

Minutes of Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 8th September 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collier, Collinson, McCarthy, Mudd, Nicholas, Richards, Ward, SCDC Cllr Edwards and Assistant Clerk (Sam McManners), RFO and (Debbie Seabright)

15/212. Chairman’s Introduction and Apologies for absence – apologies accepted from Cllrs Bolitho (work), Heydon (ill), Wotherspoon (work) , Young (work) SCDC Cllr Harford (ill), SCDC Cllr Jenkins (hol) and Clerk (Jo Brook – ill)

15/213. Public participation – Standing Orders to be suspended – no questions.

15/214. 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**.

15/215. Minutes – Resolutions that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th August and extra ordinary meeting on 6th August be signed as a correct record - **15/210**. *“SCDC who will have the final say on the matter”* deleted from first paragraph. **RESOLVED**.

15/216. Reports

- **SCDC** – report circulated prior to the meeting - no questions.
- **CCC** – report circulated prior to the meeting – Cllr Morris queried the need the need to ‘preserve differentials’ ref National Living Wage in the Health section. Cllr Collinson noted there was no mention of street lighting despite this being a major service – No CCC Cllrs available to clarify.
- **Clerk** – report circulated prior to meeting. Assistant Clerk reported that the land at the rear of the dissenter’s cemetery is marked as Highways Maintainable and that an extra dog bin should be installed in Lyles Road by mid-October.
- **Changing rooms** – on schedule for completion by 18th September 2015, albeit 3 weeks behind schedule.
- **Northstowe** – Report circulated prior to meeting - Cllr McCarthy requested clarity on the access road/roundabout and the access to Dry Drayton (over A14). Cllr Heydon absent.
- **Speedwatch** – Report circulated prior to meeting - Cllr Heydon absent.

15/217. Finance

RFO amended Net Salary figure to £2,908.40, making total expenses over £500 = £94,412.84 and the Net HMRC PAYE & NI figure to £443.75, making total expenses under £500 = £1,924.86

Cllr Mudd queried why there had been no income from Kids Only since May 2015, RFO to follow up.

Income	Description	Net	Gross	
Jane Williams	Hall Hire July 15	£ 172.50	£ 207.00	
Day Centre	Hire of village hall July 15	£ 200.00	£ 240.00	
CUSSC	Quarterly rent charge and 1 hall rental	£ 2,683.33	£ 3,220.00	
Village hall casual rent	Hall Hire x 6 hours	£ 100.00	£ 120.00	
Colts football club	Yearly invoice	£ 1,041.67	£ 1,250.00	
HMRC	VAT payment for July 15	-	£ 21,222.53	
		£ 4,197.50	£ 26,259.53	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salaries	-	£ 2,908.40	
Nick West	June invoice for cleaning of the village hall	£ 600.75	£ 600.75	337
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	339
C.J Murfitt Ltd	Invoice as per valuation No 4	£ 83,874.41	£ 100,649.29	341
Goldfinch environmental	Visit site of Pavilion & preparation of report	£ 850.00	£ 1,020.00	342
Zurich Insurance	Yearly premium	£ 2,999.81	£ 2,999.81	344

Nick West	July invoice for cleaning of the village hall	£ 614.25	£ 614.25	346
Nick West	Expenses re key cutting/Homebase	£ 28.98	£ 28.98	347
		£ 91,504.44	£ 111,864.96	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
HMRC	PAYE and NI	-	£ 443.75	
Screens and Graphics	Parish council signs	£ 52.76	£ 63.31	334
SLCC	Online Training course	£ 99.00	£ 118.80	335
The BC Group Trust	Work at the Crowlands Manor Site	£ 392.00	£ 392.00	336
AJ King	Grass cutting - Histon Road	£25.00	£30.00	337
Debbie Seabright	Expenses re Stamps	£ 6.48	£ 6.48	340
Staples	Ink cartridge x 3/Paper	£ 89.40	£ 99.28	343
Sam McManners	Stamps x 6	£ 3.24	£ 3.24	345
Jo Brook	Expenses re. toner	£ 11.00	£ 11.00	
CSA Cleaning	Toilet roll/Bleach/Stripper/cleanser/channel Blocks	£ 207.23	£ 248.68	348
AJ King	To collect and erect gate	£ 150.00	£ 180.00	349
AJ King	To supply weed killer to third field	£ 195.00	£ 234.00	349
Green and Purple Ltd	Monthly support and payroll Aug 15	£ 250.00	£ 300.00	350
		£ 1,481.11	£ 2,130.54	

Resolution to pay these invoices - **RESOLVED**

- 15/218. Management accounts** – to review the monthly management accounts – circulated up to end July 2015 – no queries.
- 15/219. Bank reconciliation** – to review monthly bank reconciliation – Cllrs McCarthy and Morris carried out review, all in order.
- 15/220. 2016/17 budgets** – RFO confirmed cut-off date of 24th October 2015 for grant applications. Requests/applications to be advertised on Website, Facebook and Notice Boards. Cllr Berenger queried if we should advertise further afield, maybe talk to CPS and CVC re using ParentMail. Cllr Collier suggested having an email distribution list.
- 15/221. Remembrance Day event** – to consider donation towards Remembrance wreath and Council representative – Resolution to donate £35 **RESOLVED** Cllr Nicholas to represent CPC.
- 15/222. Carol concert** – Resolution to hold concert on 15th December 2015 – **RESOLVED**. Resolution to provide £1,000 towards event – **RESOLVED**. Cllrs Berenger and Collier to form working party and report to next meeting.
- 15/223. Street Lighting (proposals by Cambridgeshire County Council to changes in operational times)** – report circulated prior to meeting. Cllr Nicholas outlined main points and proposed we keep approx. 62 lamps on (dimmed) for the benefit of residents. To date no responses have been received from ~~C_{CC} or SCDC~~ to previous communication. Cllr Morris to write a further letter querying ~~C_{CC}~~ policy to protect the lamps in and around sheltered accommodation areas, pedestrian crossings and footpaths leading to a main road. Resolution for CPC (~~UNDER PROTEST~~) to pay for lighting to remain on as per Cllr Nicholas's recommendations **RESOLVED** (~~UNDER PROTEST~~) Cllr Nicholas was thanked for his dedication and hard work on the project.
- 15/224. Neighbourhood Plan** – Report circulated prior to meeting. Cllr Morris reported that we had received approx. 100 responses to survey with up to 50 named consultees. Following a meeting with Cllrs Collinson, Harford and Morris; Rampton PC have declined to join forces with us. Resolution authorising the WP to apply for area designation and proceed with the house-to-house survey; including up to £5,000 budget for survey preparation, printing, analysis and reporting - **RESOLVED**
- 15/225. Village Hall refurbishment** – Cllr Morris outlined short and long term recommendations. The general opinion was that it needed updating ~~and to wait for outcomes on major building developments~~. WP to report to next meeting.

- 15/226. Child-designed road signs** – Cllr Collier said that Screens and Graphics will provide signs free of charge. Cllr Collier to liaise with Balfour Beatty before installation for their permission. County to [advise on locations before we fit](#). Resolution to pay ([reasonable costs](#)) for fittings - **RESOLVED**
- 15/227. Laptop** – Resolution to destroy laptop following expert advice **RESOLVED** (rescind former resolution 15/176)
- 15/228. Councillor co-option** – Resolution to co-opt Paul Gibbs - **RESOLVED** Clerk to contact.
- 15/229. Cottenham Feast** – Resolution to have a stall at the Feast – **RESOLVED** Cllr Richards suggested we have a float to advertise our presence; Cllrs Berenger, Collier and Richards to investigate and report to next meeting.
- 15/230. Changing rooms opening** – Report circulated prior to meeting. Date ~~confirmed~~ [proposed](#) as 10th October 2015, 10:30 and reception for invited guests. Official opening 11:00am, all invited. Tours in small groups will be available. ~~Plaque ordered~~ [Suggestion that a plaque is placed](#) acknowledging main funders and sponsors.
- 15/231. Vacancies on Committees** –Standards to be filled by Cllr Collinson. FLAC to be suggested to Paul Gibbs and Planning to be filled by Cllr Ward on a temporary basis.
- 15/232. Matters for consideration at the next meeting** – Cllr Collier - First Aid and babysitting courses, Cllr Richards - Defibrillator fitting, RFO - Community Centre S106
- 15/233. Dates of next meetings** – Planning 10th Sept, CALF 15th Sept, Highways 17th Sept, Planning 24th Sept, FLAC 29th Sept, Full 6th October
- 15/234. Close of Meeting** 9.18pm

Signed _____ (Chair) Date _____