

Cllrs Howard, Harrison Human and Steel declared an interest in the precept and the budget.

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

None.

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

None.

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

Cllr Elcox reported on the letter from SCDC regarding precept setting.

**2. To approve the minutes of the previous meeting on 8 November 2012**

The minutes of 8 November 2012 were approved <sup>(Prop RM, 2nd MH)</sup> as a true record and signed by the Chairman.

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

**3.1 Co-option to fill casual vacancy**

No applications have been received. Members are to approach anyone who might be interested.

**3.2 (3.1) New Play Equipment - update**

Cllr Human reported that the money has been granted by SCDC. WREN and Awards for All require more consultation with the public and it was felt a public meeting should be held. <sup>(Prop KHu, 2nd MH)</sup> Cllr Human will organise and circulate the questionnaire through doors.

**3.3 (3.2) Emergency Planning to consider draft**

Cllr Howard presented the draft for consideration. Cllr Elcox offered sandbags from SCDC. It was agreed to accept the offer and to sort out a delivery point once it is known if the bags are filled or empty. The drains had been blocked following recent flooding. It was agreed to write to Dennis Vacher thanking him for his response to the situation but making the point that the drains should have been cleared prior to the flood, after the leaves have fallen, and request details of schedules for clearing the ditches. <sup>(Prop KHo, 2nd MH)</sup>

The Clerk has put Mrs Whitehead in touch with Sass Pledger at CCC.

The plan is to be updated with additional information and sent to SCDC. <sup>(Prop MH, 2nd RM)</sup>

**3.4 (3.3) Caxton Village Hall – to consider quotations if received and the next steps**

It was noted that the project had stalled and following some chasing Gawn have restarted and were chasing revised tenders.

**3.5 (3.7) Standards Committee Terms of Reference**

The draft procedure from SCDC was considered. The Clerk advised that it contained many weaknesses such as no appeals process and membership numbers in the event that

the complaint related to one member of the committee. It was agreed to update the draft as per the Clerk's recommendation and that the terms of reference then be adopted. Membership of the committee will be the Chairman and Vice-Chairman and the other members will be appointed at the Council's annual meeting.

3.6 (7.2) CCC - Local Minor Highway Improvements 2013/14 – update on feasibility of pinch points and removable bollards

No bid had been submitted.

Cllr Howard approached Mr Choudray regarding the removable bollards in the event of an abnormal wide load. The last abnormal load was 3yrs ago.

3.8 Cllr Human advised that the dog fouling sign had been put up.

3.9 Residents expressing an interest in the Oil Buying scheme have been advised to contact Agricole direct.

3.10 Swansley Wood – there had been complaints regarding vehicles going to the new secondary school. Cllr Harrison said that Rob Mungovan (SCDC) had said that the temporary road must be closed by the end of this month.

3.11 Bus survey questionnaires. There were only 17 responses out of 200 + which the Chairman was analysing before returning to CCC. It was noted there are meetings regarding the bus service on 17<sup>th</sup> January at Cambourne and 23<sup>rd</sup> January at Comberton, with Dan Clarke the CCC Officer. Cllr Elcox reported on a meeting held in Gamlingay. SCDC are trying to set up a direct response and the Parish Council should have had a letter about this Geraldine Heath is to be asked if she wants to attend and represent the village at the bus meetings.

**4. Local matters and members items**

4.1 Broadband update

Nothing to report.

4.2 Parish Council Forum in March

Cllr Human to attend. If members have an issues they would like raising they are to let Cllr Human know.

**5. Planning and Tree Works**

5.1 Applications received since the last meeting

5.1.1 S/1723/12/OL Caxton Gibbet – Landscaping

Permission granted by SCDC.

5.1.2 S/2391/12/VC Swansley Wood – Additional containers

Recommended for approval but the applicant must adhere to times of usage.

5.2 SCDC notifications to note

5.2.1 S/0717/12/FL - 88-94 Ermine St. Appeal lodged against decision.

5.3 Tree works applications

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 were approved for payment <sup>(Prop RH, 2nd KHu)</sup>.

CCC (Streetlights)	£86.69
Greenhams (Dog sign)	£5.09
Buchans (Grass cutting)	£70.80

LGS Services (Admin support)	£454.59
Cambridge ACRE (Membership Renewal)	£30.00
ICO (DPA Renewal)	£35.00
LGS Services (Admin support)	£405.67
Buchans ( Grass cutting )	£540.00
LGS Services (Admin support)	£390.56
B Steward (Salary)	£21.46
LG Stoehr (Salary)	£194.96
LGS Services (newsletter)	£192.00

Lloyds had not sent through any paperwork as yet to enable the Council to open a new account.

6.2 To consider any quotes for urgent works required because of risk  
None.

6.3 To review budget FY 2012  
The receipts and payments to date against the Parish Council's approved budget were considered. \$137 money had not as yet been spent but a request was anticipated from the Village Hall. The Jubilee support is to be shown as a separate \$145 Entertainment heading and to be moved out of contingency to this budget.

6.4 SCDC precept payment and consultation 2013-2014  
The Parish Council did not wish to make a response on the consultation.

6.5 To consider and approve a budget for FY2014 and to set the precept  
The budget was considered line by line and budgets for each agreed and noted by the Clerk. In depth consideration was given to the village hall proposed works and the costs for this. It was agreed to include £4,000 as this budget heading and noted that this would result in a substantial increase in the precept. It was noted that the noticeboard was leaking and there were problems with the backing. The Chairman said he would take a look. After some consideration and the figures added up it was agreed that the amount the Council required to balance its budget was £14521. Given the estimated grant of £422 as offered by SCDC it was resolved to set the precept at £14,099.00. <sup>(Prop KH, 2nd RM)</sup>

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

### **7.1 Came and Company – play inspection and tree inspection requirements**

This was considered by the Council and the current inspection programme was considered. It was agreed that the current system could be enhanced if parents of children using the play areas could also report any damage. Cllr Human will look into this.

With regard to trees, Simon Elbourn is to be asked if he would be willing to draw up a plan of the trees and to inspect after severe weather and at least annually. The grass cutting contractor is to be asked if he would be able to keep an eye on the trees when he was in the village and report to any problems promptly to the Clerk.

## **8. Closure of meeting**

The start time of meetings is to be an agenda item for the next meeting.  
There was no further business and the meeting closed at 10.50 pm.

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