

**CAXTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held in the Village Hall**  
**on Thursday 14 November 2013 at 7.45 pm**

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

In attendance: Mr Lee and Mr Sherwood from Sherwood Architects (re Affordable Housing application), 2 members of the public and Mrs K Baptie (Minutes Secretary LGS Services)

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

Apologies were received from Cllr Human, (work commitments) and Cllr Lyon (out of parish).

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

Cllr Millard declared a personal interest in item 4.5 as landowner. Cllrs Harrison, Blair, Howard and Steel declared a personal interest in item 3.6 as residents of Ermine St. Cllr Steel declared a personal interest in item 4.4 as a neighbour. Cllrs Steel and Blair declared a personal interest in item 3.7 as the Council's representatives on the Village Hall Committee.

**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**

Mr Lee and Mr Sherwood presented their revised plans and confirmed that all homes in the development would now be affordable; 5 social housing and 5 shared ownership. They advised that SCDC was happy with the mix of housing sizes.

On a proposition by the Chairman item 3.6 was taken here.

**3.6 (5.1.1) Proposed Affordable Housing Exception Site – Land off Ermine St, - Planning Ref S/1504/13/FL – to consider correspondence received**

Following confirmation from the Architects that the revised plans will not be submitted as a new application, it was RESOLVED that the Parish Council cannot revisit the decision already made on this application at the last meeting.

Mrs Ella Williamson arrived at this point and asked if she could speak under the public session. She wished to bring to the Council's attention the untidy state of St Peters St due to the grass verges not being cut. She was informed that this was an agenda item to be discussed later. She thanked the Council and left the meeting.

**2. To approve the minutes of the previous meeting on 12<sup>th</sup> September 2013**

RESOLVED that the minutes of 12<sup>th</sup> September be amended under item 3.4 to read a 'current account is being opened' and to add Cllrs Howard and Blair as signatories.  
 (Prop RM, 2nd MH) The minutes were signed by the Chairman.

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

**3.1 (3.1) Clerk and bus shelter cleaner reviews.**

Due to the confidential nature of this item it was agreed to take this at the end of the meeting.

**3.2 (3.2) Proposal for a new notice board – to consider quotations**

Cllr Harrison is to study the various quotations and make a recommendation to the next meeting. RESOLVED that responsibility of the notice board would revert back to Cllr Harrison in the short term and that Cllr Blair would take over responsibility once the new boards are installed.

- 3.3 (3.4) Banking arrangements and to consider rates for saving/investment accounts  
RESOLVED to transfer the savings account to Cambridge and Counties 60 day account. The forms are to be completed between meetings.

The Chairman confirmed that they are still difficulties with opening a new Lloyds current account and it was RESOLVED that if the account is not opened within 14 days the Council will open a new account with HSBC with Cllrs Harrison, Millard, Howard and Blair being the signatories and the Clerk administering the account.<sup>(Prop KH, 2nd BS)</sup>

- 3.4 (4.4) Junior goals – to consider quotations for installation  
Quotations received were consisted. Cllr Blair suggested that his son and a friend could install the goals as they have carried out similar work at Bourn Recreation ground as members of the Sports Club and that they would submit a quotation to the Clerk.

- 3.5 (7.7) Balfour Beatty – revised street lighting plans  
RESOLVED that the Parish Council are in favour of the revised plans and would like to thank Balfour Beatty for taking residents views into consideration.

- 3.7 (7.9) Village Hall roof works – to consider correspondence from the Village Hall Committee regarding their contribution towards the works

RESOLVED to respond that the Parish Council is not satisfied that the Village Hall Committee's contribution is spread over 2 yrs as this puts the burden on the public purse. It is also to be reminded of it's commitment to contribute £5,500 to £6,000 as minuted 12<sup>th</sup> May 2012. The Chairman is to draft the letter which will be sent by the Clerk.

RESOLVED also to write to the Village Hall Committee noting that the Parish Council representatives on its committee have not been invited to any of its meeting and to ask whether minutes have been kept and if so could they have copies and also copies of the accounts.

#### **4. Local matters and members items for info only unless stated**

##### 4.1 Broadband update

Cllr Blair reported that BT Infinity is now available in the village. Cllr Howard advised the best way to access it is to go on the internet and place an order.

##### 4.2 Proposal that the Council debate and maybe take further action to reduce speeding through the village

RESOLVED that the Parish Council would apply to reduce the speed limit to 20 mph.

##### 4.3 Caxton Gibbet development update

It was noted that jobs are being advertised but it is not known when it is opening or what the 3<sup>rd</sup> unit will be. The Parish Council seek advice from the Clerk as to who it should contact to find out more.

##### 4.4 Future of The Cross Keys

Architects on site had indicated that the Willow Tree in Bourn may take it over on a long term lease.

##### 4.5 To consider the flood report and flooding risks

Finlayson's report was considered which recommended an annual walk with Pat Matthews to check the condition of the Brook and ask Riparian owners to take on their responsibilities.

The maintenance of the surface water drainage is the responsibility of Cambridgeshire County Council.

Anglia Water has an outlet near the Gransden bridge and the Parish Council will ask for Pat Matthews support in requesting that this be moved

RESOLVED to act on Finlayson's advice and arrange a meeting in the Village Hall with Pat Matthews (Land Drainage Manager, SCDC), Sharon Maloney (Highways Supervisor, CCC), Rachel Hobbs (Flood Risk Officer, CCC), Mr Finlayson and Mrs Whitehead. Cllrs Howard and Millard to attend from the Parish Council.

Mrs Whitehead thanked the Parish Council for its support and left the meeting with the other member of the public.

#### 4.6 S106 Agreements

This is changing to the Community Infrastructure Levy (CIL) and in order for the Parish Council to get any monies from developments it must be prepared with a list of requirements following consultation with the village. Some suggestions might be a new village hall, pedestrian/cycle path to Cambourne, creating a green fringe around the village, 20mph speed limit, cycle path to Elsworth, improve quality of footpaths.

RESOLVED that Cllr Howard would draft a leaflet for consultation and circulate to members for agreement before distribution.

#### 4.7 Report on SCDC Cabinet and Parish Council Liaison Meeting

SCDC intend to build more Council homes and sheltered housing for the elderly. The A14 Toll Road was also discussed at length and SCDC had advised they would push for lower tolls for South Cambs residents.

#### 4.8 Resident's comments about parking in Brockholt Rd and use of the play area

RESOLVED that Cllr Howard will draft a letter which will be sent to all residents by the Clerk. Cllr Harrison offered to deliver these

#### 4.9 Proposal that the Council considers CAPALC's small grants scheme policy

RESOLVED that the Parish Council adopt the policy for any applications to the Parish Council for financial support and budget for it in January. <sup>(Prop KH, 2nd BS)</sup>

#### 4.10 Caxton water fountain to consider correspondence from the County Council

RESOLVED to add it to the Parish Council's asset list if it is not already on there and assume responsibility for it.

### 5. Planning and Tree Works

#### 5.1 Applications received since the last meeting

##### 5.1.1 S/2000/13/AD – Former Yim Wah House, Ermine Street – Various site signage – to note response made between meetings

The Parish Council made no recommendation.

#### 5.2 SCDC notifications - to note any received

None

#### 5.3 Tree works applications – to consider any received

None.

### 6. Finance and procedure

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

RESOLVED to receive the financial report, the invoices and bank statements be checked, at the end of the meeting, before the cheques are signed and the payments as listed, plus Ross Finlayson (Flood Report) £240.00, Buchans (grass cutting) £273.60,

LGS Services (newsletter) £92.00, CCC (Archives) £5.00 and K Howard (reimbursement for printing) £9.00 be approved for payment <sup>(Prop EB, 2nd BS)</sup>	
Buchans (grass cutting)	£344.40
LGS Services (Admin support)	£450.96
Salaries	£229.72
Soccer Store (goals)	£575.00
Village Hall (WI donation)	£1155.87
Coulson (Village Hall roof)	£10440.00
LGS Services (Admin support)	£407.85

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

6.3 To approve the grass cutting and village maintenance specification and resident's complaint about the St Peter's Street verges  
RESOLVED that the Parish Council ask Buchans if they are willing to hold their price for 2014 as the Council elections are next year, and to include all of St Peters Street shown on the highway verges maps.

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

7.1 Minor Highways Improvement Scheme – invitation to bid

RESOLVED that the Parish Council would apply for a 20mph speed limit within the village boundary. The cost of which is between £2,500 and £5,000. The Parish Council will contribute the required 10%.

It was noted that a 30mph speed post has been knocked over at the north end of Ermine St on the East side, near the Old Depot, also a pot hole in Brockholt Rd is to be reported.

7.2 SCDC – Parish Council grants for bus facility improvements  
Noted.

7.3 Newsletter Editor – suggestion for changes to the production of the village magazine  
RESOLVED that the Parish Council will respond to clarify that the advertising rates are set by the Parish Council and cheques are banked by the Parish Council. The Council will not to make a decision at this time as it does not have all the facts to hand and in any case it has a printing contract with LGS Services until next year. It would be appropriate to wait until after the Council elections. The Chairman will send a reply to the Editor.

7.4 CCC – Statement of Community Involvement  
Noted.

3.1 (3.1) Clerk and bus shelter cleaner reviews.

At 10.17pm on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be transacted, that is, the reviews of the Clerk and bus shelter cleaner, the public were temporarily excluded from the meeting and were instructed to withdraw. The Minutes Secretary left the meeting.

At 10.23pm the meeting was re-opened and the Minutes Secretary returned to the meeting.

RESOLVED to note the discussion on the Clerks review and that the Chairman will write to the Clerk.

RESOLVED to note the review on the bus shelter cleaner.

RESOLVED to note that the contract with LGS Services was due to end on 31<sup>st</sup> March 2014 and that the Parish Council was happy to continue subject to the quotation being acceptable. LGS Services are to be asked if they would be willing to hold their price for a further year due to the elections in 2014. Their response or quotation should be requested in time for the budget meeting.

**8. Closure of meeting**

There was no further business and the meeting closed at 10.25 pm.

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