

CASTLE CAMPS PARISH COUNCIL

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MINUTES

FOR ANNUAL MEETING HELD ON THURSDAY 9TH MAY 2024 AT 7.30PM IN CASTLE CAMPS VILLAGE HALL

PRESENT: Sue Herbert (Vice Chairman), Chris Basham, Clive Germany, Cindy Smith, & Graeme Gibson
In attendance: Melanie Laing (Parish Clerk), John Batchelor (District Councillor) & 2 Parishioners

The meeting started at 7.35pm

1. Apologies and reasons for absence Cllr Harper – work commitments. Cllrs Biggs (Chairman), Kent & Chapman – annual leave. Apologies were accepted.

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

3. Declaration of Acceptance of Office to be completed at next meeting

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

Finance	Planning	Maintenance & Safety	Recreation Ground
John Biggs	Lindi Kent	Clive Germany	Sue Herbert
Sue Herbert	Sue Herbert	Roy Harper	Roy Harper
Cindy Smith	Terry Chapman	Chris Basham	Lindi Kent
Terry Chapman	Graeme Gibson	Terry Chapman	Graeme Gibson
	John Biggs		

All councillors voted in favour

5. Appoint leaders for projects

Speedwatch & MVAS: Cindy Smith, 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 14th March 2024. Planning minutes on 11th April 2024. To be signed off at next full meeting. Minutes were not signed

7. Declarations of interest. None

8. District and County Council items of interest.

John Batchelor

Additional items since May & Annual reports received are:

Addenbrookes Has plans to incorporate Astra Zenica and build a new Cancer hospital thus expanding from current employment of 22k people to 40k people. Current hold up with land owners (2 colleges), has been resolved as Government stepped in so development can move forward.

4 Day week for Council employees. First year completed enabling data to be analysed by Cambridge University who will assess performance. Council currently reporting weekly on 84 performance markers. Trial now extended for a further 6 months

9. Parishioners Question Time. Acknowledgement that more local jobs on Addenbrookes site is a boost for the area. Questions were asked about road infrastructure & impact on traffic for Addenbrookes expansion plans. Cllr Batchelor answered that there's also concerns over water and electric supply. The plans are in parts which is a problem at present as not one overall masterplan.

Concerns over rubble and debris build up and burning of non garden waste on bonfires on land behind East View.

ACTION Cllr Batchelor to follow up with enforcement

10.1 Parish Council

Reference	Address	Proposal
24/01236/HFUL	Apple Tree Cottage, High Street	Single storey rear extension
	All Cllrs disagreed with work of drop curb and driveway as in conservation and has significantly change street view. Follow up with Enforcement Office. All present rejected planning application	
24/01264/PRIOR	Moat Farm, Park Lane	Prior application Erection of a Barn for storage of farm machinery, tools, equipment and harvested crops.

	All Cllrs reject this application: Outside village boundary, considerable distance away from actual farm, current barn is not being used for agriculture so what need is there for another one, amenities have already been run along ditch, surrounding area is has become a building yard which is affecting local residents, plans are being submitted by a company not connected with creating farm buildings	
24/01580/HFUL	Orchard View, Church Lane	Erection of carport
	All Cllrs present support this application	

10.2 District Council

Reference	Address	Proposal	Status
EN/00492/21	(Lake) Moat Farmhouse Park Lane	Appeal against Enforcement Notice Without planning permission, an engineering operation comprising the excavation and formation of two lakes and the creation of earth bunds associated with the excavation of lakes	Appeal in progress
22/05031/PRIOR	Moat Farm Park Lane	Against refusal of permission Creation of 2 No. irrigation reservoirs	Appeal in progress
24/00258/FUL 24/00259/LBC	Brownings Farm	Conversion of existing agricultural building to self-contained dwelling with associated internal and external alterations	Awaiting decision
24/00309/FUL	2 Park Lane	Erection of a two storey extension to side of dwelling to form three bedroom dwelling (Use Class C3)	Refused 16/4/24
24/00743/FUL	The Oak High Street	Change of use to existing annex at the rear of The Oak Public House from bed & breakfast accommodation to single bed dwelling (Resubmission of 23/03511/FUL)	Withdrawn 16/4/24
24/00699/FUL	2 Homers Lane	Erection of a single storey dwelling and double cartlodge with bin and bike store and pv panels	Awaiting decision

10.3 Planning queries: None

11. Matters Arising – For information only

11.1 Road safety activity – Speedwatch - **ACTION CS** to borrow unit in Shudy Camp. School parking and drop off & MVAS **ACTION CS** to summerise data at pick up / drop off times and sent to Mr Swan, School Governor

11.2 Annual Village Meeting feedback Sat 29th May 2 - 4pm. V.Hall took the lead this year, lots of groups attended, hall looked well set out, cake stall was a hit. Overall successful. All agreed to similar next year

12. Matters for the council to discuss / vote on

12.1 Invite external group reps to form Working Party to move forward with extending Village Hall Car Park.

ACTION CS set up meeting with JB, invite Dance Group, Village Hall, CATS, CC Primary School

12.2 Agree contractor and quote for War Memorial cleaning to be carried out. **ACTION GG** circulate quotes on email by end of next week for all Cllrs to agree. **ACTION LK** will supply water & electricity

12.3 Purchase new MVAS £3559 + download £379 =£3938 + VAT. Proposed Cllr Herbert, Seconded Cllr Smith. Total 4 Cllrs agreed, 1 abstained

12.4 Village maintenance check due – set date and agree areas. Cllr Chapman not present

12.5 Camps Review – new editor Mr Parkinson. **ACTION Clerk** Set date for Camps Review meeting

12.6 Annual Playground Inspection by David Bracey in July £144 inc VAT agreed. Proposed by Cllr Herbert, seconded Cllr Smith

12.7 Grant request by PCC All Saints Church towards graveyard maintenance. Cllrs agreed increase to £200. Proposed Cllr Herbert, seconded Cllr Gibson

12.8 Renew subscriptions to CAPALC, CommuniCorp & SLCC. Proposed Cllr Herbert, seconded Cllr Smith. All agreed

12.9 Chapel Graveyard grass & hedge cutting 2024. £200 for 4 cuts then stop. Proposed by Cllr Gibson, seconded Cllr Herbert. All agreed. Further discussion needed as to who is paying for grass cutting moving forwards

13. Recreation Ground

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13.1 All replacement items from Caledonia Play have now been installed. Mushroom seat set to be queried as very wobbly. **ACTION Clerk** Hold payment and contact supplier

13.2 Toddler swing replacement needs fitting **ACTION CG**

14. Finance

The Clerk

14.1 Receipts –

Date	Payer	Item	Amount
25/3	Laing Building Services	Camps Review Advert	£144.00
28/3			£93.19
28/3	PSH Electrical	Camps Review Advert	£30.00
8/4	RJG Tree Service	Camps Review Advert	£48.00

8/4	Howard Management Services	Camps Review Advert	£48.00
25/4	SCDC	Precept	£21,630

14.2 Payments since last meeting

Date	Payee	Item	Amount
22/3	ICO	Data Protection	£35.00
26/3	ADrury Signwriting	Website 2024-25	£84.00
26/3	CC Village Hall	Hall Hire 2022 & 23	£474.00
26/3	Red Side Up	URC Community update flyers	£25.00
26/3	M Laing	Clerk wages Jan & Feb	On request
26/3	ETC Sport Surfaces	MUGA surface clean	£600.00
31/3	Unity Bank	Service Charge	£18.00
25/4	CC Village Hall	Jan/Feb/Mar Hall Hire	£50.00
25/4	M Laing	Clerk wages Mar	On request
25/4	Shineys	2 x Bus shelter Cleaning	£20.00
25/4	Red Side Up	Review printing – Apr edition	£169.00
25/4	S Mainland	Chapel grass & hedge cut – Apr (1 of 4)	£50.00

14.3 Payments to be agreed

Payee	Item	Amount
M Laing	Clerk wages - Apr	On request
Caledonia Play	Installation of replacement playground items	£2250.00 ON HOLD
Zurich	PC Insurance	£728.38
CommuniCorp	Annual subscription	£15.50
SLCC	Annual renewal	£105.00
CAPALC	Affiliation and Data Protection Scheme renewal	£390.88
PCC All Saints Church	Grant towards Graveyard maintenance	£200.00
SCDC	Bin emptying Apr 24 – Mar 25	£259.20 ON HOLD
Age UK	Small Village Warden Scheme	£400.00
S Mainland	Chapel grass cut & hedge cut (3 times)	3 x £50

Above payment proposed by Cllr Herbert, seconded Cllr Smith. All agreed

14.4 Account balances as of 30/04/2024

Maintenance	£15,671
Online account	£30,723
Sinking Fund & Grants	£26,582
Saver account #2	£194

15. Clerks Items

15.1 Certificate of Exemption 2023/24 agreed by all and signed

15.2 Internal controls for the completion of 2023/24 Annual Return agreed by all and confirmed by signing

15.3 Account statements for the completion of 2023/24 Annual Return agreed by all and confirmed by signing

15.4 Insurance renewal due 1/06/24 – All agreed to renew

15.5 Date for Clerk appraisal and wage review – 13 Jun

15.6 NALC have released updated Financial Regulations. Make preparation to be adopted

16. Matters for next Agenda

Bartlow Rd flooding: Brian Hefferman, Bradley Southgate & Nicola Burdon carried out site visit. Work took place to cease flow on 7th May, this has worked at Woodside but not at Elsworth Cottage – pavement is green and slippery from constant water

Hedges overgrowing Highways & public rights of way – policy needed

Chapel graveyard grass & hedge cutting maintenance – who is responsible

Website redesign to .gov and council owned email

ACTION Clerk Pass on thanks from Cllrs to current grass contractor – War Memorial grass and The Green look very professional

17. Date of Next Meeting: **Planning – 13 Jun / Full Council – 11 Jul**

Meeting finished at 9.10pm. Melanie Laing