

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 14 January 2016 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, 08/01/16

AGENDA

LG Row

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 12 November 2015**
3. **To consider matters arising from the minutes**
 - 3.1 (7.1) Speed limit between Caxton and Great Gransden – reply from CCC
 - 3.2 (7.3) Resident proposal for a website ^(KH)
4. **Local matters and members items for info only unless stated**
 - 4.1 Chairman's report on meeting with SCDC re the boundary between Caxton and Cambourne – to consider any action required
 - 4.2 Report on Consortium of Local Councils' meeting and proposal that the approve in principle a letter being sent to the Inspector on the LDP
5. **Planning and tree works**
 - 5.1 Applications received since the last meeting*
 - 5.1.1 S/2903/14/OL Cambourne West proposed development of 2350 dwellings amendment
 - 5.1.2 S/2865/15/FL – The Chaf Barn, St Peters Street – garage conversion - to note response made between meetings
 - 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 To review the budget FY2016 and consider arrangements for any outstanding projects
 - 6.4 To consider and approve the budget for FY2017
 - 6.5 To set and demand the precept for FY2017
 - 6.6 Pensions-enrolment – to select a pensions provider and consider the next steps
 - 6.7 Pensions Enrolment – to consider correspondence from Toft Parish Council suggesting sharing the cost of a pensions' advisor
 - 6.8 Transparency code for smaller authorities – to consider the implications
7. **To consider any correspondence received**
 - 7.1 Request for permission for fish and chip van to use the Village Hall car park
 - 7.2 Barford and Co – proposed development of Firs Farm - date for consideration
 - 7.3 SCDC Local Plan – Proposed modifications consultation
 - 7.4 SCDC Community Heroes nomination
 - 7.5 CCC advocacy consultation
 - 7.6 Strutt and Parker - Cambourne Village College proposed extensions
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.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

Clerk to the Council: Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
Te & Email: 01954 210241 E-mail: caxtonpc@lgs-services.co.uk

Clerk report to Caxton Parish Council 14 January 2016

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

2. To approve the minutes of the previous meeting on 12 November – attached
3. Matters arising
- 3.1 (7.1) Speed limit between Caxton and Great Gransden – reply from CCC Policy and Regulation

Thank you for your recent correspondence regarding concerns relating to the speed of cars between Caxton and Great Gransden; we do recognise that speeding is an emotive issue for many Cambridgeshire residents. Speeding vehicles is an issue that should primarily be dealt with by the constabulary, as it is an enforcement matter, it is among the most frequent problems raised as a priority for local policing teams. Anyone caught speeding could be issued a Fixed Penalty Notice, resulting in a fine and points on their licence.

Understandably we receive many requests from residents to reduce speed limits or provide traffic calming, unfortunately the cost of funding all the requests for changes always exceed the budgets that the County Council is able to allocate for this work. Therefore priorities have to be set by councillors, which mean that we are unable to deliver many of the measures being requested.

Unfortunately there is no funding available for speed reduction measures, but a community can take action to fund the change independently. Once a community has gained funding for their project, the County Council will work with them to make the changes.

Consultation, particularly within the local community and with the Police, is a key requirement to ensure that there is genuine local support for any change, that the local community supports spending its own money on the change and to ensure that expectations over the outcomes are managed. A copy of the Speed limit policy is attached for information.

Another funding option is the Local Highways Improvement initiative which allows local communities to apply for up to £10,000 as a contribution to their project. To be eligible they will supply at least 10% of the overall cost.

Applications are assessed once a year by an advisory panel of county councillors. The panel takes into account the views of parish councils and district councillors before it makes its recommendation to the County Council on how to allocate the available funding.

Further details on the local highway improvement initiative can be found via the following link:

http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/118/improving_highway_s

If funding is secured, the Policy and Regulation Team would be happy to discuss the legal requirements and offer advice to assist in implementing the speed limit.

Kind regards

Sharon Piper

Policy and Regulation Manager

A copy of the Speed Limit Policy document is below:

Speed limits in settlements

Council policy

This policy has been developed with reference to national policy issued by central government “Setting Local Speed Limits, Department for Transport Circular 01/2013”

The County Council will ensure that speed limits are introduced in a manner consistent with the current government guidance. Exceptions to usual practice will be subject to Committee approval.

The purpose of this policy is to explain the roles, responsibilities and the procedure that will be followed by Cambridgeshire County Council when deciding whether to change a speed limit.

The three national speed limits are:

- 30 mph speed limit on roads with street lighting (sometimes referred to as Restricted Roads)
- National speed limit of 60 mph on single carriageway roads
- National speed limit of 70 mph on dual carriageways and motorways.

These national speed limits are not, however, appropriate for all roads. The speed limit regime enables authorities like Cambridgeshire County Council to set local speed limits in situations where local needs and conditions suggest a need for a speed limit which is different from the national speed limit. For example while higher speed limits are appropriate for strategic roads between main towns, lower speed limits will usually apply within towns and villages. A limit of 20 mph may be appropriate in residential areas, busy shopping streets and near schools where the needs and safety of pedestrians and cyclists should have greater priority.

The speed limit regime enables traffic authorities to set local speed limits in situations where local needs and conditions suggest a speed limit which is different from the respective national speed limit.

30 mph Limits

The county council will work towards the introduction of a 30mph speed limit in the developed parts of all settlements in the County together with, where appropriate and affordable, complementary features to encourage drivers to travel at an appropriate speed.

Where mean speeds are in excess of 30mph, to initiate a lower speed restriction with simply a sign is unlikely to ensure conformity by the general motorist if the road and highway environment is not conducive and is likely to lead to unacceptable levels of requests for enforcement action on the part of Police officers. Current resourcing and ongoing operational commitments may not allow for specific, routine or targeted enforcement action to be undertaken. Consideration should therefore be given to the introduction of complementary speed reduction features. Depending on the site, “soft” features such as gateways, red surfacing and roundels may be appropriate where mean speeds are 35mph or below and traditional traffic calming measures may be required to achieve compliance where speeds exceed 35mph.

20 mph Limits

Should not be implemented on roads with a strategic or main road function, with exceptions.
Eg. Where numbers of vulnerable road users are high.

(Dft circular 1/13 Setting Local Speed Limits – table 1)

<https://www.gov.uk/government/uploads/...data/.../circular-01-2013.pdf>

20mph speed limits will only be permitted at sites:

- where the mean speed of traffic is 24mph or lower
- in combination with self-enforcing speed reduction features necessary to achieve a mean speed no greater than 24mph

20 mph zones must be introduced in clearly defined zones (e.g. between radial routes or a spine road with culs-de-sac) and not in isolated roads or culs-de-sac

School time 20mph speed limits supported by interactive signs and "soft" traffic calming may be provided outside school sites where the existing mean speed does not exceed 30 mph. Where the existing mean speed exceeds 30 mph to initiate a lower speed restriction with simply a sign is unlikely to ensure conformity by the general motorist if the road and highway environment is not conducive and is likely to lead to unacceptable levels of requests for enforcement action on the part of Police officers. Current resourcing and ongoing operational commitments may not allow for specific, routine or targeted enforcement action to be undertaken. Consideration should therefore be given to the introduction of complementary speed reduction features. Depending on the site, traditional traffic calming measures may be required to achieve compliance.

The use of 20 mph limits or zones within settlements should be restricted to roads below A and B class.

Buffer speed limits of up to 400 metres in length, set at a minimum of 10 mph above the settlement speed limit will be permitted.

For speed limit purposes the following definitions will apply:

- I. A settlement will be 'At least 20 properties fronting onto a length of public highway over a distance of at least 600m'
- II. The extent of a settlement will be 'The point at which full frontage development begins', or 'at the first property fronting a road entering a settlement, on which there is at least 3 properties/100 metre length of road, prior to the point at which full frontage development begins'.

Decision Making

Implementing speed limits requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21 day notice period. The County Council will also consult with the emergency services, (the Chief Officer of Police is a statutory consultee) the local County, District and Parish Councillors and any other persons most likely to be directly affected by the proposal.

Should any objections be received then the Council has a duty to consider the objection and a report would go before Members for a decision whether to uphold or overrule.

Police Support

Proposed speed limits should be supported by the Police. If the Police are not supportive of a proposal it should be reconsidered.

Speed limits outside settlements

Typical characteristics for speed limits in rural areas outside settlements are shown in the table below:

Speed limit (Mph)	Upper tier (Roads with predominant traffic flow function)	Lower tier (Roads with important access and recreational function)
60	Recommended for most high quality strategic A and B roads with few bends, junctions or accesses	Recommended only for the best quality C and Unclassified roads with a mixed (i.e. partial traffic flow) function with few bends, junctions or accesses. In the longer term, these roads should be assessed against upper tier criteria.
50	Should be considered for lower quality A and B roads, which may have a relatively high number of bends, junctions or accesses. Can also be considered where mean speeds are below 50 mph, so lower limit does not interfere with traffic flow.	Should be considered for lower quality C and Unclassified roads with a mixed function where there are a relatively high number of bends, junctions or accesses
40	Should be considered where there is a high number of bends, junctions or accesses, substantial development, where there is a strong environmental or landscape reason, or where there are considerable numbers of vulnerable road users.	Should be considered for roads with a predominantly local, access or recreational function, or if it forms part of a recommended route for vulnerable road users.

Guidance in urban speed limit characteristics

A summary of typical urban characteristics and appropriate speed limits is shown in the table below.

Speed	Characteristics
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Limit (mph)	
20	In town centres, residential areas and in the vicinity of schools and other premises where there is a high presence of vulnerable road users.
30	The standard limit in settlements that are fully developed.
40	<p>Higher quality suburban roads or those on the outskirts of urban areas where there is little development and few vulnerable road users.</p> <p>Should have good width and layout, parking and waiting restrictions in operation and buildings set back from the road.</p> <p>Should wherever possible cater for the needs of non-motorised users through segregation of road space and have adequate footways and crossing places.</p>
50	Usually most suited to special roads, dual carriageway ring or radial routes or bypasses which have become partially built up. Should be little or no roadside development.

To achieve average speeds appropriate to the typical speed limits given in the table above it may be necessary to introduce speed reduction measures.

Speed limits in new developments

All roads in areas of new development should be designed to physically restrict vehicle speeds to the appropriate maximum levels shown in the table above.

Manual for streets (the guide for the design, construction, adoption and maintenance of new residential streets) recommends 20 mph or less as the design speed for residential roads in new developments.

[manforstreets.pdf](#)

- 3.2 (7.3) Resident proposal for a website
The Chairman to report.

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>

- 5.1.1 Cambourne West planning amendment
5.1.2 S/2865/15/FL – The Chaf Barn, St Peters Street – garage conversion – to note response made between meetings

The Clerk used her delegated powers to respond on the Parish Council's behalf to recommend approval with the comment there are no adverse effects.

- 5.2 SCDC Decision notices - None at the time of writing.
- 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 To review the budget FY2016
- 6.4 To consider and approve the budget for FY2017
Attached is the baseline budget i.e. the amounts required to meet the existing contracts and anticipated spend based on historic spending. The Council is to consider its special projects and how these could be funded and the impact on the precept.
- 6.5 To set and demand the precept for FY2017
- 6.6 Pensions Enrolment – to consider correspondence from Toft Parish Council suggesting sharing the cost of a pensions advisor
- 6.7 Auto-enrolment – to select a pensions provider and consider the next steps to comply with the staging date of 1st February 2016. The Council to select its pensions provider and to arrange for the employees to be informed.
- 7. Correspondence
- 7.1 Request for permission for fish and chip van to use the Village Hall car park
The following request from a Mr Stefan Blower has been passed on to the Parish Council by the Village Hall committee:
Hi, I am looking to enquire into the possibility of using the Caxton village hall car park for a fish and chip van one evening each week between the hours of 4:30-8:30 pm. I am the owner of a local fish and chip bar in Cambridge (Mill Road) and am looking to launch this in April.
I specialise in fresh fish and as well as cooking food to order I would also be able to have fresh fish for sale and pre-order. I also have a range of specials including gluten free batter, pan fried fish and seasonal specials such as mussels, smoked salmon salads etc. My van is very discreet and would have the same branding as my shops in Cambridge. I would of course insure that the area is clean and tidy once my evening had finished.
Any further information would be greatly appreciated.
- 7.2 Barford and Co – proposed development of Firs Farm - attached
- 7.3 SCDC Local Plan – Proposed modifications consultation
Proposed Modifications Consultation: Cambridge Local Plan 2014 – Proposed Submission & Submission South Cambridgeshire Local Plan 2014

The Cambridge and South Cambridgeshire Local Plans were submitted for examination in March 2014. The examinations were suspended in July 2015 to allow further work to be undertaken in response to initial issues raised by the Inspectors examining the plans. Cambridge City Council and South Cambridgeshire District Council are seeking your views on proposed modifications to the Cambridge and South Cambridgeshire Local Plans having undertaken further work.

Comments can only be made on the Proposed Modifications and associated Sustainability Appraisal between 9 am Wednesday 2 December 2015 and 5pm on Monday 25 January 2016.

Details of where you can view the consultation and supporting documents, how to submit comments, and dates of public exhibitions can be found on the enclosed public notice.

The results of the public consultation will be considered by the Councils who will decide if any further amendments need to be made to the Local Plans. The Councils will then submit the consultation responses, evidence base documents and proposed modifications to the Planning Inspectors examining the Local Plans.

You have received this email because you made comments on the local plan or are a consultee. Please let us know if you no longer wish to be kept informed.

We look forward to hearing from you. If you have any queries, please do not hesitate to contact the planning policy teams at Cambridge City Council or South Cambridgeshire District Council. Contact details are on the attached public notice.

The response deadline is 25 January 2016.

Details of the exhibitions and links to the consultation documents have previously been emailed to members.

7.4 SCDC Community Heroes nomination

Nominate Your Community Heroes

The South Cambridgeshire Community Awards are the Council's way of saying a massive 'Thank You' to the amazing individuals, groups, and businesses that make South Cambridgeshire one of the best places to live and work in the country.

This year we have increased the number of categories from five to six, to celebrate as many community and business initiatives as possible.

The awards categories are:

- Village Hero
- Parish Councillor of the Year
- Outstanding Youth Initiative
- Outstanding Local Service/Amenity
- Environment Award
- Wellbeing Award

Please be sure to nominate the deserving people, organisations and businesses in your area. Nominations close **Friday 15 January 2016**.

For further information or to download an nomination form visit our website www.scambs.gov.uk/community-awards or contact Kirstin Donaldson on Kirstin.Donaldson@scambs.gov.uk or 01954 712908

7.5 CCC advocacy consultation

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough. This could be existing service users, potential service users, friends or carers of existing or potential service users, professionals or the wider public.

Both Cambridgeshire County Council and Peterborough City Council are fully committed to the principles and benefits of independent advocacy and want the new service to build on the success of current and previous advocacy services. We are seeking feedback on the draft

advocacy service specification. This feedback will be used to inform the final version of the advocacy service specification. This will be published once available.

[Further information and a copy of the draft specification](#) is available on Cambridgeshire County Council's website at:
http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=415 [[Please note this link ends in =415]]

The consultation questions can be downloaded from the link above, or [completed online](#) at:
<http://www.smartsurvey.co.uk/s/G2KX0/> [[Please note this link ends in G2KX0/]]

The consultation is running from 23rd November 2015 to 20th February 2016.

This is the second phase of consultation relating to the future of advocacy services. The findings from the first consultation phase in Cambridgeshire are available on Cambridgeshire County Council's website at the link above. Copies of the survey questions, draft specification summary document and findings from the first consultation phase in Cambridgeshire, are also available in different formats such as large print and easy read.

I have attached a short article about the consultation. If the Parish Council produces your village newsletter perhaps you would consider including this in your next issue.

If you have any questions about the survey please contact:

Cambridgeshire County Council
Carol Williams
Email: carol.williams@cambridgeshire.gov.uk
Tel: 01223 706130

Text of article below:

Consultation on advocacy services in Cambridgeshire and Peterborough

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough.

They are seeking feedback on the draft specification for an integrated advocacy service in their areas. Both councils are fully committed to the principles and benefits of independent advocacy and want the new advocacy service to build on the success of current and previous advocacy services. There will be one contract for advocacy services in Cambridgeshire, and one contract for advocacy services in Peterborough.

A three month public consultation opened in November 2015. For more information and to take part visit www.cambridgeshire.gov.uk and search for 'Consultations' to complete the online survey.

If you do not have internet access and require a paper copy of the consultation, or if you need it in an alternative format such as large print or Easy Read please contact:

Cambridgeshire – Carol Williams, tel: 01223 706130 email:
carol.williams@cambridgeshire.gov.uk

Peterborough – Helen Gregg, tel: 01733 863618 email: helen.gregg@peterborough.gov.uk

The consultation closes on Saturday 20th February 2016.

- 7.6 Strutt and Parker - Cambourne Village College proposed extensions – they have offered to come and talk to the Parish Council about their proposals. Attached is information including details of the public exhibition.

Other correspondence to note:

I am looking to gain permission to film in the Caxton area.

We will be filming an episode of Storage Hunters UK in Caxton in February.

At the beginning of each show, we use 3-4 shots of the local area to establish our location. Please see link below for previous episodes to see how these shots feature:

<http://uktvplay.uktv.co.uk/shows/storage-hunters-uk/watch-online/?video=4461136792001>

This is a very simplistic shoot, one cameraman on tripod not recording sound. Ordinarily, we obtain a blanket permission from the local town and the cameraman will nip around and grab a few shots in different areas. Is this possible to be obtained for the Caxton area?

We will be filming on Wednesday 10th February, 2016 between 10am-4pm.

If you have any questions at all, please don't hesitate to give me a call on 0207 502 5757.

All the best

Katie Leuw

Katie Leuw | Casting Researcher | North One Television | 3-7 Ray Street, Farringdon, London EC1R 3DR

The Clerk has responded:

I have spoken with the Chairman and he has no objection to your filming in the village to the extent you outline below.

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING Jan-16**

Summary of previous month

Balance brought forward **£35,667.92**
Adjusts/transfs/inc during period

Expenditure approved at last/between meetings

LG STOEHR	SALARY	-111.74
B STEWART	SALARY	-22.57
HMRC	PAYE/NIC	-94.80

Misc credits

<i>Total Adjustments</i>	<i>-229.11</i>
Balance revised after adjustments	<u><u>£35,438.81</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	25,294.47	28,329.23	-3,034.76
Cambs & County Bank	10,140.56	10,140.56	
Santander Savings Acc	3.78	3.78	
Total	<u><u>35,438.81</u></u>	<u><u>38,473.57</u></u>	<u><u>-3,034.76</u></u>

Expenditure for approval

ICO	DPA	35.00
LGS SERVICES	ADMIN SUPPORT	518.49
BUCHANS	GRASS CUTTING	328.80
LG STOEHR	SALARY	111.54
LGS SERVICES	ADMIN SUPPORT	497.66

<i>Total expenditure</i>	<i>1491.49</i>
Balance c/f	<u><u>£33,947.32</u></u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting

CAXTON PARISH COUNCIL BUDGET

FY17 NOTES

1	2 APPROVED	3 ACTUAL	4 %	5 DRAFT
INCOME	BUDGET 2016	to Jan 2016		BUDGET 2017
ADVERTISING		0.00		
AGENCY SERVICES & GRANTS				
Parish Paths				
Grasscutting	220	331.51	151%	331.51
GENERAL ADMIN				
Interest	30	13.10	44%	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	15250.00	15344.61	101%	361.51

no information on grant but some County Cllrs are indicating might be cut altogether

new higher interest rate bank account opened in 2013

PAYMENTS				
ADVERTISING (Newsletter & Website)	122	100.00		122
AGENCY SERVICES & GRANTS				
Grasscutting	1600	1710.00	107%	1600
Parish Paths				
GENERAL ADMIN				
Salaries	1991	1502.65	75%	2051
Admin support	4576	3598.86	79%	4576
Misc gen admin	2400	1899.34	79%	2400
Election costs	0	0.00		
SECTION 137	1200	0.00	0%	
Cambourne Community Centre Committee				
Children's Christmas Party				
Shriv. Trust				
Neighbourhood Watch				
SPECIAL PROJECTS (unallocated)				
Minor Highways Improvement Scheme				
Daffodills				
Flood improvements				
Traffic consultant		212.34		
VILLAGE & ASSETS MAINTENANCE				
Assets maintenance	200	207.54	104%	
POS grasscutting & landscaping & ditches				

Parish Council to consider website provision

year 2 of 3. 8 cuts contracted. In FY16 one additional cut.

increased by anticipated 3% Backdated outstanding. Last year the Council asked for a time extension on the contract due to the elections. The Council to consider if it wishes to extend the contract for two further years. One year contract £4862

Elections 2018
How much does the PC want to allocate in FY2017?

past recipients shown as examples

What does the PC want to do in FY2017 and how will this be funded e.g. Precept or grants?

What repairs and maintenance might be required during FY17? Suggest all assets checked annually in November in preparation for the budget.

Play equipment inspection & repairs	500				annual play equipment inspection plus play equipment repairs for original play equipment from earmarked reserves.
Trees					
Street lights	150		0%	150	Guestimate.
Village Hall	2000	0.00	0%		underspend on fund to be moved
LEGAL FEES					
CONTINGENCY	11				
S145 Entertainment	500				
RELEASE FROM RESERVES					
INCREASE THE GENERAL RESERVES					Any underspend will stay in general reserves
MISC					
TOTAL	15250	9230.73	61%	10899	

Reserves	B/f	Rec	Pay	C/f	
POS mainenance fund	9476.70		2506.00	6970.70	grasscutting and play equipment repairs
Parish Paths fund	302.00			302.00	
Play equipment fund	500.88			500.88	
Cross Keys Fund (earmarked for village project)	705.83			705.83	
R/O Cross Keys S106	3124.15			3124.15	£3124.15 play equipment,
Daffodils	250.00			250.00	
Minor Highways Improvement Scheme	500.00		500.00	0.00	changed during year to dog
Trees	200.00			200.00	
Village Hall	2000.00			2000.00	Is £1000 earmarked towards the legal fees for the new
Admin support outstanding	761.92		761.92	0.00	
Notice board and speedwatch projects	1200.00		876.50	323.50	notice board installation invoice
General fund	8558.51			19570.26	General reserves should be 1-1.5 x annual expenditure. Council to review its policy
Total	27579.99	0	4644.42	33947.32	

RECEIPTS
PAYMENTS

15344.61

13875.15

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

General reserves needs reviewing as below the 1-1.5 x policy. The Council to consider if should be increased.

Members items

JM - VH grant towards refurbishment - £1000	
EB - VH towards heating system	
30mph repeater signs	
"thankyou" signs	
Speedwatch signs	
30mph bin stickers	
KH - Highways small projects	£1,000
Flowers/tree planting	£ 250
Contingency reserve	£1,000
Village Grants (137?)	£1,200
Village Maintenance	£1,000
Contribution towards reserves (village hall)	£2,000
Speed watch	£1,000
Flood risk	£ 500
Thank you signs etc.	£ ???
Clerks salary increase and pension contribution	£ 000

**CAXTON PARISH COUNCIL CASH BOOK RECONCILIATION
FY 2016**

Reconciliation from cash book

BF 01/04/16

Unity Trust Bank Current Acc	17,435.65		
Cambs & Counties Bank	10,140.56		
Santander Savings Acc	3.78		
O/S at bank (deposits in transit)	0.00		
O/S at bank (payments)	0.00		
	<u>27579.99</u>	Payments	16050.41
Receipts	22417.74	C/F	33947.32
	<u>49997.73</u>		<u>49997.73</u>

Balance b/f	27579.99	C/F	
Receipts	22417.74	Santander Current Account	0.00
O/s receipts at bank	0.00	Santander Savings Account	3.78
Payments	-11524.16	Unity Trust Bank	28,329.23
O/s payments at bank	-4526.25	Cambs & Counties Bank	10,140.56
balance c/f	<u>33947.32</u>	O/S at bank (payments)	-4,526.25
		O/S at bank (receipts)	0.00
			<u>33,947.32</u>

CAXTON PARISH COUNCIL RECEIPTS FY ENDING 2016

DATE	REF		GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES & GRANTS	GENERAL ADMIN	PRECEPT	INTEREST	SPECIAL PROJECTS	VILLAGE & ASSETS MAINT.	MISC	RESERVES
BALANCE B/F			27579.99											
	BACS	SCDC	7500.00		7500.00				7500.00					
22/06/2015	BACS	CCC	331.51		331.51		331.51							
17/08/2015	BACS	HMRC	7073.13	7073.13	0.00									
30/06/2015	INT	UNITY TRUST BANK	8.03		8.03					8.03				
28/09/2015	BACS	SCDC	7500.00		7500.00				7500.00					
30/09/2015	INT	UNITY TRUST BANK	5.07		5.07					5.07				
			0.00		0.00									
			0.00		0.00									
			0.00		0.00									
TOTALS			22417.74	7073.13	15344.61	0.00	331.51	0.00	15000.00	13.10	0.00	0.00	0.00	0.00
O/S at bank														
TOTAL OS AT BANK			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B/F PLUS RECEIPTS 2015			49997.73											

TOTAL			16050.41	2175.26	13875.15	1710.00	100.00	1899.34	1502.65	3598.86	2086.00	207.54	0.00	212.34	0.00	0.00	2558.42
OUTSTANDING AT BANK																	
10/09/2015	67	BUCHANS	GRASS CUTTING	400.80	66.80	334.00	190.00					144.00					
12/11/2015	70	CAPALC	TRAINING	105.00		105.00		105.00									
12/11/2015	73	LG STOEHR	SALARY	111.74		111.74			111.74								
12/11/2015	75	LGS SERVICES	ADMIN SUPPORT	538.85	88.86	449.99		80.58		369.41							
12/11/2015	76	LGS SERVICES	ADMIN SUPPORT	494.62	82.36	412.26		42.85		369.41							
12/11/2015	77	LGS SERVICES	ADMIN SUPPORT	542.93	88.91	454.02		84.61		369.41							
12/11/2015	78	LGS SERVICES	ADMIN SUPPORT	500.17	83.36	416.81		47.40		369.41							
12/11/2015	80	LG STOEHR	SALARY	111.54		111.54			111.54								
10/12/2015	81	LG STOEHR	SALARY	111.74		111.74			111.74								
10/12/2015	83	B STEWART	SALARY	22.57		22.57			22.57								
10/12/2015	84	HMRC	PAYE/NIC	94.80		94.80			94.80								
14/01/2016	85	ICO	DPA	35.00		35.00		35.00									
14/01/2016	86	LGS SERVICES	ADMIN SUPPORT	518.49	85.52	432.97		63.56		369.41							
14/01/2016	87	BUCHANS	GRASS CUTTING	328.80	54.80	274.00	190.00				84.00						
14/01/2016	88	LG STOEHR	SALARY	111.54		111.54			111.54								
14/01/2016	89	LGS SERVICES	ADMIN SUPPORT	497.66	82.63	415.03		45.62		369.41							
Total Outstanding				4526.25	633.24	3893.01	380.00	0.00	504.62	563.93	2216.46	228.00	0.00	0.00	0.00	0.00	0.00

Mrs Gail Stoehr
Clerk to Caxton Parish Council
30 West Drive
Highfields
Caldecote
Cambs CB23 7NY

Date: 23rd December 2015
Our Ref: MLP/M-089/B
Your Ref:

Dear Mrs Stoehr

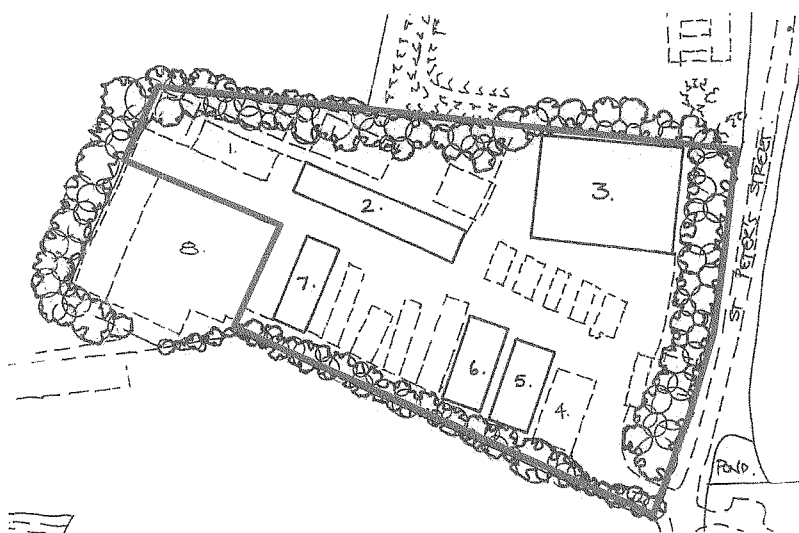
FIRS FARM, St PETER'S STREET, CAXTON.

You may recall my colleague William Allwood communicated with the Parish Council in relation to the above site in late 2013 and early 2014, when we were exploring the potential for its redevelopment for an Exceptions Housing scheme with a mix of affordable rented and shared equity housing for local people, with some cross-subsidy for market housing. At the time an Exceptions Housing scheme was already under consideration for a site off Ermine Street, which has subsequently secured planning permission and with the limited level of affordable housing need in Caxton the decision was taken not to pursue the Firs Farm site for an exceptions development. Since then another option has been under consideration, which we would now like to explore with the Parish Council.

The Site

The site contains an assortment of buildings including Atcost type structures, constructed of timber/sheet boarding and block work having a gross floor area of approximately 3,146 sq. metres. A portakabin building is also located within the farmyard, which serves as a site office.

In June 1997 planning permission was granted for the conversion of buildings for business use with demolition of buildings and landscaping works in respect of the area identified red below (LPA Ref. S/0452/94F). This permitted the change of use of buildings 2, 5, 6, and 7 to Class B1 office and building 3 to Class B8 storage.



In August 2000 planning permission was granted for the conversion of buildings 4, 5, 6 and 7 to a Class B1 office use (LPA Ref. S/1363/00/F).

In May 2002 the 1997 planning permission was renewed permitting the conversion of buildings 2, 5, 6, and 7 to Class B1 office and building 3 to Class B8 storage (LPA Ref. S/0787/02/F). The conditions attached to the permission were discharged by the Council in 2007 and the permission was subsequently initiated by construction work that has 'saved' the permission so the land owners are free to continue with the development.

Proposed Custom Self-build development

The Government has stated its intention to remove barriers that hold back many thousands of custom build projects every year, making it easier for more people to build their own home and make custom build a mainstream option for future home owners. To reflect this intention paragraphs 50 and 159 of the National Planning Policy Framework require local authorities to make provision for people wishing to build their own homes within their Local Plans. The draft Housing and Planning Bill 2015 issued in October further requires local authorities to grant suitable development consents on serviced plots of land, to meet the need for self-build and custom house-building in their area.

In September 2014 South Cambridgeshire District Council was chosen by the Government as a Vanguard authority to establish and maintain a register of people that are interested in constructing their own home through custom or self-building. It is also responsible for identifying sites that are appropriate for these small developments and it has committed to secure at least 100 new plots for self or custom built homes per year.

To assist in meeting the Government and the District Council's aims the site at Firm Farm is proposed to be bought forward for an exclusive self-build development for a range of properties and sizes that would enable the plots to be offered to self-builders and assist the Council in meeting this housing need.

To deliver the self-build opportunity at Firm Farm it is proposed to submit an application for outline planning permission that would establish the principle and layout for a mix of property sizes so that the plots can be marketed. The mix of the properties would include an element of full value unrestricted open market plots that would help fund the cost of providing infrastructure and services to the site and thereby enable other plots to be offered at a discounted (subsidised) value.

A planning permission would include a programme for the development to ensure a funding stream for the initial infrastructure to be provided e.g. roads and services through the sale of a number of open market self-build plots, which would be co-ordinated by a developer. Following the grant of outline planning permission prospective self-build buyers would be invited to purchase the plots. The invitations would be drawn from the following sources:

- The Council's vanguard register of persons interested in self-build schemes.
- Commercial building plot registers such as Plot Finder
- Parish/District Council nominees

With the initial infrastructure in place plots for a community self-build development, such as a pair of semi-detached units, would be marketed at a discounted (subsidised) price to enable the units to be even more affordable. With the sale of the community self-build plots the remaining self-build plots would be marketed. The successful purchasers would be responsible for submitting the detailed proposals for the design, siting, appearance and landscaping of the individual plots, in accordance with an agreed Design Framework to ensure a harmonious development in terms of building character and style, scale and the palette of materials etc.

Given the Government support for self-build development opportunities and the Council's strategy to deliver this, the Firs Farm site has been the subject of initial discussions with officers in the Council, which have been positive. To assist us in taking the matter forward it is considered it would be helpful to now seek the Parish Council's views on the principle of a development along the lines outlined, and the likely local issues that may have a bearing on a proposal.

To enable this we wonder whether there is any prospect of making a presentation to the next meeting of the Parish Council on the 21st January 2016? I would be grateful to hear from you.

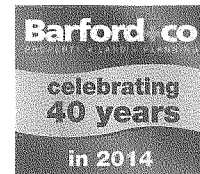
Yours sincerely



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*Please note that these offices will close at 1.00 pm on Thursday 24th December 2015
and will re-open at 9.00 am on Monday 4th January 2016.*

May we take this opportunity of wishing you Season's Greetings and a Happy New Year.



Department for
Communities and
Local Government

Transparency code for smaller authorities



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December 2014

ISBN: 978-1-4098-4439-6

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Part 1: Introduction

Policy context

1. This Code is issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability. Transparency gives local people the tools and information they need to hold local public bodies to account.
2. The Local Audit and Accountability Act 2014 sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under the new audit framework smaller authorities, including parish councils, internal drainage boards, charter trustees and port health authorities, with an annual turnover not exceeding £25,000 will be exempt from routine external audit. In place of routine audit, these smaller authorities will be subject to the new transparency requirements laid out in this Code. This will enable local electors and ratepayers to access relevant information about the authorities' accounts and governance.
3. The Government considers that publication of the items in this Code will provide the local electorate and ratepayers with a clear picture of the activities of these smaller authorities. Most of this information is already produced by the majority of smaller authorities with a turnover not exceeding £25,000, and the Government therefore considers that compliance with this Code will not place a significant burden on these authorities.

Application

4. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the 1980 Act"), as amended by section 38 of the Local Audit and Accountability Act 2014, to issue a code of recommended practice as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.
5. This Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012), Environmental Information Regulations 2004, the Re-use of Public Sector Information Regulations 2005 and Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009.
6. This Code applies to the following types of authorities in England with an annual turnover not exceeding £25,000: parish councils, internal drainage boards, charter trustees and port health authorities ("smaller authorities").

Turnover is defined as the higher of an authority's gross income for the year and its gross expenditure for the year.¹

Data protection

7. The Government believes that local transparency can be implemented in a way that complies with the Data Protection Act 1998. Where smaller authorities are disclosing information which potentially engages the Data Protection Act 1998, they must ensure that the publication of that information is compliant with the provisions of that Act. The Data Protection Act 1998 does not restrict or inhibit information being published naming councillors, members or senior local authority officers who have taken certain decisions, because of the public interest in the scrutiny of such senior individuals and decision makers. The Data Protection Act 1998 also does not automatically prohibit information being published naming the suppliers with whom the authority has contracts, including sole traders, because of the public interest in accountability and transparency in the spending of public money.
8. This Code complements existing provisions relating to public access to the decision-making process of smaller authorities. Smaller authorities should ensure that they continue to comply with any such provisions, and any subsequent legislation regarding local authority minutes, notices and agendas. Where information would otherwise fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, or Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009 then it is in the discretion of the smaller authority whether or not to rely on that exemption or publish the data.²

Commercial confidentiality

9. The Government has not seen any evidence that publishing details about contracts entered into by smaller authorities would prejudice procurement exercises or the interests of commercial organisations, or breach commercial confidentiality unless specific confidentiality clauses are included in contracts. Smaller authorities should expect to publish details of contracts newly entered into – commercial confidentiality should not, in itself, be a reason for smaller authorities to not follow the provisions of this Code. Therefore, smaller authorities should consider inserting clauses in new contracts allowing for the disclosure of data in compliance with this Code.

¹ Where authorities are maintaining their accounts on a receipts and payments basis, 'expenditure' should be read as 'payments' and 'income' should be read as 'receipts'.

² The most relevant exemptions under the Freedom of Information Act 2000 are those relating to law enforcement, for example information which may prejudice a current fraud investigation, (section 31), personal data (section 40) and information provided in confidence (section 41).

Part 2: Information which should be published

10. Smaller authorities should publish:
 - a. all items of expenditure above £100 (see paragraphs 13 - 15);
 - b. end of year accounts (see paragraphs 16 and 17),
 - c. annual governance statement (see paragraphs 18 and 19),
 - d. internal audit report (see paragraphs 20 – 22),
 - e. list of councillor or member responsibilities (see paragraph 23), and
 - f. the details of public land and building assets (see paragraphs 24 - 27),
 - g. Minutes, agendas and meeting papers of formal meetings (see paragraphs 29 and 30).

Part 2.1: Information to be published annually

11. The data and information in this Part (2.1) must be published:
 - on the first occasion, not later than 1 July 2015, and
 - thereafter, not less than annually and not later than 1 July in the year immediately following the accounting year to which it relates.
12. This is particularly important to enable local Government electors, council tax payers and ratepayers to scrutinise financial information so that they are able to exercise their rights to question and make objections to the auditor.

All items of expenditure above £100

13. Smaller authorities should publish the details of each individual item of expenditure above £100. Publishing a complete list of expenditure transactions will also meet this requirement. Expenditure information should be published for each individual spending transaction above £100³ rather than each item bought.⁴
14. For each individual item of expenditure above £100 the following information must be published:
 - a. date the expenditure was incurred,
 - b. summary of the purpose of the expenditure,⁵
 - c. amount³, and
 - d. Value Added Tax that cannot be recovered.

³ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax

⁴ For example, it is sufficient to group all items in a stationary order as one item of expenditure.

⁵ This could be the descriptor that authorities use in their accounting system providing it gives a clear sense of why the expenditure was incurred or what it purchased or secured for the local authority.

15. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published, but should remain available for inspection during the specified inspection period set out under regulation 14 of the Accounts and Audit (England) Regulations 2011⁶, or under any equivalent regulations made under section 32 of the Local Audit and Accountability Act 2014. The right to inspect can be exercised on giving reasonable notice.

End of year accounts

16. Smaller authorities should publish their statement of accounts according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The statement of accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the statement of accounts.
17. The statement of accounts should be accompanied by:
 - a. a copy of the bank reconciliation for the relevant financial year,
 - b. an explanation of any significant variances (e.g. more than 10-15 percent, in line with proper practices) in the statement of accounts for the relevant year and previous year, and
 - c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.

Annual governance statement

18. Smaller authorities should publish their annual governance statement according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The annual governance statement should be signed by the Chairman and Clerk of the smaller authority.
19. Where the governance statement contains any negative responses, these should be explained fully, including how any weaknesses will be addressed. As referred to paragraphs 7 and 8, when publishing this information smaller authorities should consider whether the Data Protection Act 1998 imposes any restrictions or constraints on such publication and whether any of the information would fall within an exemption under the Freedom of Information Act 2000 and therefore could, or should, be withheld from publication.

6 S.I. 2011/817.

Internal audit report

20. Smaller authorities should publish their annual internal audit report according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The internal audit report should be signed by the person who carried out the internal audit.
21. Where the internal audit report contains any negative response to the internal controls objectives, these should be explained fully, including how any weaknesses will be addressed. As referred to paragraphs 7 and 8, when publishing this information smaller authorities should consider whether the Data Protection Act 1998 imposes any restrictions or constraints on such publication and whether any of the information would fall within an exemption under the Freedom of Information Act 2000 and therefore could, or should, be withheld from publication.
22. Where the response to any internal controls objectives is 'not covered', an explanation of when the most recent internal audit work was completed in this area and when it is next planned should be provided. If coverage is not required, an explanation stating why coverage is not needed should be provided.

List of councillor or member responsibilities

23. Smaller authorities should publish a list of councillor or member responsibilities. The list should include the following information:
 - a. names of all councillors or members of the authority,
 - b. committee or board membership and function (if Chairman or Vice-Chairman) of each councillor or member, and
 - c. representation on external local public bodies (if nominated to represent the authority or board) of each councillor or member.

Details of public land and building assets

24. Parish councils and port health authorities should publish details of all public land and building assets. Where this information is included in the authority's asset and liabilities register, this register may be published in its entirety or as an edited version displaying only public land and building assets.
25. Internal drainage boards should only publish the details of registered land and buildings that have a market value and which appear in their Fixed Assets Register.
26. When publishing the required data, parish councils, port health authorities and internal drainage boards should publish the following information in relation to each land and building asset:
 - a. description (what it is, including size/acreage),

- b. location⁷ (address or description of location),
- c. owner/custodian, e.g. the authority or board manages the land or asset on behalf of a local charity,
- d. date of acquisition (if known),
- e. cost of acquisition (or proxy value), and
- f. present use.

27. Charter trustees will not be required to publish any land or asset information since they are not permitted to own either land or buildings under the Charter Trustees Order (1974) and therefore will not hold any relevant information.

Part 2.2: Information to be published more frequently than annually

28. The data and information referred to in this Part (2.2) must be published:
- not later than the occasions specified in Paragraphs 29 and 30

Minutes, agendas and papers of formal meetings

29. Smaller authorities should publish the draft minutes from all formal meetings (i.e. full council or board, committee and sub-committee meetings) not later than one month after the meeting has taken place. These minutes should be signed either at the meeting they were taken or at the next meeting.
30. Smaller authorities should also publish meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

⁷ For example, street number, street name, postal town and postcode; or map reference using Ordinance Survey grid reference

Part 3: Method of publication

31. Public data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. Instead, publication should be used to help address any imperfections and deficiencies. The best way to achieve this is by having robust information management processes in place. Where errors in public data are discovered, or files are changed for other reasons (such as omissions), smaller authorities should publish revised information making it clear where and how there has been an amendment.
32. The data and information specified in this Code must be published on a website which is publicly accessible free of charge. For example, one way that this requirement could be achieved could be by publishing the data on the smaller authority's website or that of the billing authority in its area (district or London borough or unitary council).

Ben Stoneman
A Senior Civil Servant in the Department for Communities and Local Government

Department for Communities and Local Government
17 December 2014

Annex A: Transparency Code for Smaller Authorities

Parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 should publish:

Information title	Information which should be published
<p>All items of expenditure above £100</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection. For each individual item of expenditure the following information must be published:</p> <ol style="list-style-type: none"> a. date the expenditure was incurred, b. summary of the purpose of the expenditure, c. amount, and d. Value Added Tax that cannot be recovered.
<p>End of year accounts</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ol style="list-style-type: none"> a. a copy of the bank reconciliation for the relevant financial year, b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.
<p>Annual governance statement</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed annual governance statement according to the format included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>
<p>Internal audit report</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form. Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.</p>

<p>List of councillor or member responsibilities</p>	<p>Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:</p> <ul style="list-style-type: none"> a) names of all councillors or members, b) committee or board membership and function (if Chairman or Vice-Chairman), and c) representation on external local public bodies (if nominated to represent the authority or board).
<p>Location of public land and building assets</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register.</p> <p>The following information must be published:</p> <ul style="list-style-type: none"> a) description (what it is, including size/acreage), b) location (address⁷ or description of location), c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and f) present use.
<p>Minutes, agendas and papers of formal meetings</p>	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</p> <p>Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</p>

Annex B: Proposed timeline for smaller authorities' publication of information

December 2014	Transparency Code for Smaller Authorities issued as recommended practice
By end March 2015	Subject to Parliamentary approval Regulations to come into force to require compliance with Transparency Code for Smaller Authorities
Spring 2015	Proposed new burdens funding for smaller authorities to assist compliance with the Code
July 2015	Publication by smaller authorities of first annual set of data completed
April 2015 -	Publication of draft minutes from all formal meetings, not later than one month after each meeting, and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place
July 2016	Publication of second annual set of data completed

Newsletter – Issue 1

Extensions to Cambourne Village College

Community Consultation Invitation

Cambridgeshire County Council is consulting on proposals to extend the accommodation at Cambourne Village College. The school have been working closely with the Council's appointed consultants to develop these proposals, to ensure that these meet the school's vision. A consultation event will be held on **Thursday 14th January 2016 from 3.00pm-7.00pm** in the school's Henry Morris Room. You are invited to attend to view the development proposals. The project team and representatives of the school will be available to answer any questions you may have, and would welcome the opportunity to receive your feedback on the proposals. If you are unable to attend on Thursday 14th January 2016 from 3.00pm-7.00pm, you will still be able to view the plans, which will be displayed at the College until **Friday 29th January 2016**, and to provide any comments on forms which will be available. Please contact the College 01954 284000 to make an appointment. The plans can also be viewed on the College website: www.cambournevc.org.

The feedback gathered as part of this consultation plays a crucial role in the further development of the scheme prior to plans being finalised and a detailed planning application being submitted.

The proposed development includes:

- Extending the existing five form entry (5FE) school by two additional forms of entry to 1050 pupils (7FE).
- Provision of a new purpose built performance hall for the school and community use
- Remodelling areas of the school to improve adjacencies
- The construction of an artificial turf pitch for Hockey

We hope that you will take this opportunity to participate in the ongoing development of these proposals, and look forward to the opportunity to discuss them and gather your feedback on **Thursday 14th January 2016**

