

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 12 November 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, 06/11/15

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 meeting on 10 September**
3. **Matters arising from the minutes**
 - 3.1 (3.2) Operation Oaklands and property marking update ^(EB)
 - 3.2 (3.3) Caxton Pond update ^(RM)
4. **Local matters and members items for info only unless stated**
 - 4.1 Chairman's report on meeting at SCDC re Cambourne West ^(KH)
 - 4.2 Chairman's report on meeting at SCDC re Bourn Airfield and to consider if any action is required ^(KH)
 - 4.3 Report on Highways Depot Open Day ^(KH)
 - 4.4 Report on Police Modern Day Slavery summit ^(KH)
 - 4.5 Report on Free Funding and Support event ^(EB)
5. **Planning and tree works**
 - 5.1 Applications received since the last meeting*
 - 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
 - 6.3 Annual audit completion and to consider any comments or qualifications
 - 6.4 Pensions regulator – automatic enrolment
 - 6.5 Signatories on the bank mandate
7. **To consider any correspondence received**
 - 7.1 Resident – Request for speed restrictions ^(KH)
 - 7.2 Cambridge City Deal consultation on bus journeys from Cambourne to Cambridge
 - 7.3 Resident proposal for a website
 - 7.4 Church request support for AmeyCespa funding application for new toilets etc
8. **Closure of meeting**

* 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>

Clerk report to Caxton Parish Council 12 November 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

1. Apologies for absence – Cllr Molloy (reasons given to Clerk)
2. To approve the minutes of the previous meeting on 10 September – attached
3. Matters arising for info only
- 3.1 (3.1) Operation Oaklands and property marking update
Cllr Blair to report.
- 3.2 Caxton Pond
While CGM has now sprayed the reed only it only appears to have worked on the the top leaves. The clerk has written asking what chemical they used and stated if the pond has to be done again in the spring the PC is likely to hold the company responsible for the delay in fulfilling the contract this year and requiring them to spray FOC. A response is awaited.

Other to note:

(3.4) Thank you signs update

The following has been received from SCDC:

“The Leader noted that there were other funding streams available for these signs, the Council had rejected similar applications in the past and there were plans to amend the scheme’s criteria to exclude the funding of such signage. The Leader decided not to award a grant to this applicant.”

The Parish Council decided if its application was unsuccessful to consider this again when the budget is set.

(6.2) basket swing repair. The Clerk managed to get RPM to reduce its costs as the was also contracted to do some work elsewhere in the area thus saving Caxton Parish Council £50. However another part was required which the Clerk authorised at £20 using delegated powers.

5. Planning and Tree works
- 5.1 Planning applications
None at the time of writing.
* 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>
- 5.2 SCDC Decision notices
- 5.2.1 S/2035/15/FL – 3 King’s Gate – Extension to rear above and part of garage – Permission granted by SCDC.

- 5.3 Tree works applications – none at the time of writing.
- 6.1 To receive the financial report and approve the payment of bills – attached
- 6.2 To consider any quotes for urgent works required because of risk
None.
- 6.3 Annual audit completion and to consider any comments or qualifications
Attached.
- 6.4 Pensions regulator – automatic enrolment
The Pensions Regulator has written “The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. Your staging date is 1st February 2017. This is the date the law comes into effect for you.
Key steps –
Find out who to enrol
<http://www.thepensionsregulator.gov.uk/employers/check-who-you-need-to-enrol.aspx>
Check that your payroll processes work for automatic enrolment
Choose a pension scheme
Raise awareness amongst your staff
Information on all of these key steps can be found in our
[step-by-step guide to automatic enrolment](#)

Start your preparations now. Use our [planning tool](#) to help you find out what steps you’ll need to take to prepare, when to take them and approximately how much time to allow.”
Enrol My Staff has a list of pension providers (*but not advice on which one to use*) can be obtained from <http://www.enrolmystaff.co.uk/>
NB both employees are an “entitled worker”
The Clerk advises the Council to seek advice from an independent pension advisor as do NALC.
- 6.5 Signatories on the bank mandate - requested as an agenda item at the last meeting.
7. Correspondence
- 7.1 Resident – request for speed restrictions
The Chairman to report.
A resident wrote to the Chairman as follows:
REDUCING THE SPEED LIMIT - ROAD APPROACHING CAXTON FROM GREAT GRANSDEN
I should be most grateful if it were possible to meet with you to discuss the current 60mph speed limit at the Great Gransden end of Caxton village - to explore whether Caxton Parish Council might support the introduction of a reduced speed limit of 40mph for the section of road approaching Caxton.
This proposed reduction in speed limit appears to be fully in step with the Government's current guidance on 'Setting local speed limits' (Department for Transport circular 01/2013 - <https://www.gov.uk/government/publications/setting-local-speed-limits>).

Background:

We moved into Church Farm, Gransden Road, in January 2015. As you will be aware, the entrance to our property is located within a 60mph zone, at the start of a series of sharp bends in the road which lead to Caxton's 30mph zone. In preparing this email, I have discussed with our near neighbours the proposal to seek a reduced speed limit along the road approaching Caxton from Great Gransden; both sets of neighbours have indicated strong support for a reduced speed limit on that stretch of road.

Risks from current speed limit:

Vehicles approaching Caxton from the direction of Great Gransden frequently appear to miscalculate the sharpness of the bends and take the corners at excessive speeds. Since our arrival, we've been aware of at least one car narrowly missing hitting our front wall after it left the road during icy weather. I understand that a number of vehicles have previously crashed into the wall, demolishing parts of it, though thankfully without fatalities. Others continue to take the corners too fast - I can confirm that it is an unnerving experience to find a car swerving towards you at speed, out of control, on those bends. Neighbours have also mentioned regular damage to fences, hedges, bollards and verges resulting from cars leaving the road on the corner adjacent to their property.

Taking the corners at speed poses a risk to life and limb - of the driver(s) concerned and any passengers, and also of pedestrians walking along the verge to the nearby bridleway and of those horse riders who commonly use this route. The current 60mph limit appears inappropriate given the sharpness of the bends and their immediate proximity to the 30mph zone.

Current practice in nearby villages:

Many other villages in the neighbouring area, such as Longstowe, Arrington, Great Gransden and Bourn, have already introduced 40mph zones in order to reduce traffic speed ahead of the start of their 30mph zones. Introducing a similar reduction in speed limit from just beyond the pig farm on the Gransden Road should result in more controlled driving around the bends leading to Caxton, and could help to reduce the risk of injury and death significantly. I understand that the start of this zone may fall outside the area for which Caxton Parish Council is responsible and may sit within Great Gransden Parish Council's remit. I am hopeful, however, that they might be amenable to working with Caxton to help provide a solution to this potentially serious problem.

Request for a meeting:

I should be most grateful if I could meet with you to discuss this proposal further. As mentioned at the start of this email, I believe this proposal to be fully in step with the Government's current guidance on 'Setting local speed limits' (Department for Transport circular 01/2013).

7.2 Cambridge City Deal consultation on bus journeys from Cambourne to Cambridge

Have your say – Cambourne to Cambridge – better bus journeys

The Greater Cambridge City Deal is consulting on better bus journeys for the Cambourne to Cambridge area. The proposals aim to create speedy and reliable bus routes between Cambourne and Cambridge, including:

- Bus lanes on existing roads
- Bus-only routes
- New Park & Ride
- Pedestrian and cycling facilities

Find out more and have your say online at www.gccitydeal.co.uk/cambourne-to-cambridge by Monday, 23 November.

The information will also be on display at staffed exhibitions:

St Neots	Tue 27 Oct	10:30-13:00	Tesco Extra, Barford Road, PE19 2SA
Bourn	Wed 28 Oct	17:00-20:00	Village Hall, Short Street, CB23 2SG
Coton	Thu 29 Oct	18:00-20:00	Village Hall, Coton, CB23 7PL
Cambridge	Mon 2 Nov	17:00-20:00	Roger Needham Building, University of Cambridge
Hardwick	Tue 3 Nov	17:00-20:00	Primary School, Hardwick, CB23 7RE
Cambourne	Wed 4 Nov	16:00-19:30	The Hub, High Street, CB23 6GW
Cambridge	Tue 10 Nov	17:00-20:00	Lucy Cavendish College, Lady Margaret Road, CB3 0BU
St Neots	Wed 11 Nov	17:00-20:00	The Priory Centre, Priory Lane, PE19 2BH
Papworth	Thu 12 Nov	18:00-20:00	The Vinter Room, Vinter Close, CB23 3RU
Everard			
Highfields	Wed 18 Nov	18:00-20:00	Caldecote Primary School, Highfields Road, CB23 7NX
Caldecote			
Cambourne	Thu 19 Nov	11:00-13:30	Morrisons, Broad Street, CB23 6EY

In the meantime, please do not hesitate to contact us, should you require any further information.

Kind regards,
The Greater Cambridge City Deal team
01223 699906

7.3 Residents proposal for a website

I am writing to propose the idea of Caxton having its own village website; the benefits of this are numerous, and I believe that this would be an excellent opportunity for the council to be involved in.

Caxton currently has a Facebook page, which is very effective for small updates on life in the village, but does not go much further. I would like to set up a website that would support and advertise all of Caxton's clubs, businesses and people.

A strong community like ours needs a strong presence for people to access; a website would be the ideal way forward for this. It could unite the Caxton newsletter (which would doubtless benefit from an online as well as hard copy presence), along with clubs and places of interest, with the people.

An up-to-date news feed of life and events in Caxton could bring new people and new life to our village, and advertisements of local businesses could be used to pay for the site's upkeep. Articles on prestigious events, information on the nearest shops/doctors/places of interest etc., and contributions from the people of Caxton could also be considered.

One of the best platforms for this idea that I have found thus far is the My Office BT package; this would cost £18 per month for unlimited web space and bandwidth, and a choice of domain name.

Advertising could support this cost, and any extra profits would be given to the Parish Council to fund projects and the upkeep of our village.

If the Council is interested in my idea, I would be happy to discuss any questions or ideas with them.

I look forward to hearing from you soon.

Many thanks,
Hannah Glover

- 7.4 Church request support for AmeyCespa funding application for new toilets etc
“We are seeking AmeyCespa Community fund support for toilet and kitchenette facilities at St Andrew's church.
The reason for this request is as follows:
We receive regular requests for use of toilet facilities from both those attending the services (which includes weddings, baptisms and funerals at which typically 50-100 will attend) and from visitors.
The church makes tea and coffee available for all visitors (weekdays and Sundays), but there are no washing up facilities in the church at present to clean the used cutlery and crockery.
Flower arrangements are renewed each week, but again there are currently no internal water supply or utility sink facilities.
A separate vestry is incorporated into the plan since the vestry will have to be moved to accommodate the toilet and kitchenette facilities.
The AmeyCespa Community fund administrators require evidence of local support for the project.
Could you possibly ask the Caxton PC if they would be prepared to support this project?”

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

Summary of previous month

Balance brought forward **£32,621.89**

Adjusts/transfs/inc during period

Expenditure approved at last/between meetings

BUCHANS	GRASS CUTTING	-400.80
CAME AND CO	INSURANCE	-561.68
BOURN PC	TRAFFIC CONSULTANT	-212.34

Misc credits

SCDC	PRECEPT	7500.00
UNITY TRUST BANK	INTEREST	5.07

Total Adjustments 6330.25

Balance revised after adjustments £38,952.14

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	28,807.80	22,448.15	6,359.65
Cambs & County Bank	10,140.56	10,140.56	
Santander Savings Acc	3.78	3.78	
Total	<u><u>38,952.14</u></u>	<u><u>32,592.49</u></u>	<u><u>6,359.65</u></u>

Expenditure for approval

CAPALC	TRAINING	105.00
BUCHANS	GRASS CUTTING	472.80
PKF LITTLEJOHN	AUDIT	240.00
LG STOEHR	SALARY	111.74
B STEWART	SALARY	22.57
LGS SERVICES	ADMIN SUPPORT	538.85
LGS SERVICES	ADMIN SUPPORT	494.62
LGS SERVICES	ADMIN SUPPORT	542.93
LGS SERVICES	ADMIN SUPPORT	500.17
RPM	SWING REPAIR	144.00
LG STOEHR	SALARY	111.54

Total expenditure 3284.22

Balance c/f £35,667.92

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting