

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 5th June 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, McCarthy, Mudd, Nicholas, Smith, Ward, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 2 members of the public

- 18/113. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Wilson (holiday), Wotherspoon (personal) and SCDC Cllr Gough (meeting).
- 18/114. To accept Declarations of Interest and Dispensations** – None received. Cllr Young arrived 7.17pm.
- 18/115. Minutes** - Cllr Bolitho queried whether the issues log had been published. Clerk unable to update website currently due to transfer of host. Minor amendments made. Resolution that the amended minutes of the Full Council meeting held on 8th May 2018 be signed as a correct record. **RESOLVED.**
- 18/116. Public participation** – None present.
- 18/117. Reports**
- **SCDC** – report circulated prior to the meeting. Visit planned to Setchell Drove on 18th June at 2.30pm (Cllrs Graves, Morris and Wilson attending). SCDC Cllr Wilson is currently trying to track down the street naming officer on behalf of Cllr Bolitho and will revert shortly. Cllr Smith asked if the names of SCDC Cllrs on the Planning Committee were yet known; info has been published on the SCDC website. For info SCDC Cllr Wilson has been appointed to the Greater Cambridgeshire Partnership Assembly and Licensing Committee (a sub on the Planning Committee) whilst SCDC Cllr Gough is Portfolio Holder for Environmental Services. Regarding the Community Chest and Energy grant schemes there is no timescale regarding when they will be reinstated.
 - **CCC** – No report. Noted that there had been a clash between the Mayor and GCP over large transport schemes.
 - **Clerk** – report circulated prior to the meeting. Cllr Gledhill arrived at 7.15pm. Clerk flagged changes to the website hosting. Tree surveys have been undertaken and a number of trees marked as requiring urgent removal; Clerk has instructed tree surgeon accordingly and work will be undertaken 8th and 11th June. Noted that the resident-created pond on Brenda Gautrey Way may have health and safety implications for the Parish Council; need to monitor via Groundsman.
 - **Major developments** – As report. CCC site – unclear whether this has been transferred and the timescales for building. Amey – CPC has recommended refusal on various grounds. Cllr Graves is meeting with EA Ops Manager next week regarding concerns with the Lode; Cllr Morris to join meeting if possible. Bellway – appear to be a number of enforcement issues which will be passed to SCDC.
 - **Highways Improvements update** – Beach Road still outstanding due to mismanagement. County Highways and contractor still in discussions.
 - **GDPR** – As per report. Need to put email backed process in place. Cllr Dewey is in the process of setting up Cllr emails. Need to review email retention policy.
 - **Tenison Manor adoption** – as per report.
- 18/118. Annual Governance Statement** – Resolution to approve the Annual Governance Statement 2017/18 as part of the Annual return for the year ended 31st March 2018. Cllr Dewey proposed. **RESOLVED.**
- 18/119. Accounting Statements** – Resolution to approve the Accounting statements 2017/18 as part of the Annual return for the year ended 31st March 2018. Cllr Smith proposed. **RESOLVED.**
- 18/120. Year-end Accounts** – Consider the year-end accounts for 2017-2018 – Noted.
- 18/121. Consultation** – Consider response to government consultation on Powers for dealing with unauthorised development and encampments (by 15th June) – General agreement that the process needed to be more streamlined and was currently too slow. Cllrs Collinson and Nicholas to provide response accordingly.
- 18/122. Histon Road consultation** – Consider response to consultation on Histon Road improvements (by 2nd July) – Cllrs Dewey and McCarthy to provide response and circulate.
- 18/123. Training** – Consider Cllrs attending CAPALC Chairmanship and Councillor Finance training courses – Cllr Morris to attend Chair training. All other requests to the Clerk.

- 18/124. Neighbourhood Plan** – consider publicising the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 – Cllr Morris ran through the report. Started the environmental assessment today. Some discussion regarding status of Ramphill Farm which is currently in the open countryside. This could be changed at a later date i.e. in response to the SCDC Local Plan. Any significant changes would need a further referendum. Two residents arrived 8.24pm. Cllr Morris ran through details of the proposed development framework. Resolution to publicise the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. Proposed Cllr Morris. **RESOLVED.**
- 18/125. Village Hall** – consider applying for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £24,000+VAT) – Cllr Morris ran through the pack. Noted that there are now promises of £550k in S106 payments towards the project. Discussions regarding business plan income; current tenants would cover the operating costs but can't predict extra income. Discussions for/against going ahead now or delaying further (which would increase costs). Cllr Young requested a recorded vote. Resolution to apply for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £20,000+VAT. Cllrs Bolitho, Collinson, Dewey, Gledhill, Graves, Kidston, McCarthy, Morris, Mudd, Nicholas, Smith and Ward all voted for; Cllr Young voted against. **RESOLVED.**
- 18/126. Early Years Nursery** – consider applying for full planning permission to build a 50-place Early Years Nursery (architect and consultant costs not to exceed £10,000+VAT) – Large S106 contribution, including early years, totals £750k (not all can be used against the nursery). The design will meet current demand and it could be several years before additional provision is required. The proposed location won't encroach on pitches but we will need to reconfigure the play space. Resolution to apply for full planning permission to build a new Early Years Nursery (architect and consultant costs not to exceed £10,000 + VAT). Proposed Cllr Morris. Recorded vote requested. Cllrs Bolitho, Collinson, Dewey, Gledhill, Graves, Kidston, McCarthy, Morris, Mudd, Nicholas, Smith, Ward and Young all voted for. **RESOLVED** unanimously.
- 18/127. War Memorial** – consider applying for relevant planning permission to affix centenary commemorative plaque and four eye-bolts to war memorial – Cllr Morris outlined. Discussions regarding suitability of plaque being added to the existing memorial. Resolution to apply for Listed Building consent to affix a commemorative engraved bronze plaque to the memorial and four eye-bolts to the plinth. Amended resolution: apply for Listed Building consent to attach four eye-bolts to the plinth. **RESOLVED.**
- 18/128. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70	
Ladybirds	Oil and Water payment	£1,308.06	£1,308.06	
Cottenham Colts	Annual invoice	£1,661.00	£1,993.20	
South Cambs District Council	Hire of Village Hall for Election	£137.50	£165.00	
Overpower fitness	Monthly invoice	£36.00	£43.20	
Sports & Social Club	Quarterly invoice	£2,600.00	£3,120.00	
HMRC	VAT payment	-	£1,312.62	
		£6,616.48	£8,990.78	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 18	£4,192.26	£4,192.26	-
HMRC	Tax and NI for May 18 (month 2)	£915.10	£915.10	-
Dom Sylvester	Painting of 5 benches and a picnic table	£510.00	£612.00	1143
SSE Southern Electric	Electric bill for the green	£428.64	£514.36	1145
CAPALC	Annual Membership	£724.19	£724.19	1146
Calor	Gas delivery for the Pavilion (DD)	£902.38	£947.50	1147
Green and Purple	Year end accounts	£800.00	£960.00	1148
AJ King	Groundsman contract cost	£3,166.67	£3,800.00	1153
King and Co	Purchase of Land at 60 Lambs Lane	£10,841.00	£10,997.00	1154
Thomson, Webb and Corfield	Buyer Legal costs re 60 Lambs Lane	£2,006.00	£2,406.00	1155

Cottenham Colts	Agreed grant towards Goal posts/Nets	£976.80	£976.80	1163
SSE Southern Electric	Electric bill for Recreation Ground (DD)	£2,211.01	£2,775.18	
Nick West	Cleaning of VH for April	£560.25	£560.25	
		£28,234.30	£30,380.64	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (June 18)	£182.94	£182.94	
Clerk	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1139
Assistant Clerk	Expenses re Phone top up & Cable ties	£6.99	£6.99	1140
RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1141
Cottenham Primary School	Removal of damaged fence & fitting new one.	£330.00	£330.00	1142
Business Consultancy Services	Payroll processing and end of year paperwork	£63.25	£75.90	1144
RFO	Old printer repair check/New ink cartridge	£51.00	£51.00	1149
Assistant Clerk	Exps re refreshments for T&T group	£4.94	£4.94	1150
Clerk	Exps re refreshments for the APM	£6.82	£6.82	1151
Bridgeman Maintenance	Work on notice boards	£260.00	£260.00	1156
RFO	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1157
Online Playgrounds	Swing hanger for broken swing at playground	£76.50	£91.80	1158
Staples	Stationery, printer cartridges and toner	£169.24	£203.09	1159
SSE - Southern Electric	Electricity invoice for the Pavilion (DD)	£329.56	£395.47	1160
Staples	Laserjet Toner Cartridge	£89.49	£107.39	1161
Cottenham Primary School	Advertising in the School magazine	£250.00	£250.00	1162
Rospa Play Safety	Annual inspection	£192.50	£231.00	1162
Old West Internal Drainage Board	Agricultural drainage rates	£77.04	£77.04	
		£2,126.81	£2,312.65	

Amends made to expense over £500 (SSE and gross figure). Staples are sending a credit note of 10% against invoice for £169. Cllr Dewey Proposed. Resolution to pay these invoices. **RESOLVED.**

- 18/129. Management accounts** – to review the monthly management accounts – Not available.
- 18/130. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 18/131. Matters for consideration at the next meeting** – Street naming, Gun Club, cycleways. Standing Orders suspended 9.16pm. Chair checked whether residents wished to make any comments; merely observing. Standing Orders reinstated 9.17pm.
- 18/132. Dates of next meetings** – Planning 7th June, CALF 19th June, Planning 21st June, FLAC 26th June, Full 3rd July
- 18/133. Close of Meeting** – 9.17pm.

Signed _____ (Chair) Date _____