

# 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 12 January 2017 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, 04/01/17

## 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 10 November 2016

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

- 3.1 (3.1) Hub at Village Hall – to consider quotations for connections and installation
- 3.2 (3.2) Village Hall refurbishment – to consider proposals
- 3.3 (4.1) Future projects/requirements – to consider the needs of the village for the next 12 months and in the longer term from 2-5 years
- 3.4 (4.2) Thatched bus shelter – to consider quotations if received
- 3.5 (8) To consider the cost of holding an in-house Councillor training session at Caxton
- 3.6 (3.3) Proposal that that parking restrictions such as double yellow lines or passing spaces be introduced in Ermine Street, as the road from 77 Ermine Street to Pear Tree Cottage was reduced to one lane when the car park was full <sup>(JM)</sup>

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

- 4.1 Proposal for communication with parishioners via email for major issues affecting Caxton <sup>(EB)</sup>
- 4.2 Overgrown pond at Tate's Field – to review if any works are required

### 5. Planning and tree works

- 5.1 Applications received since the last meeting\*
  - 5.1.1 S/3392/16/FL – Caxton Baptist Church, Ermine Street – Conversion of the former Baptist Chapel to create 1 no. three bedroom dwelling
  - 5.1.2 S/3393/16/LB – Caxton Baptist Church, Ermine Street – as above, listed building application
  - 5.1.3 S/3082/16/DC – Caxton Hall, St Peter's Street – Application for approval of details reserved by conditions 1(Commencement), 2 (Plans), 3 (Schedule of works), 4 (Meeting), 5 (Window and door details), 6 (Sample panel of brick), 7 (Details: insulation, rooflights, extracts, eaves details, sample of floor tiles and oak boards), 8 (Rooflights), 9 (Sample of roof tiles), 10 (Tile layout)
  - 5.1.4 S/3187/16/NM – Land adjacent to 12 Back Lane, Cambourne – Non material amendment of S/1631/15/FL
- 5.2 SCDC notifications - to note any received including 94 Ermine Street
- 5.3 Tree works applications – to consider any received

\* 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/wphappercriteria.display>

**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 To review the budget FY2017 and consider arrangements for any outstanding projects
- 6.4 To consider and approve the budget for FY2018
- 6.5 To set and demand the precept for FY2018

**7. To consider any correspondence received**

- 7.1 Resident – damaged gateposts on footpath from Bourn Windmill to Cambourne
- 7.2 Resident – query regarding outcome of planning application for land adj 94 Ermine Street
- 7.3 CCC consultation on a draft corporate energy strategy for Cambridgeshire County Council
- 7.4 Heidi Allen MP – request for feedback on public transport issues
- 7.5 Application for street trading consent Caxton Hand Car Wash A428 St Neots Road

**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 12 January 2017

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 10 November 2016 – attached

3. Matters arising

- 3.1 (3.1) Hub at Village Hall – to consider quotations for connections and installation  
Quotations are to be brought to the meeting if received.

Cllr Blair writes “ An action on me was to determine how much it will cost to install a new phone line for broadband internet access in the village hall. BT offer following information on their website:

“How much does it cost to install a new BT phone line or reconnect an old one?

If you are taking a BT Infinity package, then we won't charge you for installing or reconnecting your line. If you are taking a BT Broadband package, then we will charge you £30 for installing a new line. These charges apply whether or not you add BT TV to your package.

If you are ordering a BT Phone package, you may have to pay a connection charge but we'll let you know when you order. There is usually a £50 fee for activating an existing line that is provided by BT or another provider, and a £130 fee for installing a new line.”

It reads as though we may not have to pay any installation if we use BT's superfast broadband (Infinity) and £30 if we go for standard infinity. If we also want to add a phone package then we apparently would pay £130 for installing a phone line

To summarise if we go with BT, one package would be the BT Unlimited Infinity 1 package. We'd get unlimited usage and up to 52Mbps download speeds for multiple users. It is £11 per month plus £18.99 monthly line rental, on a 12 month contract, so £29.99 pcm or ~£360 per year (there's also a £59.99 activation and delivery charge but no installation charge). The BT Broadband + Anytime Calls package comes with a 12GB usage limit and up to 17Mb download speeds. It's £4 per month plus £18.99 monthly line rental, on a 12 month contract, so £22.99pcm or £275 per year (there's also a £9.99 delivery charge and a £30 line connection charge).

Oil Club is less than half of this (~£160 per annum) so would need topping up by Village Hall or Parish Council by £100 - £200.

- 3.2 (3.2) Village Hall refurbishment – to consider proposals from the Working Group  
The Working Group to report.
- 3.3 (4.1) Future projects/requirements – to consider the needs of the village for the next 12 months and in the longer term from 2-5 years
- 3.4 (4.2) Thatched bus shelter – to consider quotations if received  
Quotations will be brought to the meeting if received.
- 3.5 (8) To consider the cost of holding an in-house Councillor training session at Caxton  
The costs of in-house training are as follows:  
LCPAS - £100 plus mileage  
CAPALC – 3 sessions at £300 each or £35.00 if attend at St Ives or when another council arranges.
- 3.6 (3.3) Proposal that that parking restrictions such as double yellow lines or passing spaces be introduced in Ermine Street, as the road from 77 Ermine Street to Pear Tree Cottage was reduced to one lane when the car park was full <sup>(JM)</sup>

4. Local Matters and Members' items

4.1 Proposal for communication with parishioners via email for major issues affection Caxton

Cllr Blair to report. He writes:

“It is clear from the recent West Cambourne and A428 upgrade meetings that major building and infrastructure changes are going to affect Caxton within the next two years, and to facilitate timely communication with Caxton Parishioners I'd like to try one more time to augment Brian's Facebook activities with directly emailing people.

Thus I'd like for one of us to put a fairly strongly worded note into the pending Parish Magazine stating that anyone wishing to be consulted on these major projects, where appropriate, must “friend” the Facebook page or must provide Caxton Parish Council with a current email address for each household. Failure to do so will be taken as an indication of disinterest.”

4.2 Overgrown pond at Tate's Field

Other to note:

**GRITTING TO BE BACK TO PREVIOUS LEVELS BY END OF JANUARY**

The delivery of gritters and drivers is being fast tracked by Cambridgeshire County Council to make sure by the end of January the authority once again treats 44 per cent of roads.

Councillors agreed at Full Council last Tuesday, 13 December, to increase the percentage of roads, cycleways and paths treated to last year's levels rather than the reduced 30% percent currently being treated.

The decision to reduce the gritting routes and number of vehicles was taken in February as part of the authority's plan to meet around £40 million in savings. This follows the

The Council has been working with its contractors to secure the extra gritters now needed to cover the extra routes and make sure enough drivers are trained. Extra gritters should be arriving in Cambridgeshire this week.

Although it is expected that this and training will be completed by the end of January as drivers become ready they will immediately be put onto the extra routes.

Cambridgeshire County Councillor Mac McGuire, Chairman of Highways and Community Infrastructure Committee, said: "Following the decision by Full Council the authority contracted our contractors to secure the extra gritting vehicles needed and the drivers needed to operate them. While this should all be completed by January over the next few weeks we will see the old routes reinstated in phases as gritters and drivers become available. But even on treated roads we ask people to drive carefully and make sure they plan their route in cold weather."

## 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.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

5.1.1 S/3392/16/FL – Caxton Baptist Church, Ermine Street – Conversion of the former Baptist Chapel to create 1 no. three bedroom dwelling

5.1.2 S/3393/16/LB – Caxton Baptist Church, Ermine Street – as above, listed building application

5.1.3 S/3082/16/DC – Caxton Hall, St Peter's Street – Application for approval of details reserved by conditions 1(Commencement), 2 (Plans), 3 (Schedule of works), 4 (Meeting), 5 (Window and door details), 6 (Sample panel of brick), 7 (Details: insulation, rooflights, extracts, eaves details, sample of floor tiles and oak boards), 8 (Rooflights), 9 (Sample of roof tiles), 10 (Tile layout)

5.1.4 S/3187/16/NM – Land adjacent to 12 Back Lane, Cambourne – Non material amendment of S/1631/15/FL

### 5.2 SCDC Decision notices

5.2.1 S/1297/16/FL – Office at the Barn, Church Farm, 5 Gransden Road – Change of use of Church Cottage, stables and barn to B1 (Business) use, (extension to existing business – Permission granted.

5.2.2 S/1298/16/LB – Office at the Barn, Church Farm, 5 Gransden Road – Proposed internal and external changes to western end of barn range and stable as part of conversion to B1 use – Permission granted.

5.2.3 S/0539/16/FL – Land adj to 94 Ermine Street – Proposed new chalet bungalow – Permission granted.

### 5.3 Tree works applications

None at the time of writing.

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 To review the budget FY2017 and consider arrangements for any outstanding projects  
Attached.
- 6.4 To consider and approve the budget for Fy2018  
Attached.
- 6.5 To set and demand the precept for FY2018

**Caxton Parish Council**

**2017/18 Band D**

**Equivalents**

Number of Properties as at 1.10.2016	228
<b>Actual Tax Base on 1.10.2016</b>	<b>243.6</b>
Expected New Properties Chargeable for whole year	10.3
Expected New Properties Chargeable for part of the year	0
Less Discount under LCTS	-10.2
Less Provision for uncollectable (0.6%)	-1.5
<b>Tax Base for the Year</b>	<b>242.2</b>

7. Correspondence

- 7.1 Resident – damaged gateposts on footpath from Bourn Windmill to Cambourne  
“Some time ago, about 10 years or so, the County Council supplied and installed 3 metal gates, 2 wooden access for all gates on this footpath to replace the stiles. The gates are required because of livestock.

The metal gates have not required much maintenance in the intervening years, but we have had from time to time had to make successful running repairs to the wooden gate

posts on the two wooden gates. Since the joining of the footpath with Cambourne, which makes a lovely circular route [Caxton/Cambourne/Bourn] for ramblers and walking groups, runners, dog walkers, visitors to the mill and families on walks, we can have round 30 walkers a day using it, sometimes a lot more. It also seems to be on one of the mobile app routes, and quite often is used by runners who are following specially laid trails. We also have several people attempting to take their bicycles along it too... The majority of local walkers are from Caxton and Cambourne.]

With this high usage, slamming of the gates has caused the main posts to become irrevocably damaged and neither of these gates close properly and are becoming increasingly difficult to operate for able people, never mind disabled... We are pleased to welcome all those who use this route, and we would like to have all the gates on this route in good working order for them all. I am also obliged to use electric fencing to keep livestock away from the faulty gates.

I contacted the County Council's Rights of Way Officer, Peter Gaskin, who suggested that the best course of action would be to approach Caxton Parish Council and draw their attention to this high usage and the issues it has caused to the gateposts. He suggested that Caxton PC might wish to improve this access route, working jointly with Cambridgeshire County Council's Rights of Way Team, with the possibility of jointly funding the two post replacements and installation. He suggests this might be achieved by Caxton PC contacting CC Rights of Way, and applying for joint funding.

I do understand that it is the responsibility of the landowners to maintain the rights of way access, and over the past ten years or so we have repaired the gates, but this is beyond our abilities to patch it up and keep the gates functioning for the route, especially in the light of such a high usage these days. It is only one post per gate which is damaged irrevocably and needs replacing, and I attach a couple of photos.

If anyone wishes to check out the situation, I would be happy to show them the issue."

- 7.2 Resident query regarding outcome of planning application for land adj 94 Ermine Street  
"The planning application for the above has been approved, 23 December 2016. We are trying to find out if it has or hasn't been presented to the Planning Committee, it doesn't appear to have been. Nor does there seem to be any consultation with the Conservation Officers or Caxton's Tree Officer. In fact any comments that go against the proposal seem to have been set-aside.

We have tried to contact the Planning Officer, John Cosgrove, who has approved the application but haven't been successful yet.

Could you raise this with the Parish Council in order that the Parish Council raise it with South Cambs to determine how this has been able to be approved without being referred to the Planning Committee, Caxton Tree Officer and Conservation Officer.

Any guidance, help with understanding why the process is different this time and if there is any further action to be taken would be gratefully received."

- 7.3 CCC consultation on a draft corporate energy strategy for Cambridgeshire County Council

Please find below “a link to an online questionnaire for you to feedback your comments. The consultation launches next week on 3<sup>rd</sup> January and will finish on 31<sup>st</sup> January 2017. [http://www.smartsurvey.co.uk/s/Consultation\\_DRAFTCorporateEnergyStrategy\\_CCC/](http://www.smartsurvey.co.uk/s/Consultation_DRAFTCorporateEnergyStrategy_CCC/) Please note, the attached draft has included a small amendment to section 3 in the strategy where biomethane projects have been split into smaller and larger schemes as they have different impacts, this allows us to differentiate the feedback via the online questionnaire better.”

Sheryl French

**Project Director, Mobilising Local Energy Investment**

Cambridgeshire County Council

7.4 Heidi Allen MP – request for feedback on public transport issues

Attached.

7.5 Application for street trading consent Caxton Hand Car Wash A428 St Neots Road

Application for street Trading Consent - DJK Trading Ltd - Caxton Hand Car Wash - A428 St Neots Road, Caxton CB23 3PD.

If approval is subject to specific locations, Please indicate the locations acceptable.

Trading Name DJK Catering Ltd

9 Derwent Close

St Ives

Cambs

Location as above

Days - Monday - Saturday

Times - 7am - 16.00

Selling - Fast Food

8. Closure of meeting



**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  
MEETING Jan-17**

**Summary of previous month**

**Balance brought forward** £41,978.99

**Adjusts/transfs/inc during period**

**Expenditure approved at last/between meetings**

BOURN SCHOOL	PIANO APPEAL - S137	-500.00
RDP	VILLAGE HALL VALUATION	-360.00
NEST	PENSION	-110.52
NEST	PENSION	-110.52 DD

**Misc credits**

CAMBS & COUNTIES	INTEREST	99.45
SANTANDER	INTEREST	0.02
SANTANDER	INTEREST	0.02

*Total Adjustments* -981.55

Balance revised after adjustments £40,997.44

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	30,606.62	31,221.62	-615.00
Cambs & County Bank	10,387.00	10,387.00	
Santander Savings Acc	3.82	3.82	
<b>Total</b>	<u><u>40,997.44</u></u>	<u><u>41,612.44</u></u>	<u><u>-615.00</u></u>

**Expenditure for approval**

**£**

LG STOEHR	SALARY	3.33
B STEWARD	SALARY	25.00
LGS SERVICES	ADMIN SUPPORT	454.13
LGS SERVICES	ADMIN SUPPORT	414.64
NEST	PENSION	223.53 DD
HMRC	PAYE/NIC	89.80
BUCHANS	GRASSCUTTING	328.80
ICO	DPA	35.00
EVERSDEN PC	TRAINING	40.00

*Total expenditure* 1614.23

Balance c/f £39,383.21

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be reported to the meeting*

CAXTON PARISH COUNCIL BUDGET

FY17 NOTES

FY18 NOTES

1	2	3	4	5
	APPROVED	ACTUAL	%	DRAFT
	BUDGET 2017	12/1/17		BUDGET 2018
<b>INCOME</b>				
<b>ADVERTISING</b>		0.00		
<b>AGENCY SERVICES &amp; GRANTS</b>				
Parish Paths				
Grasscutting	331.51	331.51	100%	331.51
<b>GENERAL ADMIN</b>				
Interest	30	108.33	361%	110
Misc				
<b>PRECEPT</b>	18538	18538.00	100%	
<b>SPECIAL PROJECTS</b>		0.00		
<b>VILLAGE &amp; ASSET MAINTENANCE</b>		0.00		
<b>MISC.</b>		0.00		
Release from general reserves to support budget				
<b>TOTAL</b>	<b>18899.51</b>	<b>18977.84</b>	<b>100%</b>	<b>441.51</b>

no information on grant but some County Cllrs are indicating might be cut altogether

no information on grant but some County Cllrs are indicating might be cut altogether

new higher interest rate bank account opened in 2013

new higher interest rate bank account opened in 2013. The PC should move money to the savings account to maximise interest.

<b>PAYMENTS</b>				
<b>ADVERTISING (Newsletter &amp; Website)</b>	50	0.00	0%	50
<b>AGENCY SERVICES &amp; GRANTS</b>				
Grasscutting	1600	1330.00	83%	1600
Parish Paths				
<b>GENERAL ADMIN</b>				
Salaries	2051	1541.50	75%	1994.616
Admin support	4576	3694.10	81%	4576
Misc gen admin	2400	2154.32	90%	2400
Election costs		0.00		
<b>SECTION 137</b>	1800		28%	
Cambourne Community Centre Committee				
Bourn School Piano Appeal		500.00		
Children's Christmas Party				
Shriv. Trust				
Neighbourhood Watch				
<b>SPECIAL PROJECTS (unallocated)</b>				
Signage	300		0%	
Additional Planting	250		0%	
Speedwatch	1000		0%	
Flood Risk	500		0%	
Minor Highways Improvement Scheme	1000		0%	
<b>VILLAGE &amp; ASSETS MAINTENANCE</b>				
Assets maintenance				
POS grasscutting & landscaping & ditches	100		0%	
Play equipment inspection & Misc				
Trees				
Street lights	150		0%	740
Village Hall	2000	300.00	15%	
<b>LEGAL FEES</b>				
<b>CONTINGENCY</b>	1122		0%	
<b>S145 Entertainment</b>				
<b>RELEASE FROM RESERVES</b>				
<b>INCREASE THE GENERAL RESERVES</b>				
<b>MISC</b>				
<b>TOTAL</b>	<b>18899</b>	<b>9519.92</b>	<b>50%</b>	<b>11361</b>

Parish Council to consider website provision

PC is now posting info to village website.

year 2 of 3. 8 cuts contracted. In FY16 one additional cut.

year 3 of 3. 8 cuts contracted.

increased by anticipated 3%

based on NALC pay scales

Backdated outstanding. Last year the Council asked for a time extension on the contract due to the elections. The Council to consider if it wishes to extend the contract for two further years. One year contract £4862

Contract year 2/3

Elections 2018

Elections 2018

How much does the PC want to allocate in FY2017?

How much does the PC want to allocate in FY2018?

past recipients shown as examples

past recipients shown as examples

What does the PC want to do in FY2017 and how will this be funded e.g. Precept or grants?

What does the PC want to do in FY2018 and how will this be funded e.g. Precept or grants?

June 2016 PC decided to allocate £1300 towards MIS bid for buffer zone chevrons and gates

What repairs and maintenance might be required during FY17? Suggest all asset checked annually in November in preparation for the budget.

What repairs and maintenance might be required during FY18? Suggest all asset checked annually in November in preparation for the budget.

annual play equipment inspection plus play equipment repairs for original play equipment from earmarked reserves.

annual play equipment inspection plus play equipment repairs for original play equipment from earmarked reserves.

Guestimate. underspend on fund to be moved to earmarked reserves at FYE 2016

Guestimate. Previously agreed to move £2k per year until further notice

Any underspend will stay in general reserves

Any underspend will stay in general reserves

Reserves	B/f	Rec	Pay	C/f
POS maintenance fund	6243.70		1829.49	4414.21
Parish Paths fund	302.00			302.00
Play equipment fund	500.88			500.88
Cross Keys Fund (earmarked for village project)	705.83			705.83
R/O Cross Keys S106	3124.15			3124.15
Planting	250.00			250.00
Minor Highways Improvement Scheme	0.00			0.00
Trees	200.00			200.00
Village Hall	3999.00			5999.00
Admin support outstanding	0.00			0.00
Notice board and speedwatch projects	323.50			323.50
Entertainment	500.00			500.00
General fund	15970.10			20982.84

grasscutting and play equipment repairs

grasscutting and play equipment repairs

£3124.15 play equipment, £516.31 community facility space

£3124.15 play equipment, £516.31 community facility space

changed during year to dog fouling signage

changed during year to dog fouling signage

£1,000 earmarked to village hall refurbishment (April 2016)

£1,000 earmarked to village hall refurbishment (April 2016)

notice board installation invoice o/s

notice board installation invoice o/s

General reserves should be 1-1.5 x annual expenditure. Council to review its policy.

General reserves should be 1-1.5 x annual expenditure. Council to review its policy.

**PAYMENTS**

**11349.41**

**Notes:**

Misc general admin = members and admin expenses, office fee, insurance, affiliation fees, audit fees etc.

POS grasscutting & landscaping maintenance = funded from commuted sum from developer partly verges from PC

HEIDI ALLEN MP  
SOUTH CAMBRIDGESHIRE



HOUSE OF COMMONS  
LONDON SW1A 0AA

All County and District Councillors and Parish Council Chairs

South Cambs

By email

22<sup>nd</sup> December 2016

Dear Councillors and Parish Council Chairs,

I am seeking feedback from constituents about public transport provision in South Cambs. Over the past month I have received a significant number of emails detailing separate public transport failings on local buses and trains. Much of the feedback has been negative, outlining poor service, delays, cancellations, lack of information and poor value for money.

Many of our rural constituents rely on public transport and I am concerned that the commercial operators have a poor understanding of the repercussions of these public transport failings. In some instances, constituents have missed hospital appointments, are late for work or school or end up having to make their own arrangements at greater cost to themselves.

If the problem is widespread, I'd like to take this feedback to the transport operators. If you are aware of repeated issues within your communities, please could you email details of these issues to me at [heidi.allen.mp@parliament.uk](mailto:heidi.allen.mp@parliament.uk) using the subject title 'Public Transport Feedback'. Alternatively, please encourage your constituents to drop me an email or send a letter to my constituency office. I intend to present evidence of poor service to the transport companies by mid-January and so am seeking feedback by 13<sup>th</sup> January 2017.

Of course, some feedback about individual drivers has been positive and I'd welcome hearing about this too, so that we can celebrate good service within the same conversation.

I'm grateful to you for your assistance in building up a picture of South Cambs public transport. If you have further questions, please contact Nicola or Paula in my constituency office.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Heidi Allen'.

Heidi Allen  
MP for South Cambridgeshire