



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 4th November 2014

Present:

Cllr S Crocker (Chairman)

Cllr Mrs L Doidge

Cllr P Gavigan

Cllr T Hudson

Cllr S Masters

Cllr Dr G Mehboob

Cllr J O'Dwyer

Cllr J Patel

Cllr Mrs R Poulton

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

4 members of the Public were in attendance for the meeting.

1. **APOLOGIES**

Apologies for absence were received from, Cllr Mrs L Selway and Cllr Dr S Smith.

It was:

RESOLVED that the apologies for absence from Cllr Mrs L Selway and Cllr Dr S Smith be approved.

2. **MINUTES OF LAST MEETING**

It was:

RESOLVED that the minutes of Council Meeting M129 held on 7th October 2014 were confirmed as correct and duly signed by the Chairman.

3. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

There were no declarations of interest or requests for dispensation.

4. **POLICE MATTERS**

PCSO David Jackson had sent his apologies for being unable to attend the meeting.

A short report from PCSO Jackson was read at the meeting; There had been one report of egg throwing for the whole of Halloween evening and that all children the PCSOs spoke to were just intent on collecting sweets from houses displaying pumpkins. His full report as received would be circulated.

Signed

Date 2nd December 2014

It was:

RESOLVED that the report be received.

5. CHAIRMAN'S ANNOUNCEMENTS

- The Parish Council staff are once again taking part in Movember and are aiming to beat last year's total of £1300 so please support their efforts. <http://uk.movember.com/mospace/team/>

6. COUNCILLOR VACANCY

The Parish Clerk reported that the Notice of Vacancy following Mrs Patricia Vaughan's resignation had been posted and no election has been called therefore the vacancy will be filled by co-option at the meeting on 2nd December 2014.

The Parish clerk reported that a second vacancy has arisen following the resignation of Colin McPhie. The Notice of Vacancy has been posted and assuming that no election is called this post will also be filled by co-option on 2nd December 2014.

The Council expressed their thanks to Colin McPhie for the work he has done on behalf of the Council.

The vacancies have been advertised in the November edition of the Cambourne Crier.

It was:

RESOLVED that the report be received.

7. HEALTHCARE IN CAMBOURNE

An update from Ian Burns had been received that the proposal for the use of the full funding is still being worked on.

Concern was raised that clarification was needed regarding the use of the former Trading Standards in Sackville House. If non Cambourne related services are being relocated to this space then this cannot be funded by s106 funds.

The Parish Clerk reported that Cambridgeshire County Council were chasing up why the balance of the s106 monies have not been paid, the Parish Clerk had provided documentation clarifying the background which had been accepted. We are monitoring to ensure that the s106 monies are not used for the wrong reasons.

It was:

RESOLVED that the report be received and the situation be monitored.

8. RESIDENTS CORRESPONDENCE

Mr J Knevett – Email regarding bus stops in Upper Cambourne

The resident had raised concern regarding the lack of hard standing at the bus stops and difficulties caused by inconsiderate parking near the bus stops.

Concerns were also raised regarding lack of clarification in the bus routes and the general safety of passengers at the bus stops. Shelters are also needed at the bus stops on Broad Street and Cambridge Road.

It was:

Signed

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RESOLVED that the email be received and that the issues with the bus routes and bus stops be raised at the Special Council Meeting on 11th November 2014.

Syed K Shah – Letter regarding developments at Cambourne Crescent

The Chairman reported that representatives of Cambourne Crescent had been invited to join the Festival Working Party and that he had replied to Mr Shah.

It was:

RESOLVED that the letter be received.

9. COMMITTEE REPORTS

9.1 Planning Committee - report from 7th October 2014 PLN M209 and 21st October 2014 PLN M210.

It was:

RESOLVED that the Planning Committee report for 7th October 2014 and 21st October 2014 be received.

9.2 Finance & Policy Committee – report from 21st October 2014 FIN M58

RESOLVED that the Finance & Policy Committee report for 21st October 2014 be received.

10. COUNTY COUNCIL MATTERS

County Cllr Mervyn Loynes was in attendance.

Cllr Loynes introduced himself to new members and gave his apologies for being unable to attend over the last few months for personal reasons.

He has requested that either Cllr Mandy Smith or Cllr John Reynolds attend in his place if he is unable to attend in the future.

Cllr Loynes reminded members that if there are any County issues they wish him to look into that they can either phone or email him with the details.

Concern was raised regarding Cambourne not being on the schedule of gully cleaning despite this having been queried twice by the Parish Clerk. Cllr Loynes will look into this.

Cllr Loynes expressed his concerns regarding the scheduling of separate collections for trade waste and the waste of resources that this creates.

It was:

RESOLVED that the report be received and that Cllr Mandy Smith be requested to attend future Parish Council meetings in Cllr Loynes absence.

11. DISTRICT COUNCIL MATTERS

District Cllr Mervyn Loynes was in attendance.

Apologies for absence had been received from District Cllr David Morgan and District Cllr Alison Elcox.

Cllr Elcox had sent a report directly to Councillors prior to the meeting (report attached)

It was:

RESOLVED that the report be received.

12. FINANCIAL STATEMENT

12.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

RESOLVED that the schedule of payments be received and the payments approved.

12.2 Current Financial Statement

The Parish Clerk reported that spending is inline with expectations. Queries raised were answered by the Parish Clerk.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 30/10/14 be received

13. ELECTORAL REVIEW OF CAMBRIDGESHIRE

The meeting was adjourned to allow Cllr Loynes to speak.

The meeting was reconvened

It was expressed that Cambourne should be a County Division in its own right with one Councillor dedicated to Cambourne and not as part of the Bourn Ward. It was reported that the deadline for responding to the consultation is not until 19th January 2015. It was felt that more clarification on the difference between divisions and wards was needed.

It was:

RESOLVED that the Chairman and Parish Clerk would review the consultation documents and present a report at the Council meeting on 13th January 2015.

14. CAPALC AGM

The level of the CAPLC fees had been discussed at a previous meeting subsequent to which CAPALC have decided to review their fee structure at their AGM on 20th November 2014.

Their preferred option for the fee structure will not have much impact on the fee paid by the Council. Concern was raised that this is still an all or nothing approach and that we should request a tiered level of service system.

Other viable sources of advice and support were discussed but if the Council wish to apply to the Public Works Loan Board in the future they can only do so if they are a member of CAPALC.

The difference between the price bands was queried and the possibility was raised of the fee being calculated on the actual number of electors rather than in bands.

It was:

RESOLVED that Cllr J O'Dwyer would attend the CAPLAC AGM on 20th November 2014 on behalf of the Parish Council to put forward the Council's views and that any travel expenses incurred would be paid.

15. LAND TRANSFERS

Signed

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The Land Transfer report had been circulated prior to the meeting (report attached) and queries were answered by the Parish Clerk.

It was:

RESOLVED that the report be received.

16. TRAFFIC MATTERS & ROAD SAFETY

The Parish Clerk reported that the yellow lines outside the Vine School have been installed and that the signs would be arriving around 7th November 2014. The County Council have proceeded with the necessary advertising and the lines will become legally binding on 19th November 2014. The temporary zebra crossing has been relocated at the request of the Vine School.

The Broad Street works including the installation of the crossing have now been agreed and the works are being programmed in to commence as soon as possible.

It was:

RESOLVED that the report be received.

17. GENERAL CORRESPONDANCE

Jane Green – Head of New Communities, SCDC

Email regarding the Draft Agenda for the Parish Planning Forum.

The Parish Planning forum is to take place on 8th December 2014 and planning training for Parish Councils is being arranged.

Any questions for the Parish Planning Forum to be brought to the Planning meeting on 18th November 2014.

All members interested in receiving Planning training to inform the Parish Clerk. The possibility of in house training will be investigated.

It was:

RESOLVED that Cllr P Gavigan would attend the Parish Planning Forum on 8th December 2014 and that questions for the Parish Planning Forum would be added to the Planning Committee Agenda on the 18th November 2014

South Cambs District Council – Plain English Accounts

Paper copies of the accounts are available from the Parish Office.

It was:

RESOLVED that the accounts be received.

Roger Hume – Email regarding reporting of faulty street lights.

Roger Hume was in attendance for this item.

The Council expressed their gratitude and thanks to Roger Hume for the work he has done regarding the reporting of faulty street lights. The work involves checking the spine roads monthly and reporting to Andrew Cole. There is a small monthly remuneration for the work. It was suggested that the Parish Council caretaking staff take on the role as they are often out late in the evening attending to the Parish Council buildings or one of the Council volunteers may want to.

It was:

RESOLVED that the email be received and that the Caretaker and Cleaner and Council volunteers be approached regarding taking on the role of reporting faulty street lights.

**Esther Horton – Co-secretary, Friends of Monkfield Park Primary School
Letter regarding use of the land next to The Hub**

It was felt that there were no issues with this as it was for the collection only of pre-ordered Christmas Trees as a fund raising venture for Monkfield Park School.

It was:

RESOLVED that the letter be received and that the use of the land be approved and that there would be no charge.

**Laura Pugh – Community Organiser
Email regarding a report from the recent Every Colour Counts fundraising event.**

The event had been a success and the Council were thanked for their support in providing the hall space.

It was:

RESOLVED that the email be received.

**Clare Harris – Mental Health Promotion Facilitator
Letter regarding Mental Health Referral Options and STOP Suicide Pledge.**

It was:

RESOLVED that the letter be received and be forwarded to the Church and The Parish Nurse and the Referral Options posted onto the Parish Council Website.

**Cambridge Gliding Centre
Invitation to Consultative Committee Meeting.**

It was:

RESOLVED that the invitation be received.

18. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

19. ELECTRONIC BANKING

The Chairman reported on the progress of the Electronic Banking Proposals.

It was:

RESOLVED that the report be received.

20. STAFFING

Signed

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The Parish Clerk gave a report on the current position.

It was:

RESOLVED that that the report be received and the actions taken confirmed.

21. STAFFING WORKING PARTY

The Parish Chairman reported on the results of the Staffing Working Party

It was:

RESOLVED that that the report be received and the recommended actions confirmed.

22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RE-ADMITTANCE OF THE PRESS AND THE PUBLIC.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

23. DATE OF NEXT MEETING – 2nd December 2014

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 4th November 2014

FINANCIAL STATEMENT

12.1 SCHEDULE OF PAYMENTS: to consider schedule of payments, copy attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved.

SCHEDULE OF PAYMENTS

Paid Accounts

Voucher No	Amount	Name	For	Budget Code	Freq.
BACS	310.80	SCDC	Sports Centre Bins (£85.54 Recharged)	1814	M
BACS	12.26	SCDC	Sports & Social Club (Recharged)	1814	M
BACS	55.92	SCDC	Hub Bin & Recycling	1422	M
BACS	8.99	SCDC	Cricket Pavilion Bin	1814	M
BACS	467.00	SWALEC	Hub - Gas	1416	M
BACS	391.00	SCDC	Rates - MUGA	1206	M
BACS	483.00	SCDC	Rates - Hub	1415	M
BACS	108.00	SCDC	Rates - Trailer Park	1711	M
BACS	98.00	SCDC	Rates - LC Cricket Pavilion	1811	M
BACS	542.00	SCDC	Rates - Sports Pavilion	1811	M
BACS	249.53	Orange	Mobile phones	403	M
BACS	53.87	Barclays	Bank charges A/c 93936082	203	M
2301	42.00	Abbey Tyre Co	Puncture call out.	1104	M
2302	18.00	Briar Security Systems	Remote reset Sports Pav.	1812	
2303	150.90	Cambridger Outdoor Living	Fencing	1107	
2304	141.53	CBS Office Solutions	Stationery	405	
2305	1,500.00	D A Cant	Skatepark repair	1107	
2306	144.60	Eyre Building Services	Test of Feeder Pillar	1107	
2307	129.06	Fenland Leisure	Wetpour	1107	
2308	0.00				
2309	114.00	Flexerefrigeration Ltd	Engineer & chemicals for bottle coolers	1807	
2310	1,871.46	Frimstone Ltd	Brace Dein allotments works	1010	
2311	727.30	Maxwell Amenity	Grass seed	1208	
2312	105.00	Newmarket Plant Hire	Breakdown callout	1103	
2313	358.24	P J Thorney	Asraised for Burial Ground	2001	
2314	120.00	Camfire	sports Pavilion (re charged to s & s club)	1809	
DD	16.42	Eon	Trailer Park	1705	M

Signed

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DRAFT
CPC/M130

DD	77.04	SGW Payroll	Payroll processing	207	M
DD	25.69	Barclaycard	Merchant services	203	M
DD	1160.90	Fuel Genie	Petrol & Diesel	1109	M
DD	575.45	Opus	Hub - Electricity	1407	M
DD	101.25	EON	Feeder Pillar - Electricity	1102	M
DD	3,315.88	PAYE		102	M
2315	250.00	Cambourne Parish Council	Petty Cash	204	
2316	110.12	Ameycespa	Skip hire & soil	1010	
2317	14.33	C & J Supplies	Window keys for the Office	1413	
2318	191.99	CBS Office Solutions	Stationery	405	
2319	225.86	CCL Supplies	Cleaning Supplies	1411	
2320	360.00	Collings Bros	Brushcutter	1103	
2321	78.78	Cooleraid	Water cooler	1421	M
2322	838.94	Frimstone Ltd	Down limestone	2001	
2323	52.51	Lovewell Blakes	Filters for air conditioning	1410	
2324	223.33	Munro Building Services Ltd	Replacement of lighting on John's Office	1413	
2325	3,434.82	Newmarket Plant Hire	Digger Hire	2001	
2326	356.75	P J Thorney	As Raised for Burial Ground footpath	2001	
2327	11.95	QVS	Light bulbs for office	1410	
2328	1,540.38	Real Christmas Trees	Christmas Lights	1110	
2329	68.32	Screwfix	Maintenance Equipment	1010	
2330	5,818.56	Sherriff Amenity	Fertiliser	1205	
DD	210.43	British Gas	Sports Pavilion - Electricity	1806	M
DD	3,263.95	Pension Service	Pension payment August	103	M
DD	11,556.18	Payroll	Salaries August	101	M
DD	862.29	BT	Telephones	403	Q
DD	35.00	ICO	Data Protection renewal	207	A
BACS	165.00	Scottish Power	MUGA - Electricity	1202	M

Signed

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Report from District Councillor Alison Elcox

Shared Services

The District Council has agreed a move to share ICT, legal and waste services with neighbouring councils after discussing how up to £2 million could be saved. Costs could be cut by 15% by joining up services and agreed to appoint joint service leads for the shared services to continue to drive forward plans. We are going to take the lead on Waste.

Legal and ICT will be shared between Huntingdonshire District, Cambridge City and South Cambridgeshire District councils, with the waste and recycling link up between Cambridge City and South Cambridgeshire District councils only. With the legal team it will mean we no longer have to go out and get specialist help, it can be provided in house.

Elite Athletes Awards

Funding has been announced by South Cambridgeshire District Council in a continuation of its Elite Athlete Grant Scheme. Since 2009, over 80 young talented sports performers have been awarded more than £56,000 to support their sporting dreams.

Grants of up to £2,000 are available to support athletes at all stages of their sporting careers, whether they are competing regionally, making steady progress at national level or representing GB in world class events.

For more information about the scheme and an application form just search for elite athlete award scheme on the website. The deadline for the next round of applications is Wednesday 31 December 2014 and awards will be made by 31 Jan 2015. Previous applicants may apply.

Local Plan Inspection

This starts Tuesday morning in the Council Chamber in Cambourne and will go on for 3 weeks, but just on Tuesday, Wednesday and Thursdays. Submitted statements from developers, including the ones for Harbourne are incredibly good and the outcome will be interesting. The written statements are weighted in favour of objectors so we will see how independent the independent inspector actually is.

City Deal

Signed

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Discussions are still going ahead on this. To clarify matters the City Deal hasn't yet actually been signed. It was presented at scrutiny and full council with the request that we allow the Leader to continue discussions and what was signed was a declaration of intent, it still has to come to one of the Scrutiny committees and Full Council for debate and a vote.

Housing Department's unfortunate error

You may have heard that the Council managed to write to 600 people who had died, sending them ballot papers and asking if they wanted to be a tenant representative. All very unfortunate and embarrassing. The housing department have been ringing every single one to apologise and apart from one extremely upset person who refused to give his name most people have accepted the apology. In one case the tenant had been dead for over 20 years. The system is intact, but a couple of people had been inputting data incorrectly and the 'is this person still an active tenant' field had not been excluded in the final data run. And we're going to have to send the whole lot out again in case anyone uses any of the 600 ballot papers.

Regards

Alison

Signed

Date 2nd December 2014
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CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Council Meeting 4th November 2014

LAND TRANSFERS

Please find below details of the current position on the ongoing transactions involving the Parish Council:-

1. Smithy Way LAP - Persimmon Homes (0052)

Daryl Kirkland has confirmed approval of the Transfer relating to this LAP. A plan of the site has been requested.

2. GC26 LAP - Metropolitan Housing Trust (0056)

We are ready to complete this transaction, subject to the Housing Trust paying the commuted sum or placing its solicitors in funds to do so.

3. Taylor Wimpey - various POS parcels (0051)

In-House – I have commented on the Transfer provided and await confirmation that my amendments are approved.

Wragges – I have provided a draft Transfer for approval, this being based on the in-house draft.

4. Upper Cambourne Village Green and Turf Maize – MCA (53)

I await your comments/instructions on the draft Transfer, having reported to you on the same.

I am advised that works currently being undertaken on the land to extend a play area should be concluded early next year.

5. Transfer of Community Hub Extension Land – MCA (57)

I have reported to you on the provisions of the draft Transfer and await your comments/instructions.

6. GC23/GC26, Greenway – MCA (58)

I am still awaiting a draft Transfer from Laytons.

7. Upper Cambourne Northern Greenway SIP –MCA (59)

I am awaiting a draft Transfer from Laytons in relation to this land.

Signed

Date 2nd December 2014
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There are three transactions which appear dormant or have not progressed for some months, these being:

DRT Layby Licence, High Street (0055)

Various Green Areas at Swansley Green –Bovis

Land at Meadowsweet Close and Cherry Court – David Wilson Homes

I have chased all three today, but will do nothing further unless, of course, I receive a response.

As agreed in relation to the latter two, I will leave the issue of my costs for the time being, however I will have to look at this again come the New Year.

With best wishes.

Allison Hopkins
Paralegal
for Mills & Reeve LLP

Signed

Date 2nd December 2014
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