

**CAXTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held in the Village Hall**  
**on Thursday 13 July 2023 at 7.45 pm**

Present: Councillors: L Kelly (Chairman), I Duncombe, C Peters and Anne Esposito.

In attendance: County Cllr Mandy Smith, District Cllr Peter Sandford, and Mr Ben Stoehr (Clerk).

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 Mark Howell.  
RESOLVED to note that Andrew Halket had resigned and that Billy Bates' seat had fallen vacant on the grounds of non-attendance at a meeting for over 6 months.
  - 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 May meeting**  
RESOLVED that the minutes of the meeting on 11 May 2023 be approved and signed by the Chairman. (Prop ID, 2nd LK, unanimous)
3. **Co-option to fill casual vacancy – David Cronk, Tates Farmhouse, St Peter's Street, Caxton, CB23 3PJ**  
RESOLVED having discussed the application, to co-opt Dr David Cronk as a member of the Parish Council. Cllr Cronk is to sign the Declaration of Member's Interests before the next meeting. (Prop LK, 2nd AE, unanimous)
4. **Employment matters (Confidential)**  
RESOLVED to defer this item to the end of the meeting.
5. **To consider matters arising from the minutes**
  - 5.1 **(4) To appoint committees or any other officers which the Council deems necessary**
    - 5.1.1 **Public paths partnership (P3) and Public Rights of Way (2) and Verges Monitoring**  
RESOLVED to appoint Cllr Esposito to carry out the P3 and Public Rights of Way monitoring for both the north and south ends of the village, and to carry out the Verges Monitoring role.
    - 5.1.2 **Notice boards**  
RESOLVED to appoint Cllr Kelly.  
It was reported that a bench and notice board were overgrown opposite 51 Ermine Street.  
  
On a proposition by the Chairman it was agreed to vary the order of business to take item 8.4 next.
  - 8.4 **To consider the RoSPA play inspection works and review Nigglefix queries**  
RESOLVED to accept the quotation from Nigglefix to repair the 2 benches at the pond and on Ermine St and to clear the vegetation around the notice board and bench on Ermine Street for a total of £299. It was also agreed to install new backing in the Village Hall and Ermine St notice boards for a total of £78. (Prop LK, 2nd SW, unanimous)
- 5.2 **(5) To appoint representatives on any other organisation or authority, which the Council deems necessary**
  - 5.2.1 **Village Hall Trustees (2)**

RESOLVED that Andrew Halket should continue as the Parish Council's liaison and that Cllr Esposito would be his point of contact.

5.2.2 Gransden Aerodrome consultative meetings

RESOLVED to leave the position vacant.

5.2.3 SCDC Community Digital Champion

RESOLVED to appoint Cllr Esposito as SCDC Community Digital Champion.

5.2.4 Website

RESOLVED to appoint Cllr Esposito as Webmaster.

5.3 (11.1) Biodiversity and liaison with farming friends – to consider report

RESOLVED to receive Cllr Peters's report that information should be shared between farmers and other residents regarding the timing of farming activities, such as spraying, and that what is being used should be communicated to residents.

RESOLVED that information should be published on Social Media and the website so that residents can be informed.

RESOLVED that Cllr Peters should discuss the matter with local farmers.

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

County Cllr Mandy Smith reported on:

- The LHI 20 mph scheme and the parking scheme. Information is still awaited and the Parish Council should hear more in September.
- The Highways Supervisor is to look at flooding at the corner near the Church.
- Highway drain clearance. County Cllr Smith will find out when this is due in Caxton.
- Funding is available from the Capital Community Fund.
- CCC and SCDC are providing repair cafes which are beginning to be set up in villages. Cambourne has regular sessions.

District Cllr Peter Sandford reported on:

- Parking enforcement is transitioning from the Police to CCC around November. Councillors discussed problems with speed and parking issues in the village, and enforcement issues.
- The four day week trial. The City Council have approved a four day trial for refuse collections.
- The Congestion Charge has been pushed back to the autumn for alternatives, crews and rates to be considered.
- At the full Council, the Chair has announced the annual charity. Cambourne Soul is to try to get young people involved with civic matters.
- The Chairman asked about the East West Rail proposal for trains to be running by 2030. Drop in sessions and the funding of the scheme were discussed.
- The application for 9 self-builds. The Parish Council asked about the next steps at SCDC. This was not sure until decision notices were issued or agendas published.

5.4 (11.2) Proposal that the Council considers its Social Media presence – to consider report

RESOLVED that Cllr Duncombe would provide back up to Cllr Esposito with regard to Social Media, and that residents should be able to post on the Parish Council's Facebook page.

RESOLVED that Cllr Esposito should set this up and send out the link to Councillors.

5.5 (11.3) To consider quotations for a tree survey if received

RESOLVED to accept the quotation from Eastern Tree Surgery to carry out a tree survey. (Prop AE, 2nd LK, unanimous)

5.6 (3.2 of 9.3.23) Memorial water fountain – update

Historic England are to visit and meet members on site.

RESOLVED that Cllrs Kelly and Esposito would pass this matter to Cllr Peters to take forward.

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

6.1 Reports on local matters for information only

6.0.1 An email had been received about a Rainbows event on the Recreation Ground. The Parish Council had no objections subject to appropriate risk assessment and insurance cover.

6.0.2 The Chairman reported on the views of residents on yellow lines:

- One resident had emailed the Chairman about parking issues and did not want yellow lines.
- Another resident thought yellow lines would have unintended consequences by moving parking onto pavements.
- Another resident was in support of the scheme.
- One resident was strongly against, arguing that parking slows the traffic and that speed bumps were needed on St Peter's Street.

RESOLVED to take no action at present and discuss the matter further when and if funding was available.

6.0.3 The culvert dredging had taken place. Thanks had been received from the resident.

6.0.4 A resident had requested a meeting to discuss a possible shop. The Chairman had suggested that he should speak with the planners.

6.0.5 It was noted that there had been an issue with locating the notice board keys but replacements had been purchased.

**7. Planning and Tree Works**

7.1 Applications received since the last meeting

On a proposition by the Chairman, the order of business was varied to take item 7.1.3 next.

7.1.3 23/02567/FUL – The Sanctuary, St Peter's Street – Addition of air source heat pump located on a concrete plinth side elevation of property

Cllr Duncombe declared an interest in this item and left the meeting at 9.19 pm.

RESOLVED that the Parish Council has no objections.

Cllr Duncombe re-joined the meeting at 9.22 pm.

7.1.1 21/02858/CONDB – 24 Ermine Street – Submission of details required by conditions 3(render), 4 (insulation), 5 (timber frame), 6 (mortar mix and new bricks), 7 (joinery details) 8 (rainwater goods) and 9 (roof details) of listed building consent 21/02858/LBC

RESOLVED that the Parish Council had no comments.

7.1.2 23/01739/HFUL – 5 Taylors Close – Detached double garage with garden store to rear and home office space above – To note response made between meetings using Clerk's delegated powers – The Parish Council supported the application

The Parish Council supported the application with the following comments:

*“The Parish Council looked at the drawings and read the Design and Access Statement and viewed the location and can see no reason not to approve this design. The materials nicely blend the buff bricks of one neighbour with the black cladding of the*

*other. It thinks the rear-facing dormer window will not look out of place and will match the large expanses of glass that houses 6, 7 and 8 have to their rear.*

*As for the ridge heights, there are currently a lot of high ridge heights in Taylors Close. A garage ridge height of 6060mm seems very much in proportion.*

*The pitch of the roof is certainly 'flatter' than nearby garages; however, the designs of all the houses in this street vary so much, such a difference will not look out of place but will be another interesting design feature."*

## 7.2 SCDC Decision notices

- 7.2.1 23/00783/CL2PD – Hill House, 23 Bourn Road – Certificate of lawfulness under S192 for a proposed dormer to side roof together with roof light windows – Certificate granted.

## 7.3 Tree works applications – to consider any received

None.

## 8. Finance and procedure

### 8.1 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. (Prop LK, 2nd SW, unanimous)

Salaries	£339.10
Nigglefix (Playground repairs)	£1534.04
ADC (Highway culvert works)	£10950.00
Netwise (Website)	£420.00
Buchans (Grass cutting)	£488.31
Buchans (Grass cutting)	£1195.18
LGS Services (Admin support May 23)	£699.98
LGS Services (Admin support June 23)	£659.58

RESOLVED to note that the Nigglefix invoice was lower than the quote but that some follow up work was needed.

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

The Clerk had used delegated powers to purchase new keys for the notice board.

### 8.3 To consider play equipment checks reports

RESOLVED to note that the RoSPA items were covered by the Nigglefix repairs.

### 8.4 To consider the RoSPA play inspection works and review Nigglefix queries

Taken earlier. RESOLVED that Cllr Kelly should email Nigglefix regarding the queries.

### 8.5 To review bank signatories

RESOLVED that there should be no changes.

### 8.6 Appointment of Internal Auditor

RESOLVED to appoint Canalbs as Internal Auditors for FY 2024.

## 9. To consider matters arising out of correspondence received including

### 9.1 Young residents – request for new play equipment

RESOLVED that the Parish Council should further information and costs for the items requested from suppliers and to review options at the next meeting.

The Chairman is willing to meet suppliers on site if required.

### 9.2 SCDC – Consultation on the review of the Statement of Licensing Policy (Licensing Act 2003)

RESOLVED that the Parish Council has no comments.

4. **Employment Matters (Confidential)**

At 9.46 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The members of the public left the meeting and did not return. The Minutes Secretary left the meeting.

The meeting re-opened at 9.53 pm.

RESOLVED that Ben Stoehr would take over as Parish Clerk and RFO from the 1 August 2023.

10. **Closure of meeting**

There was no further business and the meeting closed at 9.54 pm.

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