

Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th July 2016 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Graves, Heydon, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward and Young, Clerk, Assistant Clerk and RFO

- 16/151. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Berenger (work), Bolitho (illness), Collier (will arrive late), Wotherspoon (meeting), SCDC Cllr Edwards (meeting), SCDC Cllr Harford (will arrive late), CCC Cllr Jenkins (meeting), CCC Cllr Mason (illness).
- 16/152. 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.* Both Cllrs Richards and Ward declared a pecuniary interest in item 16/164 (expenses) and will leave the room during discussions.
- 16/153. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 7th June 2016 be signed as a correct record. **RESOLVED.**
- 16/154. Public participation – Standing Orders to be suspended** – no public present.
- 16/155. Reports**
- **SCDC** – report circulated prior to the meeting
 - **CCC** – report circulated prior to the meeting. Cllr Heydon noticed an issue with the new CCC interactive map which suggested that The Cut can be used by horses; this is incorrect. She has contacted CCC Cllr Jenkins accordingly.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. We have received a letter from a younger resident praising the playground but requesting the addition of a see-saw. Clerk to acknowledge letter and item to be added to CALF. Aquarius inspection of pump has been pushed back to September. Keys for the shutter and front door have been passed to Kids Only and Bowls Club; both still need a kitchen key. Cllr Richards was thanked for moving the defibrillator. Asst Clerk confirmed that Beach Road needs to be inspected when wet to look at potential issues. There will be some minor changes to the bus timetable coming into force later this month. White lining on Harlestons Road and Beach Road now done. Work on the picnic tables on the Rec will be done later this week/early next week.
 - **Update on Neighbourhood Plan** – Cllr Morris outlined. Have met with SCDC recently regarding draft policies. Core policies for 4 areas of the village were displayed at the Festival on 2nd July. Awaiting feedback from SCDC which is taking a little longer than anticipated. The next step is to draft a more formal document plus supplementary appendices. This will be followed by a 6 week consultation.
 - **Major developments** – Cllr Morris outlined the report. We have put in our response to the second Gladman application today.
 - **Public Art competition result** – All Saints Church has been awarded £16k subject to contract conditions. This was announced at the Festival.
 - **Remembrance parade** – Cllr McCarthy stated that a training course had now been found but we are still awaiting information regarding the dates. Durman Stearn are lending us the necessary road signs. Tony Clarke + 5 others are assisting with traffic management on the day. Awaiting TTRO from County which is being done as a mass application across villages.
 - **Tenison Manor adoption & maintenance** – Cllr Collier arrived at 7.35pm. Cllr Morris stated that some quotes had been obtained locally for some of the remedial works to the estate and these will be forwarded to Persimmon accordingly.
- 16/156. Village Hall** – to consider choice of external design and planning permission (outline or full) – Cllr Morris summarised the report. Outlines were displayed at the Festival. Following the pre-application advice it appears that we would get permission for some form of building so it may be best to go straight to full permission. Cllr Heydon queried the costs involved. Whilst pre-app advice is free we would pay a reduced fee for permission. The plans were circulated again for information. Some internal refinements required to the office and club room. Concerns were raised over the lift position and it being used as a corridor. The overall cost of the project was mentioned at the Festival and only one negative comment received.

Resolution to authorise the Working Party to proceed with the architects and consultants to seek full planning permission on one or other of the two designs (cost approx. £5,000 to architects; £3,000 to SCDC, £5,000 for site investigation, contamination studies, transport statement and legal fees etc.) **RESOLVED**. Resolution to proceed on the basis of elevation A as per the reports pack (traditional design to mirror the sports pavilion). **RESOLVED**.

- 16/157. Community Right to Challenge** – to consider items suitable for 2017 Expression of Interest for the running of County services – Cllr Morris posed the question of whether we were happy with the services provided by County re. grass cutting etc. Under the Right to Challenge we have the opportunity next year to take the initiative on how some of the services are run/delivered if we believe we can do it better. Further information required on how exactly the process works. Suggested services included verge cutting, gully cleaning, ditch maintenance. Cllr Heydon mentioned possible local community initiatives whereby clearance work is undertaken voluntarily. It was agreed that generally we were in favour of taking on additional work. Further investigation required and item to be brought back to Council.
- 16/158. Crowlands Moat** – Resolution that we initiate a competitive re-tender of works at the Moat. **RESOLVED**.
- 16/159. SLCC** – Resolution to renew membership to the SLCC at a cost of £149. **RESOLVED**. RFO to arrange payment.
- 16/160. Church & Causeway** – Resolution to split £3k from Church & Causeway Charity 50/50 between the Goode Bequest and Dissenters Cemetery. **RESOLVED**.
- 16/161. Star Council Awards** – to consider potential nominations to the Awards – Resolution to submit nominations for Clerk of the Year and Cllr of the Year (Cllr Morris). **RESOLVED**.
- 16/162. Colts Football** – Resolution to permit the Colts Football team to hold annual coaches bbq on the 3rd field at the Recreation Ground on 9th July from 5pm. **RESOLVED**. Cllr Mudd to investigate insurance issues. Cllr Richards suggested going forward that we investigate the installation of a dedicated BBQ area with a shingle bed. Item to be added to CALF agenda.
- 16/163. Document retention** – Resolution to accept FLAC recommendation to adopt NALC Legal topic note 40 dated January 2013 regarding the retention of councils’ documents and records. **RESOLVED**.
- 16/164. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for May 16	£ 100.00	£ 120.00	
Michelle Plowman	May 16 invoice	£ 862.00	£ 1,034.40	
Debbie Prince	April/May 16 invoice	£ 35.00	£ 42.00	
Tara Penfold	Rent of VH on 8th July	£ 60.00	£ 72.00	
Sandra Archer	Rent of VH on 19th June	£ 110.00	£ 132.00	
Cambs football Association	Rent of VH on 16th May	£ 70.00	£ 84.00	
HMRC	VAT payment for April 16	-	£ 1,134.37	
South Cambs District Council	Rent of VH on the 23rd June	£ 91.67	£ 110.00	
Wiser Recycling	Recycling collection costs x 2	£ 376.76	£ 452.11	
Ladybirds	Recouped utility costs	£ 1,413.81	£ 1,413.81	
Cottenham Festival				
Maxine Roberts	Stall (Blind Veterans uk)	£ 8.34	£ 10.00	
Justine Goddard	Stall (Utility Warehouse)	£ 16.67	£ 20.00	
Ros Norman	Stall (Tourmaline Jewellery)	£ 16.67	£ 20.00	
Ms P Wedgbury	Stall (Festival All Saints)	£ 8.34	£ 10.00	
Michelle Plowman	Stall (Kids Only)	£ 20.00	£ 20.00	
Caroline Stevens	Stall (Sandy Smiles)	£ 20.00	£ 20.00	
		£ 3,209.26	£ 4,694.69	
Expenses over £500				
Beneficiary	Description	Net	Gross	code

Salaries	Salary costs for July 16	£ 3,303.42	£ 3,303.42	
HMRC	Tax £261 and NI £346.68 (Cheque)	£ 607.68	£ 607.68	
Legal and General	Pension cost for Apr - July 16 (£48.73 per month)	£ 194.92	£ 194.92	
Cambridge Water Company	6 monthly water bill for Rec ground (DD)	£ 839.07	£ 839.07	583
Browns of Burwell	Burning oil costs at Recreation ground	£ 759.60	£ 797.58	590
The BC Group Trust	Crowlands manor upkeep June 16	£ 532.00	£ 532.00	593
Calor Gas	Gas invoice for the Pavillion	£ 597.15	£ 597.15	595
A J King	Groundman contract monthly cost	£ 2,536.24	£ 3,043.48	601
Goode Bequest	Donation	£ 1,500.00	£ 1,500.00	
Dissenters Cemetary	Donation	£ 1,500.00	£ 1,500.00	
Kompan Ltd	Cost & Installation of playhouse	£ 3,321.49	£ 3,985.78	603
		£ 15,691.57	£ 16,901.08	
Expenses under £500	Description	Net	Gross	code
Green and Purple Ltd	RFO support June 16	£ 50.00	£ 60.00	582
Staples	Office stationary equipment	£ 62.51	£ 75.01	584
TJ Training	Basic first aid training and travel costs	£ 193.45	£ 232.14	585
Old West Internal Drainage Board	Drainage rate for Cottenham	£ 77.04	£ 77.04	586
Debbie Seabright	Expenses re Sim card for Pavillion & Stamps	£ 16.32	£ 16.32	587
Christine Ward	Expenses re Litterpickers x 15	£ 160.38	£ 192.46	588
Business Consultancy Services	Payroll charge for May 16	£ 28.00	£ 33.60	589
TJ Training Ltd	Providing Basic Emergency First Aid course	£ 200.00	£ 240.00	585
Cottenham Library	Donation to Summer reading Challenge (Chq)	£ 150.00	£ 150.00	
Central Source Ltd	Cones & Belt barriers for the rec ground	£ 200.00	£ 240.00	591
Barton Oil	Service of the boiler at the Village Hall	£ 82.00	£ 98.40	592
Southern electric	Electric bill for the Pavillion	£ 239.62	£ 287.54	594
CSA	Cleaning equip/ tea towels/loo rolls for Village Hall	£ 69.69	£ 83.63	596-598
Debbie Seabright	Expenses re 30 mph wheelie bin signs x 250	£ 135.00	£ 135.00	599
The BC Group Trust	Additional work Tree/Scrub work	£ 180.00	£ 180.00	600
Chris Richards	4 x bags plastic balls/bowls/space hoppers/balloons	£ 45.88	£ 45.88	602
Cottenham Primary School	Advertising costs in school magazine	£ 55.00	£ 55.00	604
CB Creative	Festival posters and invitations	£ 60.00	£ 72.00	605
		£ 2,004.89	£ 2,274.02	

Amendments made to stalls for Michelle Plowman and Caroline Stevens; should read £16.67 net. Total net income £3202.60. Cllrs Richards and Ward left the room at 8.23pm and took no part in discussions. An amendment was made to Cllr Richards expenses total and the second TJ Training invoice removed (duplicate). It was clarified that the Old West invoice was for the Town Ground. The BC Trust additional invoice is to be excluded until we receive clarification as to what the works were. Expenses under £500 totals amended to £1815.77 net, £2034.02 gross.

Resolution to pay these invoices with exclusion with BC Trust additional work. **RESOLVED.** Cllrs Richard and Ward returned to the room at 8.28pm.

- 16/165. Management accounts** – to review the monthly management accounts – Cllr Young stated that other than a £50 item without a nominal code there was nothing of any significance to report. The balance sheet formatting has been cleaned up. Need to be more transparent on which monies were S106.
- 16/166. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy ran through the report provided. Wisers have now paid their overdue invoice. All balances lined up with the management accounts.
- 16/167. Matters for consideration at the next meeting** – Northstowe Community Forum, Village Hall, Neighbourhood Plan, Developments
- 16/168. Dates of next meetings** – Planning 7th July, CALF 19th July, Planning 21st July, Full 2nd August, FLAC 1st September, Highways 12th September.
- 16/169. Close of Meeting** – 8.32pm.

Signed _____ (Chair) Date _____