

Minutes of the Annual Meeting for Cottenham Parish Council

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 8th May 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Gledhill, Kidston, Mudd, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and RFO

In attendance: 3 members of the public

- 18/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office.** Cllr Morris was elected and Declaration signed accordingly.
- 18/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office.** Cllr Young was elected and Declaration signed accordingly.
- 18/087. Chairman's Introduction and Apologies for absence** – New Cllrs were welcomed. Apologies accepted from Cllrs Graves (holiday), McCarthy (sick) and Nicholas (personal).
- 18/088. 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. (NB this does not preclude any later declarations).* None received.
- 18/089. Minutes** - Resolution that the minutes of the Full Council meeting held on the 3rd April 2018 be signed as a correct record. **RESOLVED** (with minor typos amended).
- 18/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opt). Cllrs Gledhill and Wilson added.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opt). Cllr Kidston added.
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4). Cllr Kidston added.
 - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling). Cllr Gledhill added.
- 18/091. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
 - HR (Cllrs Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllr Ward). Cllr Dewey added.
 - Drainage & Flooding (Cllrs Graves, Morris, Ward)
- 18/092. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young). Cllr Kidston and SCDC Cllr Gough added.
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward). Disbanded
 - Public Art – bench (Cllrs Nicholas, Richards & Ward). Disbanded
 - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk)
 - Village Hall Upgrade (CALF/FLAC - Cllrs McCarthy, Morris, Nicholas, Young, the Clerk & RFO). Cllr Wilson added.
 - Youth (CALF – Cllr Gledhill)
 - Communications (Cllrs Collinson, Dewey & Smith). Disbanded.
 - Centenary (Cllrs Dewey, Morris, Smith & the Clerk)
- 18/093. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustee, Cllr Mudd)
 - Church and Causeway Charity (Trustee). Defer
 - Cottenham Community Centre (Trustee, Cllr Wilson)
 - Cottenham Primary School (Rep, Cllr Morris and the Clerk)
 - Cottenham Village College (Governor). Defer
 - Mobile Warden Scheme (Trustee, Cllr Collinson)
 - Ladybird Pre-School (Trustee). Defer
 - VH Users – (Rep, currently Cllr Richards). Disbanded.

18/094. Review Parish Council Officers:

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

18/095. To review policy recommendations by Committees

- Child Protection (adopted November 2013)
- Code of Conduct (amended July 2015). Being updated by NALC later this year. To be reviewed by Standards.
- Communications (adopted March 2018)
- Complaints procedure (amended July 2015)
- Equal Opportunities (amended July 2017)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- Health & Safety (adopted October 2014). No mention of specific legislation; FLAC to review.
- IT & Communications (adopted October 2015). Need to review security section and add specific mention to length of time before screensavers go on. To be reviewed by FLAC.
- Risk Assessment (amended March 2018)
- Standing Orders (adopted July 2012) amended June 2016. FLAC to review.
- Training & Development (adopted April 2018)
- Asset Register (amended April 2018)

18/096. Public participation – Standing Orders suspended 7.49pm. SCDC Cllr Wilson introduced herself and SCDC Cllr Gough. She thanked Tim Wotherspoon and Lynda Harford and congratulated the Chair and Cllrs on their election. They are very much looking forward to serving the village and have already met with the Clerk to go through particular issues. Cllr Wotherspoon mentioned that he had already congratulated the new District Cllrs and mentioned Simon Edwards, who should also be thanked. Cllr Wotherspoon is happy to assist with a smooth transition. Standing Orders reinstated 7.52pm.

18/097. Reports

- **SCDC/County combined report** – Met with Flood team on 27th April re. Racecourse View discharge of conditions re. the ditch. Roads – currently need £18m per year for upkeep and County are spending £14m; this will be reduced to £8m going forward. Question of whether the priorities are right. Has asked for a survey of Setchell Drove/Lockspit Hall to see whether they would be suitable for the Challenge Fund. Sebastian Kindersley has mentioned possible legal action against the Planning Inspectorate re. the lack of action on the Local Plan; report expected in July. Cllr Young requested a monthly update on the Local Plan going forward.
- **Clerk** – Cllrs reminded to check their Register of Interests forms and update as necessary. FLAC to review the series of malicious posters to check whether there are any genuine comments. Cllr Bolitho requested that the issues log is published on our website.
- **Major developments** – Standing Orders suspended 8.11pm. Query whether the new SCDC Cllrs were on the Planning Committee; not yet allocated roles. Standing Orders reinstated 8.11pm. Standing Orders suspended 8.13pm. Cllr Young asked the District Cllrs for their views on the Amey planning application. SCDC Cllr Gough didn't believe that the consultation had been satisfactory. Has a number of questions regarding how the application will work in principle but would like an expert view. Standing Orders reinstated 8.16pm. Cllr Collinson queried how we had publicised. Clerk clarified that details of events had been publicised on numerous Facebook sites and there are posters for our planning committee meeting. Was also advertised at the recent Fun Run stall. Discussion whether consultation could be extended.
- **Neighbourhood Plan** – Can't go to Regulation 14 consultation until we get the results of County appeal.
- **Village Hall & Nursery** – Still waiting pre-application report from SCDC.
- **Highways Improvements update** – Beach Road delays have been blamed on the sub-contractor further sub-contracting the work. Delays also with the High Street crossing. There has been no response to date from Cadent regarding damage to pavements from their vehicles. 2 members of public left the meeting at 8.32pm.

- 18/098. Internal audit** – Consider review of internal audit report – RFO reported that the auditor was happy with our processes. She has suggested a form to look at the scope of our audit for next year.
- 18/099. Year-end Accounts** – Consider the year-end accounts for 2017-2018 – Need more consistency between the year end and management accounts. Extract from the unaudited accounts will be used at the APM. Full audit not yet complete; item deferred.
- 18/100. GDPR** – consider outline principles of approach to user privacy – Cllr Morris reported that FLAC felt the NALC policies presented were too detailed for a Parish Council. Most of our ‘users’ already have contracts in place but there are still some areas where we need to do further work. Cllr Dewey queried whether we had a Subject Access Request template; Clerk confirmed it was available but not yet checked it through. Cllr Morris clarified the Parish Council possible exemption from having a DPO. Resolution to endorse approach. **RESOLVED.**
- 18/101. Salaries** - Consider HR recommendations for Scale Point revisions – Cllr Morris outlined the HR rationale for the suggested rates. Need to rewrite Clerk and RFO job descriptions and look at our annual review process. Increases will apply from 1st April 2018. Resolution to accept HR recommendations for Scale Point revisions for Clerk, RFO, Asst Clerk and Caretaker. **RESOLVED.**
- 18/102. CPS magazine** – Resolution to have ½ page Connections Bus advert and 2x full page adverts for the Neighbourhood Plan in the CPS magazine at a total cost of £250. **RESOLVED.**
- 18/103. Tree survey** – Resolution to accept quote for tree survey to cover WARG Field, Old Rec, The Pond, Brenda Gautrey Way, Tenison Manor amenity area and the Moat at a cost of £701.46 (no VAT). **RESOLVED.**
- 18/104. Setchell Drove/Lockspit Hall Road** - Consider making representations to CEOs of SCDC and CCC about fly-tipping and road repairs – Cllr Morris outlined the issues. Standing Orders suspended 8.59pm. SCDC Cllr Gough stated that they had attempted to view the site but were unable to reach it due to the state of the road. Standing Orders reinstated 9pm. Farmer at the end of Setchell Drove is willing to put up CCTV. EHO has suggested installing a gate across the road however if the road was closed off then County Highways would un-adopt. Resolution for Cllrs Collinson/Morris/Wilson to write a letter to SCDC and CCC regarding fly-tipping and road repairs for Setchell Drove and Lockspit Hall Road; District Cllrs to be cc’d. **RESOLVED.** SCDC Cllrs Gough and Wilson left the meeting at 9.05pm.
- 18/105. Title transfer** – Resolution to sign the title transfer for land at 60 Lambs Lane adjacent to the Recreation Ground. **RESOLVED.** Two Cllrs to sign and Clerk to witness.
- 18/106. CAPALC membership** – Resolution to renew membership of CAPALC for 2018/19. **RESOLVED.**
- 18/107. Finance**

Income	Description	Net	Gross	
SCDC	Precept (50%)	£164,417.00	£164,417.00	
Cambridge Kids Club	Invoice payment	£ 873.92	£ ,048.70	
Bowls Club	Invoice payment	£ 180.00	£ 180.00	
Aerobics instructor	Hire of Village Hall	£ 92.00	£ 110.40	
Overpower Fitness	Hire of Recreation ground	£ 72.00	£ 86.40	
Baby Clinic	Hire of Pavilion	£ 103.50	£ 124.20	
Ladybirds	Quarterly repayment	£ 1,554.95	£ 1,554.95	
SSE - Southern Electric	Refund following meter reading at the Rec	£ 856.90	£ 1,028.28	
		£168,150.27	£168,549.93	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 18	£ 3,699.83	£ 3,699.83	
HMRC	Tax and NI for April 18 (month 1)	£ 796.82	£ 796.82	-
Sports & Social club	Contract services Jan-Mar 2018	£ 1,080.00	£ 1,080.00	1114
Calor Gas	Gas delivery for the Pavilion DD	£ 563.60	£ 591.78	1115
Groundwork UK	Return of unused grant	£ 2,862.50	£ 2,862.50	1116
Connections Bus	Nine visits during Jan-Mar 18	£ 2,223.00	£ 2,223.00	1117
Birketts	Legal costs re Planning Advice on: Land North East of Rampton Road	£ 825.00	£ 990.00	1118
Nick West	Village hall cleaning cost for Jan-Apr 18	£ 2,176.88	£ 2,176.88	1120-1123

Cambs County Council	Annual Street Lighting Energy bill	£ 1,129.85	£ 1,129.85	1124
Wilby and Burnett	Preparation for Pre-application for Village Hall and Nursery	£ 3,825.00	£ 4,590.00	1125
CAPALC	Cilca training sessions for RFO and Clerk	£ 600.00	£ 600.00	1130
AJ King	Monthly Contract cost	£ 3,166.67	£ 3,800.00	1134
		£ 22,949.15	£ 24,540.66	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (May 18)	£ 156.13	£ 156.13	
Green and Purple Ltd	Support for the RFO (April)	£ 50.00	£ 60.00	1112
RFO	Expenses re Sim card for the Pavilion	£ 8.64	£ 10.37	1113
Business Consultancy	Payroll Processing	£ 28.00	£ 33.60	1119
Sam McManners	Cups & refreshment for APM & Transport meeting	£ 14.60	£ 16.92	1126-1127
Travis Perkins	Paint brush and Wood protection paint	£ 40.62	£ 48.74	1128
PHS Group	Annual admin charge	£ 20.00	£ 24.00	1129
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£ 337.97	£ 405.56	1131
Calor Gas	Delivery charge	£ 17.13	£ 17.99	1132
MP Cleaning Services	Deep clean of toilets & Kitchen	£ 468.00	£ 468.00	1133
Heelis and Lodge	Internal Audit cost for 17-18	£ 420.00	£ 420.00	1135
Cambridge Water	Water bill for Memorial (DD)	£ 34.06	£ 34.06	1136
CSA	Cleaning equipment & Toilet rolls for Village Hall	£ 101.17	£ 121.41	1137
Green and Purple Ltd	Support for the RFO (May)	£ 50.00	£ 60.00	1138
		£ 1746.32	£ 1876.78	

Errors to figures amended. Resolution to pay these invoices. **RESOLVED.**

18/108. Management accounts – to review the monthly management accounts – Noted.

18/109. Bank reconciliation – to review monthly bank reconciliation – Noted.

18/110. Matters for consideration at the next meeting – Defibrillator, Setchell Drove, year-end accounts, Governance statement.

18/111. Dates of next meetings – APM 10th May, CALF 15th May, Planning 17th May, Highways 22nd May, FLAC 24th May, Full 5th June

18/112. Close of Meeting – 9.22pm.

Signed _____ (Chair) Date _____