

**Full Parish Council Meeting - Minutes**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> June 2016 at 7.15pm

**Present:** Cllrs Morris (chair), Berenger, Collier, Collinson, Graves, Hodson, McCarthy, Nicholas, Ward, Young, CC Cllr Jenkins, Assistant Clerk, RFO

**In attendance:** 1 member of public

- 16/122. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Mudd (ill) Wotherspoon (hol) SCDC Cllrs Harford (work), Edwards (work) CC Cllr Mason (ill) and the Clerk (personal). Cllr Heydon was absent.
- 16/123. To accept Declarations of Interest and Dispensations** – Cllr Berenger declared non-pecuniary interest in item 16/128 (Dissenter's trustee), Cllr Hodson declared non-pecuniary interest in item 16/126 (Gun Club owner).
- 16/124. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3<sup>rd</sup> May 2016 be signed as a correct record. **RESOLVED.**
- 16/125. Public participation – Standing Orders to be suspended** – no comments.
- 16/126. Reports**
- **SCDC** – report circulated prior to the meeting – no SCDC Cllrs present. Cllr Richards arrived at 7.21pm
  - **CCC** – report circulated prior to the meeting – Cllr Jenkins had nothing to add. No comments.
  - **Clerk** – report circulated prior to the meeting. Cllr Young asked when next sweep was due on Rampton Road, AC to check. Cllr Collinson thanked clerks & RFO for all their hard work. Cllr Berenger queried traveller issues at Rec. Cllr Morris confirmed that Police are aware and more prevention patrols will take place; open spaces are a priority during the summer. Cllr Richards has spoken to parent of one of the horse-riders and received an apology.
  - **Update on Neighbourhood Plan** – Cllr Morris outlined report circulated prior to meeting, nothing extra to add. The next step is to translate survey findings into planning policies for pre-submission consultation prior to submission to SCDC. Advice from SCDC to push through asap as it's the best defence we have available against speculative developments.
  - **Update on Tenison Manor adoption** – Cllrs Morris/Mudd/Clerk met with Persimmon on site – Cllr Morris outlined report circulated prior to meeting. Once ownership is established, and various multi-party agreements in place, CCC should adopt. Cllr Richards mentioned that some of the speed humps were missing cobbles – AC to report to Persimmon.
  - **Update on transition to electronic payments and Unity Trust Bank** – RFO – now have 2 accounts with Unity Trust Bank: deposit (£50k) and current account from which we are now able to do online payments. Test run tonight. Occasional cheques will still be written. Formal adoption to be on next Council agenda.
  - **Update on Harradine lorries** – Cllr Hodson left the room at 7.39pm and took no part in discussions. Cllr Morris outlined report circulated prior to meeting. Cllrs Mudd and Morris have met with the 2 main parties – Harradine are looking at reducing the share of HCV traffic through Cottenham to 50% from 60% and adopting Mick Georges code of practice to keep mainly to A roads. Cllr Morris pointed out that Harradine trucks are only a part of the heavy traffic that includes other truck operators and buses. The project is expected to take approx. 2 yrs to complete. Follow up meeting to be arranged. Cllr Hodson returned at 7.42pm.
- 16/128. Land off Harlestones Road** – Brought Forward - consider obtaining legal advice up to £500 re ownership of land behind Dissenters Cemetery – Cllr Berenger left room 7.43pm and took no part in discussions. Land in question is residue from building development from 1960/70s. Approval of the Dissenters cemetery grant brought it back to the fore – if Dissenters put in gate, they need permission to go over this land. Cllr Richards queried ownership of another piece of land by garages. Cllr Collinson outlined history of development; developers are bankrupt. In 1980s we were advised that no one owned the land. Cllr Morris reiterated that we should focus on land needed for Dissenters and the need to go through legal processes to establish ownership not to get side-tracked by other pieces of land. Resolution to obtain legal advice of

up to £500 to establish ownership of the parcel(s) of land immediately behind the Dissenters Cemetery.  
**RESOLVED.** Cllr Berenger returned at 7.54pm.

- 16/127. Post box** – Cllr Collinson outlined needs for an additional post box following relocation of the box outside the former Post Office. The absence of a box near the centre of the village is inconvenient for some residents, particularly the elderly, and there are many small businesses near to the previous post office. Other post boxes around the village are neither obvious, nor near the centre of village. Cllr Nicholas said the previous post box was in the epicentre of village, all other post boxes are small – A4 has to go to main post box. Cllr Richards asked whether we should we request a particular position? E.g. next to passageway to Franklin Gardens. Cllr Young suggested that if we specified a location, Royal Mail would give reasons as to why not. If we propose a zone then they have more choices. Resolution to write to Royal Mail requesting additional post box to be installed on the High Street between the Co-op and Lambs Lane, giving reasons. **RESOLVED.** Cllr Morris to write. Resident left at 8.02pm
- 16/129. Summer Reading Challenge** – RFO outlined; we have supported for 7 years, benefits approx. 100 children. Resolution to approve grant application to Cottenham Library for the summer reading challenge for £150 as recommended by FLAC — **RESOLVED** (section 137)
- 16/130. Traffic Regulation Orders** – to receive update on TRO applications – Cllr Morris outlined report circulated prior to meeting; three of the outstanding TROs appear to be progressing now with the Remembrance Sunday one also in the pipeline. Cllr Jenkins was thanked for his input.
- 16/131. Village Hall redevelopment** – to consider next steps on the new Village Hall, including outline Business Plan, Design and Planning Permission – Cllr Morris outlined report circulated prior to meeting. Meetings have been held with current partners, potential partners, including for early years provision – all positive conversations. Cllr Young queried the basis of the financial estimates. Cllr Morris explained that the provisional income estimate is extrapolated from services we currently provide and added potential income e.g. for upstairs lets, parties. Income level is planned to exceed operating costs which include staff, operating and finance costs. Cllr Nicholas asked if SCDC appear favourable? Cllr Morris confirmed. Cllr Hodson asked about views of rest of village regarding costs. Cllr Morris remarked that the new VH would be an investment for the village. Cllr Collier suggested using an online survey. Cllr Morris suggested gauging reactions at Festival. Cllr Young suggested combination of both. Cllr Richards pointed out that the NP results showed that new VH was well requested. Next steps include a review by CALF of the offered facilities and services while FLAC should review costs and likely income. The ongoing communication and decision process will continue until planning permission is sought later in the year and subsequent procurement decisions are made. Item to go on next CALF & FLAC agendas, decision on design and type of planning permission to be chosen at next full Council meeting.
- 16/132. Public Art competition** – to receive update on Public Art competition and convene judges panel. Cllr Collier left room at 8.19pm and returned at 8.21pm. Resolution that judge’s choice, in accordance with the competition rules, will be final. **RESOLVED.** Judging panel to arrange meeting.
- 16/133. Shared working practices** – to consider possible ‘shared cost’ co-operation with H&I Parish Council (and/or others?) - exploratory meeting with H&I to be arranged, Cllrs Collier/Morris to represent CPC. CC Cllr Jenkins left the meeting at 8.23pm
- 16/134. Connections Bus advertising** – to consider advertising summer Connections Bus sessions in the CPS magazine – Clerk has authority to spend; no resolution required - **APPROVED**
- 16/135. Boundary Review Consultation** – to consider response to consultation from Boundary Commission draft recommendations on Cambridgeshire County Council electoral arrangements – Cllr Collinson outlined, there are now divisions not wards and the main proposal is to have individual members for Cottenham/Rampton/Willingham and Histon/Impington. Cllrs McCarthy and Collinson to respond on CPC’s behalf by 20<sup>th</sup> June.
- 16/136. Speed reduction wheelie bin stickers** – to consider buying 100/250 “30mph wheelie bin stickers” as Festival give-away items at a cost of £90/£250 off the Highways budget – Cllr Nicholas said that speed issues are major problem, CPC should do something. Cllr Young suggested targeting through roads instead of randomly – perhaps by letterbox drop. Resolution to purchase 250 “30 mph wheelie bin stickers”; 100 to be given out at Festival, 150 available by request from affected households after the event. **RESOLVED.**
- 16/137. Weed & Fertiliser** – Resolution to proceed with quote for spraying of third field at the Rec Ground at a cost of £186 + VAT. **RESOLVED.**
- 16/138. Cllr Training** – Resolution for Cllrs Hodson/McCarthy/ Morris to attend Highways training course on 13<sup>th</sup> June 2016 at H&I PC, CPC to fund. **RESOLVED.**

- 16/139. WISER Recycling debt** - consider what action should be taken with regard to Wiser recycling unpaid invoices for £452.11 – RFO – outlined debt is well over a year old – no explanations offered. Resolution to write letter to WISER Recycling including threat of action in small claims court if no response within a month. **RESOLVED.** RFO to write. Review at next meeting.
- 16/140. CAPALC** – Resolution to renew membership to CAPALC at a cost of £679.45. **RESOLVED.**
- 16/141. Financial Regulations** – Cllr Morris outlined changes related to procurement (Public Contracts Directive) and charity administration (CPC is sole trustee of the King Georges Field charity) brought to our attention following the Internal Audit and rule changes last year; approval process remains unchanged. Resolution to adopt changes as recommended by internal auditor. **RESOLVED.**
- 16/142. Standing Orders** – Resolution to adopt changes recommended by internal auditor relating to procurement (Public Contracts Directive), removal of references to the now obsolete Power of Well-being, and introduction of a £250 materiality level for stock checks. **RESOLVED.**
- 16/143. Terms of Reference** – Resolution to add the word “normally” before “within” (in relation to production of minutes and distribution). **RESOLVED.**
- 16/144. Salaries** – Resolution to implement new pay scales for 2016-2017 (as recommended by The National Joint Council for Local Government Services) immediately and backdated to 1 April 2016 and New pay scales for 2017-2018 to be implemented from 1 April 2017; the same 1% increase to be extended to staff not employed on the formal scales. **RESOLVED.** Staff were thanked for their positive attitude, efforts and results during the year.
- 16/145. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for April 16	£ 100.00	£ 120.00	
Michelle Plowman	April 16 invoice	£ 862.00	£ 1,034.40	
CUSSC	Quarterly payment	£ 2,600.00	£ 3,120.00	
HMRC	VAT payment for November 2015	-	£ 9,070.40	
HMRC	VAT payment for March 2016	-	£ 723.37	
SCDC	Rent of Village hall for polling station	£ 91.67	£ 110.00	
Cottenham Colts	Annual rent for rec ground & changing rooms	£ 1,041.67	£ 1,250.00	
Keith Carpenter	Village hall hire	£ 150.00	£ 180.00	
John Land	Village hall hire	£ 170.00	£ 204.00	
E Davis	Village hall hire	£ 45.00	£ 54.00	
Cottenham Cares	Village hall hire	£ 50.00	£ 60.00	
Church & Causeway	Donation to Cottenham Parish Council	£ 3,000.00	£ 3,000.00	
Whyatts	Rent of Green during the Fair	£ 500.00	£ 600.00	
<b>Cottenham Festival</b>				
Bumblebees stall	For stall at the festival	£ 16.67	£ 20.00	
Lynx leasing	for stalls at the festival	£ 33.34	£ 40.00	
		<b>£ 8,660.35</b>	<b>£ 19,586.17</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for June 16	£ 3,319.67	£ 3,319.67	
HMRC	Tax £228 and NI £376.61 (Cheque)	£ 604.61	£ 604.61	
Legal and General	Pension cost for June 16 DD	£ 48.73	£ 48.73	
AJ King	Monthly contract cost May 16	£ 2,536.24	£ 3,043.48	575
AJ King	Fencing at the WARG field Histon road	£ 830.70	£ 996.84	558
Chubb	Work on alarm system	£ 670.50	£ 804.60	564
Cole Easdon Consultants	TRICs exercise re planning applications	£ 600.00	£ 720.00	568
Nick West	Cleaning cost for the Village hall April 16	£ 540.00	£ 540.00	569

Nick West	Cleaning cost for the Village hall May 16	£ 577.13	£ 577.13	580
CAPALC	Annual membership fee	£ 679.45	£ 679.45	578
Southern Electric	Quarterly bill for the Village hall	£ 1,045.55	£ 1,254.66	579
		<b>£ 11,452.58</b>	<b>£ 12,589.17</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Green & Purple Ltd	RFO support and payroll April/May 16	£ 130.00	£ 16.00	559-561
Community Centre	Hire of Community centre hall	£ 59.20	£ 59.20	562
SLCC	Books purchased	£ 31.78	£ 31.78	563
Staples	Stationary and toner	£ 110.15	£ 132.18	566
Playsafety Ltd	Annual inspection	£ 231.00	£ 277.20	567
Heelis and Lodge	Internal audit fee (Cheque)	£ 410.00	£ 410.00	570
The BC Group Trust	Crowlands Manor upkeep	£ 360.00	£ 360.00	571
Cambridge Water Co	Water bill for the Bowls club & Allotments DD	£ 146.83	£ 146.83	572
Southern Electric	Electricity bill for the Pavilion DD	£ 231.38	£ 277.65	573
Calor gas	Gas for the Pavilion DD	£ 568.71	£ 597.15	574
Fen Edge Plumbing & Heating	Repair pipe in bar area of Village hall (Cheque)	£ 85.00	£ 85.00	576
Debbie Seabright	O2 Sim for Alarm and postage costs	£ 12.09	£ 12.09	577
Travis Perkins	T Rex cloth tape & 4 double steel washered hinges (Chq)	£ 22.58	£ 27.10	581
		<b>£ 2,398.72</b>	<b>£ 2,432.18</b>	

Amendment to expenses under £500, Green and Purple gross amount changed to £156.00, total changed to £2,572.18. Cllr Young queried gas bill for Pavilion. RFO confirmed monthly rental for tank, fill ups when required. Resolution to pay these invoices. **RESOLVED.**

**16/146. Management accounts** – to review the monthly management accounts – FLAC, no comments

**16/147. Bank reconciliation** – to review monthly bank reconciliation at end of April 2016 – FLAC

cash in bank: £637,733.26

creditors £11,962.35

debtors £10,493.30

Net total: £636,264.21

**16/148. Matters for consideration at the next meeting** – Village Hall, Church and Causeway allocation, formalise electronic payments, WISER debt situation

**16/149. Dates of next meetings** – Planning 9<sup>th</sup> June, Highways 14<sup>th</sup> June, CALF 21<sup>st</sup> June, Planning 23<sup>rd</sup> June (Office), FLAC 28<sup>th</sup> June, Full 5<sup>th</sup> July.

**16/150. Close of Meeting** - 9.00pm

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