

CAXTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 17 January 2017 at 7.45 pm

Present: Councillors: K Howard (Chairman), H Barbour, J Molloy, L Post, R Millard, S Bushby and E Blair.

In attendance: 5 members of the public, District Cllr D O'Brien and Mrs Gail Stoehr (Clerk).

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

None.

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

Cllrs Howard, Blair and Molloy declared an interest in any items relating to Ermine Street, as residents of Ermine Street, and also the existence of their dispensations allowing them to speak and vote.

Cllr Howard declared an interest in setting the precept as a rates payer.

Cllrs Molloy and Bushby declared an interest in any items relating to the Village Hall, and also the existence of their dispensations allowing them to speak and vote.

Cllr Barbour declared an interest in any item relating to the Village Hall as Village Hall Treasurer and also the existence of her dispensation allowing her to speak.

1.3 To receive written requests for dispensations including requests and to grant any requests for dispensation as appropriate

None.

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

District Cllr O'Brien reported, covering:

- County and District Cllr Mervyn Loynes will be stepping down in May.
- West Cambourne. The Planning Committee had granted permission for 2350 homes. Cllr O'Brien had been unable to vote as he had written objecting to the application, and was therefore constrained by the Code of Conduct relating to predetermination, but had been permitted to speak. He outlined the background to the application and the housing shortfall. The additional housing was wanted by Cambourne Parish Council. New settlements were supported by SCDC. He encouraged the Parish Council to ensure it obtained maximum mitigation for the village.

The Chairman explained that the SCDC view was that there was no impact on Caxton but was all on Cambourne. The Parish Council was concerned at the increase in traffic and whilst the developers were sympathetic and had offered traffic calming CCC would not support this. The Parish Council had pushed for connectivity with Cambourne, as there were no buses, and had requested cycleways to Cambourne, but had not seen any detail on the delivery of this.

Cllr O'Brien offered his support to re-open dialogue with SCDC.

With regard to the land adjacent to 94 Ermine Street, Cllr O'Brien undertook to find out why the application did not go to the Planning Committee and suggested that the Parish Council notify him when it wishes applications to go to Planning Committee.

A resident expressed concern at the procedure followed by SCDC for the land adjacent to 94 Ermine Street and the delegation to a planning consultant, John Cosgrove. Residents requested that the Parish Council appeal the decision or make a formal complaint.

On a proposition by the Chairman, the order of business was varied to take item 5.2 at this point.

5.2 SCDC Notifications – to note any received including 94 Ermine Street

- 5.2.1 S/1297/16/FL – Office at the Barn, Church Farm, 5 Gransden Road – Change of use of Church Cottage, stables and barn to B1 (Business) use, (extension to existing business – Permission granted.
- 5.2.2 S/1298/16/LB – Office at the Barn, Church Farm, 5 Gransden Road – Proposed internal and external changes to western end of barn range and stable as part of conversion to B1 use – Permission granted.
- 5.2.3 S/0539/16/FL – Land adj to 94 Ermine Street – Proposed new chalet bungalow – Permission granted.
- RESOLVED that the Parish Council is to make a formal complaint to SCDC. (Prop SB, 2nd KH unanimous)

Comments & observations from members of the public continued

A resident who had attended the Parish Council meeting for West Cambourne asked the Council to ensure its integrity as a village was retained. The roundabout should be built along with traffic calming before any housing. Agreements should be obtained in writing. Caxton should fight for a green barrier and guarantees should be obtained that there would be no development to the west of West Cambourne. A request for a village meeting was made. The residents left the meeting.

Cllr Molloy reported on her attendance at the Planning Committee meeting yesterday.

2. To approve the minutes of the previous meeting on 10 November 2016

RESOLVED that the minutes of the meeting on 10 November be approved and signed by the Chairman, after amendments under item 3.2 to delete “the costs of the grant application “ and insert “of CPC contribution for the third party funding” and under item 4.1 to insert “grass cutting of” before “open spaces”. (Prop EB, 2nd LP, unanimous)

3. Matters arising from the minutes

3.1 (3.1) Hub at Village Hall

The Parish Council decided in July that this was a matter for the Village Hall, not the Parish Council, and that the matter was closed.

3.2 (3.2) Village Hall refurbishment – to consider proposals

The Working Group had looked at setting up a “Friends of the Village Hall” group and is to contact Cambridge Community Foundation to prepare a draft grant application.

3.3 (4.1) Future projects/requirements – to consider the needs of the village for the next 12 months and in the longer term from 2-5 years

RESOLVED to include the following:

Play equipment for up to 12 years for Brockholt Road, and funding for maintenance.

Re-fencing of the Brockholt Road play area in 2-3 years’ time.

Resurfacing of Ermine Street pavements as a matter of urgency and for the encroaching verges to be cut back. Cllr Howard is to report these to CCC, along with the encroaching verges from the depot to the roundabout.

The bridleway from Ermine Street to Cambourne.

Repair/replacement of the village entry signs.

The Caxton village sign.

The purchase and installation of 30 mph repeater size signs in St Peter’s Street.

The Village Hall entrance – already in progress.

Improvement and repair of the Village Hall external lighting.

A Christmas tree and lights on the green in the centre of the village, in conjunction with the Pearsons.

3.4 (4.2) Thatched bus shelter – to consider quotations if received

RESOLVED as only one quotation had been received from the four sought to waiver Financial Regulations, to seek one further quotation for the thatched well shelter from

the company that undertook work on Barton Parish Council's shelter and to delegate to the Clerk to accept the cheapest of the two quotations.

- 3.5 (8) To consider the cost of holding an in-house Councillor training session at Caxton
RESOLVED that the Clerk should run a mini-training session on the Code of Conduct and Dispensation Policy at the May meeting.

- 3.6 (3.3) Proposal that parking restrictions such as double yellow lines or passing spaces be introduced in Ermine Street, as the road from 77 Ermine Street to Pear Tree Cottage was reduced to one lane when the car park was full
RESOLVED that Cllr Molloy should report the missing road markings in Ermine Street to CCC and request reinstatement.

A proposal by Cllr Molloy that yellow lines be installed in front of residents' drives, given the parking problems, was not seconded, as the Parish Council thought the cars provided traffic calming, and the Police would not enforce parking restrictions.

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

- 4.1 Proposal for communication with parishioners via email for major issues affecting Caxton

RESOLVED that an A5 leaflet be produced to inform residents. Cllr O'Brien is to prepare the leaflet and send it to the Clerk for printing.

- 4.2 Overgrown pond at Tate's Field – to review if any works are required

RESOLVED to ask CGM to spray the whole pond and to clear reeds from across the pond, leaving a one-metre fringe border. (Prop RM, 2nd KH, unanimous)

RESOLVED to monitor the ditch alongside Gransden Road.

5. Planning and Tree Works

- 5.1 Applications received since the last meeting

- 5.1.1 S/3392/16/FL – Caxton Baptist Church, Ermine Street – Conversion of the former Baptist Chapel to create 1 no. three bedroom dwelling

RESOLVED, having considered its value as a community asset and decided that as it had not been used since 2009, there was little recent value to the community, and also having considered a residents' letter, to support the application but that consideration be given to the installation of obscure glass to prevent overlooking the adjacent property.
(Prop KH, 2nd EB, unanimous)

- 5.1.2 S/3393/16/LB – Caxton Baptist Church, Ermine Street – as above, listed building application

RESOLVED to support the application but that consideration be given to the installation of obscure glass to prevent overlooking the adjacent property. (Prop KH, 2nd EB, unanimous)

- 5.1.3 S/3082/16/DC – Caxton Hall, St Peter's Street – Application for approval of details reserved by conditions 1 (Commencement), 2 (Plans), 3 (Schedule of works), 4 (Meeting), 5 (Window and door details), 6 (Sample panel of brick), 7 (Details: insulation, rooflights, extracts, eaves details, sample of floor tiles and oak boards), 8 (Rooflights), 9 (Sample of roof tiles), 10 (Tile layout)

Noted for information only.

- 5.1.4 S/3187/16/NM – Land adjacent to 12 Back Lane, Cambourne – Non-material amendment of S/1631/15/FL

RESOLVED that the Parish Council had no recommendation.

- 5.2 SCDC notifications - to note any received

Taken earlier.

- 5.3 Tree works applications – to consider any received

None.

Cllr Barbour left the meeting at 9.34 pm.

RESOLVED to accept Cllr O'Brien's offer to re-open negotiations with SCDC on the S106 and steps required to mitigate impact of the West Cambourne development on Caxton.

6. Finance and procedure

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

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

RESOLVED that the payments as listed be approved for payment. (Prop KH, 2nd EB, unanimous)

Salary	£3.33
Salary	£24.80
LGS Services (Admin support)	£544.18
LGS Services (Admin support)	£497.57
NEST (Pension) (DD)	£223.53
HMRC (PAYE/NIC)	£89.80
Buchans (Grass cutting)	£328.80
ICO (DPA)	£35.00
Eversden PC (Training)	£40.00

Credits, including bank interest, were noted.

RESOLVED to enquire, given that Cllr Molloy had not attended the training, whether payment was still required.

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

RESOLVED that Cllr Blair should assess who might own the fence which has fallen down and if it is the Parish Council's that the Clerk should be authorised to arrange repair.

6.3 To review the budget FY2017 and consider arrangements for any outstanding projects

The budget was reviewed. RESOLVED:

- To earmark funds for signage, Speedwatch and flood risk if not spent at the financial year end. The planting of cowslips was considered but not agreed given that these would be cut down during grass cutting.
- To merge the "Planting" and "Trees" earmarked reserves into one earmarked fund and to rename this "Planting and Tree Works"
- To ask Simon Elbourne if he could attend to the trees overhanging the path near Caxton Court Funds
- The cost of the repair to the thatched well shelter are to be taken from the General Reserves.
- To chase the speedwatch signage again as this had been ordered long ago and had still not been received

6.4 To consider and approve the budget for FY2018

RESOLVED -

- To try to minimise impact on FY 2019 budget by building up a funds for Election Costs £500, Speedwatch (camera) £700, Flood risk £500, POS grasscutting, landscaping and ditches £800
- To budget again £2,000 towards the village hall
- To include S137 £1,000, Highway Improvement Scheme £1,000
- To budget to increase reserves depleted by funding the work on the thatched well shelter.

- That Cllr Blair should discuss with Mr Pearson a proposal to have an annual Christmas tree and lights on the green in the centre of the village opposite Manor Farm and if he was agreeable to use £100 from the earmarked Cross Keys Fund which had been earmarked for a village project towards the lights.

RESOLVED to approve the budget with expenditure of £17,921.00 plus £2000.00 to increase reserves.

6.5 To set and demand the precept for FY2018

RESOLVED to seek and demand a precept of £19,921 from South Cambridgeshire District Council, representing an approx 5% increase, being the amount required by the Parish Council to balance its budget. (Prop KH, 2nd EB, unanimous)

7. To consider matters arising out of correspondence received including

7.1 Resident – damaged gateposts on footpath from Bourn Windmill to Cambourne

RESOLVED that Cllr Howard should contact Peter Gaskin to find out what CCC would fund and what the Parish Council might be asked to contribute, and that Cllr Howard would also speak to the resident. Deferred to the next meeting.

7.2 Resident – query regarding outcome of planning application for land adj 94 Ermine Street

Taken earlier.

7.3 CCC Consultation on a draft corporate energy strategy for Cambridgeshire County Council

Noted.

7.4 Heidi Allen MP – request for feedback on public transport services

RESOLVED that this was not a big problem in Caxton as there were no businesses.

7.5 Application for street trading consent Caxton Hand Car Wash A428 St Neots Road

RESOLVED that the Parish Council had no objections. A litter bin should be provided to the rear of the site and the site left tidy. (Prop EB, 2nd SB, unanimous)

8. Closure of meeting

There was no further business and the meeting closed at 11.05 pm.

SignedChairmandate.