

# CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held in the Village Hall  
on **Thursday 10 September 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, 04/09/15

## 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 9 July and 6 August**
- 3. Matters arising from the minutes**
  - 3.1 (8.3) Diocese of Ely response on proposed changes to Village Hall constitution
  - 3.2 Operation Oaklands and property marking update
- 4. Local matters and members items for info only unless stated**
- 5. Planning and tree works**
  - 5.1 Applications received since the last meeting\*
    - 5.1.1 S/2035/15/FL 3, Kings Gate – extension to rear and part of garage
  - 5.2 SCDC notifications - to note any received
  - 5.3 Tree works applications – to consider any received
- 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
    - 6.2.1 Basket swing Gransden Road play area
- 7. To consider any correspondence received**
  - 7.1 CCC – Minor Highways Improvement Scheme invitation to bid
  - 7.2 CCC – Rights of Way Improvement Plan review consultation
  - 7.3 SCDC consultation on moving to all out elections
  - 7.4 South Cambs Police – solutions to problem parking
  - 7.5 CCC - Draft Cambridgeshire Flood and Water Supplementary Planning Document
- 8. Closure of meeting**

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\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

## Clerk report to Caxton Parish Council 10 September 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 meeting on 9 July 2015 and the extra-ordinary meeting on 6 August – attached

3. Matters arising for info only

3.1 (8.3) Diocese of Ely response on proposed changes to Village Hall constitution

The Diocese of Ely has written to say that payment of the fee would be required at the end of the transaction and would not be an up-front expense.

3.2 Operation Oaklands update

The following has been received from the Police:

Unfortunately I have a pre-planned event that evening for Op-Oaklands in Orwell village at the Pavilion, if you have anyone wanting to attend then they are more than welcome to pop along and see me. If not please ask residents to contact either David or myself and we can arranged to visit them directly with property marking and op-oaklands materials.

Op-Oaklands has been suspended after August 31<sup>st</sup> due to operational duties. It might restart in January 2016 but not confirmed as yet.

The PCSO has said he will attend the meeting if he is able.

Other

3.1 (4) To consider a specification for “Thank you” signage and update on repeater signs “Thank you” signs – Cllr Blair has written:

Cllr Blair has kindly provided a photo of a sign and Algar Signs has been asked to quote following which an application will be made to SCDC Community Chest. If successful the Parish Council can consider this further at a future meeting.

5. Planning and Tree works

5.1 Planning applications

\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scamb.gov.uk/swiftlg/apas/run/wphappcriteria.display>

5.2 SCDC Decision notices

5.3 Tree works applications

SCDC has advised that as a temporary measure due to the high number of applications for a short period of time, it will only be consulting the Parish Council on applications for major tree work or applications for felling substantial trees in Conservation Areas.

However, it will continue to consult the Parish Council as normal on all applications for works to TPO trees.

- 6.1 To receive the financial report and approve the payment of bills – will follow
- 6.2 To consider any quotes for urgent works required because of risk  
A resident has reported damage to the basket swing at the Gransden Road play area. Tape has been sent out to a resident so that it can be taped off. A quote will be brought to the meeting

## 7. Correspondence

- 7.1 CCC – Minor Highways Improvement Scheme invitation to bid  
Cambridgeshire County Council is once again delivering its Local Highway Improvement (LHI) initiative, which has recently been updated, following a review conducted by County Councillors. Please find attached the new application form and supporting guidance document for applicants.

It would be appreciated if you could also circulate this information to any groups in your community that you think may be interested in this initiative.

Please note that the closing date for LHI 2016/17 application forms is **Monday 2<sup>nd</sup> November 2015**. Applications should be submitted to this email address – [local.projects@cambridgeshire.gov.uk](mailto:local.projects@cambridgeshire.gov.uk)

We encourage applicants to discuss their application prior to submission. To do this please contact the Local Projects team on the above email, or attend one of our planned Highways Depot Open days listed in the attached guidance document.

- 7.2 CCC – Rights of Way Improvement Plan review consultation

Cambridgeshire County Council's Rights of Way Improvement Plan (ROWIP) was adopted in 2006 as part of the Cambridgeshire Local Transport Plan 2006-2011. The Plan was formulated following considerable research, data gathering and extensive public and stakeholder consultation with the Local Access Forum playing a key part in the plan's development. The Plan is well used and has been invaluable in, helping to bring about improvements to the rights of way network and enhancing countryside access.

The Draft Rights of Way Improvement Plan provides an update to the ROWIP, in line with the requirements of the Countryside and Rights of Way Act 2000. This update summarises the progress made since the ROWIP was adopted in 2006 and sets out future challenges for rights of way and countryside access to 2031 in the form of updated Statements of Action. This draft update to the ROWIP will form part of the third iteration of the Local Transport Plan, which is known as LT P3.

The draft updated plan can be viewed on the County Council's website

Comments are invited on the draft documentation during the consultation period which runs until 21st October 2015.

All comments received will be taken into account when the draft document is finalised for publication in November 2015.

7.3 SCDC Consultation on moving to all out elections  
Attached.

7.4 South Cambs Police – solutions to problem parking  
Please find attached a report from Inspector Isley, Safer Neighbourhood Manager for South Cambs district. It follows meetings on the Cambourne, Histon and Sawston areas to discuss the issue of problem parking and the options available to address this.

I have included the contacts for the parish councils which constitute Cambourne area from the lists we hold, or the parish council websites. Apologies if any of these are incorrect – if any need to be amended please advise.

If there is interest from your parish in the Community Parking Fund, please notify the PCSO for your village, myself or Inspector Isley (richard.isley@cambs.pnn.police.uk) as soon as possible.

Many thanks,

PC 1477 Murphy  
Cambourne Police Station.

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Dear Parish Councillors.

First of all let me begin by thanking you for attending our meetings to discuss the ongoing issues felt by your communities in relation to nuisance or inconsiderate parking. I do know there were a number that would have liked to have come but simply couldn't for a number of reasons.

The purpose of this email was to update those who couldn't attend and to remind those that did of what was said for further discussions in your meetings.

I recall that some of the parishes hadn't been represented at the Spring Policing Panel meetings and were unaware of why it had become necessary to have an additional conversation about parking.

At the panels Chief Inspector Sutherland gave an overview of where the Police felt we were in terms of reduced crimes in our neighbourhoods and the issues the Police faced in maintaining our focus with ever reducing resources. The Crime & Disorder Reduction Partnership 12 month priorities of protecting the vulnerable were explained as was how and why it was necessary to risk assess and prioritise how we would conduct our business over the next 12 months.

We took many questions from attendees and it's fair to say that there were several on issues of thoughtless and inconsiderate parking.

The Police position is clear. We cannot do what we have always done any longer. We will not prioritise action against nuisance parking unless there is a clear risk of harm

coming to someone. The County and I review all incidents of collisions where there has been a fatality or serious injury to ascertain what can be done to prevent recurrence. There have been no such incidents in South Cambs in the past 12 months where visibility reduced by parked vehicles has been a significant factor.

The panel attendees asked us to consider what options were available to the community to deal with the problem for themselves. We discussed;

**1. *Could the Police provide a form of words on headed notepaper that could be printed and placed on offending vehicles.***

I do not support this;

Volunteers would be acting without support or the sort of protective equipment that PCs and PCSOs wear.

Some people become irrationally violent when they see strangers touching their vehicles.

There was a high likelihood of an ugly confrontation in the street – I would hate for a well-meaning volunteer to be assaulted because of a process that I put in place.

There is the possibility of allegations of criminal damage made against volunteers.

Potential for discord within the community.

One area thought they might still do this albeit they accepted they would need to come up with the format themselves and take appropriate precautions.

**2. *Could the Constabulary create a parking version of Speed Watch whereby we are sent an image of an illegally parked vehicle and we write to the RO.***

We cannot support this option;

We would be overwhelmed by images of vehicles which may not actually be illegally parked (waiting, actually still moving but doesn't appear so, not showing restrictions in images etc etc)

We would be overwhelmed by images of vehicles belonging to neighbours in the middle of neighbour disputes.

We might have to employ someone to administrate the checks, the letters and the subsequent complaints and appeals processes.

The use of PNC for this purpose might not be lawful – access to the data on the system is only accessible for a policing purpose and for each check the officer conducting the check is personally liable.

**3. *Could the County take over responsibility of parking as in our major urban areas.***

We approached DC. At this time there are no plans to take this on.

Enquiries with County reveal;

A Parking Enforcement Officer costs about £30k PA when taking into account salary, employment, administration, pension costs etc.

+ Office Costs

+ an appeals and admin process team

+ Vehicle

The County Council estimate a scheme for an area the size of SC would cost £150k PA. Initially this would need to be met by a rise in the precept.

Long term it might self-fund as unlike with Police, ticket revenue does not go direct to the Chancellor and can be used to self-fund the scheme. Long term you would all need to be sure that it could consistently issue 100+ tickets a week or inevitably there

would have to be a rise in taxes. Personally I think that would be achievable initially but I doubt it would beyond six months.

Moving responsibility for parking enforcement to County is a legal process involving ministerial support. It would not be simple to reverse (I'm not sure it's ever been done) and once it's gone across Police/ PCSO cannot continue to issue tickets for offences other than obstruction.

**4. *Can Parishes buy a PCSO just to do parking complaints –Could we hire a PCSO on overtime.***

PCSO costs about the same as PEO with on costs too. Additionally they're over-qualified for the role of simply disrupting nuisance parking.

PCSO normally cost about £45 an hour if required for an event – this is partly due to administration costs.

An option may be the offer from the parishes of a conditional grant to a Community Parking Fund. This would allow the Constabulary to consume the administration costs and do its bit to help.

A grant of £1k would allow a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime.

Some of the parishes are quite small and perhaps they could join a syndicate with others - we would prefer it not to be more than 4 to a syndicate and remain within the geographic Policing Panel Areas to make it manageable and give value.

We would recommend that the hours are spread over 6 months. This makes finding volunteers easier and also would tend to make the period of enforcement longer to potentially change behaviours.

Areas for attention should be determined by the parishes however ultimately discretion of whether to ticket or educate remains with the PCSO.

Would be managed by their area Policing Team and a breakdown of activity would be given to the parishes.

Revenue generated would not go to the Police or parishes but still go to the Chancellor.

Overtime would include travelling to the parish – the Constabulary would do its best to ensure the PCSO started at the local Police Station.

Should the PCSO be taken away for a major incident that time would not be deducted from the parishes' hours.

Can I ask that you take this information away to your meetings for further discussions. There is of course an unwritten option which is that you choose to do nothing and we stay as we are dealing with issues as we come across them but not prioritising parking as a day to day issue.

Can I ask that if you would like to discuss the Community Parking Fund as an option for your parish that you come back to us as early as you can in September please (I think a few of you have meetings mid-September so as soon as you reasonably can after would be great).

Kind Regards.

Richard.

T/Insp Richard Isley

Safer Neighbourhood Manager  
Cambourne Police Station

**7.5 CCC - Draft Cambridgeshire Flood and Water Supplementary Planning Document**

“we are consulting on the draft Cambridgeshire Flood and Water Supplementary Planning Document (SPD). The draft SPD has been developed by Cambridgeshire County Council (as Lead Local Flood Authority) in conjunction with the Local Planning Authorities (LPAs) within Cambridgeshire, and other relevant stakeholders.

Once adopted the SPD will support the implementation of and provide guidance on flood risk and water related policies in the Local Plans of Cambridgeshire planning authorities:

- Cambridge City Council
- Cambridgeshire County Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council

The SPD has been subject to **Sustainability Appraisal, Habitat Regulations Assessment and Equality Impact Assessment**, and is supported by a **Consultation Statement**.

### **Adoption and Maintenance of Sustainable Drainage Systems in South Cambridgeshire**

– this additional document relates to South Cambridgeshire only, and provides additional information on the adoption and maintenance of sustainable drainage systems in South Cambridgeshire that should be read alongside the draft SPD.

**The consultation period runs from 9am on Friday 4 September to 4.30pm on Friday 16 October 2015.**

### **How to View the Documents and Make Comments**

The consultation documents are available to view online at:

<http://consult.huntingdonshire.gov.uk/portal/pp/spd/fw>

Paper copies of the documents are also available to view at each Council's offices – details are provided in the Consultation Statement.

Comments can be made:

- **Online:** <http://consult.huntingdonshire.gov.uk/portal/pp/spd/fw> [this is the Councils' preferred method, please contact Huntingdonshire District Council on 01480 388424 if you have any queries relating to making comments using this system]
- By email to: [localplans@huntingdonshire.gov.uk](mailto:localplans@huntingdonshire.gov.uk)
- By post to: Planning Policy, Huntingdonshire District Council, Pathfinder House, St Marys Street, Huntingdon, PE29 3TN.

Please be aware that any representations made on these documents will be available for everyone to view, including your name and the company or organisation you represent regardless of how they are submitted, although contact details will not be made available. Following this period of consultation, we will assess any comments made and may make modifications.

If you need any further information, please feel free to contact Cambridgeshire County Council's Growth and Development Team on 01223 706574 or email [GrowthDevelopment@cambridgeshire.gov.uk](mailto:GrowthDevelopment@cambridgeshire.gov.uk)

Yours faithfully

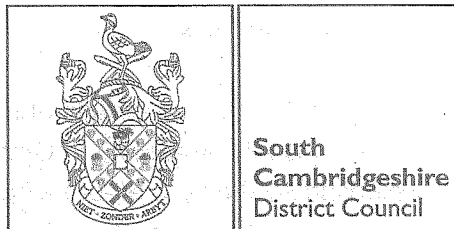
Tanya Sheridan

Head of Growth & Economy

Cambridgeshire County Council



# Consultation on proposed changes to the Local Elections system from thirds to all-out elections



1. We would welcome your views by Friday 18 September 2015 on proposed changes to how we run District Council elections in South Cambridgeshire. Should we:
  - i. Keep our present system of electing 'by thirds' - where elections are held for a third of all council seats each year for three successive years out of four
  - ii. Change to 'all-out' elections - with every District Council seat up for election once every four years.

## Why are changes being proposed?

2. The Local Government Boundary Commission for England (LGBCE) is due to carry out a district 'Boundary Review' because councillors in some wards – the geographical area that councillors cover - represent many more electors than councillors in others. The review will look to iron out these inequalities, whilst preserving community identity.
3. One of the first steps LGBCE will take is to consider how many councillors are needed to represent our district effectively. If we continue to elect councillors by thirds, the Commission will look to introduce three-councillor wards across the district. If we move to all-out elections, we are likely to have more single-councillor wards.
4. Currently, 57 councillors represent 34 wards across South Cambridgeshire. A councillor's normal term of office is four years, unless they are elected in an unscheduled by-election. Depending on their size, some wards have one councillor while others have two or three.

## The current system – electing 'by thirds'

5. Each May, elections for one third of the Council's seats are held for three successive years out of four. This means that:
  - i. all seats are elected once during that period
  - ii. residents living in wards with a single district councillor have one election every four years
  - iii. residents living in wards with two or three district councillors get to vote in elections two or three times during the four-year cycle

## Moving to 'all-out' elections

6. Comments and the results of this consultation will be considered by councillors at a special Council meeting in October 2015, where they will vote on whether to move from electing by thirds to all-out elections:
  - i. two thirds of councillors will need to vote in favour of moving to all-out elections for a change to be made
  - ii. if Council votes to make a change, it is likely that the first all-out election would take place in 2018, to:
    - avoid clashing with all-out elections to Cambridgeshire County Council in 2017
    - provide time for LGBCE to complete its boundary review of our district
7. If all-out elections began in 2018, any councillors elected in 2016 under the current by thirds system would serve two-year terms of office instead of the usual four.

## Effect on parish council elections

8. A District Council move to all-out elections could potentially lead to all Parish Council elections also being held once every four years. At present, Parish Council elections are held at the same time as District Council elections. Changing the election arrangements for Parish Councils to keep their elections in line with the District Council would avoid the potential costs of holding standalone elections.

## Pros and cons

9. Our Civic Affairs Committee agreed to carry out this public consultation on 9 July 2015 (see the meeting notes [on our website](#)). In reaching this decision, the Committee discussed the merits of each option. These were the key points.

<b>The case for the present system 'electing by thirds'</b>	<b>The case for the proposed change 'all-out' elections</b>
<ul style="list-style-type: none"><li>• following the boundary review, if every ward has three councillors, all residents will have consistent voting rights, being able to vote in three years out of four.</li><li>• more regular opportunities to hold elected councillors to account for key policy decisions</li><li>• can help voters to focus on local issues, which may otherwise be drowned out by national issues and political party campaigning</li></ul>	<ul style="list-style-type: none"><li>• avoids an absolute requirement for three-councillor wards, which may not be an appropriate model to impose upon a large rural district</li><li>• voters can make more informed judgements on four-year manifestos and individual candidate commitments, providing a clearer mandate to help the Council adopt a more strategic, long-term approach to policy and decision-making.</li><li>• clearer opportunity for voters to change</li></ul>

<ul style="list-style-type: none"> <li>• allows the Council to gradually change, rather than the possibility of big political change every four years. New councillors can learn from more experienced ones.</li> <li>• “If it ain’t broke, don’t fix it.”</li> </ul>	<ul style="list-style-type: none"> <li>• the political composition of the Council once every four years.</li> <li>• holding whole-Council elections once every four years, rather than smaller elections every three years out of four, would cost less and be less disruptive for public buildings used as polling stations, especially schools.</li> <li>• the results from all-out elections are simpler and more easily understood, which may increase voter turnout and avoid the confusion and ‘election fatigue’ which can arise from the current system of thirds.</li> </ul>
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### Have your say

Please let us know your views about the proposals **by Friday 18 September 2015** by completing our [online survey](#). For a paper copy of the survey, please email [Richard.may@scambs.gov.uk](mailto:Richard.may@scambs.gov.uk) or call 01954 713366.

