

**Annual Meeting of the Parish Council Minutes**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> May 2016 at 7.15pm

**Present:** Cllrs Young (Chair), Berenger, Bolitho, Collier, Collinson, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward, SCDC Cllr Harford, the Clerk, Assistant Clerk and RFO

**In attendance:** 1 member of the public

- 16/092. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office** – Cllr Morris was proposed by Cllr Nicholas and seconded by Cllr Collinson. Cllr Morris duly elected as Chair.
- 16/093. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office** - Cllr Young was proposed by Cllr Richards and seconded by Cllr Berenger. Cllr Young duly elected as Vice Chair. Cllr Morris arrived at 7.25pm.
- 16/094. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Graves (personal), Heydon (absent), Wotherspoon (personal), SCDC Cllr Edwards (work), CCC Cllr Jenkins (personal) and CCC Cllr Mason (illness).
- 16/095. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Richards declared a pecuniary interest in item 16/116.
- 16/096. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5<sup>th</sup> April 2016 be signed as a correct record. **RESOLVED.** Item 16/109 brought forward for benefit of resident present.
- 16/109. Cottenham Guiding picnic** – Resolution for Cottenham & District Guiding to hold a picnic on the Village Green on 12<sup>th</sup> June 3-5pm. **RESOLVED.**
- 16/097. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opts). 1 vacancy.
  - Finance Committee (ToR Mar 2015; 7 members, quorum 3). 2 vacancies.
  - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts). 2 vacancies.
  - Planning Committee (ToR Feb 2015; 12 members, quorum 4). Cllr Heydon stood down. 1 vacancy.
  - Standards Committee (ToR Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling). 1 vacancy.
- NB: Chairs to be appointed at the first meeting.
- 16/098. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
  - HR (Cllrs Morris, Nicholas & Ward)
  - Sustainable Cottenham (Cllr Ward & Berenger)
  - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Richards, Ward)
- 16/099. Endorse status "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford)
  - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd). Should complete in October.
  - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward)
  - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris). Should complete in July.
  - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & Clerk)
  - Youth Provision (new) Cllrs Berenger and Collier
- 16/100. Review representation as Trustees etc.**
- Cottenham Charities (Trustees, Cllr Mudd and DC Harford)
  - Church and Causeway Charity (Trustees, Cllrs Berenger & Collier)
  - Cottenham Community Centre (Trustee, Cllr Collier)
  - Cottenham Village College (Governor, Cllr Collier)
  - Mobile Warden Scheme (Trustee, Cllr Collinson)
  - Ladybird Pre-School (Representative, Cllr Collier)
  - CPS (new). Subject to acceptance by the School. (Representatives, Cllr Morris & the Clerk)

- Rec ground/VH users (new). (Representative, Cllr Richards)

**16/101. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho & Cllr McCarthy)
- Playground Inspectors (Cllrs Mudd and Nicholas)

**16/102. To review policy recommendations by Committees**

- Child Protection (adopted November 2013). Refer to CALF to review appendix 1.
- Code of Conduct (adopted July 2012); amended July 2015
- Complaints procedure (adopted August 2012); amended July 2015
- Equal Opportunities (adopted November 2013)
- Financial Regulations; (amended 1<sup>st</sup> March 2016). Refer to FLAC to review 13.4.
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Procedure for handling FOI requests (adopted March 2013)
- Risk Assessment; to consider recommendations by FLAC
- Standing Orders (adopted July 2012; amended May 2015) to consider recommendations by FLAC

**16/103. Public participation – Standing Orders to be suspended.** No questions. RFO left the room at 7.50pm and returned at 7.53pm.

**16/104. Reports**

- **SCDC** – SCDC Cllr Harford gave a verbal report. SCDC Cllr Edwards has had a Portfolio Holders meeting regarding shared financial management services. The project is on track. There were 132 applications for help with paying rent and 95 were awarded. Have looked at quarterly figures for council tax, rent, etc. collections and these were up with the exception of non-domestic rates which was down by 1%. JDCC gave outline permission for the ‘Wing’ development; only 30% affordable housing. Reminder that the Leaders Portfolio Meeting is on 19<sup>th</sup> May and they will hear the first applications for the Community Chest grants. Pat Matthews has left and Rob Mungovan is covering his workload. Letter on the way to us about the scheme of delegation. It was clarified that despite the shared services the statistics will probably be kept separate. Regarding update on the HC Moss enforcement, a recommendation will come to Planning.
- **CCC** – report circulated prior to the meeting. SCDC Cllr Harford complimented us on getting stuff done in terms of pothole repairs. Cllr Richards left the room at 8.00pm and returned at 8.02pm.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. FECA AGM on 12<sup>th</sup> May. Twinning Ceilidh this weekend; nobody able to attend (Cllr Ward already attending in a personal capacity).
- **RFO** – outlined details of the new audit regime which we were only made aware of at the recent SLCC roadshow (we were one of several PC’s who hadn’t received any paperwork about it). We have automatically been opted in, with only 70 Councils across the country opting out. From 2017 an external auditor will be appointed to us. NB: there will be an increase in fees.
- **CALF** – Cllr Mudd outlined the report which was circulated prior to the meeting.
- **FLAC** – Cllr Young outlined the report which was circulated prior to the meeting.
- **Highways Committee** – Cllr McCarthy outlined the report which was circulated prior to the meeting. Cllr Collier commented that the child-designed road signs needed to be bigger. Cllr Collinson asked for clarification of what the pavement project entailed.
- **Planning Committee** – Cllr Mudd outlined the report which was circulated prior to the meeting. Need to check with Enforcement for updates and what actions are taken. Cllr Young queried the status of the 4 year strategic framework but this should be linked to the Neighbourhood Plan.
- **Standards** – Cllr McCarthy outlined the report which was circulated prior to the meeting
- **Update on major developments** – Cllr Berenger left the room at 8.21pm and took no part in discussions. Gladman and Endurance are being heard by the District Planning Committee on 11<sup>th</sup> May. The report will be available online but current recommendations by Officers are delegated approval for Endurance and refusal for Gladman. Cllr Berenger returned to the room at 8.30pm.
- **Update on Neighbourhood Plan** – Cllr Morris outlined the report. Comments currently being analysed. Cllr Young left the room at 8.31pm. It was clarified that the ambassadors were a group of 250 residents who have signed up to be kept up to date on progress. Cllr Young returned at 8.33pm.

**16/105. FECA Membership** – Resolution to renew membership of FECA. **RESOLVED.**

- 16/106. Clerk Resources** – Resolution to purchase reference books (Minute taking, Risk Management, Meetings) from the SLCC at a cost of £31.78 inc. delivery. **RESOLVED.**
- 16/107. Annual Governance Statement** – to consider approval of the annual governance statement 2015-16 – RFO outlined that as per the new rules we have to go through section 1 of the report. Resolution to approve the Annual Governance Statement 2015-16 as a true record. **RESOLVED.**
- 16/108. Accounting Statement** – Figure for total fixed assets amended to £1,878,428. Resolution to approve the Accounting statement 2015-16. **RESOLVED.**
- 16/110. Community Land Trust** – to consider supporting an initiative to create Cottenham Community Land Trust – Cllr Morris outlined. The Trust would be a third party entity (may need to have temporary trustees to get the Trust going and then make more formal arrangements). Grant may be available from SCDC. Resolution that CPC support in principle the effort to set up a CLT in Cottenham. **RESOLVED.**
- 16/111. Playhouse** – Resolution to accept CALF recommendation to purchase replacement playhouse at a cost of £1543 + £637 installation + VAT & delivery. **RESOLVED.**
- 16/112. Litter picking equipment** – Resolution to purchase 15 litter pickers at a cost of £192.46 inc VAT & delivery. **RESOLVED.**
- 16/113. August meeting schedule**– Resolution to cancel meetings during August with the exception of the Full Council meeting and Planning Committee (1 meeting may still be necessary). **RESOLVED.**
- 16/114. Connections Bus** – Resolution to host up to 6 visits by the Connections Bus during the school summer holidays. **RESOLVED.** NB: day of the week to be confirmed by Connections.
- 16/115. Colts 5 a-side** – Resolution to remove section of bund by Bowls Club to allow access for parking on the 3<sup>rd</sup> Field for Colts 5-a-side tournament on Sunday 29<sup>th</sup> May. **RESOLVED.**
- 16/116. Finance**

Income	Description	Net	Gross	
Jane Williams	February 16 invoice	£ 207.00	£ 248.40	
Day Centre	March 16 invoice	£ 250.00	£ 300.00	
Debbie Prince	March 16 invoice	£ 21.00	£ 25.20	
Michelle Plowman	March 16 invoice	£ 862.00	£ 1,034.40	
Bowls Club	Rent and Water costs	£ 100.00	£ 100.00	
<b>Cott Festival</b>				
Adele Kitching	For stall at the festival	£ 20.00	£ 20.00	
		<b>£ 1,460.00</b>	<b>£ 1,728.00</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for May 16	£ 3,481.66	£ 3,481.66	
HMRC	Tax (£358.20) and NI (£418.92) for May 16	£ 777.12	£ 777.12	
Legal and General	Pension cost for May 16 DD	£ 48.73	£ 48.73	
Connections Bus	Connection bus visits for Jan 16 to Mar 16	£ 2,178.00	£ 2,178.00	534
Sports & Social Club	Contract services from Jan - Mar 16	£ 1,080.00	£ 1,080.00	535
Green and Purple	Year end accounts 2015-16	£ 800.00	£ 960.00	538
Sovereign	Balance 80% for gym equipment	£ 1,713.13	£ 2,055.76	545
360 TSL	Traffic data collection	£ 1,025.00	£ 1,230.00	546
A J King	Monthly contract costs & Verti-drain of Football pitch	£ 2,786.24	£ 3,343.48	552/553
		<b>£ 13,889.88</b>	<b>£ 15,154.75</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
SLCC	Regional roadshow for Clerks and RFO	£ 138.00	£ 165.60	533
Southern Electric	Electricity bill for the Green	£ 49.93	£ 52.42	536
Southern Electric	Electricity bill for the Pavillion	£ 252.40	£ 302.88	540

Debbie Seabright	Expenses re O2 sim card and stationary	£ 39.17	£ 39.17	537
Zurich	Cover for the Queens birthday Beacon event	£ 60.00	£ 65.70	539
Travis Perkins	3 x Vandalene black (anti-climb paint)	£ 101.97	£ 122.36	541
Chubb	25% deposit for work on security system in Village Hall	£ 223.50	£ 268.20	542
Jo Brook	Exp re Mileage to SLCC roadshow in P'boro	£ 33.30	£ 33.30	543
Sam McManners	Exps re spoons/clock/mouse/mileage/fire extinguisher	£ 43.76	£ 43.76	544
Jo Brook	Exps for APM	£ 3.53	£ 3.53	
Debbie Seabright	Exps for stamps/envelopes	£ 15.69	£ 15.69	
Travis Perkins	Redwood planed timber	£ 49.20	£ 59.04	547
BC Group Trust	Work on Crowlands manor site	£ 360.00	£ 360.00	548
Calor gas	Standing charge	£ 17.13	£ 17.99	549
Fen Edge Community Assoc	Annual membership for FECA	£ 15.00	£ 15.00	550
Chris Richards	Expenses re cupcakes for Queens birthday event	£ 99.00	£ 99.00	551
Cromwell Fire Ltd	Dry powder fire extinguisher - Queens Beacon event	£ 76.50	£ 91.80	554
Chris Richards	Gas for the Queens Birthday Beacon	£ 40.29	£ 40.29	555
		<b>£ 1,618.37</b>	<b>£ 1,795.73</b>	
<b>Transfer cheques</b>				
Transfer	Half the precept from Lloyds to Unity Trust current account	£ 103,469.50	£ 103,469.50	

Cllr Collier left the meeting at 8.58pm. Cllr Richards and Assistant Clerk left the room at 8.58pm. Assistant Clerk returned to the room at 9.00pm.

Resolution to pay these invoices. **RESOLVED.** Cllr Richards returned to the room at 9.01pm.

- 16/117. Management accounts** – to review the monthly management accounts – FLAC have reviewed. No further comments.
- 16/118. Bank reconciliation** – to review monthly bank reconciliation – Details as per the reports pack. NB: the money for the November VAT claim has arrived today.
- 16/119. Matters for consideration at the next meeting** – Request to site additional Royal Mail box between Lambs Lane and the Community Centre (Cllr Collinson), Public Liability Insurance for litter picks (FLAC), Councillor apologies for absence (Standards), Public Liability Insurance for private hire of Village Hall (CALF).
- 16/120. Dates of next meetings** – Planning 5<sup>th</sup> May (Office), CALF 17<sup>th</sup> May, Planning 19<sup>th</sup> May, FLAC 24<sup>th</sup> May, Full 7<sup>th</sup> June.
- 16/121. Close of Meeting** – 9.07pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_