

CASTLE CAMPS PARISH COUNCIL

PARISH CLERK: MRS MELANIE LAING
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MINUTES

FOR ANNUAL MEETING HELD ON THURSDAY 8TH MAY 2025 AT 7.30PM IN CASTLE CAMPS VILLAGE HALL

PRESENT: John Biggs (Chairman), Chris Basham, Clive Germany, Terry Chapman, Lindi Kent, Cindy Smith & Dan Hoddinott

In attendance: Melanie Laing (Parish Clerk) & 2 Parishioners

The meeting started at 7.30pm

1. Apologies and reasons for absence Cllr Herbert – family commitment. Cllrs Harper – annual leave. Apologies were accepted.

2. Re-elect Chairman and Vice Chairman. John Biggs was elected as Chairperson, proposed by Cllr Smith, seconded by Cllr Kent. All present voted in favour. Sue Herbert has been elected as Vice Chairman proposed by Cllr Kent, seconded by Cllr Hoddinott. All present voted in favour.

3. Declaration of Acceptance of Office completed by Cllr Biggs. Cllr Herbert at next meeting

4. Appoint Finance, Planning, Playground and Safety working parties

Finance	Planning	Maintenance & Safety	Recreation Ground
John Biggs	Dan Hoddinott - Lead	Clive Germany	Sue Herbert
Sue Herbert	Sue Herbert	Chris Basham	Roy Harper
Cindy Smith	Terry Chapman	Terry Chapman	
Terry Chapman	John Biggs	Roy Harper	
	Lindi Kent		

All councillors voted in favour

5. Appoint leaders for projects

MVAS: Cindy Smith & Dan Hoddinott. Speedwatch Sue Herbert & Lindi Kent. Car Park extension: Cindy Smith & John Biggs. CCTV: Sue Herbert. Footpaths: Roy Harper All Councillors agreed

6. Approve minutes of meeting Full Council meeting on 13th March 2025, proposed Cllr Smith, seconded Cllr Basham. All agreed. Minutes were signed

Planning minutes on 10th April 2025. To be signed off at next full meeting.

7. Declarations of interest. None

8. District and County Council items of interest. None

9. Parishioners Question Time.

Deep potholes in the village have been re reported after disappearing off website

Church footpath bridge still damaged

Road surveying vehicle was seen in Church Ln, Camps End & Claydon Close

10.1 Parish Council

Reference	Address	Proposal
25/0396/TTCA	Corner House Park Lane	Remove 2 cherry trees. Reduce limbs of apple tree overhanging the footpath by 2 metres.
Decision	All Cllrs support this application	

10.2 District Council

Reference	Address	Proposal	Status
24/00060/REFUSL 24/00309/FUL	2 Park Lane	Appeal against refusal of permission Erection of a two storey extension to side of dwelling to form a three bed dwelling. (Use Class C3)	Appeal in progress
25/00208/CLUED	East View Haverhill Road	Certificate of lawfulness under S191 for an existing change of use to garden land.	Awaiting decision
25/00469/LBC	Farm Cottage Camps End	Removal of External Render, Repair/Replacement of Sole Plate, Insulation of External Walls and Replacement of Internal Plaster with Lime Plaster.	Permission Granted 20/03/25

25/0351/TTCA	Harvest Cottage The Green C Camps	Work to trees Prune Sycamore, Acer and Leylandii by 1-1.5m in height	Awaiting decision
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10.3 Planning queries:

Homers Lane - Not built to plan also extra building.

East View – brick building at back of property. All agreed to report both to Enforcement

11. Parish Tree Warden

11.1 Dead tree on Green – Cllr Hoddinott will remove

12. Matters Arising – For information only

12.1 Road safety activity – Speedwatch – Cllr Smith met with Speedwatch Police Co Ordinator who took back old equipment and replaced with new handheld unit

CS/DH

12.2 Annual Village Meeting / Village Hall Open Afternoon Sat 31st May 2 - 4pm

Clerk

12.3 Submission of 20mph application – waiting for decision

DH/CS

13. Matters for the council to discuss / vote on

13.1 Extending Village Hall Car Park – update. Dirt agreed to be left on site to save cost of removing. Dirt mound to be turned into a play mound with possible pipe through middle. Existing gravel will be removed. Find out grant application criteria. Quote from Daines and Lowe who have recently completed Swards End Car Park. Cllr Biggs has 2 x original quotes so will revisit to get updated prices now plan has rough measurements

JB/CS

13.2 War Memorial cleaning. Find quote from Luxstone and put on agenda for next meeting

SH

13.3 All Cllrs agreed to Events Committee placing a container on the Rec behind the MUGA

CG/RH

13.4 Article for Camps Review re parking issues- ACTION Cllr Biggs

Clerk

13.5 Grant request from PCC All Saints towards Graveyard Maintenance. Cllrs agreed £200. Proposed Cllr Hoddinott, seconded Cllr Smith. All agreed

13.7 Chapel Graveyard Maintenance grant. Make James Davey aware of grant availability

14. Public Rights of Way

RH

14.1 Identify landowners and boundaries in Parish to know who's land the footpaths cross

14.2 Collect info on unmarked paths – pending

15. Recreation Ground

15.1 Seating area update – Playground Group waiting for costing of bench base

CS

15.2 Multisport weeding & cleaning - quotes - pending

Clerk

15.3 New play area inspection company needed for 2025- pending

Clerk

15.4 Play Area sign for VH driveway – cost

SH

16. Finance

The Clerk

16.1 Receipts

Date	Payer	Item	Amount
24/04	SCDC	Parish Precept	22,710

16.2 Payments since last meeting

Date	Payee	Item	Amount
21/3	ICO	Data Protection Registration	47.00
26/3	Country Gardens	Clear scrub around MUGA / playarea / Bartlow Rd	888.00
26/3	M Laing	Clerk wages Jan & Feb	On request
26/3	Village Hall	Hall Hire	106.00
26/3	Village Hall	Electricity use on MUGA and driveway lighting	82.80
26/3	C Germany	Gravel for VH driveway	185.00
26/3	CAPALC	Yearly affiliation and Data Protection Officer membership	399.18
26/3	Red Side Up	Printing of Feb Camps Review	253.00
31/3	Unity Bank	Service charge	6.00

16.3 Payments to be agreed

Payee	Item	Amount
M Laing	Clerk wages Mar & Apr	On request
CommuniCorp	Subscription renewal	15.50
PCC All Saints	Grant request towards Graveyard Maintenance	200.00

CC Village Hall	Hall hire – VE Day celebrations	110.00
CC Village Hall	Hall hire – Feb & Mar meetings	30.00
C Swan	Software for Website	54.98
Zurich	Council insurance	625.27

Above payment proposed by Cllr Kent, seconded Cllr Hoddinott. All agreed

16.4 Account balances as of 30/04/25

Maintenance	£15,671
Online account	£31,389
Sinking Fund & Grants	£27,052
Saver account #2	£198

17.Clerks Items

17.1 Certificate of Exemption 2024/25 – approve at next meeting

17.2 Internal controls for the completion of 2024/25 Annual Return – approve at next meeting

17.3 Account statements for the completion of 2024/25 Annual Return – approve at next meeting

17.4 Insurance renewal due 1/06/25 – All agreed to renew

18. Matters for next Agenda / Any other business

MVAS 40mph poles wobbly going out of village. All poles need looking at as some badly corroded at base

30mph sign on Bartlow Rd – bolts and brackets are loose

Car park requested by Cllr Kent for Open Gardens – All agreed

19. Date of Next Meeting: Planning – 12 Jun / Full Council – 10 Jul

Meeting finished at 8.50pm. Melanie Laing