

Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 12th January 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, Ward, Wotherspoon, Young, and Clerk, Assistant Clerk, RFO, SCDC Cllr Edwards, CCC Cllrs Jenkins and Mason

In attendance: 7 members of the public

- 16/001. Chairman’s Introduction and Apologies for absence** – Chair welcomed everyone and wished them a Happy New Year. Residents from Lockspit Hall Drove have written to thank Clerk/Assistant Clerk for their help in getting the dragon patcher to do pothole work on the Fen. Apologies accepted from SCDC Cllr Harford (ill).
- 16/002. Public participation – Standing Orders to be suspended** - Cllr Richards arrived at 7.18pm. No comments from the public.
- 16/003. 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 Berenger declared a pecuniary interest in 16/005 (development applications) and Cllr Collier declared a pecuniary interest I 16/006. Both Cllrs will leave the room during discussions and take no part in the vote.
- 16/004. Minutes** – Minor typos amended. Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd December 2015 be signed as a correct record. **RESOLVED.**
- 16/005. Reports**
 - **SCDC** – report circulated prior to the meeting. Cllr Edwards stated that Civic Affairs met today to consider response to the Boundary Commission review. It is recommended that Cottenham change to a 2 member ward and that Oakington will move out of the ward.
 - **CCC** – report circulated prior to the meeting. No comments.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Aquarious have been in touch regarding pump inspection/service. Clerk to arrange and let Cllr Morris know date so that he can show the new pumps. Election Officer has been in touch regarding using the Hall on 5th May. Assistant Clerk liaising. Cllr Nicholas asked for works on Leopold Walk to be chased up with Highways.
 - **Major development applications** - update on current and imminent planning applications – Cllr Berenger left the room at 7.25pm and took no part in discussions. Cllr Morris confirmed that no date had been set as yet for the Gladman and Endurance applications. There has been no news from Persimmon since the exhibition. The County Council have now stated their intentions regarding the building of up to 300 houses on their land on Rampton Road. Cllr Jenkins said that he will repeat our comments that it is hostile and it is clear that County are operating inappropriately. Cllr Mason said that he won’t support that plan unless CPC guides otherwise. Cllr Morris has registered to speak and read through his draft response. Minor amends made. Resolution that ‘hostile’ be replaced with ‘inappropriate/insensitive’. **RESOLVED.** Cllr Berenger returned to the room at 7.38pm.
 - **Neighbourhood Plan** – update on survey and next steps – Cllr Morris ran through the report. Postal survey deadline is 18th January and 21st January for online surveys. Various people have been leafletting areas of poor response over the weekend. The retail outlets have all been very helpful. Initial findings on 28th January. CCC Cllr Jenkins left the meeting at 7.43pm.
 - **Update on appointment of Architects for new Village Hall** – An unbiased method was used to decide the running order of the architects at meeting to be held on 18th January. Barber Casanovas Ruffles will present first followed by Wilby & Burnett.
 - **Update on Non-Domestic Rates liability** – Cllr Morris stated that rates have been triggered by the new Pavilion. The evaluation has been done and we have been told that we can claim at least 50% off.

16/006. Finance

Income	Description	Net	Gross	
Jane Williams	Invoice for October 15	£ 184.00	£ 220.80	

Day Centre	Invoice for November 15	£ 200.00	£ 240.00	
Michelle Plowman	Invoice payment for August 15, Sept 15 & Oct 15	£ 2,520.00	£ 3,124.00	
Debbie Prince	Invoice payment for Oct 15 & Nov 15	£ 35.00	£ 42.00	
Curry Palace	Towards the Christmas tree	£ 50.00	£ 50.00	
Churchend Carpets	Towards the Christmas tree	£ 20.00	£ 20.00	
Allotments	Water charges	£ 108.53	£ 130.24	
HMRC	VAT payment to end of November 15	-	£ 13,603.53	
Cottenham Colts	Village Hall hire	£ 150.00	£ 180.00	
Rugby Club	Invoice payment	£ 350.00	£ 420.00	
		£ 3,617.53	£ 18,030.57	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for January 16	£ 3,530.08	£ 3,530.08	
HMRC	Tax and NI for January 16	£ 381.79	£ 381.79	
SSE Southern Electric	Electricity bill for the Recreation ground DD	£ 1,070.80	£ 1,284.96	426
Cambridge Water Co	Water bill for the Recreation ground DD	£ 829.19	£ 829.19	428
Nick West	Cleaning costs - Labour re Village hall (Oct & Nov 15)	£ 1,231.88	£ 1,231.88	431/438
AJ King	Erect fencing/Supply and fit two gates/Paint fence	£ 700.00	£ 840.00	433
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	444
Connections Bus	Visits from Sept 17th - Dec 3rd (9 Visits)	£ 2,178.00	£ 2,178.00	446
The BC Group Trust	Felling trees/scrub (Crowlands Manor) extra work	£ 860.00	£ 860.00	447
Sports & Social Club	Invoice for contract services Oct- Dec 2015	£ 1,080.00	£ 1,080.00	448
Enventure Consultancy	Neighbourhood plan survey - Phase 1	£ 6,885.00	£ 8,262.00	450
		£ 21,282.98	£ 23,521.38	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Green and Purple Ltd	Monthly accountancy support & Payroll (2 invs)	£ 170.00	£ 204.00	422/423
Royal British Legion	Donation re Wreath	£ 35.00	£ 35.00	424
SSE Southern Electric	Electricity bill for the Pavilion DD	£ 315.24	£ 378.28	425
Cambridge Water Co	Water bill for the Bowls club/Allotments DD	£ 370.29	£ 370.29	427
AC Leigh	12 Sigma Cylinder key (servant & master) + post	£ 97.00	£ 116.40	429
Cromwell Fire Ltd	Service charge and Fire Extinguishers x 2	£ 296.07	£ 355.28	430
Playdale Playgrounds	VAT payable for repairs	£ -	£ 135.98	432
Debbie Seabright	Exps re Sim card from O2 for alarm system DD	£ 9.47	£ 9.47	434
SSE Southern Electric	Electricity bill for the Pavilion DD	£ 107.12	£ 128.54	435
ABCO Construction	Clear leaves & balls from gutters at Ladybirds	£ 108.00	£ 129.60	436
Elveden Estate & Farms	Christmas tree for the Green	£ 415.00	£ 498.00	437
The BC Group Trust	Crowlands manor work	£ 273.00	£ 273.00	439
City of Ely Council	VAT training course for RFO	£ 100.00	£ 120.00	440
Staples	Stationary and Ink cartridge	£ 97.06	£ 116.47	441
Sam McManners	Expenses re postage and stationary	£ 11.56	£ 11.56	442
Alex Collier	Expenses re Carol Concert	£ 80.00	£ 80.00	443
Green and Purple Ltd	Monthly accountancy support (December 15)	£ 50.00	£ 60.00	445
CSA	Mop/Mop head/Mop handle	£ 28.70	£ 34.44	449
Cottenham Candy	Sweets for Carol Concert	£ 50.00	£ 50.00	451

PPL	Licence cost for sound recordings for Village hall	£ 198.10	£ 237.72	452
Debbie Seabright	2 months cost of O2 Sim card	£ 19.07	£ 19.07	453/454
SSE Southern Electric	Electricity bill for the Green	£ 49.97	£ 52.46	455
		£ 2,880.65	£ 3,415.56	

RFO can't confirm receipt of Kids Only November payment yet but has been assured that it has been paid. Cllr Collier left the room at 7.50pm and took no part in discussions or vote. NB: If agenda item 16/018 isn't approved then this will be removed.

Resolution to pay these invoices. **RESOLVED.**

RFO explained that cheque for CPS was previously signed but not sent. This will now be replaced by a lesser amount now that grant form received with exact amounts.

- 16/007. Management accounts** – to review the monthly management accounts – RFO circulated prior to the meeting.
- 16/008. Bank reconciliation** – to review monthly bank reconciliation – FLAC have reviewed and everything is satisfactory.
- 16/009. Budget 2016/17** – to consider budget requirements for 2016/17 – Cllr Morris outlined. Cllr Heydon clarified that the 2014/15 precept was £202k. Cllr Nicholas queried the interest figure of £1200; RFO clarified that this was based on what we received in 2014/15. Cllr Richards confirmed that the football figure included the Colts. Cllr Collinson queried the Town Ground; RFO stated that the figure wasn't budgeted previously but that we did receive £245 in 2014/15. Expected income £45,740. Expenditure: expenses are increasing mainly due to having two new staff members. Open spaces – this has been broken down into more detail. No figure included for taking over street lighting. Cllr Young clarified that the cricket squares weren't yet approved as a project. Cllr Morris explained the Highways projects. No specific figure to be added for summer Festival at this stage. Total budget increased to £206,939.
- 16/010. Capital projects** – to review capital projects and possible financing for 2016/17 – Cllr Morris ran through the projects. There are various capital projects that we could use S106 reserves for.
- 16/011. Precept 2016/17** – Resolution to set a precept for 2016/17 of £206,939. **RESOLVED.**
- 16/012. Co-option** – to consider co-option to fill 2 vacancies on the Council – Three candidates introduced themselves. Following a vote Jonathan Graves and Karen Hodson were co-opted. All candidates thanked for putting themselves forward.
- 16/013. Cottenham Cares** – Resolution to waive fee, bond and PLI for use of the Village Green for weekend camping event on the condition that participants sign personal indemnity. **RESOLVED**
- 16/014. Youth Working** – to consider the appointment of a part-time youth leader – Item deferred.
- 16/015. Electoral Review** – to consider response to Electoral review consultation (ends 1st Feb) – Letter regarding the review supplied in reports pack. Resolution to delegate authority to Cllrs Collinson, Heydon and McCarthy to compile response and circulate via email prior to submitting. **RESOLVED.**
- 16/016. External audit** – to consider report on the external audit – outlined. There was one very small amendment to the figures otherwise the audit was satisfactory.
- 16/017. Tenison Manor tree belt** – to consider update on works – Clerk to write to residents abutting the tree belt to ascertain their views on what work is required. Need to confirm ownership of landlocked field behind the tree belt.
- 16/018. VAT course** – Resolution that RFO attends a VAT training course at a cost of £100 + VAT. **RESOLVED.**
- 16/019. Yesteryear Road Run** – Resolution to grant permission for use of the Village Green on 24th April for the Yesteryear Road Run with fees waived. **RESOLVED.** Contract to be sent.
- 16/020. Removal of hedging at Rec Ground** – to consider CALF recommendation to retain hedge and move the bund and pitch accordingly to create additional space for parking – Cllr Morris outlined. Planning permission required for car parking extension.
- 16/021. Annual bike show** – to consider CALF recommendation to grant permission for use of the Village Hall/Rec Ground car park on 23rd July (subject to public liability, hire costs & signing of agreement form) – Cllr Morris ran through the background to this item. Standing Orders suspended at 8.50pm. Brian Dean spoke to outline details of what facilities would be required; date for event not 30th July with approx. 100-200 people and 50 motorbikes. Cllr Collinson queried how this would dovetail with any sports fixtures; if cricket match being played we need to ensure sufficient parking but the 2 events wouldn't encroach. Cllr Richards commented that the current location doesn't cause any issues with parking. The reason for moving the event is that it has grown beyond the size of the existing venue. It was mentioned that if the event was to

raise money for charity it could help with waiving any venue fees. Standing Orders reinstated at 8.56pm. Clerk to send standard agreement to Brian.

- 16/022. Cricket Club** – to consider request from the Club relating to security of tenure – Cllr Mudd outlined the request. Cllr Collier left the room at 9.02pm. Cllr Young requested clarification that there was no monetary requirement; no. Cllr Collier returned to the room at 9.05pm. There is no implied charge on the land or on CPC. Resolution that Cllrs Morris and Mudd draft a letter stating security of cricket club tenure. **RESOLVED.**
- 16/023. Open Spaces Society** – to consider renewal invitation (annual cost £45) – Item deferred.
- 16/024. Matters for consideration at the next meeting** – Northstowe town planning and drainage (Cllr Heydon), Northstowe public meeting (Cllr Heydon), Gun Club/Harradine – Planning Committee (Cllr Bolitho), Coolidge Gardens potholes (Highways Committee), bus shelter, pension arrangements, sandbags (Cllr Ward)
- 16/025. Dates of next meetings** – CALF 19th Jan, Planning 21st Jan, FLAC 26th Jan, Full 2nd Feb.
- 16/026. Close of Meeting – 9.10pm.**

Signed _____ (Chair) Date _____