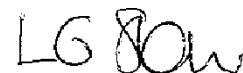


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on Thursday 10 November 2022 at 7.45 pm in the Village Hall

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Mrs Gail Stoehr,
Clerk 02/11/22

AGENDA

1. Apologies for absence and declarations of interest

- 1.1 To receive written apologies for absence and reasons
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate

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

2. To approve the minutes of the September meeting

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

4. To consider matters arising from the minutes

- 4.1 (4.1) To consider Parish Council appointments for: Police liaison; Verges monitoring; Memorial Site; Langwith & Barnard Trust
- 4.2 (4.2) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website
- 4.3 (4.4) To consider quotations for RoSPA repairs and proposal for works ^(LK)
- 4.4 (4.5) Report on speed camera data and proposal for a second speed camera ^(LK, BB)
- 4.5 (7.2) To consider any quotations received for Village Hall roof repair ^(AH)
- 4.6 (June meeting) Review member responsibilities

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

- 5.1 Reports on local matters for information only
- 5.2 Proposal that the Parish Council considers a request from a resident for dredging the brook, the cost and how this might be funded ^(AH)

6. Planning and tree works

- 6.1 Applications received since the last meeting*
 - 6.1.1 22/04321/REM – Firs Farm, St Peter's Street – Reserved matters application for access, appearance, landscaping, layout and scale for the erection of 1 no. new 5 bedroom dwelling and garage following outline planning permission S/2294/16/OL
 - 6.1.2 22/00850/CONDA – 30 Bourn Road – Submission of details required by condition 2 (Materials) of planning permission 22/00850/S73
- 6.2 SCDC notifications - to note any received
- 6.3 Tree works applications – to consider any received
 - 6.3.1 22/1142/TTCA – 24 Ermine Street – To note response made between meetings

7. Finance, procedure & risk assessment

- 7.1 To receive the financial report and approve the payment of bills
- 7.2 To consider any urgent works required because of risk and the Clerk's use of delegated powers
- 7.3 To consider play equipment checks reports
- 7.4 To appoint additional bank signatories

8. To consider any correspondence received

- 8.1 CCC – Local Highway Improvement (LHI) scheme 2023-2024 – Invitation to bid
- 8.2 CCC – Transport Strategies 2022 – Public consultation
- 8.3 Village Hall room hire – notice to users

9. Closure of meeting

CAXTON PARISH COUNCIL
Report to Caxton Parish Council meeting on Thursday 10 November 2022

1. Apologies for absence and declarations of interest – will be reported to the meeting.

Comments & observations from members of the public & reports from District & County Cllrs

2. To approve the minutes of the September meeting – attached.
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
An application from A Esposito of 1 Taylors Close has been circulated to members. Any other applications received are to be considered at the meeting.

4. To consider matters arising from the minutes

- 4.1 (4.1) To consider Parish Council appointments for: Police liaison; Verges monitoring; Memorial Site; Langwith & Barnard Trust
Deferred at the last meeting.
- 4.2 (4.2) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website – no further information received.
- 4.3 (4.4) To consider quotations for RoSPA repair works
Cllr Kelly to report.
- 4.5 (33) Report on speed camera data
Cllr Kelly to report.
- 4.6 Review member responsibilities
To consider any other member responsibilities.

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

- 5.1 Reports on local matters for information only
- 5.2 Proposal that the Parish Council considers a request from a resident for dredging the brook, the cost and how this might be funded
The Chairman to report.
The following email has been received from a resident:
“I live at [redacted] on St Peter's Street and have been working with Guy Lachlan and others on coordinating things to reduce the flood risk to the village. I am writing to you as Chairman of the Parish Council to ask whether there is a budget that would cover the cost of dredging the brook or to find out where funds might come from to do this important work for the community.

During the summer I walked the length of the brook through the village with Ian Winfield, the Senior Flood Risk Officer at the Environment Agency, and we identified a number of blockages. In particular we noted that the two culverts (by the war memorial and on the way out of the village south) were all silted up and need dredging to prevent water backing up during heavy rainfall.

I have received a quote for dredging the brook at those two points from ADC, a specialist drainage company. This is

- to remove the silt down to the current bed level of the Brook using a Jet-Vac and dewatering plant (due to the amount of material) to deal with the silt slurry.
- It will take around four days with a three-man team hoovering the silt by hand, silt slurry will be discharged through ADC's de-watering plant where the silt will form a cake within the screened container and clean water will be returned to the Brook

- When dealing with larger quantities of silt they have to use this method as they are only allowed 10% liquid at landfill due to Environment Agency rules/laws.

I would be very grateful for an early response to this given the time of year.”

The resident has obtained a quotation

County Cllr Mandy Smith has provided the following link:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/community-flood-action-programme/watercourse-maintenance-grant>

Another resident has expressed concerns to the County Councillor that sewage is flooding into the brook and has reported the incident on the County Council website.

6. To consider any Planning and Tree Works applications received since the last meeting

6.1 Planning applications received

6.1.1 22/04321/REM – Firs Farm, St Peter’s Street – Reserved matters application for access, appearance, landscaping, layout and scale for the erection of 1 no. new 5 bedroom dwelling and garage following outline planning permission S/2294/16/OL

6.1.2 22/00850/CONDA – 30 Bourn Road – Submission of details required by condition 2 (Materials) of planning permission 22/00850/S73

6.2 SCDC notifications - to note any received

6.2.1 22/03549/FUL – The Old Barn, St Peter’s Street – Repair, conversion and extension to existing barn to form 1 no. dwelling house and the construction of an outbuilding to contain 2 no. car spaces plus bins and cycles store – Permission refused.

6.2.2 S/2235/18/COND5 – Caxton Parish Church, Ermine Street – Discharge of condition 5 (Precise details of any underpinning, masonry repairs or other structural intervention) – Condition discharged in full

6.2.3 S/2234/18/COND5 – Caxton Parish Church, Ermine Street – Discharge of condition 5 (Archaeological written scheme of investigation (WSI)) – Condition discharged in part

6.2.4 21/040421/CONDA – Land at Firs Farm, St Peter’s Street – Submission of details required by condition 2 (External materials) of reserved matters application 21/04042/REM – Condition discharged in full

6.2.5 S/4832/18/COND5 – 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 22/1142/TTCA – 24 Ermine Street – to note response made between meetings

The Clerk used delegated powers to respond between meetings. The Parish Council made no comment.

7. Finance, procedure & risk assessment

7.1 To receive the finance report and to approve the payment of bills – attached.

7.2 To consider any urgent works required because of risk or health and safety and the Clerk’s use of delegated powers

Street light energy - The Clerk and the Chairman have been delegated. The Council has an outstanding complaint with OPUS for charging a) the incorrect rate since June 2022 and b) for charging for a decommissioned MPAN. A quote has been sought and the Clerk will report to the meeting.

Insurance the Clerk together with the Vice-Chairman arranged a new insurance policy for the Council.

The Clerk used delegated powers to respond to Tree Works application 22/1142/TTCA – The Parish Council made no comment.

7.3 To consider play equipment checks reports

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7.4 To appoint additional bank signatories

8. To consider any correspondence received

8.1 CCC – Local Highway Improvement (LHI) scheme 2023-2024 – Invitation to bid

“I am writing to make you aware that the 23/24 Local Highway Improvement Process is now open again for applications.

Our website has been changed to reflect the newly agreed process communicated to you all earlier in October and can be found at the following - [Local Highway Improvement funding - Cambridgeshire County Council](#)

Some key changes to our website include around the narrative / guidance for applicants. This explains how you apply, which part of the process you fall under, and provides some narrative and examples of suitable responses to the different questions asked.

I would also like to draw your attention to the following page - [Improving the local highway - Cambridgeshire County Council](#) This contains interactive links to the different measures available, and also gives you the expected cost for installing the measure. You will need to take this into account when budgeting for your proposed improvement and completing the application form.

Applicants are now able to make applications until **5pm on Friday 6th January 2023**.

Should you have any questions or comments please send these to the Local Projects inbox, Cc'd above.”

8.2 CCC – Transport Strategies 2022 – Public consultation

“The Transport Strategy team at Cambridgeshire County Council has developed three draft transport strategies that will set the County Council’s transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We are now consulting with all stakeholders and the public on the draft strategies to give you the opportunity to input into them before they are finalised and recommended for adoption in Spring 2023. We would welcome your comments on the following strategies, and also ask for your help in spreading the word.

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Cambridgeshire’s Active Travel Strategy

The public consultation survey is now live and can be accessed on our consultation website here <https://consultcambs.uk.engagementhq.com/>. Please select which strategy you would like to find out more, read the draft strategy and provide your views by completing the online survey. The

survey will **close on Monday 7th November 2022**. We welcome your response for any combination of the three strategies dependent on your interest.

We want to ensure we reach as much of the general public as possible so we also ask that you display/share the promotional materials attached, or the link to the survey to your contacts, or add the information to any newsletters/social media pages you produce. If you would like printed copies to be sent, please get in touch. Alternatively, watch out for the County Council's social media posts and share as appropriate.

We will be holding a number of events, and paper copies of the strategies are available at selected libraries, all listed in the leaflet attached.

If you have any questions please do get in touch. We thank you in advance of your support in spreading the word, and hope you will take time to respond to the surveys.”

Kind regards,

Transport Strategy Team

Transport Strategy & Funding

Cambridgeshire County Council

Email: transport.plan@cambridgeshire.gov.uk

Links for responsea below:

Huntingdonshire - <https://consultcambs.uk.engagementhq.com/transport-strategy-for-huntingdonshire-public-consultation>

Active Travel - <https://consultcambs.uk.engagementhq.com/active-travel-strategy-for-cambridgeshire-public-consultation>

8.3 Village Hall room hire – notice to users

“Dear Hall users

This is further to my July note regarding increase in Village Hall hire rates made necessary by increased costs, primarily of energy. Firstly, thank you to those of you who responded. I appreciate that these financial pressures are facing all of us, and it is a challenge to pass on or absorb increased costs. At the same time we need to ensure that the Hall remains viable. We have discussed this at length in the management Committee, and are suggesting the following:

1. Between us, a more rigorous approach to manage energy bills.
 - 1 The storage heaters (the big cream ones) will be used to provide low-level heating and frost protection only, rather than to maintain a comfortable temperature all the time. We will control these, so please don't alter the settings on these yourself.
 - 2 When necessary, you can use the silver convector heaters to achieve the temperature you require. While more expensive per minute to run, these need only be used for short periods. You may need to turn these on shortly before the hall is occupied. Only use them for the minimum time necessary.
 - 3 Don't leave external doors and windows open unnecessarily.
 - 4 We have installed a temperature monitoring and recording system to help us achieve the optimum temperature, and to identify unnecessary high usage.
2. By these means we can, at least initially, limit the increase to 10% increase from 1 November. This is less than the potential 20% we had feared to begin to deal with energy price increases.

We will monitor the situation over the coming months, both our usage and energy prices, to try to minimise or even avoid the need for further rises .

This is the first rise for some time, and I hope we can make it manageable between us. If you have any other ideas about actions we could take I'd be keen to hear them, as well as any other comments or thoughts.”

Chris Rundell, Chair, Caxton Village Hall Management Committee

9. Closure of meeting

Caxton Parish Council

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
E-mail: clerk@caxton-pc.org.uk
Tel: 01954 210241

Application for Parish Councillor

Candidate's Details

Name in Full:	Anne Esposito
Address:	Taylor's Close Caxton CB23 3BA
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

Eligibility for Office as a Parish Councillor

Please circle the answer

Are you over 18 years of age?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you a British, Commonwealth or Irish Citizen, or a citizen of another Member State of the European Union?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Can you confirm that you: a) will be a local government elector for the area of the authority on the day of co-option and thereafter, <i>or</i> b) have during the whole of the 12 months preceding the day of co-option occupied as owner or tenant any land or other premises in the area, <i>or</i> c) have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, <i>or</i> d) have resided in the parish or within 3 miles of it for the whole of the 12 months prior to co-option. Please satisfy <i>one</i> of the above	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you hold any paid office or employment under this authority	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Have you been a person adjudged bankrupt	Yes	<input type="radio"/> No
Have you, within five years before the day of co-option, been convicted of any offence or had passed on you a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine	Yes	<input type="radio"/> No

Background Information

Continue on a separate sheet if required

<p>Please detail any experience you have that may be relevant to the Parish Council:</p> <ol style="list-style-type: none"> 1. Over my adult life I have sat on numerous committees, including undertaking office on a number; therefore, I have a good understanding of how committees and their office holders function. 2. In my professional career as an academic, I am used to reading information, analysing it and making an assessment of its content. 3. I have project managed the building of 3 houses (2 in Caxton!); therefore, I have an understanding of how local planning works and some of the issues to consider. 4. I have served as treasurer on a playgroup committee, many years ago, and have been the budget holder for sizable sums of money during my professional career; I feel this has helped provide me with some understanding of financial issues.
<p>Please state why you wish to be a Parish Councillor:</p> <p>I have lived in villages for most of my life and understand how important it is to actively participate in 'communal life'. When I last lived in Caxton, I was a mature student at the University of Cambridge, and had three young children to look after, so wasn't able to participate as much as I would have liked in village life; however, this time I have fewer time consuming activities, so am more able to participate, I see undertaking this role as a way to contribute to the village.</p> <p>I also have firm views on 'public service'. It was the subject of one of my graduate degree theses and, as a lecturer in Policing, something I have continued to think about and consider important. Holding office in a Parish Council is, I believe, a public service; therefore, as there is need of someone to serve in Caxton, I would be honoured to be able to be able to serve in this way.</p>

Declaration

I declare to the best of my knowledge and belief that the information provided as part of my application for the role of Parish Councillor is accurate:

Candidates Signature: 	Date: 2 November 2022
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Co-option Procedure:

On receipt of an application by the Parish Council, subject to there being a vacancy, a formal resolution to co-opt may be tabled at the next full Council meeting. If formally co-opted, new members will sign the Declaration of Acceptance and the Declaration of Interests, agreeing to abide by the Code of Conduct which applies to everyone serving on Parish Councils.

Please return you application form and any other correspondence to:

The Clerk
Caxton Parish Council
30 West Drive
Highfields Caldecote
Cambridgeshire
CB23 7NY

clerk@caxton-pc.org.uk

CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING **Nov-22**

Summary of previous month £
Balance brought forward **£51,084.79**
Adjusts/transfers/inc during period

Expenditure approved at last/between meetings

SALARIES	Oct-22	-135.16
CANALBS	INTERNAL AUDIT	-118.75
GALLAGHER	INSURANCE	-833.22
OPUS ENERGY	STREETLIGHT ENERGY	-7.63 DD
UNITY TRUST	SERVICE FEE	-18.00 DD
OPUS ENERGY	STREETLIGHT ENERGY	-7.49 DD
CAPALC	TRAINING - CLLR BATES	-75.00

Misc credits

SCDC	PRECEPT	11492.00
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<i>Total Adjustments</i>	<u>10296.75</u>
Balance revised after adjustments	<u><u>£61,381.54</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	39,631.28	39,752.46	-121.18
Cambs & County Bank	21,746.43	21,746.43	0.00
Santander Savings Acc	3.83	3.83	
Total	<u>61,381.54</u>	<u>61,502.72</u>	<u>-121.18</u>

Expenditure for approval

		£
SALARIES		171.24
CAMSAR	S137	100.00
CCC	LHI 21/22 PASSIVE SPEED	3000.00
CCC	STREETLIGHT ENERGY	13.88
LGS SERVICES	ADMIN SUPPORT SEPT	690.63
LGS SERVICES	ADMIN SUPPORT OCT	659.34
BUCHANS	GRASSCUTTING	452.16
BUCHANS	GRASSCUTTING	695.76
BUCHANS	GRASSCUTTING	476.16
BUCHANS	GRASSCUTTING	452.16

<i>Total expenditure</i>	<u>6711.33</u>
Balance c/f	<u><u>£54,670.21</u></u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting