

**CAXTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held in the Village Hall**  
**on Thursday 8 May 2014 at 7.45 pm**

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

In attendance: Mr William Allwood (DH Barford & Co) and Mrs A Griffiths (Minutes Secretary. LGS Services)

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

Apologies had been received from Cllr Steel (out of parish), Cllr Lyon who had resigned and moved abroad, and from County and District Councillor Mervyn Loynes.

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

Cllr Millard, having previously declared an interest in Item 3.1, had indicated his intention to arrive after discussion of this item had taken place.

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 William Allwood of DH Barford and Co presented the proposals for the development at Firs Farm for approximately 10 houses, consisting of about 6 affordable homes and 4 market housing. As the site is outside the village envelope development will only be permitted if a housing need is demonstrated. ACRE are in the process of carrying out a Housing Needs Survey in connection with another application at Ermine Street. It is anticipated that there will be costs of dealing with contamination on site and archaeological investigations. It is intended to maintain the tree and hedge frontage to St Peter's Street and to use the existing access.

Mr Allwood was asked if a plan to develop/convert the existing buildings was in place should no housing need was demonstrated. There is an option to create three units as part of the prior approval process. There are no plans to create an extended development. The application has not been registered as a pre-application with SCDC so does not constitute a formal proposal. It was felt that even if a housing need was established by the ACRE survey, this would be fulfilled by the proposed Ermine Street development. Mr Allwood was thanked for attending.

Cllr Millard arrived at 8.07pm. On a proposition by the Chairman, it was agreed to vary the order of business to take Item 3.1 first. Having previously declared an interest in this item, Cllr Millard left the meeting again while the item was discussed.

3.1 Proposed redevelopment, Firs Farm, St Peter's Street – to consider the parish Council's position

It was noted that the development was not a formal application at this stage, and had not been registered with SCDC as a pre-application. It was agreed to await the outcome of the Housing Needs Survey. RESOLVED unanimously to thank Mr Allwood for his presentation and reply that the Parish Council is unable to comment at this time, as it has not yet received the outcome of the Housing Needs Survey, and the outcome of the existing planning application for another site in the village. <sup>(Prop KHo, 2nd EB)</sup>

Cllr Millard re-joined the meeting at 8.13 pm.

**2. To approve the minutes of the previous meeting on 9 January 2014**

RESOLVED that the minutes of 11 March be approved and signed by the Chairman. <sup>(Prop KHu, 2nd EB)</sup>, after amendments under Item 2 to read “(Prop EB, 2<sup>nd</sup> KHu)”, and also under Item 3.1, to read “EB” not “NB”.

RESOLVED that the minutes of the public meeting on 3 April 2014 be approved and signed by the Chairman. (Prop KHu, 2nd KHo)

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

#### 3.1 Proposed redevelopment, Firs Farm, St Peter's Street – to consider the Parish Council's position

Taken earlier.

#### 3.2 Newsletter Editor request to film future Parish Council meetings

The correspondence was considered. RESOLVED unanimously to respond that the Parish Council will await the formal adoption of the legislation. (Prop EB, 2nd KHu)

#### Other

The Chairman provided an update regarding the change of bank. This is to be an agenda item for the next meeting.

It was noted that Cllr Harrison had won the SCDC Village Hero Award for all her hard work for the village over the years. The Parish Council expressed its congratulations to her.

#### (4.2) Car parking on pavements

Cllr Human reported that the letters had not been delivered as the police had attended where the problem was occurring and there had been some improvement.

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

#### 4.1 Footpaths report

It was noted that repairs to some damaged surfaces were needed. Horse manure applied at the Crowdene footpath needs to be spread.

Members raised the following matters:

A robbery had taken place at McVeigh Parker. Residents were urged to be aware.

The Council contractor Borrás had offered to refurbish the toilets in the Village Hall. RESOLVED that the Parish Council would gratefully receive any offer of assistance and community support for the refurbishment of the Village Hall. The Village Hall is to be an agenda item for the next meeting.

It was reported that large lorries were parking in Swansley Wood Lane on a daily basis. Concerns were expressed that the exit was dangerous. Lorries are also parking in the layby behind Little Venice. The Chairman undertook to pursue this matter with the local Highways manager.

Concerns had been expressed that children were accessing farm buildings via the gate at the Brockholt Road play area, despite the existence of "Danger" notices, and that this posed a safety hazard.

#### 4.2 Report on flood risks meeting on 26 March

The Chairman reported on a meeting between himself and Cllr Millard, with representatives of the County and District Councils, Mrs Whitehead and Ross Finlayson. Actions agreed included: CCC to chase Anglian Water regarding the clearance of detritus under the Gransden Road bridge, and the replacement of the conifers with a hedge. The height of a path outside Brookmead is to be raised to stop water entering and an additional gully will be installed to help drainage. CCC and SCDC will send a joint letter to riparian owners from the Gransden Road bridge to the bypass asking them to clear and maintain the ditches. A leaflet reminding them of their responsibilities will be distributed.

A site meeting had taken place regarding Ermine Street drainage north and south of Agnes Cottage. Anglian Water have cleared under the Royston Road bridge. CCC will

ask Anglian Water to clear the detritus and leylandii from the Gransden Road bridge, and have suggested the Parish Council to Anglian Water, the County Councillor and the County Council to ask why the work to the Gransden Road bridge has not been done. RESOLVED to raise this matter with the County Councillor at the next meeting before writing. The local authority will jet everywhere and install another drain as an outflow on the east side is not working. The work will be carried out over the next few months and has been budgeted for. The crossroads will receive attention in the summer.

The smell of sewage on Ermine Street is believed to be due to a blockage further down the village. This has been raised with SCDC and if there is no improvement, this is to be an agenda item for the next meeting.

## **5. Planning and Tree Works**

The Chairman reminded members that responses to applications circulated between meetings should be sent only to the Clerk.

### **5.1 Applications received since the last meeting**

#### **5.1.1 S/0716/14/NM – The Cross Keys, 77 Ermine Street – Non-material amendment – to note response made between meetings**

RESOLVED to note the response made between meetings that the Parish Council recommended approval on the grounds that there was no significant change.

#### **5.1.2 S/0629/14/DC – Land to the rear of Cross Keys Public House – Discharge of Conditions 3,4 and 5 of planning consent S/0152/13**

Noted.

#### **5.1.3 S/0053/12/FL – Land at Caxton Gibbet – Erection of wind turbine**

Concerns were expressed that the SCDC notice of the planning committee meeting had been posted second class over the Bank Holiday weekend, and consequently not received in time for the registration deadline for speaking at the meeting. The Parish Council had hoped that the District Councillor would raise a formal complaint on its behalf that inadequate time had been allowed to make arrangements to speak, given that the Parish Council, and others, had previously objected to the application. RESOLVED to send a letter of complaint to SCDC.

#### **5.1.4 S/0917/14/SD – Unit 4, Caxton Gibbet Park – Two part internally illuminated signs comprising one fascia advertisement and one totem advertisement**

RESOLVED to recommend approval. (Prop EB, 2nd KHu)

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

#### **5.2.1 S/2000/13/AD – Former Yim Wah House, Ermine Street – Various site signage including 1 no. height restrictor, 10 no. freestanding signs, 1.no. banner sign, 11 no. dot signs – Permission granted by SCDC.**

Noted.

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

None.

The Chairman reported on a meeting of the planning committee at which members and the District Councillors had spoken against the proposal for 10 houses. As there was no proven need a Housing Needs Survey had been commissioned. It was noted that only exception sites would give priority to residents of Caxton. This is to be an agenda item for the next meeting.

## **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 Canalbs (Internal Audit) £131.68, LGS Services (Admin support) £474.01 and £413.70, be approved for payment <sup>(Prop RM, 2nd KHu)</sup>.

Salaries	£240.34
Buchans (Grass cutting)	£373.20
CAPALC (Affiliation fee)	£191.07
Noel Hart (Notice board installation)	£370.00
Playsafety Ltd (Play area inspection)	£157.20
Expenditure approved between meetings	
SCDC (Website hosting)	£100.00
Pendrill Publications (Advertising revenue)	£185.00

Credits including bank interest and receipt of the Precept were noted.

- 6.2 To consider any quotes for urgent works required because of risk  
The Parish Council confirmed completion of the play equipment from Fenland Leisure Products. The customer satisfaction form was completed.
- 6.3 Internal Auditor report to the Council on FY ending 31 March 2014  
Noted that members have undertaken to do training as individuals. The Clerk is to investigate the possibility of arranging Social Media training.
- 6.4 Approval of accounting statements and completion of the Annual Governance Statement FY ending 31 March 2014  
The accounts were approved <sup>(Prop KHu, 2nd MH)</sup> 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.
- 7. To consider matters arising out of correspondence received including**
- 7.1 Gawn Associates response to complaint and request for meeting  
RESOLVED unanimously to respond that the Parish Council sees no point in having a meeting.
- 7.2 SCDC – Community Infrastructure (CIL) Draft Charging Schedule  
Noted. No response.
- 7.3 CCC – Bus Service 28 update  
Noted.
- 8. Closure of meeting**  
The Parish Council recorded its formal thanks to Cllrs Harrison and Steel, who are standing down as members, for their longstanding contribution to the Council.  
Cllr Harrison formally handed over her keys to Cllr Blair.  
Elections 22<sup>nd</sup> May.  
Annual Parish Meeting 10<sup>th</sup> July  
First and Annual Meeting of the Parish Council 29<sup>th</sup> May  
There was no further business and the meeting closed at 9.40 pm.

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