

CAXTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council on Thursday 14 January 2021 at 7.45 pm
Held remotely via Zoom due to the current pandemic**

Present: Councillors: K Howard (Chairman), L Kelly, R Millard, A Halket, G Lachlan and R Mahmood-Bishop

In attendance: County Cllr Mandy Smith, District Cllr Nick Wright, District Cllr Mark Howell and Mrs Gail Stoehr (Clerk).

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

Apologies were received from County Cllr Mandy Smith for anticipated lateness and from Rosanna Mahmood-Bishop (power cut).

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

Cllrs Howard, Kelly, Halket and Lachlan declared an interest in the setting of the budget as residents and Council tax payers.

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

None.

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

None at this point.

2. To approve the minutes of the November meeting and the extra-ordinary meeting on 10 December

RESOLVED that the minutes of the meeting on 12 November be approved and signed by the Chairman as soon as practically possible. (Prop RM, 2nd LK, unanimous)

RESOLVED that the minutes of the extra-ordinary meeting on 10 December be approved and signed by the Chairman as soon as practically possible. (Prop RM, 2nd LK, unanimous)

3. Co-option to fill casual vacancy – to consider any applications received

RESOLVED, in her absence, to co-opt Rosanna Mahmood-Bishop as a member of the Parish Council. Cllr Mahmood-Bishop is to sign her Declaration of Acceptance of Office in the presence of the Clerk or a member before the next meeting and taking her seat on the Council. (Prop GL, 2nd LK, unanimous)

4. Matters arising from the minutes

4.1 (7.2) Opus Electricity contract - update

RESOLVED to note that following problems with the invoicing by Opus, the Clerk asked Opus to re-invoice at the correct rate and negotiated a credit of £60 as compensation. The invoices appear to be correct now but will continue to be monitored.

4.2 (8.1) To consider appointment of second Parish Council representative to the Village Hall Committee

Cllr Mahmood-Bishop arrived during this item at 7.51 pm and signed the Declaration of Acceptance of Office before the Clerk. The Chairman made introductions.

RESOLVED to appoint Cllr Mahmood-Bishop as the second Parish Council representative to the Village Hall Committee. (Prop KH, 2nd GL, unanimous)

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

5.1 Reports on local matters for information only

5.1.1 The Chairman reported on a meeting at Greater Cambridge Planning and had received the minutes and slides. The Chairman stressed the importance of members reading

these. The Local Development Plan is currently to 2031 but they are now looking at a plan to 2041 and proceeding to the preferred option by the summer. The implications were outlined.

- 5.0.1 Mick George vehicles had been reported speeding through the village.
RESOLVED to write to Mick George regarding the complaints and ask them to use the bypass.
- 5.0.2 The Chairman had received the sign for the Recreation Ground asking residents to be considerate of others, which would be erected as soon as possible.
- 5.0.3 Flooding. The Chairman had passed some information on to County Cllr Smith and was looking at putting this onto the County Council's website as the surface flooding was being recorded.
Tankers had been in operation in the village for the pumping station behind the telephone kiosk and also by Crowdene, both by day and at night.
County Cllr Mandy Smith reported that CCC was looking at flooding over Christmas and any information on local flooding should be reported on the County's website.
RESOLVED that a Flooding Working Group be set up with the following membership: Cllr Lachlan (Convenor), Howard and Halket. County Cllr Smith is also to be involved.
- 5.0.4 Community gritting – The Chairman is to speak to a volunteer regarding the Community Gritting Scheme as the forms had not as yet been completed.

District Cllr Nick Wright arrived.

5.2 Purchase of tablet for Council business

Cllr Lachlan declared an interest as this item only affected him and left the meeting at 8.13 pm.

Cllr Lachlan re-joined the meeting at 8.16 pm to answer questions and left again at 8.20 pm.

RESOLVED to note that Cllrs used their own IT equipment and those in the past that did not have equipment were served statutory papers by post and still played a full and active roll with the Council.

A proposal that funding of £200 be provided for the purchase of a tablet for use by Cllr Lachlan was not carried. (Prop KH, 2nd LK, not carried with 2 in favour and 3 against)

Cllr Lachlan re-joined the meeting at 8.29 pm and the Chairman reported the Parish Council's decision.

District Cllr Mark Howell arrived. He reported on:

- The A428 upgrade by Highways England.
- The East-West Rail conference when it will be known if the route will be the northern route. The issues involved were outlined.

District Cllr Nick Wright reported on:

- The Local Development Plan. A committee had been set up so that Parish Councils would get a response as to why their recommendation had not been followed and SCDC is to prepare training.
- The Covid vaccination update. Vaccinations were being carried out by major hospitals currently dealing with care and hospital workers and now rolled out to five doctors with 9 more to come on line, followed by major sites for vaccination in Cambridgeshire. The locations were not yet known. There was a major centre at Stevenage.

Cllrs Howell, Wright and Smith left the meeting.

6. Planning and Tree Works

- 6.1 Applications received since the last meeting
- 6.1.1 20/05188/PRI06A – Pastures Farm, Ermine Street – Erection of an agricultural spray and combine storage building
RESOLVED to note that this had already been approved by SCDC.
- 6.2 SCDC Decision notices
- 6.2.1 20/02508/OUT – Land west of telephone exchange, Bourn Road – Outline planning for the erection of a self-build dwelling and garage with all matters reserved except access (Re-submission of s/0285/19/OL) – Permission refused
- 6.2.2 S/4069/19/CONDA – Land east of 20 Bourn Road – Discharge of conditions 5 (Hard and soft landscaping) and 6 (Renewable energy) of planning permission – Conditions discharged in full
- 6.2.3 S/2234/18/COND13 – Caxton Baptist Church – Discharge of condition 13 (Details of repair or replacement of the retaining wall including as appropriate structural engineers drawings and material supplies) – Condition discharged in full
- 6.2.4 S/2235/18/COND3 – Caxton Baptist Church – Discharge of condition 3 (Management plan for the protection of historic features) – Condition discharged in full
- 6.3 Tree works applications – to consider any received
- 6.3.1 20/2342/TTPO – 95 Ermine Street – considered between meetings
The Parish Council made no response.
- 6.3.2 20/2236/TTCA – 49 Ermine Street – considered between meetings
The Parish Council made no response.
- 7. Finance and procedure**
- 7.1 To receive the financial report and approve the payment of bills
The Chairman thanked the Clerk for recovering the VAT.
RESOLVED to receive the financial report, and that the invoices and bank statements be sent to the signatories, before the payments are authorised online.
RESOLVED that the payments as listed be approved for payment. (Prop RM, 2nd LK, carried with 1 abstention)
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| Salaries | £292.91 |
| LGS Services (Admin support Nov) | £587.32 |
| LGS Services (Admin support Dec) | £550.41 |
| PKF Littlejohn (External audit) | £240.00 |
| Buchans (ditch) | £76.96 |
- The VAT reclaim was noted.
- 7.2 To consider any quotes for urgent works required because of risk and Clerk's use of delegated powers
RESOLVED with regard to the lending library in the bus shelter, given that libraries were not open at present due to Covid, and the shelter was a generally enclosed space, to close the facility and remove the books and all non-book materials. The Clerk advised on a risk assessment.
RESOLVED that Cllrs Lachlan and Howard assisted by Cllr Mahmood-Bishop if required should collect the books and that Cllrs Lachlan and Howard should store them, until the lending library was reinstated.
RESOLVED to seek the involvement of the originator as to the cull and ongoing management of the facility. (Prop KH, 2nd AH, unanimous)
- 7.3 To consider play equipment checks reports
The Clerk advised that the Council should keep carrying out the checks despite the pandemic as the facility was still being used. This of course is subject to members taking care and following guidelines.

On a proposition by the Chairman the net two items were taken together.

7.4 To review the budget FY2021 and consider arrangements for any outstanding projects and earmarked reserves

7.5 To consider and approve the budget for FY2022

RESOLVED that the budget be approved. (Prop KH, 2nd AH, unanimous)

The budget, receipts and payments to date were reviewed.

The draft budget was considered, including:

- The gate each side of the bypass on the far side needs repair. The Crowdene bridleway surfacing is unsuitable for cycling. Consideration is to be given at a future meeting as to how this can be progressed.
- £1000 is to be paid to the Village Hall Committee for the previously agreed end of Covid party (£145), to be funded from reserves from this year's budget and contingency budget.
- £106 expenditure is to be an agenda item for the next meeting.
- Continued provision of £2,000 for the Village Hall to be included in
- The under-spend at the year end is to be earmarked for assets and the Village Hall.
- £137 cannot be carried forward and if unspent at the FYE it will go in general reserves. The Village Hall representatives are to find out if the Village Hall Committee is going to submit a grant application which will have to be submitted before the March meeting.
- Village Sign reserve – the plan is to be dropped as there had been little or no interest shown in the project. (Prop KH, 2nd RM, unanimous)
- RESOLVED to increase the Parish Council's contribution for the Highways LHI FY 2021-22 from the previously agreed £3000 to £5000. The Chairman is to attend the forthcoming panel meeting. £1000 to be taken from FY21 contingency and £1000 (earmark at FYE) from the Village Sign reserve fund.
- Notice board/ Speedwatch reserve – thought unlikely that an invoice will be received now for the notice board installation. Funds included in FY22 towards a tripod.
- Provision of £1650 is to be made for the previously agreed defibrillator, to come from the Village Sign or other FY 21 fund (earmark at FYE) and £1000 moved from the notice board reserve to a defibrillator reserve fund.
- Three trees had been cut down near Parker Macfarlane south of the new roundabout replacement of these and free trees for front gardens is to be an agenda item for the next meeting. Information on the Woodland Trust's scheme is to be considered.
- The signage reserve is to be allocated towards lending library shelving.
- RESOLVED to include in the budget all other items as discussed. These were entered by the Clerk at the meeting using screen sharing so they were visible to all.

RESOLVED that the budget as discussed be approved by the Parish Council. (Prop KH, 2nd AH unanimous)

7.6.1 To set a precept to meet the Council's needs

RESOLVED to set the precept at £18,984.00. (Prop KH, 2nd AH, unanimous)

8. To consider matters arising out of correspondence received including

8.1 Community Football and Sports Grounds enquiry regarding potential sale of playing fields

RESOLVED to respond that the Council has no land to sell.

8.2 PKF Littlejohn LLP – End of Audit report

RESOLVED to note that a change was made to the accounts as requested by PKF Littlejohn, due to an o/s Direct Debit. The end of audit had been published as required.

9. Closure of meeting

There was no further business and the meeting closed at 10:33 pm.

SignedChairmandate.

APPROVED