

# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 1<sup>st</sup> March 2022

## Correspondence

FROM	SUBJECT
Lloyds Pharmacy	Lloyds Pharmacy Cambourne
CAPALC	Cambourne - CAPALC Affiliation Invitation
CamCycle	Camcycle update: UK road pricing, Cargo bike love and a better Mill Road

## 12.1 Lloyds Pharmacy Cambourne

**Sent:** 15 February 2022 11:54

**To:** [clerk@cambourneparishcouncil.gov.uk](mailto:clerk@cambourneparishcouncil.gov.uk)

**Subject:** Lloyds Pharmacy Cambourne - FWE48

Dear John,

Thank you for the recent letter that we received regarding Lloyds Pharmacy, Cambourne, CB23 6JX.

Please find attached our response regarding this.

Kind regards  
Melanie

NHS England & Improvement -East of England  
Pharmacy & Optometry Team  
West Wing  
2 – 4 Victoria House  
Capital Park  
Fulbourn  
Cambridge  
CB21 5XB

15<sup>th</sup> February 2022

Email: [england.pharmacyeast@nhs.net](mailto:england.pharmacyeast@nhs.net)

TO: Cambourne Town Council  
EMAIL: [clerk@cambourneparishcouncil.gov.uk](mailto:clerk@cambourneparishcouncil.gov.uk)

Dear Mr John Vickery,

**Re: Lloyds Pharmacy, 9 High Street, Great Cambourne, Cambridge, CB23 6JX**

I am writing in response to your letter that we received on the 21<sup>st</sup> January 2022, regarding Lloyds Pharmacy and your concerns surrounding patient access.

NHS England and NHS Improvement have liaised directly with NHS England's Customer Contact Centre (CCC) regarding your letter.

However, after reviewing the correspondence with the East Region Complaints Team, NHS England's (CCC) are unable to provide an investigation as the concerns raised are general, and not regarding a specific patient.

If individual patients wish to raise their own concerns regarding the pharmacy, then they will be able to provide a full investigation.

Yours sincerely

Melanie Wilson

Contracting Support Manager  
NHS England & Improvement – East of England

## 12.2 CAPALC

Dear Chairman and Clerk,

Please find attached your affiliation pack with all of the information you need regarding your 2022/23 affiliation with CAPALC Ltd.

Sharing the affiliation pack with all Councillors is imperative to ensure they are aware first hand, of the benefits membership of CAPALC Ltd can provide the council as the corporate body when discussing renewal at your council meeting.

If possible, we would appreciate an anticipated decision date or the meeting date when your council propose to discuss renewal with CAPALC Ltd.

All Councils who resolve to become members are asked to complete this short Contact Information form to ensure that our database is kept up to date for the following year - <https://forms.gle/1mWz18qNwBxmuJg37>

If your council would like to discuss the value of CAPALC membership with a member of our team, we are more than happy to facilitate this. Alternatively, we can attend one of your council meetings to discuss the benefits of being a CAPALC Ltd member.

Should your council resolve not to become a CAPALC Ltd member for 2022/2023, please could you confirm this via email.

If you have any questions or queries, please do not hesitate to contact me.

Kind Regards

Samantha Sharp





CAPALC  
The Norwood Building  
Parkhall Road  
Somersham  
PE28 3HE  
[www.capalc.org.uk](http://www.capalc.org.uk)

## Cambridgeshire & Peterborough Association of Local Councils

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February 2022

**Dear Council Chairman and Councillors,**

Thank you for being members of CAPALC. I would like to invite you to renew for 2022-2023. Please find enclosed a membership renewal invitation.

As explained and agreed at the AGM we have increased the fees by an average of only 2% to help meet inflation. We are able to keep this increase low by continued control of costs and increased income from training and other services. We have introduced an internal audit service to help members prepare for the AGAR. We have also taken steps to improve our efficiency and are now installing a CRM (customer relationship management) system to enhance our communication with members.

We have also included a leaflet explaining the range of services provided by CAPALC and the National Association of Local Councils (NALC). We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2022. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their residents; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC also works in partnership with the local branch of the Society of Local Council Clerks and principal authorities on your behalf. We also work with principal authorities to foster good collaboration.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We continue to live with the Covid-19 pandemic by keeping most of our operations and services online.

I do hope that your council will decide to be in membership of CAPALC for the coming council year.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

**Henry Clark**  
Chairman

Affiliated to the National Association of Local Councils



**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

**CAPALC**  
The Norwood Building  
Parkhall Road  
Somersham  
Huntingdon  
PE28 3HE  
Tel: 07507 520849  
[www.capalc.org.uk](http://www.capalc.org.uk)  
[office@capalc.org.uk](mailto:office@capalc.org.uk)

## Cambridgeshire & Peterborough Association of Local Councils

### Affiliation Fee Invoice

For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

Council Name	Number of Electorates as of 1 <sup>st</sup> January 2022	District
Cambourne	7,741	South Cambs

Your standard annual membership fee to be paid before 30<sup>th</sup> April 2022 is:

**£1229.39**

### Data Protection Officer Membership Scheme

For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

Further information about our DPO scheme and other benefits can be found on our 2022/2023 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

**TOTAL amount including DPO Membership Option:**

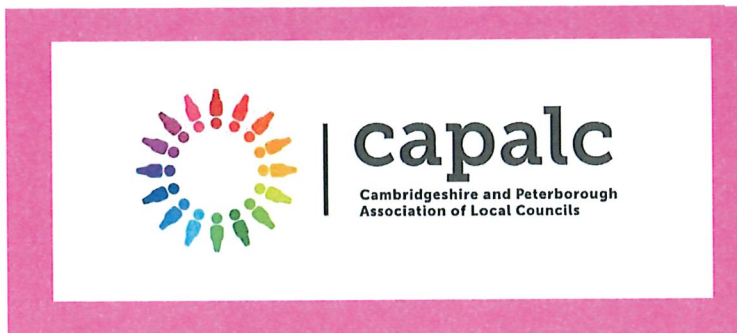
**£1279.39**

Please make your cheque payable to **CAPALC Ltd** or  
by BACs Payment details below

**Sort Code: 60-83-01, Account No: 20449285**

***Please note the above account details have changed in recent months,  
please check these details before making your payment.***





MEMBER  
 •  
 BENEFITS  
 2022/23

**What we do for you...** we support and represent local town, parish and parish meetings to ensure your council is successful, effective and acts within the law.

- CAPALC provide straightforward aid and indemnified legal advice through our 'helpdesk' facility.
- CAPALC has direct access to obtain legal opinion from NALC's legal team for our member Councils.
- CAPALC take pride in being able to offer comprehensive support to member councils through our direct link to NALC and NALC's unique position as the only representative body able to support and campaign for local councils at government level.
- CAPALC will provide indemnified HR, Finance and DPO advice through our contracted consultants with the first hour of advice included within your affiliation fee & if applicable, the opt-in DPO scheme membership. **NB.** If you choose to continue with our advisor after the 1-hour free expert advice, the fee to be charged is typically in the region of £150 + vat per hour. You may of course choose not to go with this option & retain a consultant of your councils' choice.
- CAPALC Member Councils with a turnover of £250,000 and/or electorate of 6000 can become Direct Access Councils, this means direct access to NALC's legal team.



**Contact Info**

The Norwood Building  
 Parkhall Road  
 Somersham  
 Cambridgeshire PE28 3HE  
**Telephone** 07594 766229  
**Email addresses**  
 ceo@capalc.org.uk  
 helpdesk@capalc.org.uk  
 office@capalc.org.uk

CAPALC Website  
[www.capalc.org.uk](http://www.capalc.org.uk)

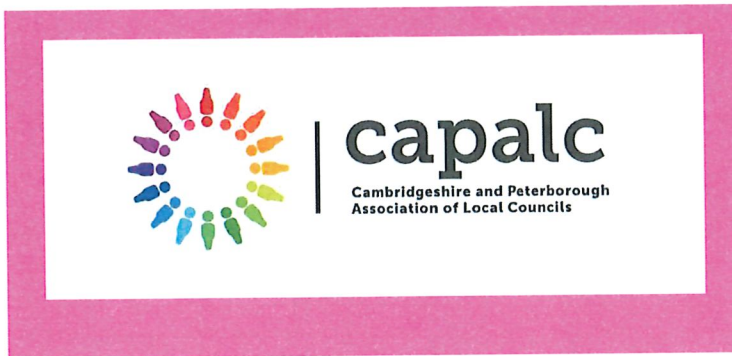
**Affiliation fees**

The fees are calculated & based on the individual council's electorate plus NALC's fee of 7.49p per elector. *Contact CAPALC's office for more detail on your Council membership fee.*

**NB. CAPALC provides 8 hours confidential advice if your council is in difficulties & reserves the option to negotiate & charge addition fees should further work on the same issue be required.**



**Above right:** CAPALC Annual Conference, Sept 2021  
**Left:** CAPALC Annual Conference, Sept 2021



MEMBER  
 •  
 BENEFITS  
 2022/23

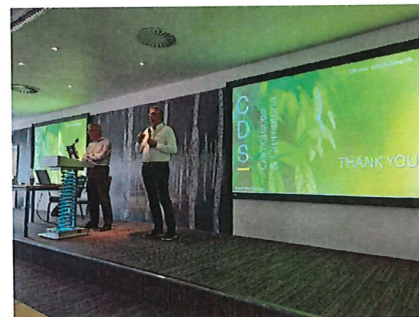
## Additional Membership Benefits

- Membership area access on the CAPALC website for good practice guides, templates & advice
- Membership area access on the NALC website for model Standing Orders, Financial Regulations, template policies, Legal Topic Notes, briefings & more
- Monthly e-bulletin with legal updates & info
- Weekly legal updates & advice from NALC
- Regular sector updates from our Internal Auditor Representative Group
- Free job vacancy advertising in the e-bulletin & on CAPALC's website
- Discounted training opportunities for the Clerk, Councillors & all staff members
- Training includes Clerks: The Knowledge, CiLCA, Councillor courses & specialist sector subjects
- Locum Clerk service including RFO
- **CAPALC work collaboratively with Cambridgeshire County Council through 'Think Communities'**

## Contact Info

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CAPALC Website  
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**Above right:** CAPALC Annual Conference, Sept 2021

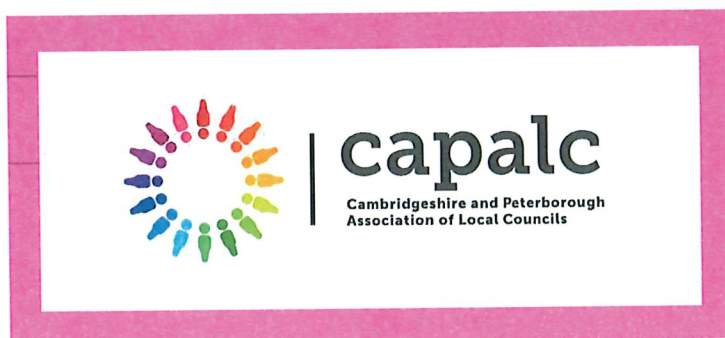
**Below:** Clerks & Councillors 'drop in' networking & legal update sessions held monthly via Zoom. Screenshot below January 2022



## CAPALC provides:

- Borrowing applications for the Public Works Loan Board (PWLB) & other sector loan opportunities
- Local Council Award Scheme pre-application advice
- Local Council 'health checks'
- Internal Audit Service
- Locum Clerk Service





## At a glance ...

### **A Local Perspective**

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire branch both recognise each other's organisation and the joint work and support for Parish, Town & Community Councils and Clerks that each does for the parish sector across Cambridgeshire & Peterborough.

CAPALC is the membership organisation for Parish, Town & Community Councils as the corporate body.

The SLCC is the membership organisation for individual people ie the Parish, Town or Community Clerk.

### **The National Perspective**

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish & town council sector.

A national protocol was agreed in October 2014 between NALC together with the independent County Associations (CALC's), and the SLCC and its county branches.

CAPALC and NALC, our national affiliated body, provide affordable expert opinion, support, training and mentoring to Cambridgeshire & Peterborough parish, town and community Councils.

**Membership of CAPALC includes membership of NALC.**

## CAPALC's remit is defined by you, the members

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesk on topics such as:

- Training opportunities for Clerks, Chairmen & Councillors
- Local Council Awards Scheme
- Borrowing Applications
- Council statutory powers & duties
- Council & committee meeting procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council budgets, precepts & finance
- Agendas & Minutes
- Risk Management
- Employment, staff contracts & job descriptions
- HR & Disciplinary procedures
- Responding to planning applications & working with the planning process
- The Localism Act & the opportunity & challenges for local councils
- The General Power of Competence



MEMBER

•  
BENEFITS

2022/23

## Training at a glance ...

The list of support topics is driven by you and reflects your needs as enablers for your community. Training is online or face to face when restrictions permit. Topics include but not exclusively.

- Certificate in Local Council Administration (CiLCA)
- Clerks: The Knowledge (new Clerks & refresher course)
- Councillor training (new Councillors & refresher)
- Chairmanship
- HR
- Finance
- General Power of Competence
- Planning
- Allotment management
- Cemetery management
- Risk management
- GDPR updates
- And more...

## The Member Council's remit...

As a member of CAPALC your Council agrees that its members will:

- Abide by the Council's Code of Conduct & the seven Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership
- Have a training budget for Clerks, council staff & Councillors
- Maintain good standards of governance & financial control of public funds
- Be open & transparent in how it conducts its meetings & dealings with the public
- Ensure all council staff have a contract & job description & regular performance reviews
- Nominate a voting member for CAPALC AGMs & other Association meetings
- Provide CAPALC with up to date full contact details of the Clerk & Chairman

## Contact Info

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helpdesk@capalc.org.uk  
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CAPALC Website  
[www.capalc.org.uk](http://www.capalc.org.uk)

## CAPALC networking & learning opportunities ...

- Local Annual conference 'Share the Vision, Shape the Future'
- Drop in – online (Zoom) networking sessions.
- Pop up cafés across the county for Clerks & Councillors (when lockdown restrictions permit)







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Cambridgeshire and Peterborough  
Association of Local Councils

## Member Benefits 2022/2023

### **Legal, HR and Finance – *included in annual affiliation fee***

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

**HR Consultants** – Human Capital Department

**Finance Consultants** – Parkinson Partnerships LLP

### **Data Protection Officer Scheme – *Opt-in***

***Opt-in Member Benefits DPO Scheme @ £50 per council***

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

**NB. For all the additional benefits detailed above**, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

*Ends.*





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Cambridgeshire and Peterborough  
Association of Local Councils

# Internal Audit Service

CAPALC Ltd offer the following services to town and parish councils;

- \* Year end internal audits
- \* Mid year audits for larger councils if required
- \* Quality council checks in preparation for an application for the Local Council Award Scheme with NALC
- \* A council 'health' check to ensure essential polices and processes are in place

All our services including our Internal Auditors have Professional Indemnity Insurance cover.

FOR MORE INFORMATION EMAIL  
[OFFICE@CAPALC.ORG.UK](mailto:OFFICE@CAPALC.ORG.UK)



## 12.3 Camcycle update: UK road pricing, Cargo bike love and a better Mill Road

**From:** Camcycle – Roxanne <[contact@camcycle.org.uk](mailto:contact@camcycle.org.uk)>

**Sent:** 24 February 2022 18:11

**To:** John Vickery <[clerk@cambourneparishcouncil.gov.uk](mailto:clerk@cambourneparishcouncil.gov.uk)>

**Subject:** Camcycle update: UK road pricing, Cargo bike love and a better Mill Road

Dear Clerk,

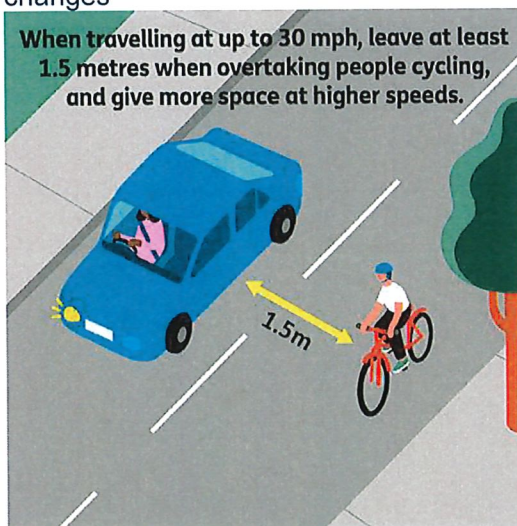
We've been spreading the love of cargo bikes this month with our campaign in collaboration with Cambridgeshire County Council, and encouraging people to get involved in consultations and meetings to make our region even better. Here's our February round-up of what's been happening in the world of cycling.

### Government news of the month

MPs conclude road pricing is needed as drivers shift to electric

The cross-party [Commons Transport Select Committee published a report on 4 February](#) that concluded there was 'no viable alternative' to road pricing if the UK was to avoid a congested future and the £35bn tax shortfall that will arise from the transition to electric vehicles. The committee said work should start immediately on creating a replacement for fuel duty before it dwindled away, and that the government should also incentivise people to use public transport, walk or cycle.

Department of Transport launch THINK! campaign to raise awareness of Highway code changes



Following the update to The Highway Code that came into effect on 29 January, the government's road safety campaign body THINK! has begun work to raise awareness of the new changes.

[A toolkit of graphics, photos and key messages is available on the Department for Transport website](#) which can be used to spread the message to all road users. Camcycle will be sharing some of these over the next few weeks, in addition to [information on our website](#) and in our upcoming Spring magazine.

## Camcycle news

Let's spread the joy of cargo cycling and help more people give it a try!



We've just launched a [new 'Love Cargo Bikes' campaign with Cambridgeshire County Council](#) as part of the City Changer Cargo Bikes project. Together we want to celebrate the joy of cargo cycling and encourage more families and businesses to give it a try.

We've collated lots of [advice and information about cargo cycling on our website](#) and have produced a series of films featuring local cargo bike heroes, who share the benefits of life and work by cycle. [View the films on our YouTube channel](#) (more coming soon!).

Families and businesses from across Cambridgeshire can trial e-cargo bikes for low cost through the [Try-Before-You-Buy scheme at Outspoken Cycles](#) – please spread the word!

Experience is everything: our latest cycle tour



Sometimes the best way to share insight into cycling issues is to take to the saddle. We were delighted to take Sue Procter, Director for Highways and Transport at the county council out for a ride today with local county councillors Alex Beckett and Neil Shailer. It's always a good way to discuss issues and potential solutions - let us know if you'd like to try a cycling (or walking) meeting like this.

Guest speakers at our monthly meetings inspire action on cycling

[Our next monthly meeting will be held online on Tuesday 1 March, live on Facebook at 7pm.](#) Our guest speaker Gabriel Bienzobas Mauraza will talk about the work Milton Cycling Campaign has been doing, including installing over 200 new cycle parking stands in and around the village. [Read more about the group in our latest magazine.](#)

[February's meeting is available to view on our website:](#) we talked to Rhiannon Osborne, part of the Cambridgeshire & Peterborough Independent Commission on Climate, and Helen Dye, organiser of St Ives EcoAction, about local climate action in our region.



## Local cycling issues



What do you want from Mill Road?

That's the question the Greater Cambridge Partnership (GCP) are asking at the moment through their online survey, stakeholder workshops and public meetings. [Camcycle is encouraging those who would like to see a thriving, safe and pleasant street to have their say.](#)

School Street must be retained to keep children safe

We're concerned that the successful [School Street outside St Philip's School](#) on Vinery Road could be under threat from those who would like to see it removed or watered down. We're encouraging our supporters to sign the [petition from local campaigners](#) and share their positive experiences so that children can walk and cycle to school in safety.

Better parking for all road users

Camcycle is spreading the word about the [GCP's current parking consultation](#) – we want people to pin comments on the interactive map showing where more cycle parking is needed and where current car parking presents dangers to cyclists. We also support [Stumbling Streets, the latest campaign from Living Streets Cambridge, the RNIB and CamSight](#) which seeks to put an end to pavement parking. We are delighted to see that [South Cambridgeshire District Council has recently approved the move to civil enforcement of parking offences.](#)

Other issues

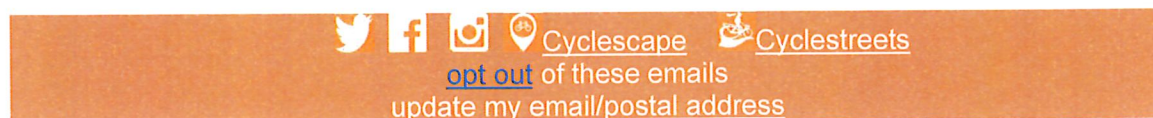
We continue to press for faster progress on active travel routes including phase two of the Chisholm Trail, the Greenways and the second tranche of Active Travel Fund schemes. Ensuring new and amended infrastructure meets the government's cycle design standards, LTN 1/20, is also a priority: this week we are focused on the [Hobson's Brook strategic cycleway in Trumpington.](#)

Finally, we are deeply saddened to hear that [Lee Walford of Great Wilbraham has died following a collision with a driver](#) while cycling near the A1303. UK [deaths of cyclists on rural roads have increased](#) in recent years and it is vital that we do all we can to make sure no more lives are lost in Cambridgeshire.

That's all for this month. Thank you for all the work you do for more, better and safer active travel. Please get in touch if we can help with any projects or queries.

Kind Regards,

Roxanne De Beaux  
**Executive Director**



The below schedule is a summary of correspondence circulated by the Town Clerk to Councillors since the last meeting by email

FROM	SUBJECT
The Wildlife Trust	Wildlife Trust Events Update
Camcycle	Camcycle update: Highway Code changes, Active Travel England and the Chisholm Trail
South Cambs District Council	Announcing the Climate and Environment Fortnight of Events
	Gladiator Road and opening to the access onto Brace Dein
Greater Cambridge Partnership	GCP Joint Assembly Meeting - 17 February 2022
Greater Cambridge Planning	North East Cambridge Area Action Plan update
CAPALC	✉ For Circulation ✉ 📄 February Bulletin 📄
NALCC	Levelling up the UK
Greater Cambridge Planning	Michael Sexton appointed to DM Area Planning Manager interim acting up role (Area 1) from Monday 14 February
CAPALC	Election Support from CAPALC
CAPALC	County Conference - On Demand Videos