

**CAXTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held in the Village Hall**  
**on Thursday 12 July 2018 at 7.45 pm**

Present: Councillors: K Howard (Chairman), H Barbour, R Jack and R Millard.

In attendance: 1 member of the public, County Cllr Miss M Smith (County Cllr), District Cllr M Howell, and Mrs C Newton (Minutes Secretary, LGS Services).

**1. Apologies for absence and declarations of interest**

1.1 To receive written apologies for absence and reasons

Apologies were received from Cllr Bushby (out of parish).

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

Cllr Barbour declared an interest in any matter relating to the Village Hall as the Village Hall's Treasurer, and the existence of her dispensation to speak only during the public session on matters relating to the Village Hall. Cllr Barbour declared an interest in any matter relating to Ermine Street as a resident.

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 Councillor Mark Howell reported that the 5 year land supply had been achieved and a previously approved but resubmitted application in Papworth would not go to Committee due to the 5 year land supply being reached. The Local Plan should be approved by the end of July.

County Councillor Mandy Smith advised that the deadline for submission of LHI bids would be in two weeks. The A428 was under discussion but no decision had yet been made.

A resident spoke regarding the cutting of the grass verges and asked that they be cut less frequently to protect wildlife habitats. CCC cuts take place three times a year outside the 30 mph signs and Parish Council cuts eight times a year within the 30 mph signs. It was explained that this frequency was at the request of residents. This is to be an agenda item for the next meeting. The resident observed that the hedges should not be cut in June when the birds were nesting.

**2. To approve the minutes of the previous meetings on 10 May and 7 June**

RESOLVED that the minutes of the meeting on 10 May 2018 be approved and signed by the Chairman at the end of the meeting, after amendments under item 2.1 to change "KJ" to "KH," and under item 2.2, to remove the words "on" and "to stop." (Prop RJ, 2nd HB, unanimous)

RESOLVED that the minutes of the extra-ordinary meeting of 7 June 2018 be approved and signed by the Chairman at the end of the meeting. (Prop RJ, 2nd RM, unanimous)

**3. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled**

No applications had been received, although three enquiries had been made. One was now unable to stand.

**4. Matters arising from the minutes**

4.1 (3.1) Village Hall refurbishment update – to consider any quotations received and consider how to proceed

No quotations had been received and these are to be pursued again. Members were asked to let the Clerk know of any potential contractors.

- 4.2 Village Hall Tarmac – to note the response from the contractor  
RESOLVED to note that there had been no response.
- 4.3 To appoint an Internal Auditor for FY2019  
RESOLVED to appoint Canalbs Ltd as Internal Auditor for FY2019, at a cost of £42.50 per hour plus 45p per mile travelling expenses.
- 4.4 (4.1 of March 2018) To consider the Village Flood Plan  
RESOLVED to defer this item to the next meeting.
- 4.5 (12) Appointments on work with external bodies - NHW  
RESOLVED that Cllr Howard should place an article in the newsletter regarding Neighbourhood Watch and links to information. RESOLVED that the Parish Council should not appoint a representative.
- 4.6 (24.4) To consider a Parish Council website  
Cllr Howard outlined the features of Netwise which is easy to use and would cost £399.00 for a basic service which can be upgraded.  
RESOLVED to purchase a website from Netwise at a cost of £399.00 and to ask LGS Services to assist if necessary with uploading minutes, etc at a cost of £100.00 per annum.  
RESOLVED to purchase the domain name caxton-pc.org.uk at a cost of £15-£20 per annum. A .gov site would cost £60.00 per annum. (Prop HB, 2nd KH, unanimous)  
RESOLVED that Cllr Howard will liaise with members to populate the site.
- 4.7 (24.5) To consider how the Agricole money should be spent (Prop KH, 2nd RJ, unanimous)  
RESOLVED that the funds should be spent on a village sign.
- 4.0.8 S/1849/18/OL – Land off Ermine Street, Caxton – Outline planning permission for up to 30 dwellings with all matters reserved except access  
RESOLVED to respond to the email from SCDC as follows:  
1) The Parish Council envisages play equipment for young children (under 10s) being installed at the Brockholt Road open space area.  
2) The Parish Council does not have a breakdown of the annual costs of grass cutting of the Brockholt Road play area  
3) RESOLVED that the Parish Council should make no comment.  
4) The Parish Council has a need for remedial work on the Village Hall at this time, which will cost in excess of £15,000.  
5) The Parish Council does not have any projects related to outdoor sports. Keep fit classes take place in the Village Hall and equipment and matting to assist would be very useful.
- 5. Local matters and members' items for info only unless stated**
- 5.1 Reports on local matters for information only  
Cllr Howard reported:  
LHI bid – Cllr Howard reported that he had accompanied a Highways Officer looking at where to install the movable electronic speed sign, which needs to be moved once a month.  
War memorial – A stolen car had knocked down the fence three months ago. This will be fixed shortly.  
The Gransden Vision 2020 had been circulated.  
The Neighbourhood Development Plan. RESOLVED that the Parish Council is unable to undertake this at this time until it has a full complement of councillors.
- 5.2 To consider the Brockholt Road play area usage  
The Parish Council considered ways in which the play area could be utilised more. RESOLVED, following a suggestion from the Cub Leader that the area be used for

camping and other activities, to encourage groups including the Scouts, Cubs, Beavers and Rainbows offering the use of the area free of charge subject to the Parish Council being informed of their plans and that the groups should arrange insurance cover. <sup>(Prop RJ, 2nd HB, unanimous)</sup>

## **6. Planning and Tree Works**

### 6.1 Applications received since the last meeting

6.1.1 S/2235/18/LB and S/2234/18/FL – Caxton Baptist Chapel, Ermine Street – Conversion of the former Baptist Chapel into one three bedroom dwelling  
RESOLVED that the Parish Council supports the application. <sup>(Prop KH, 2nd HB, unanimous)</sup>

6.1.2 S/2443/18/FL – Land between 20 and 30 Bourn Road – erection of a single detached dwelling and garage  
RESOLVED that the Parish Council supports the application. <sup>(Prop KH, 2nd HB, unanimous)</sup>

### 6.2 SCDC Decision notices

6.2.1 S/1163/18/VC – 88 Ermine Street – Variation of Condition 2 (Approved plans) of planning permission S/1090/17/FL – Permission granted.  
Noted.

6.2.2 S/1199/18/FL – Land adj 94 Ermine Street – Construction of a detached dwelling and double garage with associated vehicular hard standing and landscaping – Withdrawn.  
Noted.

6.2.3 S/1955/18/DC – Thatched House, 1 Bourn Road – Discharge of conditions 3 (Precise details) and 4 (Materials) of listed building consent S/0775/16/LB – Permission granted.  
Noted.

### 6.3 Tree works applications – to consider any received

None.

## **7. Finance and procedure**

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

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

RESOLVED that the payments as listed be approved for payment plus Buchans (Grass cutting) £810.06. <sup>(Prop RM, 2nd RJ, unanimous)</sup>

Buchans (Grass cutting)	£413.69
Playsafety Ltd (Play inspections)	£109.20
Buchans (Grass cutting)	£413.69
Salary	£2.42
Salary	£27.13
HMRC (PAYE)	£96.00
SCDC (Election fees)	£105.00
LGS Services (Admin support)	£696.92
LGS Services (Admin support)	£585.54
NEST (Pension) (DD)	£118.11

Credits, including bank interest and Oil Club income, were noted.

### 7.2 To consider any quotes for urgent works required because of risk and Clerk's use of delegated powers

RESOLVED to note that the Clerk used her delegated powers as follows:

- To grant the following dispensations  
Cllr Bushby – to speak and vote on Village Hall matters  
Cllr Barbour to speak on village hall matters only under the public session

Cllr Jack to speak and vote on Village Hall matters

- The Clerk has also placed an order with Cromwell Fire for £250 to supply and install a Briton Panic Bar and steel plate to the side exit door at Caxton Village Hall with the proviso that you confirm that you will carry out any work to the door and door jamb to ensure that this entrance is secure from outside without the need to lock or bolt it.

RESOLVED to pursue completion of the work on the door.

7.3 To consider play equipment checks reports including the annual RoSPA report  
 RESOLVED that Cllr Howard should approach a resident to carry out the play equipment checks.

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

8.1 Buchans – request that the Council settles its invoices monthly

RESOLVED that the cheques be sent monthly to the Chairman to arrange signature.  
 (Prop KH, 2nd HB, unanimous)

**9. Closure of meeting**

There was no further business and the meeting closed at 9.27 pm.

Signed .....Chairman .....date.