

**CAXTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall  
on Thursday 8 September 2022 at 7.45 pm**

Present: Councillors: A Halket (Chairman), L Kelly, B Bates, R Halpin and I Duncombe.

In attendance: District Cllr Peter Sandford and Mrs A Griffiths (Minutes Secretary, LGS Services).

On a proposition by the Chairman, it was agreed to vary the order of business to take item 3.1 first.

**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**

- 3.1 To consider an application from Ian Duncombe, The Sanctuary, St Peter's Street  
RESOLVED to co-opt Ian Duncombe as a member of the Parish Council. (Prop AH, 2nd LK, unanimous)

Cllr Duncombe signed his Declaration of Acceptance of Office before taking his seat.

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

District Councillor Peter Sandford spoke to his previously circulated written report and answered questions

- A428 Black Cat to Caxton Gibbet. Construction work was planned to start later this year. There were concerns about traffic diversions. Roadshows are to be held before work starts.
- Operation London Bridge. Advice and support for Parish Councils was being emailed by SCDC.
- Cost of living support. SCDC was working with ACRE to set up warm spaces in libraries and public buildings from October. If hot food is needed some groups set up during Covid may be reactivated.
- Aircraft noise. The Council Leader had spoken to the Head of Flight Operations for Luton Airport but individual complaints also carried weight.
- Cambridge Congestion Charge. The proposals had included hospitals in the Congestion Charge zone, and whilst some groups may have exemptions, there had been many complaints. There will be a consultation and it may be necessary to re-draw boundaries.
- SCDC's four-day week trial. Staff would work different days to ensure all days would be covered, and telephone lines might be open late.
- EWR were still trying to move forward and hold consultations.

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

- 1.1 To receive written apologies for absence and reasons  
Apologies had been received from District Cllr Howell for anticipated lateness (another meeting) and from County Cllr Mandy Smith.
- 1.2 To receive declarations of interests from councillors on items on the agenda  
None.
- 1.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate  
None.

**2. To approve the minutes of the June meeting**

RESOLVED that the minutes of the meeting on 23 June be approved and signed by the Chairman. (Prop LK, 2nd BB, 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**
- 3.1 To consider an application from Ian Duncombe, The Sanctuary, St Peter's Street  
Taken earlier.
- 3.2 To consider any other applications received  
None. An application form had been sent to a resident who had expressed an interest. RESOLVED also to send an application form to a former Councillor.
- 4. To consider matters arising from the minutes**
- 4.1 (12) To consider Parish Council appointments for: Police liaison; Verges monitoring; Memorial Site; Langwith & Barnard Trust; Public Rights of Way; Coalition of Parish Councils  
RESOLVED to make the following appointments:  
Public rights of Way and verges monitoring: RESOLVED that these roles should be combined and that Cllr Bates should cover the northern end of the village and Cllr Halket should cover the southern end and towards the Gransdens.  
Police liaison – Cllr Duncombe. Cllr Halket will speak to the former Chairman about the scope of the role.  
Langwith and Barnard Trust – Deferred to the next meeting.  
Coalition of Parish Councils – No longer required.  
Memorial Site – Deferred to the next meeting.
- 4.2 (28.1) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website  
RESOLVED to send the original request to the Chairman.
- 4.3 (28.2) Broken gate update  
RESOLVED to remove this item from the agenda.  
  
On a proposition by the Chairman, it was agreed to vary the order of business to take item 4.6 next.
- 4.6 (33) Water fountain update  
RESOLVED, noting that one firm of stonemasons had declined to quote, and the other quotations were very expensive, to defer this item until the next financial year. The family had offered to contribute.
- 4.0.7 Memorial site hedge and bench  
Cllr Kelly reported that Mr Guy Lachlan had kindly dealt with the hedge and that he was waiting for a builder to erect the bench free of charge.
- 4.4 (31.11) To consider quotations for RoSPA repair works  
Cllr Kelly reported that the urgent works to tighten the bolts had been carried out and that he had obtained three quotations for the other works but given that some more posts were now loose, one company was going to carry out an inspection and more quotations were being obtained. RESOLVED that Cllr Kelly should draw up a schedule of works to be done and to defer this item to the next meeting.
- 4.5 (33) Report on speed camera data  
RESOLVED that this item should be deferred to the next meeting. It was suggested that another camera be purchased.
- 5. Local matters and members' items for info only unless stated**
- 5.1 Reports on local matters for information only  
None.
- 6. Planning and Tree Works**
- 6.1 Applications received since the last meeting

- 6.1.1 22/03549/FUL – The Old Barn, St Peter’s Street – Repair conversion and extension to existing barn to from 1 No. dwelling house and the construction of an outbuilding to contain 2 No. car spaces plus bins and cycles store  
RESOLVED to support the application. (Prop AH, 2nd BB, unanimous)

6.2 SCDC Decision notices

- 6.2.1 S/4832/18/CONDC – Firs Farm, St Peter’s Street – Submission of details required by condition 5 (Biodiversity Enhancement plan) and 12 (Energy assessment and SAP calculations) of planning permission S/4832/18/OL – Condition discharged in full

6.3 Tree works applications – to consider any received

- 6.3.1 22/0825/TTCA – 104 Ermine Street – To note response made between meetings  
The Clerk used delegated powers to respond between meetings. The Parish Council made no comments.

- 6.0.4 CCC – Proposed Temporary Traffic Regulation Orders on the approach to the roundabout junction of A1198/Ermine Street/Site access road

- 6.4.1 A1198 Southern Cambourne Bypass – National speed limit to 30 mph  
RESOLVED that the Parish Council has no objections.

- 6.4.2 A1198 Southern Cambourne Bypass – National speed limit to 40 mph limit  
RESOLVED that the Parish Council has no objections.

- 6.4.3 Ermine Street – National speed limit to 40 mph limit  
RESOLVED that the Parish Council has no objections.

- 6.4.4 A1198 Ermine Street - 50 mph limit to 40 mph limit  
RESOLVED that the Parish Council has no objections.

**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 payments as listed be approved for payment, plus Canalbs (Internal Audit) £118.75. (Prop AH, 2nd LK, unanimous)

Salaries	£289.64
Eastern Tree Surgery (Tree works – Tates Field)	£546.00
Buchans (Grass cutting)	£566.40
LGS Services (Admin support June)	£673.24
LGS Services (Admin support July)	£655.04
LGS Services (Admin support Aug)	£647.40

Receipt of the CCC verges grant was noted.

On a proposition by the Chairman, item 7.6 was taken here.

- 7.6 Review and renewal of insurance cover

RESOLVED having considered the premiums with and without assets cover, that the Parish Council accepts the option including the assets cover at a premium of £833.22 and that payment to Gallagher should be made. (Prop AH, 2nd LK, unanimous)

Street lights energy renewal quotation

RESOLVED, given that only one quotation had yet been received, to delegate to the Chairman and Clerk together to accept a quotation for street light energy. (Prop LK, 2nd BB, unanimous)

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

RESOLVED, given that the Parish Council had been notified of an urgent leak in the Village Hall roof, that the Chairman should ascertain further details at the forthcoming Village Hall Committee meeting and that quotations should then be obtained for repairs.

The Clerk used delegated powers to respond to Tree Works application 22/0825/TTCA – The Parish Council made no comment.

- 7.3 To consider play equipment checks reports  
Nothing further to report. Cllr Kelly carries out a regular check.
- 7.4 To consider Internal Auditor's report and appointment of Internal Auditor for FY2023  
RESOLVED to note the Internal Auditor's report.  
RESOLVED to reappoint Canalbs Ltd as Internal Auditors for FY2023.
- 7.5 Defibrillator VETS System – to consider whether to continue  
RESOLVED to consider the Chairman's report that the system had now been set up correctly and the first year's operation free of charge would commence from now. There are still three face to face training sessions to use.  
RESOLVED that the Chairman should write an article for the village magazine and ask anyone who is interested to contact the Clerk. The system will be reviewed next year.
- 7.6 Review and renewal of insurance cover  
Taken earlier.
- 7.7 Option to opt out of the SAAA central external auditor appointment arrangements  
RESOLVED not to opt out of the SAAA central external auditor appointment arrangements.
- 8. To consider matters arising out of correspondence received including**
- 8.1 CAMSAR – request for grant and request to locate a recycling bin in the village  
RESOLVED to make a donation of £100 to CAMSAR, which in the opinion of the Council is in the interests of the village and its inhabitants. (Prop AH, 2nd BB, unanimous)  
RESOLVED to respond that the village already has a recycling bin in the village.
- 8.2 Village Hall room hire – to note increase  
RESOLVED to note the increase in the Village Hall room hire.
- 8.3 Tiny Toes Ballet – request to fix a banner to the Gransden Road public open space car park fence  
RESOLVED that the Parish Council has no objections to their putting up a banner until October half term.
- 9. Closure of meeting**  
RESOLVED that Cllr Bates should be the member with responsibility for the notice board.

There was no further business and the meeting closed at 9.12 pm.

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