


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held
on **Thursday 8 January 2015 at 7.45pm**

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Gail Stoehr, Clerk, 02/01/15

AGENDA

- 1. Apologies for absence and declarations of interest**
 - 1.1 To receive written apologies for absence and reasons
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations including requests and to grant any requests for dispensation as appropriate
- Comments & observations from members of the public and reports from District & County Cllrs**
- 2. To approve the minutes of the previous meetings on 13 November 2014**
- 3. Matters arising from the last meeting**
 - 4.1 (4.2) To consider quotes for clearing pond at Tates Field
 - 4.2 (4.3) Eltisley Parish Council request for shared speed equipment
 - 4.3 (7.3) Grass cutting and village maintenance – to consider tenders received
 - 4.4 Social media training arrangements
- 4. Local matters and members items for info only unless stated**
 - 4.1 Speedwatch – proposal that the Parish Council considers joining^(EB)
 - 4.2 Gransden Road play area and proposal that the Parish Council buys a swing seat^(KH)
 - 4.3 Brockholt Road play area^(KH)
 - 4.4 SCDC Planning Liaison Meeting report^(KH)
 - 4.5 Proposal to erect another Notice Board at the entrance to Crowdene Footpath^(EB)
- 5. Planning and tree works**
 - 5.1 Applications received since the last meeting
 - 5.1.1 S/2360/14/FL 24A Brockholt Road - new dwelling
 - 5.1.2 Application for land to the west of Cambourne 2350 dwellings
 - 5.2 SCDC notifications - to note any received
 - 5.3 Tree works applications – to consider any received
 - 5.3.1 104 Ermine Street – to note the Parish Council’s “no comment”
- 6. Finance, procedure & risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 To consider any quotes for urgent works required because of risk
 - 6.3 To review the budget for FY2015
 - 6.4 To consider and approve a budget for FY2016
 - 6.5 To set and demand the precept for FY2016
 - 6.6 Banking update
- 7. To consider any correspondence received**
 - 7.1 SCDC invitation to attend planning training – to appoint two members to attend
- 8. Closure of meeting**

Clerk report to Caxton Parish Council 8th January 2015

Where I have background information to support an agenda item this is below.

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

2. To approve the minutes of the previous meetings on 13 November 2014 – attached
3. Matters arising for info only
Paul Duggan from Wisser Recycling will attend the March meeting to outline the scheme. Background information on this was provided to the last meeting.

- 4.1 Speedwatch – proposal that the Parish Council considers joining^(EB) –
“The Community SpeedWatch (CSW) scheme is gathering more support than ever as we now have a single point of contact and good support from the Cambridgeshire Constabulary who understand how a well organised community scheme can interface with local Policing teams and take some of the pressure off available resources, allowing them to concentrate on other crimes and community concerns despite the severe budget cuts.

That said, because the scheme has proven its worth we now have access to specialist support teams and equipment which gives CSW an edge in dealing with repeat offenders and people who drive at excessive speed in our villages. The letters we send can be the start of an escalating process but is often all that is needed to remind most drivers of the need to drive at an appropriate speed within the limits set.

None of this would be possible without our volunteers, people who like yourself have taken the time to look at solutions they can contribute to.

I have attached a copy of the current guidelines which explains both the concept and methods used in carrying out CSW. In common with all rules there will be variations in how they are applied in areas that don't match a one size fits all approach, and we are constantly adapting our guidelines in the hope we can cover all the variations presented to us.

As you will see we take personal safety very seriously and provide continuous support and training for you

If you are interested in forming your own village team in Caxton, I can by arrangement, visit and give a brief talk on the subject and demonstrate use of the equipment. If on the other hand you have a group of like minded people ready to go, please fill in the details of those who wish to be trained and signed up on the attached form and I will provide that training at the earliest opportunity.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,

Brian.

Brian Robins 5587

Cambridgeshire Police Speedwatch Coordinator

Police HQ Huntingdon”

Guidelines attached

- 5.1.2 Application for land to the west of Cambourne 2350 dwellings

“As you may be aware McA (Taylor Wimpey and Bovis) has been gearing up to the submission of an application for 2,350 homes on land to the west of Cambourne.

The outline application was received yesterday and officers are presently sorting through the documents to ensure that the application is valid. Due to the submission being so close to the Christmas period the formal consultation on the proposals will not take place until the new year, subject to the application being valid.

All residents of Caxton and Cambourne will be consulted as well as the surrounding parish councils. Drop in events will also be set up during the consultation period to allow members of the public to view the plans. Details of the consultation period, and where the application documents can be viewed, will be circulated in the new year.

If you have any questions please don't hesitate to send me an e-mail or give me a call.

Regards

Ed

Edward Durrant | Principal Planning Officer “

Application not received at the time of writing.

- 5.3.1 104 Ermine Street – to note the Parish Council's “no comment” as submitted by the Clerk using her delegated powers.
- 6.1 To receive the financial report and approve the payment of bills - attached
- 6.3 To review the budget for FY2015 – details of actual v budget are attached plus the background accounts.
- 6.4 To consider and approve a budget for FY2016 – baseline budget based on contracts in place for the year attached. The Council to consider if any special projects or S137 grants are to be planned and complete the grey cells.
- 6.6 Banking update – Clerk to report to the meeting and the Council to decide if any action is required.
- 7.1 SCDC invitation to attend planning training – attached.

CAXTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 11 November 2014 at 7.45 pm**

Present: Councillors: K Howard (Chairman), K Human, E Blair, R Millard, H Barber and J Molloy.

In attendance: District Cllr M Loynes, Georgina Chapman and Nick Smith from MCA Developments, Ed Durrant (Principle Planning Officer, SCDC) 2 members of the public and Mrs K Baptie (Minutes Secretary. LGS Services)

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

Apologies received from Cllr Post (out of parish)

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

None.

1.3 To receive written requests for dispensations for disclosable pecuniary interests

None.

1.4 To grant any requests for dispensation as appropriate

None.

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

Cllr Loynes explained his recent absences. He urged Parish Council's to write to Cambridgeshire County Council with concerns regarding cut backs to gritting routes. Madingley Park & Ride – a second machine is being installed to alleviate queues.

2. To approve the minutes of the previous meetings on 11 September and 16 October 2014

RESOLVED that the minutes of 11 September and 16 October 2014 be approved and signed by the Chairman at the end of the meeting ^(Prop EB, 2nd RM)

3. To consider applications for co-option to fill vacancies resulting from insufficient candidates at election

RESOLVED that Helen Barber be co-opted as a member of the Parish Council ^(Prop RM, 2nd JM) She signed the declaration of acceptance of office and was welcomed to the Council. Cllr Barbour has 28 days to complete her register of member's interests.

4. Matters arising from the last meeting

It was noted that the sewerage smell is still a problem.

4.1 (4 of 16.10.14) Cambourne West

Nick Smith from MCA developments distributed their plans and explained that one plan shows land to the west of Cambourne allocated by South Cambridgeshire District Council for 970 homes, which is currently going forward to the EIP. The second plan is that of MCA Developments which they feel is a much more sustainable plan, with 2,350 homes and approximately 5 hectares of business space, 2 primary schools, 1 secondary school and retail and leisure units. The density is 20 -30 houses per hectare which is similar to that of Lower Cambourne. A resident commented that this proposed development as well as Lower Cambourne were in the Parish of Caxton and would like to see more green spaces as a buffer around Caxton.

The developers intend to build some small business/industrial units, which will be more suitable for local users. Georgina Chapman explained that there will be an opportunity for Caxton residents to have their say during the consultations. The education requirement would be set by demand in the area. In terms of the type of school, it would be very similar to Comberton Village College, possibly including a more

technical field. Stephen Munday had been involved in discussions. The provision of schools would be decided by Cambridgeshire County Council. The developers confirmed that they would be contributing £8 million towards the costs of a secondary and 2 primary schools.

30% of the development will be affordable housing. MCA feel this is the right level, however they are aware it is not following policy. The proposals include a new road and roundabout to the south west of the development. The plan to put bollards at the top of the A1198 where it meets the new road had not been pursued, but that it would not be their decision. He confirmed that construction traffic would come via the north. They propose to close the Swansley Wood access road and put in another lower access road, and are open to working with McDonalds to improve the entrance and parking problems there. The proposals also include a bus lane from A428 to M11 near Madingley. Bridleways would all be linked up.

The Parish Council emphasized that it was important for Caxton residents to have cycle paths.

As to why MCA believe their plans will succeed over the Bourn Airfield development they replied that a panel of architects were basically in support of the designs from a landscape point of view. MCA intend to submit their application before Christmas. They were thanked for attending and left the meeting at 8.45pm.

Ed Durrant (SCDC) confirmed he was attending the meeting to observe, and that SCDC were not minded to approve it whilst the EIP was going on. SCDC are not supporting the proposals at the moment, but the developers are aware that if Bourn Airfield does not go ahead then West Cambourne has a very good chance of going ahead. The Parish Council are very concerned that they do not miss any opportunities to be involved in S106 discussions. SCDC are of the opinion that this should go to Cambourne as residents are more likely to use facilities there. The Parish Council was concerned that there should be a covenant in place to enforce a protected green space around this development.

The Parish Council asked what provision is being made for the growing elderly population and whether it was likely for the best mitigation that Caxton could hope for would be help with the traffic and the by-pass. The Council also asked if the District Council would be able to negotiate a Clerking fee for the change of boundaries.

Ed Durrant explained that SCDC had concerns about the business areas and the fact there would be 2 secondary schools next to each other.

Ed Durrant was thanked for attending and left the meeting.

4.2 (5.2 of 11.9.14) To consider quotes for clearing pond at Tates Field

Only 1 quote was received so this was deferred to the next meeting and Cllr Human will ask Rob Mungovan at SCDC about the best course of action for a more permanent solution to this problem.

It was agreed to seek an alternative quote from CGM to dig out the reeds and to ask what sort of guarantee they could give that this would solve the problem.

4.3 (8.2 of 11.9.14) Eltisley Parish Council request for shared speed equipment

RESOLVED that Cllr Blair would be happy to attend a meeting with Eltisley if required and in the meantime he will get in touch with Speedwatch to find out more. Deferred to the next meeting, once all the information has been received.

5. Local matters and members items for info only unless stated

5.1 Footpaths and hedges

Cllrs Howard and Blair recently attended a meeting at Whittlesford. CCC will provide posts for footpath markings. Cllr Molloy raised concerns about a number of issues in the village. It was recommended that problems are reported on the CCC website. Cllr Molloy offered to take responsibility for pavements in the village.

5.2 Report on meeting at SCDC

Cllrs Howard and Blair reported on the meeting they had attended at SCDC regarding the report on the Housing Needs Survey by ACRE. The more up to date figures suggests that the need is currently for 6 houses rather than 8 -10 as previously stated. As such, the SCDC recommended development would be for houses on the main road, a ribbon development. The developers were not present at the meeting, but it was anticipated that they would not be so keen to build such a small development. Part of the housing need was based on the desire to downsize due to the bedroom tax. However, it was noted that if the government changes then this need will go away, reducing the numbers further.

6. **Planning and Tree Works**

6.1 Applications received since the last meeting

6.1.1 S/2225/14/FL – McDonalds Restaurant – Installation of a climbing frame, on the existing patio.

RESOLVED to note that the Parish Council had recommended approval.

6.1.2 S/2349/14/FL – Church Farm, Gransden Road – Change of use of eastern part of long barn to B1 business use – no alterations proposed.

RESOLVED to note that the Parish Council had recommended approval

6.2 SCDC notifications - to note any received - none

6.3 Tree works applications – to consider any received – None.

7. **Finance and procedure**

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

RESOLVED to receive the financial report, and that the invoices and bank statements be checked at the end of the meeting, before the cheques are signed.

RESOLVED that the payments as listed, plus Buchans (Grass cutting) £805.20, be approved for payment. ^(Prop KHu, 2nd EB)

Salary	£109.10
Buchans (Grass cutting)	£141.60
Buchans (Grass cutting)	£141.60
LGS Services (Admin support)	£479.91
Algar Signcraft (Play area sign)	£232.80
LGS Services (Admin support)	£395.73
Salary	£22.57
Salary	£109.30
Bourn PC (Traffic Consultant)	£307.23
CCC (Flood Improvements)	£500.00

Credits were noted.

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

RESOLVED to note that the new play equipment sign had been removed and thrown in the ditch twice. Cllr Human she will explain the problem to RoSPA and seek their advice.

7.3 Grass cutting and village maintenance specification – to consider if any changes are required

RESOLVED that the specification be approved following the inclusion under verges; St Peter's St, Gransden Rd and Bourn Rd, to cut a metre (not exceeding a metre) with a flail mower, twice a year. Also add to POS off Brockholt Rd and Village Green, Gransden Rd, (d) collect grass within the fenced play areas.

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

8.1 BT proposed removal of telephone kiosk in Ermine St

RESOLVED that there were no objections to the removal of the kiosk. (Prop EB, 2nd KHu)

8.2 ICS response to the Parish Council’s complaint

RESOLVED to note the complaint had been satisfied satisfactorily in the Council’s favour and to thank the Clerk for all her work on this matter.

8.3 Wiser Recycling – electrical wares recycling

RESOLVED to invite them to give a short presentation.

8.4 Electoral review of Cambridgeshire

RESOLVED that it would be preferable to have separate representation from Cambourne due to its size and instead would prefer someone who represents smaller villages.

9. Closure of meeting

There was no further business and the meeting closed at 10.30 pm.

SignedChairmandate.



Creating a safer
Cambridgeshire

Speedwatch Guidance

September 2014

Aims of the scheme

Community Speedwatch is a scheme to allow volunteers to address speed concerns in their communities.

This is achieved by:

1. Undertaking high-visibility roadside operations to educate drivers, by displaying their speed on a digital display with a view to improving driver behaviour.
2. Reporting to the Police the details of speeding vehicles in specific areas where speed is of concern. These speed monitoring reports enable the police to
 - a. Send advisory letters to the registered owners with the aim of informing them of the speed their vehicle was travelling at in excess of the speed limit.
 - b. Use the data gathered to inform Police and others on the allocation of resources and general road safety issues.
3. Delivering locally based feedback and problem solving schemes where speeding is of specific concern to the Community, operated by volunteers and supported by the Police.
4. Speedwatch is not enforcement: it is about raising awareness of speeding within communities and educating drivers.

Roles and Responsibilities

The Constabulary will appoint an Operational Lead for Speedwatch across the county from within the Territorial Policing Command. This person is currently the Chief Inspector, Head of Operational Support. This officer will be responsible for policy and guidance development and liaison between interested parties. The Operational Lead will ensure that changes to policy or guidance are communicated to co-ordinators in good time. Wherever possible the views of volunteers will be taken into account prior to any changes being made. Guidance will be revised annually.

The Constabulary has appointed a Police Service Volunteer to assist the Operational Lead in supporting Speedwatch groups. The post holder will develop operational guidance and good practice, develop links between local policing teams, volunteer groups and Constabulary departments. The county co-ordinator will oversee the registration of new groups and the training of volunteers.

The Business Support Unit of the Cambridgeshire Constabulary provides administrative support for the scheme sending letters, ordering new equipment within budgets.

Local Policing teams and parish councils provide the direct link with Volunteers and the county coordinator who will assist with training teams, obtaining equipment and providing support. Local Police teams may from time to time assist by supporting them with enforcement activity when resources permit.

Volunteers plan, carry out and file speeding reports on sessions that are carried out at, risk-assessed locations where speeding is of specific concern to the community and are required to operate in strict accordance with their training and these guidelines.

Volunteers

Volunteers will operate on behalf of their respective communities and are not considered to be employees of the Constabulary.

Cambridgeshire Constabulary carries public liability insurance which covers this activity and volunteers must therefore act in accordance with their training and this document.

Volunteers will not be paid or be able to claim expenses for travelling. The use of volunteers' private motor vehicles or other equipment in connection with SW operations is not covered under any Constabulary insurance policies. It is the responsibility of team members ensure that they have motor insurance in place to cover this activity.

Communication

Each group of volunteers should appoint a co-ordinator who is registered on the Constabulary's Ecops system to receive Speedwatch updates. Contact with the county co-ordinator can be made at speedwatch@cambs.pnn.police.uk.

Data submissions only should be sent to the Business Support Unit at speedwatchreports@cambs.pnn.police.uk, no other correspondence should be sent to this address.

Training

To ensure consistency of operations all volunteers will have to undergo training either with a suitably Police-approved trainer in line with the 'Constabulary's formal training schedule provided. All new volunteers will sign an indemnity (as at Annex B) confirming that they have received an initial health and safety briefing before they are allowed to participate in Speedwatch activity. No other forms or administrative procedures are required, nor should be introduced by groups.

There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However volunteers can be rejected or removed from Speedwatch without explanation by the Police. Volunteers will be asked to declare any issue or circumstance that could bring the scheme into disrepute - and be given direction during training to ensure they do not act in an unacceptable manner whilst a member of Speedwatch.

Equipment Provided – Comprises:

- A tripod-mounted, free-standing Speed Indicator Device (SID) (Minivisor 230VAS) marketed by Radarlux, shown at Annex A. Only this speed detection device should be used by volunteers.
- Portable Community Speedwatch warning signs. No other signs are permitted. The portable signs must be deployed whenever a scheme operates, even where fixed signs have been installed near a check location.
- High visibility tabards for volunteers.
- Digital voice recorders and click counters may be issued to assist in recording and later for verifying the session information gathered.

The device has been calibrated/set by the manufacturer to a specific level and, as it is not being used for enforcement purposes, there is no requirement for further calibration unless there is reason to suppose it is faulty. Report suspected faults to the County co-ordinator (email address above).

A number of parish councils have purchased equipment for use within their area. In order to participate in the scheme the equipment must be approved by the Constabulary. The Constabulary will not be liable for costs/repairs/insurance for equipment owned by third parties.

No other type of speed detection equipment is to be used during Speedwatch checks.

No video recording of vehicles is to take place.

No changes or additions to equipment are to be made without the prior agreement of the county co-ordinator or Force lead.

Health & Safety

Team Location: The personal safety of Volunteers is a primary consideration. The operation of Speedwatch has been designed to encourage teams to function as passive observer/recorders of vehicles as they pass. Deployment locations should be:

1. Safe for volunteers to operate in.
2. Able to accommodate the equipment.
3. Visible to motorists to maximise educational impact and reduce risk of sudden reactions.

If these principles cannot all be adhered to then a location is not suitable for deployment.

Confrontation: Volunteers are instructed that in the event of any confrontation, they should simply explain that they “are engaged in a community initiative with the full support of the Town/Parish Council and the Police”.

Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment and contact the Police (quoting the Command and Control Incident Number given before check commenced.) **Threats:** Report all other threats on 101 immediately after the session quoting the Incident Number. At the time of the incident, whilst still fresh in your mind, write down the Reg No of the vehicles, a description of the person(s), the names of any witnesses and what was said by whom.

Risk Assessments: A full risk assessment has been agreed by the Force Health & Safety Officer at Annex C. All Speedwatch locations and intended direction of detection or alternative signage need to be risk assessed by the county co-ordinator and registered with the Constabulary before being deployments by volunteers.

Deployment

Community Speedwatch will only operate in **(20)***, 30 and 40 mile per hour areas during hours of daylight. Speedwatch teams will only be deployed to areas where the Town/Parish Council (or similar) or the Police have identified a Community concern.

Speedwatch Operations to ACPO limits in 20 MPH zones for the purpose of generating letters are not to be undertaken unless agreed by the Force Lead.

Once the session location, date and time and the kit to be used has been agreed with the associated Coordinator, the Speedwatch Team will organise themselves to appoint a ‘lead’ volunteer who will ensure that the details of the location, time and date are notified to the Police Service Centre on 101, preferably on the date of operation. This will establish the operation as a Command & Control Incident with an incident number that will facilitate any Police support in the event of emergency. The Speedwatch team will be expected to bring one or more personal mobile telephones so that in an emergency, relevant assistance can be obtained. The lead volunteer will also ensure that data is submitted to the Business Support Unit in the required format on completion of the check.

Volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is now accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.

Location Check locations should be overt and safe for volunteers and motorists. Teams should not deploy to locations where speeding is a concern if these principles cannot be adhered to. It is vital that, to prevent a negative dangerous impulsive or startled reaction from motorists, there should be no sudden appearance of a hi-vis tabard supplied, nor any rapid movement towards the vehicles being monitored.

Team Composition. An operational Speedwatch Team will comprise a minimum of 2 trained volunteers who have signed Indemnity Forms (Annex B). All volunteers will wear single-colour (orange or yellow) high-visibility tabards to allow the Team to be recognised.

Device positioning. The Minivisor should be no closer than 3ft from the kerb and set to monitor the speed of all approaching vehicles. An upper limit of 60 mph is set on all devices to prevent dangerous drivers trying to get higher speeds displayed.

The tripod on which the devices is mounted should not normally have its legs set less than 2 ft apart nor extended so much that the mounting bolt is at more than waist height else with the Radarlux display unit mounted on it, the assembly becomes unstable, increasing the risk of it being blown over. Additionally, one leg of the tripod should be positioned to the rear (best with the levelling bubble at the front) to oppose the forces from the bow waves of approaching HGVs.

A useful 'rule of thumb' is that if an average height volunteer cannot see over the top of the device then it's too high for stability and also too high to be accurately aligned to give the best timely results from approaching traffic.

Signage. As a minimum, one sign needs to be placed ahead of the detection device so that it is clearly visible to alert drivers being checked. In addition this provides the Public with a means to identify Speedwatch activity. Fixed 'Community Speedwatch Operates Here' warning signs installed by the County Council should not be considered a replacement for the portables within each kit bag. The more conspicuous the activity, the greater the impact is likely to be. (See also Annex K)

Returns. Must include as a header:

- The Location (Town/Village, Road @ Junction or House No), Post Code
- Date
- Time (From-To) using 24 hr clock;
- Total Number of vehicles that passed in the time period specified.
- Names of the Operators

And for each vehicle:

- Speed
- Vehicle Registration Number,
- Colour (stick to base colours, Red Blue Black Silver etc.)
- Make /Manufacturer if known
- Model if known or Chassis type (i.e. Car 4x4, van, HGV, MPV, Bus, Motorcycle)
- Time of each speeding vehicle, using the 24hr clock (max 4 in the same minute).

The recording at session time should be manual (with voice recording as a backup) with the verified* and finished return for the BSU being typed in BLOCK CAPITALS and unambiguous with the minimum use of abbreviations. Returns must be in csv file format provided no other format will be processed.

*Web verification is permitted but not to obtain missed vehicle details, but merely to confirm those already obtained kerbside.

If in any doubt about the accuracy of a registration number then please don't submit it.

This will prevent administrative time being wasted trying to process it. (The number of cars checked by a group during a session is not monitored, nor is the accuracy of the returns).

A suitable record sheet template for use at the roadside is shown at Annex H. Nil returns also provide data and should be recorded. At the end of the operation, and within 48 working hrs, this information should be passed to a designated Point of Contact in the Business Support Unit, who in turn will arrange for its timely processing.

Notification Stage The next stages of the operation will rest with the police. An advisory letter will be sent to the Registered Keeper of those vehicles that are detected at or above 24, 35, or 46 mph in the relevant speed limit.

Should the vehicle come to notice again and it is the same registered keeper a second letter with a more direct message will be sent. If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be arranged.

Use of data Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with the Cambridgeshire and Peterborough Road Safety Partnership to assist in further initiatives.

Session Limiting Criteria Police admin support for Speedwatch is not limitless. Consequently, police resources need to be conserved and shared equally across the County so each and every separate Village Team, or Town area can be offered exactly the same opportunity to mount sessions to address local speeding but within finite practical, transparent limits. The Assistant Chief Constable has determined that a maximum of 2000 letters will be produced a month.

In addition the maximum **monthly submission limits** for any one Village or Town Area Team are as follows:

- No more than 4 sessions at any one location/Post Code (irrespective of direction).
- No more than 50 index numbers recorded per session (irrespective of duration).
- No sessions at the same place/time within 2 weeks of each other as there is a high probability the vehicles from the previous session will pass through before they will have received an advisory letter from the first session.

Should a Team wish to mount a 1-off 'Action Day' or similar event during the summer where such an event could require a separate or increased allocation of letters, then the team should plan that in association with the county coordinator.

Annex A

Community Speedwatch Detection Unit: Radarlux type *MiniVisor 230* VAS



MINIVISOR 230 has been developed to display and store the speed of passing vehicles. It combines a radar sensor with a 2½ digit 7 segment LED display, the control electronics and the electricity power supply.

FOR THIS SCHEME THE WORDS 'SLOW DOWN' WILL BE REPLACED WITH 'SPEEDWATCH'

ROAD SAFETY REQUIREMENT
WITH NO EXCEPTIONS, HEADS SET FOR 30
ZONES MUST NOT BE USED IN 40 ZONES

Annex B

VOLUNTEER INDEMNITY FORM

This records the understanding of indemnity to be signed by Community Speedwatch volunteers before actively participating in any kerbside function or before handling any Constabulary equipment.

- 1 Community Speedwatch Team members are volunteers, and there is no remuneration of costs or expenses incurred in carrying out Community Speedwatch operations.
- 2 All monitoring equipment will remain the property of the Cambridgeshire Constabulary. Team members must take reasonable care of such equipment, in operational use or in transport or storage. When in storage, it must be kept in a secure condition and batteries kept in a fully charged state. Instruction books and paper records will be kept securely. Any loss of or damage to equipment should be reported as soon as possible to Cambridgeshire Constabulary.
- 3 Prior to commencement of any speed checks the Police Service Centre is to be contacted (Tel: 101) and informed of the locations where checks will be carried out. A Police incident number will be created and this number should be noted on all session records and needs to be quoted in the event of a 999 call for service.
- 4 There must be a minimum of two trained and Indemnity-signed Team members to conduct an operation and single-colour high-visibility tabards must be worn at all times by all the Team.
- 5 On site, having setup their monitoring equipment, the Team should then place themselves in a position of safety with the equipment in full view. If confronted, Team members should explain that they are acting with the knowledge and support of both the Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Road Safety Partnership, in conducting a non-enforceable, traffic speed monitoring /education session. Team members **must not** get into confrontation – if confrontation arises, they should leave the area and contact the Police quoting the allocated Incident Number. If threatened, they should retreat.
- 6 Cambridgeshire Constabulary carries public liability insurance which covers SpeedWatch activities and volunteers who act within their formal training - and in accordance with the relevant risk assessment and Guidelines - will be indemnified in the event that a claim or legal proceedings are issued against them. The use of volunteers' private motor vehicles or other equipment in connection with operations is not covered under any Constabulary insurance policies or those of any agency within the Road Safety Partnership, and it is the responsibility of team members to ensure that they have motor insurance in place that covers this activity.
- 7 Personal safety is paramount. The SpeedWatch operation has been risk-assessed by Cambridgeshire Constabulary and is considered to be an acceptable activity in terms of health and safety. However, Community Speedwatch Team members have personal responsibility and must always act in a manner that will maintain a risk-averse and safe operation.

By signing below the volunteer acknowledges and agrees that he/she has received a formal, initial H&S Briefing from a Police-approved trainer and understands the above conditions, requirements and advice.

Signed:

Witnessed:

Date:

Annex C

LOCATION OR WORK ACTIVITY Description	HAZARD	PURE RISK FACTOR	CONTROL MEASURES REQUIRED	IN PLACE Yes/No	RESIDU. RISK FACT.	FURTHER ACTION REQUIRED By Who/When
Community Speedwatch groups carrying out speed watch programmes in various villages and locations.	Risk of injury from carrying equipment.	Low	The equipment is contained in bags and cases all of which have carrying handles. Maximum of two bags/cases to be carried by one person at any one time.	Yes	Low	To only carry two bags/cases at a time is at the discretion of the individual.
	Risk of injury from assembling/dismantling the speed check equipment. The head has to be lifted and fitted onto the bracket then locked in place.	Low	None of the equipment is heavy and all can be easily lifted. The equipment comprises of a tripod, head bracket, electronic head and battery pack. It is quick and easy to assemble by one person in approx 10 mins.	Yes	Low	Training Provided
	Location of equipment at roadside. Only Police-issued equipment to be used.	Low	The equipment is free standing, can be viewed from a distance and does not require the immediate presence of a member of the CSW.	Yes	Low	The actual location/sighting of the equipment is at the discretion of the CSW team but will be in accordance with Standard Operating procedures and training parameters. In windy conditions consideration need to be taken regarding risks to motorists should kit or signage blow into road. In adverse weather equipment would need protection.
	Risk of injury from not being identifiable as being part of the CSW.	Medium	The equipment will only be deployed in built up areas with street lighting.	Yes	Low	
Risk of conflict with or aggression from members of the public.	Medium	SW members will wear a high visibility tabard. Before each check the Police Service Centre is to be advised so that an incident can be raised to be quoted if assistance is required. If at risk the equipment is to be left and they are to leave the area immediately.	Yes	Low		

Annex D

Check list for setting up a check.

- Before attending a location do a thorough check of all equipment to ensure it is correct and in a working condition. If fixed signs have been installed ensure they are still there and pointing in the correct direction.
- Each kit comprises a warning sign, 4 tabards, a bagged tripod, a cased Radarlux display and a 6v battery. A Counter (tally) and Voice Recorder may also be provided.
- On arrival at the chosen location the speed limit signs (and any fixed Speedwatch signs) from both directions should be checked to ensure they are clean and clearly visible to approaching traffic. If the location is well within a built up area away from the start of the speed limit, then checking the limit signs is not a requirement.
- Speedwatch, volunteers need to wear the hi-vis 'SPEEDWATCH' tabards provided at all times; other forms of hi-viz are not approved and should not be worn. Hi-viz is especially important when setting up the equipment at the roadside or crossing the road.
- The Police Service Centre should be advised of the check on Tel: 101 and the incident number recorded. All Team members should know the Incident Number and be aware of the Risk Assessment of the location selected.
- The mobile 'Speedwatch' signs, they should be placed in a safe location within the speed limit on the verge and not blocking pavements, on the same side of the road as the approaching traffic. If it is unsafe to place the signs on the same side of the road as the traffic being detected, it is normally unsafe to carry out a Community Speedwatch activity (Check the Risk Assessment).
- Volunteers should always be aware of traffic flow when deploying and removing equipment and it is recommended that pair's work together having one watching traffic at all times to warn of approaching traffic risks.
- Volunteers should NOT use a vehicle or park near the sign or operate from cover that obscures them from sight to approaching vehicles but allows them to be in a position to monitor traffic and record registration numbers away from the kerbside. This reduces confrontation potential and removes them from 'harm's way'. When operating, there should be no movement towards the traffic when monitoring to prevent allegations of 'hiding' from the drivers only to jump out and startling them.
- Remember this is an educational initiative and not enforcement activity.
- The use of other speed measuring or video recording and photographic equipment or improvised signage not provided by the Cambridgeshire Constabulary is expressly forbidden as its use could provoke confrontation or accidents and, if a serious situation is provoked by them, the users of such equipment may be asked to leave the SpeedWatch programme.



COMMUNITY SPEEDWATCH



Annex E

Community Speedwatch is an initiative run by Neighbourhood Policing Representatives and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to challenge speeding drivers to consider communities, slow down and reduce subsequent injuries and deaths on our roads.

«Title» «Forename» «Surname»
«Address_Line1»
«Address_Line_2»
«Address_Line_3»
«PostCode»

Dear Sir/Madam

The vehicle of which you are shown as the registered keeper has been seen exceeding the speed limit in one of our Community Concern areas.

The scheme's volunteers detected «**Vehicle_Make**», «**Vehicle_Model**», «**Vehicle_Registration**» breaking the speed limit in/at «**Site_Address**» at «**Time_of_Offence**» on «**Date_Of_Offence**».

The speed of the vehicle was unacceptable and would have resulted in a prosecution if a police officer had been present at the check. Stopping distances increase exponentially as speed increases. Please drive your vehicle within speed limits at all times.

If you were not the driver at the time, or the vehicle is registered to a company, please forward this letter to whoever was driving. If you are no longer the vehicle's registered keeper, then please inform the DVLA as soon as possible.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. On this occasion the vehicle driver was not stopped and this letter is a warning that enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to inform speed enforcement campaigns, educational opportunities and other road safety initiatives in the future including the deployment of safety camera technology.

Yours sincerely (on behalf of our Community Speedwatch teams)

NO CORRESPONDENCE WILL BE ENTERED INTO IN RELATION TO THIS ADVICE.

The personal data in this letter is subject to the Data Protection Act 1998. It is processed by the Police for policing purposes.



Annex F

Community Speedwatch is an initiative run by Neighbourhood Policing Representatives and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to challenge speeding drivers to consider communities, slow down and reduce subsequent injuries and deaths on our roads.

«Title» «Forename» «Surname»
«Address_Line1»
«Address_Line_2»
«Address_Line_3»
«PostCode»

**Exceeding the «Road Speed» mph speed limit,
contrary to Sections 81(1) and 89(1) of the Road Traffic Regulations Act 1984**

Dear Sir/Madam

It is with disappointment that I write to inform you that a vehicle registered to you at the above address has, *again*, been observed breaking the speed limit.

«**Vehicle_Make**», «**Vehicle_Model**», «**Vehicle_Registration**» was seen driving at excessive speed in/at «**Site_Address**» at «**Time_of_Offence**» on «**Date_Of_Offence**», in contravention of the above road traffic legislation.

Given that this is a repeat incident, I must advise you that this letter is your final written warning about speeding. Should you continue to ignore the speed limit, further action will be taken.

I would take this opportunity to remind you that drivers who break the speed limit place themselves and other road users at risk of being injured or killed. They also risk potential court appearances and prison sentences.

If you were not the driver at the time, or the vehicle is registered to a company, please forward this letter to whoever was driving. If you are no longer the vehicle's registered keeper, then please inform the DVLA as soon as possible.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. **Please slow down.** Information gathered in relation to speeding vehicles will be used to inform speed enforcement campaigns, educational opportunities and other road safety initiatives in the future including the deployment of safety camera technology.

Yours sincerely (on behalf of our Community Speedwatch teams)

NO CORRESPONDENCE WILL BE ENTERED INTO IN RELATION TO THIS LETTER.

Annex G



Creating a safer
Cambridgeshire

Date: as personal visit

Dear Sir/Madam

You are being visited by a member of the Constabulary because a vehicle to which you are a registered keeper has been seen by Community Speedwatch Volunteers driving at an excessive speed / or seen on more than two occasions previously speeding.

Speed is a major factor in about a third of all traffic collisions. Each year, some 727 people die and more than 4,555 are injured nationally as a result of speeding.

Did you know that if you are driving at 40mph, it takes about an extra 43 feet to stop than if you were travelling at 30mph? If a vehicle strikes a child at 40mph, there is an 80% chance that they will die; at 30mph there is an 80% chance they will survive. If that happened when you were driving how would you live with that death on your conscience? The risks are even higher in 40 mph limits.

With the above in mind, I am sure you will appreciate why increasing road safety throughout Cambridgeshire is one of our top priorities.

I take this opportunity to remind you that those drivers who break the speed limit place themselves and other road users at risk of being injured or killed. They also risk potential court appearances and prison sentences. This visit is appropriate to remind you or the driver that your vehicle will be subject of further action if it continues to speed.

Yours Faithfully

Annex H

Community Speedwatch #			Incident No:			
Location of Check: (Town/Village/Street/Junction/PostCode)						
Date + Time of Check:						
Head Serial No:				Speed Limit:		
Volunteers IDs:						
Total # of vehicles monitored in this speed check:						
Total # of vehicles recorded above the ACPO limit:						
Total # of vehicles recorded 15 mph or more above ACPO limit:						
Speed	Reg No	Colour	Make	Model/Type	Time*	COMMENTS
PLEASE COMPLETE ALL COLUMNS IN READABLE BLOCK CAPITAL CHARACTERS					* 24 HR CLOCK	
On completion please pass to speedwatchreport@cambs.pnn.police.uk by email						

RETAIN SESSION SHEETS FOR 28 DAYS BEFORE SHREDDING

Annex I

Here are some useful common abbreviations you might encounter.

ACPO Association of Chief Police Officers (they set the speed limits for prosecution)
ANPR Automatic number plate recognition camera.
ARV Armed response vehicle
BSU Business Support Unit (the clerical support for all Police paperwork and systems)
CAD Computer Aided Dispatch (a form of electronic messaging and reporting)
EST Estate Car
HCV or HGV Heavy goods vehicle
LVA A light van. normally car derived vehicle or transit size van
MCY Motorcycle
KSI Killed or seriously injured. How police record high risk accident sites.
PNC Police National Computer (holds the records of all cars and owners)
RPU Roads Policing Unit (Traffic Cops)
RTC Road Traffic Collision. aka RTA Road Traffic Accident
RO Registered owner of a motor vehicle
SAL Saloon Car
TWOC Taken without consent ie Stolen Car
VASCAR Visual average speed recorder (speed recording equipment in Police car)
VRM Vehicle Registration Mark (number plate)

Annex J

This is the phonetic alphabet used by Police.

A – ALPHA	J – JULIET	R – ROMEO
B – BRAVO	K – KILO	S – SIERRA
C – CHARLIE	L – LIMA	T – TANGO
D – DELTA	M – MIKE	U – UNIFORM
E – ECHO	N – NOVEMBER	V – VICTOR
F – FOXTROT	O – OSCAR	W – WHISKY
G – GOLF	P – PAPPA	X – X-RAY
H – HOTEL	Q- QUEBEC	Y – YANKEE
I – INDIA		Z – ZULU

Annex K Fixed Speedwatch notices.



As part of Cambridgeshire Road Safety Partnership, Cambridgeshire County Council can supply at cost, fixed, notices as shown above for locations where active Community Speedwatch teams operate on a regular basis.

The purpose of these notices is to give advanced warning and a fixed reminder that Community Speedwatch teams may be operating in this area. They will not be supplied as a visual deterrent without Community Speedwatch activity. Confirmation from the Speedwatch support team will be sought before an application is approved.

Since September 2014 the use of the portable signs in addition to permanent signs is mandated to promote awareness of the scheme (previous guidance indicated that their use was discretionary).

The cost quoted for notices includes installation by engineers on existing street furniture wherever this is possible. Where an additional new post is required, the cost will be higher.

To enquire about this scheme get an estimate of cost or to apply for notices to be erected, please contact:-

accident.investigation@cambridgeshire.gov.uk

The County Council reserve the right to remove the notices upon cessation of Community Speedwatch activity over a period of 6 months. Removal of the notices will also be charged by CCC.

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING Jan-15**

Summary of previous month

Balance brought forward £32,427.43

Adjusts/transfs/inc during period

CHQ 704 ADJUSTMENT -£64.00

Expenditure approved at last/between meetings

BUCHANS GRASS CUTTING -£805.20

Misc credits

SANTANDER INTEREST 3.78

Total Adjustments

-£865.42

Balance revised after adjustments

£31,562.01

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Santander Current Account	£0.00	£0.00	
Santander Savings	£3.78	£3.78	
Cambs & County Bank	£10,031.20	£10,031.20	
Unity Trust Bank	£21,527.03	£25,086.27	-£3,559.24
Total	£31,562.01	£35,121.25	-£3,559.24

Expenditure for approval

LGS SERVICES	ADMIN SUPPORT	£466.91
HMRC	PAYE	£82.80
	SALARY	£109.30
	SALARY	£21.77
	SALARY	£109.20
ICO	DPA	£35.00
CAMBS ACRE	AFFILIATION FEE	£54.00
BUCHANS	GRASS CUTTING	£540.00
LGS SERVICES	ADMIN SUPPORT	£397.67
LGS SERVICES	ADMIN SUPPORT	£422.12

Total expenditure

£2,238.77

Balance c/f

£29,323.24

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting



SCDC Parish Planning Training Programme

Content:

Session 1

1. Role of Parish Councils, probity and links to local members.
2. Planning Policies
 - National Planning
 - The Local Plan
 - Neighbourhood plans.
3. Planning applications:
 - Different types including amendments.
 - The life of a planning application.
 - What is a material consideration?
(Including highway safety, drainage & design considerations)
 - How are applications assessed?
 - When to use planning conditions & S106 agreements/CIL

Session 2

4. Monitoring and Enforcement.
5. Trees:
 - Tree preservation Orders
 - Application for works to trees in Conservation Areas.
6. Heritage.
 - Listed Buildings
 - Buildings at Risk
 - Conservation Areas

Parish Planning Training Programme Jan- March 2015

Session 1 – Planning Policies & Applications

Session 2 – Monitoring, Enforcement, Trees & Heritage.

Training sessions will be held 6.30-8.30pm at the following venues.

Venues:

Swavesey Village College - Gibraltar Ln, Swavesey, Cambridgeshire CB24 4RS

Mebourn Village College - The Moor, Melbourn, Royston, Hertfordshire SG8 6EF

Cambourne Village College - Cambourne CB23 3PH

Team West		
Parish	Session 1 Venue/Date	Session 2 Venue/Date
Abington Piggotts	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Arrington	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Bar Hill	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Barrington	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Barton	Swavesey VC - 11 th Feb	Swavesey VC- 25 th March
Bassingbourn	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Bourn	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Boxwoth	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Caldecote	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Cambourne	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Caxton	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Childerley	Swavesey VC - 11 th Feb	Swavesey VC- 25 th March
Chishill Gt	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Chishill Lt	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Comberton	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Conington	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Coton	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Croxton	Swavesey VC - 11 th Feb	Swavesey VC- 25 th March
Croydon	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Dry Drayton	Swavesey VC - 11 th Feb	Melbourn VC – 12 th March
Elswoth	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Eltisley	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Eversden Gt	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Eversden Lt	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Fen Drayton	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Fowlmere	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Foxton	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Gamlingay	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Girton	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Gransden Lt	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Grantchester	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Graveley	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Harlton	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Hardwick	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Haslingfield	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Hatley	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Heydon	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Kingston	Cambourne VC - 27 Jan	Melbourn VC – 12 th March

Knapwell	Swavesey VC - 11 th Feb	Swavesey - 25 th March
Litlington	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Lolworth	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Longstanton	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Longstowe	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Madingley	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Melbourn	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Meldreth	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Guilden Morden	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Steeple Morden	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Orwell	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Over	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Papworth Everard	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Papworth St Agnes	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Shepreth	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Shingay cum Wendy	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Swavesey	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Tadlow	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Toft	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Whaddon	Cambourne VC - 27 Jan	Melbourn VC – 12 th March
Willingham	Swavesey VC - 11 th Feb	Swavesey VC - 25 th March
Wimpole.	Cambourne VC - 27 Jan	Melbourn VC – 12 th March

CAXTON PARISH COUNCIL BUDGET

FY2014/2015 notes

FY2016 notes

1	2 APPROVED BUDGET 2015	3 ACTUAL Jan 2015	4 %	5 DRAFT BUDGET 2016
INCOME				
ADVERTISING		0.00		
AGENCY SERVICES & GRANTS				
Parish Paths				
Grasscutting	332	331.51	100%	220
GENERAL ADMIN				
Interest	30	16.03	53%	30
Misc				
PRECEPT	15000	15000.00	100%	
SPECIAL PROJECTS		0.00		
VILLAGE & ASSET MAINTENANCE		0.00		
MISC.		0.00		
Release from general reserves to support budget				
TOTAL	15362.00	15347.54	100%	250.00

earmarked see reserves

earmarked see reserves

grant for 3 cuts only precept covers additional cuts

grant anticipated for 2 cuts. Precept to cover additional cuts. Tenders to be opened at the meeting

new higher interest rate bank account opened in 2013

new higher interest rate bank account opened in 2013

grant & donations

PAYMENTS				
ADVERTISING (Newsletter & Website)	0	285.00		122
AGENCY SERVICES & GRANTS				
Grasscutting	1300	1281.00	99%	
Parish Paths				
GENERAL ADMIN				
Salaries	1749	1562.50	89%	1991
Admin support	4433	3162.69	71%	4576
Misc gen admin	2400	1911.58	80%	2400
Election costs	750	105.00		0
SECTION 137	1200	0.00	0%	
Cambourne Community Centre Committee				
Children's Christmas Party				
Shriv. Trust				
Village Hall				
Neighbourhood Watch				
SPECIAL PROJECTS (unallocated)				
Minor Highways Improvement Scheme	500			
Daffodills	250			
Flood improvements		500.00		
Traffic consultatant		307.23		
Trees	200			
VILLAGE & ASSETS MAINTENANCE				
assets maintenance		149.50		

Will depend on the decision to change the printing of the newsletter. SCDC Webhosting £100, newsletter revenue passed to new printer £185

webhosting £100 plus any leaflet drops (draft budget provides for 2 A5 leaflet drops)

£33 per cut increase over FY2014 for additional cuts St Peters Street (x8) and Gransden Road/Bourn Rd (x3) will use any P3 grant & earmarked reserves

Clerk and Bus Shelter Cleaner

Clerk and Bus Shelter Cleaner
Assuming a three year fixed price contract

Based on ave 4.5hpw insurance, admin, room hire, affil fees, audit & office fee etc. (increase in office fee included)
estimated £790 if contested

How much does the PC want to allocate in FY2015?

How much does the PC want to allocate in FY2015?

No requests for support received at Jan 2015
past recipients shown as examples

past recipients shown as examples

salt bins in FY14 invoice o/s What does the PC want to do in FY2015 and how will this be funded e.g. Precept or grants?

What does the PC want to do in FY2016 and how will this be funded e.g. Precept or grants?

o/s at Jan 2015
New project agreed during FY15
New project agreed during FY15
work undertaken by Tree Warden FOC

estimated at £200 to be met from contingency or reserves. Play equip from S106

What repairs and maintenance might be required during FY15?

POS grasscutting & landscaping & ditches		0.00		
Play equipment inspection & repairs				
Trees				
Street lights	150		0%	150
Village Hall	2000	0.00	0%	
LEGAL FEES				
CONTINGENCY				
S145 Entertainment				
RELEASE FROM RESERVES	430			
INCREASE THE GENERAL RESERVES				
MISC				
TOTAL	15362	9264.50	60%	9239

annual play equipment inspection plus play equipment repairs for original play equipment from earmarked reserves or Precept? New play equipment needs to be precepted.

all from s106 pos maintenance fund - the same in 2014 and 2015

all from s106 pos maintenance fund - the same in 2014 and 2015

In 2015 none anticipated on existing trees if req take from general reserves

CCC notified 12% increase in FY2014. Have advised will invoice for actual costs in FY2015. New lights should be more economical

Guestimate. What budget is required in FY2016?

lease, repair works see reserves

Bus shelter repair

Any underspend will stay in general reserves

excluding VAT. Any underspend will be released to general reserves at year end & used to offset next budget

b/f	Reserves	Rec	pay	c/f
11484.70	POS mainenance fund		1928.00	9556.70
302.00	Parish Paths fund			302.00
23036.90	Play equipment fund		22536.02	500.88
0.00	Village Fund (for a Village Sign or other project)			0.00
0.00	Village Hall roof works			0.00
705.83	Cross Keys Fund (earmarked for village project)			705.83
	New notice boards	800.00	370.00	0.00
	R/O Cross Keys S106	3640.46		3640.46
13574.42	General fund			14617.37
49103.85	Total	4440.46	24834.02	29323.24

play equipment project, new swing seat paid to village hall includes interest (FUND

PC paid the balance of the project in £3124.15 play equipment, £516.31

General reserves should be 1-1.5 x annual expenditure. Council to review its policy

RECEIPTS 19788.00 0.00

PAYMENTS 34098.52 0.00

Notes:

Misc general admin = members and admin expenses, office fee, insurance, affiliation fees, audit fees etc.

POS grasscutting & landscaping maintenance = funded from commuted sum from developer partly verges from pc & agency services

Other

Santander savings account has balance of £3.78. The PC transferred the balance to the current account in November 2014. This is interest on the savings account however as the current account is now closed the pc has no way of getting the money out. Pc to consider if signatory needs to try t resolve with the bank.

S106 R/O Cross Keys requires the Parish Council to use £516.31 towards community facility space (such as the special projects FY 2015 o/s at Jan 2015 = trees (work undertaken FOC by Tree Warden, Dafodils PC to consider if

Baseline budget based on contracts and ongoing costs = £8989

General reserves needs reviewing as below the 1-1.5 x policy