

**Minutes of Full Parish Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> August 2015 at 7.15pm

**Present:** Cllrs Morris (Chair), Collinson, Heydon, McCarthy, Nicholas, Ward and Wotherspoon and Clerk (Jo Brook), Assistant Clerk (Sam McManners), RFO (Debbie Seabright), SCDC Cllr Harford and CCC Cllrs Jenkins & Mason

**In attendance:** 2 members of the public

- 15/183. Chairman’s Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Mudd (holiday), Richards (personal) and Young (holiday). Cllrs Berenger and Collier arrived at 7.21pm.
- 15/184. Public participation – Standing Orders to be suspended** – no questions.
- 15/185. 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 – none received.
- 15/186. Minutes** – Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 7<sup>th</sup> July be signed as a correct record. **RESOLVED.**
- 15/187. Reports**
- **SCDC** – report circulated prior to the meeting – no questions.
  - **CCC** – report circulated prior to the meeting – no questions.
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Updates: the Telegraph Street HCV signs are due for delivery 5<sup>th</sup> August and will be installed by the end of the following week. Playdale have been given the go ahead by the insurance company to carry out the repairs to the play equipment; Playdale to invoice them directly. The new gate (second version) has already been collected and Andrew will install shortly. VH users have asked for an update as to when the sewerage works will be taking place. A video produced about the War Memorial has been circulated; Clerk to add to website/Facebook. SCDC have been in contact to state that the block paving on the Dunnocks isn’t swept due to possible damage to the machinery. Correspondence – SCDC have written regarding a consultation about District Cllr elections; notification of blood donor sessions on 19<sup>th</sup> August at the College.
  - **Skatepark** – to receive an update on the project – Cllr Morris reported that the project is complete! Final claim for grants has been submitted. SCDC will be sending Building Regs to take a look at the site and WREN may well want to look before payment. User agreement for the ‘club’ needs to be prepared. There is also some groundworks to tidy up which will be done as part of the third field drainage project. RFO arrived at 7.30pm.
  - **Changing rooms** – to receive an update on the project – Cllr Morris reported that there is a project meeting tomorrow. The floor screeds and underfloor heating has been completed. The project is currently coming in within budget and the grant claims are going well.

**15/188. Finance**

Income	Description	Net	Gross	
Michelle Plowman	Rent for May 2015	£ 770.00	£ 924.00	
Debbie Prince	Rent for June 2015	£ 21.00	£ 25.20	
Jane Williams	Rent for June 2015	£ 264.50	£ 317.40	
Cottenham Day Centre	Rent for June 2015	£ 250.00	£ 300.00	
HMRC	Vat repayment for June 15	-	£ 13,095.05	
Colts Football club	Parking on the recreation ground	£ 150.00	£ 180.00	
Ladybirds	Quarterly rent	£ 1,554.95	£ 1,554.95	
		<b>£ 3,010.45</b>	<b>£ 16,396.60</b>	
<b>Expenses over £500</b>				

Beneficiary	Description	Net	Gross	code
Salaries	Salaries		£ 2,689.13	
CUSSC	Contract services Apr- June 2015	£ 1,080.00	£ 1,080.00	318
Nick West	Labour costs for cleaning of the VH - May 15	£ 621.00	£ 621.00	324
C.J Murfitt Ltd	Works completed Wilby and Burnett cert 3	£ 103,541.74	£ 124,250.09	327
AJ King	Monthly contract cost - July 2015	£ 2,536.24	£ 3,043.48	331
Aquarius Liquid Eng	Inspection of the Pumping station	£ 496.20	£ 595.44	333
		<b>£ 108,275.18</b>	<b>£ 132,279.14</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
HMRC	PAYE and NI	-	£ 489.75	
HPN Chartered Architects	Re-build evaluation costs for L'birds/VH	£ 125.00	£ 150.00	316
The BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00	317
Cromwell Fire Ltd	Fire Extinguisher call out charge	£ 69.72	£ 83.66	319
Wheelscape	Skatepark opening prizes	£ 300.00	£ 360.00	320
A Mappedoram Electrical	Dusk to dawn head and fitting	£ 40.99	£ 49.18	321
Fen Edge Community Ass	Yearly membership	£ 15.00	£ 15.00	322
Debbie Seabright	Stamps and envelopes	£ 14.96	£ 14.96	323
Nick West	Reflector lamps x 2	£ 23.00	£ 27.60	325
Nick West	Vileda mop head and Handwash	£ 20.47	£ 24.56	326
Cottenham Primary School	Advert in the school mag re the Connections bus	£ 50.00	£ 50.00	328
3rd Cottenham Brownies	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Brownies	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Cubs	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Rainbows	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
Green & Purple Ltd	Monthly accountancy support	£ 250.00	£ 300.00	330
AJ King	Extra re Grass cutting WARG field	£ 83.00	£ 100.00	332
Sam McManners	Phone card	£ 4.97	£ 4.97	
		<b>£ 1,547.11</b>	<b>£ 2,119.68</b>	

Resolution to pay these invoices. **RESOLVED.** CCC Cllrs Jenkins and Mason left the meeting at 7.31pm.

- 15/189. Management accounts** – to review the monthly management accounts – FLAC have reviewed the accounts and they are ok.
- 15/190. Bank reconciliation** – to review monthly bank reconciliation – Everything is in order. Cash in the bank is currently more than the remainder of the bills for the changing rooms so we are in good shape.
- 15/191. Insurance renewals** – to review insurance renewal quotes – FLAC have reviewed quotes received from suppliers following meetings with them to detail our requirements. The recommendation is to accept quote from Zurich although there is one outstanding query. Resolution that in principal we accept quote from Zurich subject to clarification of outstanding point regarding limitation of liability. **RESOLVED.**
- 15/192. Technical support** - Consider ongoing accounting technical support for RFO – Cllr Morris outlined. Resolution to retain Green & Purple technical support for a fee of £50 per month from October 2015. **RESOLVED.** Resolution to retain Green & Purple for payroll services at a cost of £90 per quarter + an additional £90 at year end. **RESOLVED.**
- 15/193. Library summer reading challenge** – Resolution that Cllr Morris represent CPC at the presentation event on 24<sup>th</sup> Sept at 3.45pm. **RESOLVED.** NB: Cllr Ward potentially available.
- 15/194. Kettlebells** – Resolution to permit use of the Village Green for 3 kettlebell exercise sessions. **RESOLVED.**
- 15/195. Tenison Manor buffer zone** – to consider maintenance for the zone behind Kingfisher Way/Woodlark Drive – Cllr Nicholas outlined. Met with BC Trust onsite. The row of trees is very dense and there were concerns about branches overhanging residents properties. Resolution that we commit to 4 months work up to £2k with a progress report after the first month. **RESOLVED.**

- 15/196. Public art working party** – to consider setting up a working party to look into suggestions on how we spend public art S106 monies – item delegated to CALF Committee.
- 15/197. Cottenham Feast** – to consider permission to use the Village Green for the annual Feast – Resolution to permit use of the Village Green for the annual Feast. **RESOLVED.** NB: CPC to have a stall at the event.
- 15/198. S106 indemnity** – to consider signing S106 agreement for payment of public open space and community facilities contributions relating to development R/o 64 Rampton Road – Resolution to sign S106 agreement relating to development r/o 64 Rampton Road. **RESOLVED.**
- 15/199. Street Lighting** – to consider a detailed response to County Council proposals for night-time dimming of street lighting– Cllr Nicholas outlined. Concerns raised about lights being turned off in alleyways i.e. Leopold Walk and Wilkin Walk plus sheltered housing areas i.e. Franklin Gardens. Cllr Collinson stated that he thought it appalling that our County Councillors had left the meeting prior to this item being discussed and that the idea of turning off lights was positively dangerous. To leave densely populated areas unlit could cause issues with safety. Residents should be made aware that they are being charged twice for a worse service from their County Council. Cllr Collier pointed out that although there is a perception of increased crime the statistics for areas that have already had lights switched out show that there hasn't been an increase in crime. Resolution that Cllr Morris will draft a letter to the County Council, copied to our County Councillors and MP. Letter to express our concerns regarding the extent of the switching off. Letter to be circulated for comment prior to sending. **RESOLVED.** Cllr Nicholas to complete exercise to check lights and report back at the next meeting.
- 15/200. Post Office** – to consider endorsement of the Working Party recommendation – Cllrs Morris and Nicholas have met with the various parties involved. The intention is to have a 'Post Office Local+' from January 2016 which will be based in Shaun's News. It was confirmed that items that can't be delivered will continue as present with the homeowner receiving a card and then being able to collect the item from Shaun's. Resolution to support the recommendation for a Post Office Local+ to be located at Shaun's News. **RESOLVED unanimously.** NB: Jig has got to have his business plan approved and there will be a consultation, probably in October. CPC to publicise this.
- 15/201. Recreation Ground Third Field** – to consider weed killer and fertiliser treatment by Andrew King for material cost of less than £200+VAT – Cllr Morris outlined. Resolution to apply weed killer & fertiliser treatment to the rec ground 3<sup>rd</sup> field at a cost of less than £200+VAT. **RESOLVED.**
- 15/202. Insurance** – to consider acceptance of the quotation from Zurich Insurance - Duplicate item.
- 15/203. Caretaker** – to consider recruitment of a part-time Caretaker for the Sports Pavilion – Cllr Morris outlined. HR group to go through process of recruitment (either employee or contractor) and produce job/person spec + advert. Resolution to delegate recruitment of a part-time Caretaker for the Sports Pavilion to the HR working party. **RESOLVED.**
- 15/204. Matters for consideration at the next meeting** – Christmas carol concert (Cllrs Berenger & Collier), Northstowe update (Cllr Heydon), Speedwatch update (Cllr Heydon), Road signs (Cllr Collier), Remembrance day
- 15/205. Dates of next meetings** – Planning 6<sup>th</sup> Aug, Highways 11<sup>th</sup> Aug, Planning 20<sup>th</sup> Aug, FLAC 29<sup>th</sup> September, Full 1<sup>st</sup> September
- 15/206. Close of Meeting** – 8.35pm.

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