

# CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held in the  
Village Hall  
on **Thursday 10 November 2016 at 7.45pm**

*The Public and Press are cordially invited to be present.*

**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**



Gail Stoehr, Clerk, 02/11/16

## 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 including requests 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 previous meeting on 8 September 2016

### 3. To consider matters arising from the minutes

- 3.1 (3.4) Hub at Village Hall
- 3.2 (4.1) Village Hall refurbishment – to consider the request that the Council submits the grant applications
- 3.3 (7.5) Highway Improvement Scheme invitation to bid <sup>(EB)</sup>

### 4. Local matters and members items for info only unless stated

- 4.1 Future projects/requirements <sup>(KH)</sup>
- 4.2 Thatched bus shelter – to consider its repair

### 5. Planning and tree works

- 5.1 Applications received since the last meeting\*
- 5.2 SCDC notifications - to note any received
- 5.3 Tree works applications – to consider any received
  - 5.3.1 65 Ermine Street

### 6. Finance, procedure & risk assessment

- 6.1 To receive the financial report and approve the payment of bills
- 6.2 To consider any quotes for urgent works required because of risk
- 6.3 PKF Littlejohn – annual audit completion

### 7. To consider any correspondence received

- 7.1 Resident – Village crime and incidents
- 7.2 CCC Flood questionnaire
- 7.3 CCC Winter gritting routes
- 7.4 CCC Minerals and Waste consultation
- 7.5 SCDC review of polling districts consultation

### 8. Closure of meeting

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\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scams.gov.uk/swiftlg/apas/run/wphappcriteria.display>

## Clerk report to Caxton Parish Council 10 November 2016

Where I have background information to support an agenda item this is below.

1. Apologies for absence – none at the time of writing

Declaration of interests – if and as required members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e to either speak or speak and vote. If in doubt declare.

If a member has an interest the Parish Council's policy requires a member to have been granted a dispensation if they wish to speak and/or vote otherwise they must leave the meeting.

2. To approve the minutes of the previous meeting on 8 September – attached

3. Matters arising

- 3.1 (3.4) Hub at Village Hall  
Deferred at the last meeting.

- 3.2 (4.1) Village Hall refurbishment

The Chairman to report.

The Chairman of the Village Hall Committee has written as follows:

“Following investigation of funding sources for the Village Hall refurbishment, it seems likely that the best approach will be a bid to Amey Community Fund under the Landfill Communities Fund scheme. A bid would need to be submitted by the Parish Council, as leaseholders.

We discussed this at the last meeting of the Village Hall Committee and would be very keen to support the Parish Council in compiling and managing the bid, and hope that much of the information compiled for the bid to the similar scheme operated by Biffa can be re-used for this purpose.

If the Parish Council decides to pursue a bid, colleagues from the Village Hall committee and I would be happy to join a joint working group or sub-committee to take this forward. I understand that Nigel Pearson, who was instrumental in the recent successful bid for the church to the same fund, would be willing to offer his support and advice.

Perhaps you could advise on the Parish Council's view on this, and we'll do our best to accommodate any dates for an initial discussion.”

Many thanks

Chris Rundell

Chairman, Caxton Village Hall Committee

- 3.3 (7.5) Highway Improvement Scheme invitation to bid – to consider options and costings

Cllr Blair to provide information on the costs of signage for 40 mph limits at the entrance of the village and additional signage at the crossroads as possibilities to be discussed for the Highways Improvement Scheme bid, to be discussed.

Other to note:

(4.3) Ermine Street railings

Sharon Maloney at CCC has replied:

*“Thank you for contacting us regarding the metal post and rail at Ermine Street, Caxton.  
If the Parish are happy for them to go, then I will arrange for their removal as soon as possible.”*

4.1 Future projects/requirements

The Chairman to report.

4.2 Thatched bus shelter – to consider its repair

Cambourne Parish Council was asked to make it safe until the Council could consider its repair.

5. Planning and Tree works

5.1 Planning applications\*

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scams.gov.uk/swiftlg/apas/run/wphappcriteria.display>

5.2 SCDC Decision notices - None at the time of writing.

5.2.1 S/2113/16/LB – Pear Tree Cottage – Replace external rendering as old rendering was crumbling and became a health and safety issue – Permission granted.

5.2.2 S/0774/16/FL – 1 Bourn Road – Recladding and reroofing of existing detached barn and single storey extension to barn – Permission granted.

5.2.3 S/07753/16/LB – 1 Bourn Road – As above, listed building application – Permission granted.

5.2.4 S/0863/16/FL – 11 Taskers Field – Two storey extension to the rear of dwelling and additional ensuite window to front elevation – Permission granted.

5.3 Tree works applications

5.3.1 65 Ermine Street

The removal of one lime tree and to crown lift remaining lime trees along boundary.

6.1 To receive the financial report and approve the payment of bills – attached

6.2 To consider any quotes for urgent works required because of risk  
None.

6.3 PKF Littlejohn – annual audit completion

7. Correspondence

7.1 Resident – village crime and incidents

The Neighbourhood Watch co-ordinator has written:

“I have read about the recent burglaries at Caxton Church and in St Peter's Street. In addition to the two recent burglaries there were another two break-ins earlier in the year and before these incidents a serious assault along Crow Dene bridle path. The latter although probably the most serious crime seen in the Village at least within recent memory I appreciate the chances of a recurrence are fairly remote, or at least I hope so. To the best of my knowledge there have been few, if any burglaries in recent years although someone did attempt to break in to my house about 10 years ago.

This being so with 4 incidents over the past 12 months I did wonder whether or not the Village is being targeted, if this make sense. No doubt people in the village will be concerned and with this thought in mind I would appreciate hearing your assessment of the situation. I look forward to meeting you at the October meeting in Huntingdon.”

Cllr Blair has invited PCSO Samuel Kennedy to the meeting.

## 7.2 CCC Flood Questionnaire

“The Cambridgeshire County Council Flood and Water Team are working with the Environment Agency to develop an understanding of the flood risk awareness in communities across Cambridgeshire.

As the Parish Council are representatives of the community, we thought it best to contact you in order to scope these details. We are interested in this information in order to help us implement a scheme to develop community resilience. This could include, creating Community Flood Action Groups and delivering other such measures with interested parishes. The involvement of the Parish Council is very important to us and your localised knowledge is vital in the development of community resilience to flood risk. With this in mind, it would be very much appreciated if you would take the time to complete the attached questionnaire, perhaps it could be an item for discussion at an upcoming Parish meeting.

There are many parishes within Cambridgeshire that have experienced flooding in the recent past and many of you will recognise the importance of being aware of flood risk within the community. Flood risk awareness is the first step to being prepared for a flooding event, however there are other precautions that can be put in place to increase the preparedness and resilience of the community; Community Flood Action Groups are one such way.

A Community Flood Action Group is a group of local volunteers who focus on improving flood resilience and minimising the effects of flooding within their communities by implementing preparedness measures and sharing information. They represent the community and work in partnership with other authorities (e.g. Councils, Environment Agency, water companies) to highlight issues and work together to resolve them. There are many examples of these groups across the country, and you may already have a group in your community (please share your experiences if so). The National Flood Forum website ([nationalfloodforum.org.uk](http://nationalfloodforum.org.uk)) has many examples of these groups and offers advice on how to develop one. Our aim is to support you in the creation of these groups and working together in the future.

It is important to highlight that this is currently an interest scoping exercise and following submission of questionnaires from Parish Councils, we will be in contact with further details based on your responses. We look forward to hearing your thoughts and are happy to answer any questions that you have.

Once you have completed the questionnaire please kindly send it to back to this email address **by the 10<sup>th</sup> October 2016**. If you require a questionnaire in a different format (e.g. paper copy) please don't hesitate to ask.

Kind regards,

Rebecca Roberts  
**Flood and Water Team**

Questionnaire attached.  
A time extension has been obtained.

7.3 CCC winter gritting routes

“On 25<sup>th</sup> October, Cambridgeshire County Council will welcome back 26 gritters into its highway depots. From this date the gritters will be on standby, day and night, to grit the roads when necessary.

We are writing to let you know that this year, the gritting routes across the county have been revised and the Council will be reducing its gritting routes; a decision made at Full Council earlier in the year as part of the business plan.

This difficult decision has not been made lightly. The Council faces unprecedented savings targets and as a result, winter service has been identified as one area where savings can be made to help meet our financial challenges.

I would like to add that although there will be a reduction in the gritting routes, safety of the travelling public remains our priority.

Work to design the new routes has been taking place over the last few months, and as you may imagine is a large complicated piece of work. The new routes have been carefully designed and will be driven for the first time shortly, as soon as our gritting fleet is delivered. This final check may lead to some minor alterations.

In addition, we are also altering the way in which we grit. From this winter we have split the county into three sections; North/East, South/West and City. Experience shows us that temperatures and weather conditions vary across the county, and so when we grit will depend on the conditions in each area, not the county as a whole. For example, we may decide to grit in just North/East but not South/West or City. This is a more effective and efficient way of gritting and will, in turn, bring further savings.

Furthermore I would like to thank the 70 strong volunteers from Parishes and Community Groups across the county gritting the paths, helping to keep the local residents safe, during winter.

The new gritting routes for Cambridgeshire can be found here:  
[www.cambridgeshire.gov.uk/wintergritting](http://www.cambridgeshire.gov.uk/wintergritting)

If you have any questions or would like to discuss this further, please contact  
[local.highways@cambridgeshire.gov.uk](mailto:local.highways@cambridgeshire.gov.uk)”

Yours sincerely,  
**Highways Service**  
**Cambridgeshire County Council**

7.4 CCC Minerals and Waste consultation

“I am writing to invite your views on an update to the Enforcement Plan for Planning, Minerals and Waste Development in Cambridgeshire, [http://www.cambridgeshire.gov.uk/site/custom\\_scripts/cons\\_details.aspx?ref=538](http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=538)

The Plan explains our approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire, sets out what formal action can be taken and explains how decisions will be made.

The consultation period will run from 24 October 2016 and end on 6 December 2016.

Please send your response to:

Cambridgeshire County Council  
County Development, Minerals and Waste Planning  
Box No. CC1213  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

Alternatively you may e-mail the response to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk). All responses should be received by 6 December 2016.

We will summarise all responses on our website. The summary will include a list of names of organisations that responded but not people’s personal names, addresses or other contact details.

All responses to the consultation will be considered and will inform any changes to the plan. The amended plan will be presented to the Planning Committee for consideration and approval prior to implementation. Once the updated plan has been approved we will place a copy on our website and send a link to all interested parties.

Thank you for your help in this matter.  
Deborah Jeakins  
Principal Enforcement and Monitoring Officer  
County Planning, Minerals and Waste  
Cambridgeshire County Council

#### 7.5 SCDC review of polling districts consultation

“You will be aware that South Cambridgeshire District Council and Cambridgeshire County Council have both undergone reviews of their electoral arrangements. From May 2017 there will be new County Council divisions and from May 2018 SCDC will have all out elections to new wards. You can find all of the reports on these two reviews on the LGBCE website at <https://www.lgbce.org.uk/>

Subsequent to these reviews, we are undertaking an interim review of some of our polling district arrangements. In particular we are looking at the arrangements for Fen Ditton, Whittlesford, Childerley and Haslingfield. If you would like to find out more about this review and how you can contribute to it, have a look on our website here: <https://www.scams.gov.uk/content/polling-district-review>.

You have until 24 November to feed into the review, so please make sure you have your say.

Email [elections@scams.gov.uk](mailto:elections@scams.gov.uk) if you need any assistance.

Kind regards

The Elections Team

8. Closure of meeting

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  
MEETING Nov-16**

**Summary of previous month**

**Balance brought forward** £36,344.64  
**Adjusts/transfs/inc during period**

**Expenditure approved at last/between meetings**

CAME AND CO	INSURANCE	-559.27
NEST	PENSION	-110.52 DD
NEST	PENSION	-110.52 DD
UNITY BANK	SERVICE CHARGE	-18.00

**Misc credits**

SCDC	PRECEPT	9269.00
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<i>Total Adjustments</i>	<u>8470.69</u>
Balance revised after adjustments	<u><u>£44,815.33</u></u>

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	34,524.00	35,589.20	-1,065.20
Cambs & County Bank	10,287.55	10,287.55	
Santander Savings Acc	3.78	3.78	
<b>Total</b>	<u><u>44,815.33</u></u>	<u><u>45,880.53</u></u>	<u><u>-1,065.20</u></u>

**Expenditure for approval**

£

BUCHANS	GRASSCUTTING	400.80
BUCHANS	GRASSCUTTING	400.80
PKF LITTLEJOHN	AUDIT	120.00
GUILDEN MORDEN PC	DOG FOULING TRAINING	25.00
RPM	PLAY EQUIPMENT REPAIR	708.00
LG STOEHR	SALARY	1.22
LG STOEHR	SALARY	1.02
B STEWARD	SALARY	25.00
NEST	PENSION	110.52 DD
LGS SERVICES	ADMIN SUPPORT	536.85
LGS SERVICES	ADMIN SUPPORT	507.13

<i>Total expenditure</i>	<u>2836.34</u>
Balance c/f	<u><u>£41,978.99</u></u>

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be reported to the meeting*

The Unity Bank Service charge is being investigated by the Clerk.



## Flood Awareness Scoping

The following questions have been assembled to scope the Parish Council's awareness of flood risk within the community. We would be extremely grateful if you could please answer the questions below as fully as possible. This data will be used solely for Cambridgeshire County Council, your relevant District Council and the Environment Agency to understand the requirements of each Parish Council.

Once completed please submit the questionnaire back to the Cambridgeshire County Council Flood and Water Team via [FloodandWater@cambridgeshire.gov.uk](mailto:FloodandWater@cambridgeshire.gov.uk) by the 10<sup>th</sup> October 2016.

Parish Council name:

1. Does your Parish have any flood risk that you are aware of?

- Yes – please specify:
- No
- Don't know

2. Have there been any incidents of flooding in the Parish within the last 20 years? (This can be from any source).

- Yes – please specify:
- No
- Don't know

3. Would your Parish Council be interested in setting up a Community Flood Action Group? (Please see the covering email or visit the [nationalfloodforum.org.uk](http://nationalfloodforum.org.uk) website for details)

- Yes
- No
- Already have one
- Don't know

4. Would you be interested in organising a meeting to discuss the potential of Community Flood Action Groups?

- Yes
- No

5. What support would help you to increase your flood awareness and preparedness? (Examples include: providing flood kits, sharing data and relevant contacts, information on flood plans, flood warning training, and general flood related updates).

6. Does the Parish have an Emergency Plan?

- Yes – Please go to question 7
- No – Please go to question 8
- Don't know

7. Does the Parish Emergency Plan include details of what to do in the event of a flood?

- Yes
- No
- Don't know

8. Do you find it useful to receive annual updates from the Cambridgeshire County Council Flood and Water Team (for example including riparian owner information)?

- Yes
- No

9. Who is the best person to contact regarding matters within this questionnaire?

Name:

Position:

Email Address:

Telephone number:

10. Please provide any additional comments you wish to add in the box below:

Many thanks for completing this questionnaire; your comments are highly valued.