

**CAXTON PARISH COUNCIL**

**Minutes of the First and Annual Meeting of the Parish Council held in the Village Hall  
on Thursday 23 June 2022 at 7.45 pm**

Present: Councillors: A Halket (Chairman), L Kelly and B Bates.

In attendance: Keith Howard, County Cllr Miss M Smith, District Cllrs P Sandford and M Howell, and Mrs A Griffiths (Minutes Secretary, LGS Services).

1. To elect a Chairman and to receive the declaration of acceptance of office  
The meeting was opened by Keith Howard as former Chairman. Mr Howard thanked the other councillors for their support over the years and expressed his gratitude to the County Councillor and District Councillors for the support they had provided, in difficult circumstances. He welcomed newly elected Cllr Bates to the meeting and wished him well. Mr Howard invited nominations for the office of Chairman.  
RESOLVED to elect Cllr Halket as Chairman. (Prop LK, 2nd BB, unanimous)  
  
District Cllr Mark Howell thanked Mr Howard for his many years' service and guidance over the years.
2. To elect a Vice-Chairman  
Cllr Kelly was nominated as Vice-Chairman by Cllr Halket. Cllr Kelly accepted the nomination on the understanding that the position be reviewed when more councillors had joined the Council.  
RESOLVED to elect Cllr Kelly as Vice-Chairman. (Prop AH, 2nd BB unanimous)
3. Delivery by councillors of their declarations of acceptance of office  
Declarations of acceptance of office were received all having been signed before the start of the meeting.
4. To approve the minutes of the last meeting on 10 March 2022  
RESOLVED that the minutes of the meeting of 10 March 2022 be approved as a true record and signed by the Chairman.
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
- 5.1 To consider an application for co-option – Ruth Halpin, 1 Tate's Field, Caxton, CB23 3PX  
Cllr Halket declared a personal interest as Ms Halpin's partner, and declared the existence of his dispensation.  
RESOLVED to co-opt Ruth Halpin as a member of the Parish Council. (Prop AH, 2nd LK unanimous)  
  
Cllr Halpin is to sign her declaration of acceptance of office as soon as possible before the next meeting.  
  
On a proposition by the Chairman, it was agreed to vary the order of business to take the Open Session next.

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

County Cllr Mandy Smith reported:

- Cllr Smith asked that members contact her with any issues and indicated her readiness to help in any way.
- CCC had emailed requesting details of flooding hotspots in the villages. Keith Howard's response had included the crossroads on Ermine Street by the War Memorial and the bridge on the Crowdene bridleway at the northern end of the

village. The County Council would look at the locations and see if there were sufficient funds for remedial action.

- The CCC Transport Strategy Survey – Cllr Smith encouraged the Council to complete the survey as comments would be fed into a later consultation.
- The Local Highways Improvements Scheme was opening for bids in July. It was suggested that the Council discuss any issues, such as speeding, at its next meeting if it wished to submit a bid. Items such as damaged road surfaces should be reported to CCC online. At present the only outstanding issue for Caxton was repainting road markings at Caxton Gibbet. In response to a query as to whether installing double yellow lines on one side of the road could be eligible for a bid, Cllr Smith confirmed that this was possible but could result in the loss of parking.

District Cllr Peter Sandford reported:

- Involvement in new Councillor induction and training since his election.
- His membership of the Planning Committee: other responsibilities were being shared with Cllr Howell.
- A meeting of the Climate Emergency Advisory Committee had taken place. A trial of electric bin lorries was being undertaken and public EV charging points were being considered. Emissions had fallen over the last year.
- The situation regarding East West Rail was unclear. Council leaders, the Mayor and Astra Zeneca were in favour of the project but information on the route was not known.
- The Oxford-Cambridge Arc.
- His role as non-executive Director of Ermine Street Housing, the District Council's provider of affordable social housing.
- Cllr Sandford encouraged members to contact him if they had any issues.
- The Parish Council asked whether it was possible to adapt lamp posts for electric charging points. Nothing had been mentioned yet. There was a problem if the posts were located at the back of the footpath.
- The Parish Council asked about insulation and when a grant scheme might be introduced. Cllr Sandford undertook to let the Council know if he heard anything.

District Cllr Mark Howell reported:

- East West Rail – The District Council leader supported EWR but not a specific route, as both the northern and southern routes had implications for flooding.
- A meeting was being held on 5 July at Little Gransden Village Hall at 7.30 pm following concerns at the changes to the flight path to Luton Airport, and the increased noise.
- In response to a question about flooding, Cllr Howell clarified that flooding would increase due to run off from concrete, which would be exacerbated if more housing was built north of Cambourne.

5.2 To consider any other applications received or how the vacancies might be filled

RESOLVED as no other applications had been received that the Parish Council will place an article in the village magazine and that members should approach potential candidates to encourage them to apply.

6. Review of delegation arrangements to committees, working groups, employees and other local authorities

RESOLVED that no committees were required and to discuss this matter further when the Parish Council had more members.

7. Review of the terms of references for committees and working groups

None.

8. Receipt of nominations to existing committees and working groups  
None.
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.  
None.
10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies  
RESOLVED that the other policies should remain as at present.
- 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form  
RESOLVED to adopt the revised LGA Model Code of Conduct 2022. (Prop LK, 2nd AH, unanimous)  
  
Councillors were asked to complete the LGA Declaration of Members' Interests form and return it to the Clerk as soon as possible.
11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities  
None.
12. Review of representation on or work with external bodies and arrangements for reporting back  
RESOLVED to make the following appointments:  
Village Hall Trustees – Cllr Bates  
Recreation Grounds – Cllr Kelly  
Gransden Aerodrome consultative meetings – Cllr Halket  
RESOLVED to defer consideration of Police liaison, verges monitoring, Memorial site, Langwith and Barnard Trust, Public rights of way, and Coalition of Parish Councils to the next meeting.
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future  
RESOLVED to note that the Parish Council is not eligible to exercise the general power of competence due to insufficient candidates being returned at election.
14. Review of inventory of land and assets  
RESOLVED to note that the Council has the following registered titles:  
  - CB272707 land on the NW side of Gransden Road (section of hedging adjacent to the affordable Homes)
  - CB267769 land lying on the NW side of Gransden Road (pond & two small parcels/verges either side of the entrance to Tates Field)
  - Land to the NW of Gransden Road (village green adjacent to the village hall)
  - Land off Brockholt Road (playing fields)
Leases:  
  - Lease – Ely Diocese & Caxton Parish Council – Village Hall
Trust Deeds:  
  - Caxton Parish Council & Caxton Village Hall Trustees – Village Hall.
15. Review and confirmation of arrangements for insurance cover in respect of all insured risks  
RESOLVED that the arrangements for insurance cover in respect of all insured risks were satisfactory.
16. Review of the Council's and/or employees' memberships of other bodies

RESOLVED to note the Council's membership of CAPALC and the Clerk's membership of the SLCC.

17. Review of the Council's complaints procedure  
RESOLVED that there should be no change.
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998  
RESOLVED that there should be no change.
19. Review of the Council's policy for dealing with the press/media  
RESOLVED that there should be no change and that, as set out in the Standing Orders; that this should be dealt with by the Chairman together with the Clerk.
20. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence  
The expenditure under S137 was noted.
21. Review of the Council's employment policies and procedures  
RESOLVED that there should be no change.
22. Setting the dates, times and place of ordinary meetings of the full Council  
RESOLVED that meetings should take place on the second Thursday of alternate months (May, July, September, November, and March) at 7.45 pm at the Village Hall.
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business  
Noted.
24. Review of banking arrangements and appointment of any bank signatories  
RESOLVED that the signatories are Cllrs Halket and Kelly.
25. Member training arrangements  
Members were encouraged to undertake training. Details of forthcoming training are to be forwarded to members.

#### **Comments & observations from members of the public & County and District Cllr reports**

Taken earlier.

#### **26. Apologies for absence and declarations of interest**

- 26.1 To receive written apologies for absence and reasons  
None.
  - 26.2 To receive declarations of interests from councillors on items on the agenda  
Cllr Halket had previously declared his interest in item 5.1 and the existence of his dispensation.
  - 26.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate  
None.
- 27. To consider any resolutions from the Annual Parish Meeting**  
None.
- 28. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
- 28.1 (3.2) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website – to consider report and recommendation  
RESOLVED that this be deferred to the next meeting and that Cllr Kelly should ask Guy Lachlan about the outcome of his enquiries.

- 28.2 (3.0.5) Broken gate - update  
RESOLVED that Cllr Kelly should ask Guy Lachlan for an update.
- 29. Local matters and members items for info only unless stated**  
None.
- 30. To consider any Planning and Tree Works applications received since the last meeting**
- 30.1 Planning applications  
None.
- 30.2 SCDC notifications - to note any received
- 30.2.1 22/00021/REM – Land at Firs Farm, St Peter’s Street – Reserved matters application for Plot 8 for access, appearance, landscaping, layout and scale following outline planning approval S/2294/16/OL for custom self build housing development of 8 properties – Permission granted by SCDC.
- 30.2.2 21/01409/CONDB – Caxton Baptist Church, Ermine Street – Submission of details required by condition 5 (Planting scheme) of listed building consent 21/01409/LBC – Condition discharged in full.
- 30.2.3 22/00080/REM – Plot 1, Firs Farm, St Peter’s Street – Reserved matters application for Plot 1 for appearance, landscaping, layout and scale following outline planning approval S/2294/16/OL for custom self-build housing development of 8 properties – Permission granted by SCDC.
- 30.2.4 22/00850/S73 – 30 Bourn Road – Variation of condition 2 (Approved plans) of planning permission S/4023/18/FL (Replacement dwelling and garage) for internal and external changes – Permission granted by SCDC.  
The Parish Council used the Clerk’s delegated powers to respond between meetings: “Caxton Parish Council recommends approval. Although this is now for a two storey house it is similar in size and character to adjacent proposed properties.”
- 30.2.5 20/01383/NMA1 – 14 Tates Field – Non-material amendment of planning permission 20/01383/HFUL (Part two storey, part single storey rear extension) to combine 2 no. windows in bedroom 4 on the first floor into one single window – Permission granted by SCDC.
- 30.2.6 22/01129/FUL – The Old Barn, St Peter’s Street – Repair, conversion and extension of existing barn to form dwelling house; construction of outbuilding to contain two car spaces plus bins and cycles store – Permission granted by SCDC.
- 30.2.7 21/02139/CONDA – 65 Ermine Street – Submission of details required by condition 3 (Materials) of planning permission 21/02139/HFUL – Condition discharged in full.
- 30.2.8 20/05293/OUT – The Depot, Royston Road – Outline planning for the demolition of existing single storey building to east of site, modular building and small outbuilding. Erection of 700 sq m single storey trade counter (Class E(a)) building, erection of single storey B8 use buildings comprises 1400 sq m, demolition of existing dwelling house to Royston Road, modification and creation of vehicular accesses to Royston Road. Creation of parking areas, ecological areas, associated hard and soft landscaping with all matters reserved except for access – Permission granted by SCDC.
- 30.2.9 21/02351/NMA1 – Firs Farm, St Peter’s Street – Non-material amendment on 21/02351/REM to change colour of cladding – Permission granted by SCDC.
- 30.3 Tree works applications – to consider any received
- 30.3.1 22/0503/TTCA  
RESOLVED that the Parish Council has no objections provided suitable replacements are put in.
- 31. Finance, procedure & risk assessment**
- 31.1 To receive the finance report and to approve the payment of bills

RESOLVED to receive the financial report and that the payments as listed be approved for payment, plus Netwise (webhosting) £378.00. (Prop AH, 2nd LK, unanimous)

Salaries	£418.00
Caxton Village Hall (Room hire)	£120.00
SCDC (Election fee)	£105.00
G Lachlan (Hedging)	£154.49
LGS Services (Admin support March)	£675.55
LGS Services (Admin support April)	£681.52
LGS Services (Admin support May)	£695.72

Credits, including bank interest, a VAT reclaim, and receipt of the precept, were noted.

- 31.2 To receive the Clerk's report on any action taken using her delegated powers  
RESOLVED to note that, in addition to the planning response reported under item 30.2.4, and the payment of bills between meetings, the Clerk used delegated powers to purchase Netwise security updates at a cost of £238.00 including VAT.
- 31.3 To consider any urgent works required because of risk or health and safety  
None.
- 31.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2021 and 31 March 2022)  
RESOLVED that the Parish Council believes its systems of internal control are satisfactory.
- 31.5 To consider the Internal Auditor's report  
A report had been received during the financial year but the new report was still awaited
- 31.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)  
RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable.
- 31.7 To approve the Annual Governance Statement by resolution  
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop AH, 2nd LK, unanimous)
- 31.8 To consider the Accounting Statements (Section 2 of the Annual Return)  
The Accounting Statements were considered.
- 31.9 To approve the Accounting Statements by resolution  
RESOLVED that the Accounting Statements be approved. (Prop AH, 2nd LK, unanimous)
- 31.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting  
RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf.  
  
RESOLVED that the Certificate of Exemption be signed and dated by the Chairman on the Council's behalf.
- 31.11 To consider the RoSPA report  
RESOLVED to note that Cllr Kelly had dealt with the loose bolt which was a high priority item.  
RESOLVED that Cllr Kelly should obtain quotations for the medium priority work required including loose posts, repairs to the surfacing under the swing and work on the bench, and to obtain quotations for additional dog fouling signs at the playing field and plastic tree protectors, for consideration at the next meeting.

**32. To consider any correspondence received**

32.1 Farming & Wildlife Advisory Group – funded pond conservation project  
RESOLVED to place the article in the village magazine.

32.2 CCC Transport Strategy Stakeholder Engagement Survey 2022

After a discussion it was agreed that Cllr Bates should complete the survey to convey the Council’s views. (Prop AH, 2nd LK, unanimous)

32.3 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

It was agreed that Cllr Bates should respond with the Council’s views.

**33. Closure of meeting**

A report on the speed camera data and update on the water fountain are to be agenda items for the next meeting.

There was no further business and the meeting closed at 9.42 pm.

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

