

### Minutes of the Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5<sup>th</sup> April 2016 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Graves, Heydon, Hodson, Mudd, Nicholas, Richards, Ward, Wotherspoon and Young, the Clerk, Assistant Clerk, SCDC Cllr Edwards and CCC Cllr Mason

- 16/073. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Berenger (work), RFO (holiday) and CCC Cllr Jenkins (holiday)
- 16/074. Public participation – Standing Orders to be suspended.** No public present.
- 16/075. 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.* Cllr Hodson declared a pecuniary interest in item 16/077 – Harradine report. Cllr Richards declared a pecuniary interest in item 16/085. Both Cllrs will leave the room during discussions and take no part in any voting.
- 16/076. Minutes** – Cllr McCarthy arrived at 7.20pm. Minor amends made to items 16/051, 16/055 and 16/065. Resolution that the minutes of the meeting of the Full Council meeting held on the 1<sup>st</sup> March 2016 be signed as a correct record. **RESOLVED.**
- 16/077. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford arrived at 7.22pm. No questions.
  - **CCC** – report circulated prior to the meeting. No questions. CCC Cllr Mason added that there had been a decision of note concerning the devolution proposals. County debated a number of amendments and voted 64 to 1 that the deal at present was not acceptable. The amount offered was insufficient and the document unspecific. There was no support to join with Norfolk and Suffolk but Peterborough was seen as a more natural choice. County are awaiting further discussions with the government. Regarding the Environment Agency document regarding works carried out to the Lode etc. CCC Cllr Mason has raised items and a meeting is being set up with an engineer to survey the possible flooding threat to Cottenham.
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Clerk reported that the FECA AGM will be held on 12<sup>th</sup> May. Cllr Nicholas highlighted that the lamps on Leopold Walk would remain on and dimmed (including the walkway) and the issue with Wilkin Walk had been solved. Balfour had left the wrong light on so we may need to check the other lights at some point. Cllr Young queried the Histon Road status. Asst Clerk stated that the latest information we had was that it would be looked at in the new financial year. Asst Clerk to chase.
  - **Update on major developments** – Cllr Morris outlined the report. The Endurance application is being heard at SCDC on 22<sup>nd</sup> April. Cllr Young commented that in the Local Plan submissions there is a piece on traffic flow which could provide useful data.
  - **Update on Neighbourhood Plan** – Cllr Morris outlined the report. Cllr Ward thanked Cllr Morris for his efforts and thought in pulling the Plan together. Concerns raised that the Working Party were pulling together a number of options which may be difficult to digest, which could cause knee-jerk reactions. Need to ensure that the situation is handled carefully and that the options are made very clear and can't be misinterpreted. The Planning and Highways Committees will start to look at some of the information in more detail shortly with the full ideas coming to full council in the future. Cllr Wotherspoon highlighted the value of 'propositional planning' which shows people the value of suggestions being made, good and bad.
  - **Update on Harradine traffic** – Cllr Hodson left the room at 7.50pm and took no part in discussions. Cllr Morris outlined the latest situation as per the reports pack. The Gun Club and Harradine are meeting on 7<sup>th</sup> April and will revert with options. Cllr Hodson returned to the room at 7.55pm.
  - **Update on Remembrance Sunday** – Cllr McCarthy stated that the application for the road closure has been received by County. CCC Cllr Mason was asked to chase Highways on our behalf to ensure that our TRO's and TTRO's are processed in a timely manner following recent significant delays. Assistant Clerk

to send CCC Cllr Mason an email with full details. Mr Stearn has agreed to lend signage for the event. Cllr McCarthy is obtaining details of training course.

- 16/078. Financial Regulations** – Resolution to accept revisions to Financial Regulations related to purchase authorisations on Trade Accounts and for low-cost proprietary items. Wording as per the reports pack. **RESOLVED.**
- 16/079. Incidental costs** – Resolution to accept proposed amends to the Financial Regulations for a small allowance for incidents at the Clerks discretion. Wording as per the reports pack. **RESOLVED.**
- 16/080. Village Hall** – consider broadening the WP remit to include one or more contracts for Car Park widening and provision of footpath to Sports Pavilion within a total £60K budget from “Open Space” reserves – Cllr Morris outlined. Cllr Richards asked for confirmation that the extension would double the existing number of spaces; yes. Need to look at the possibility of lighting the pathway, possibly using solar studs. Resolution to extend the Car Park capacity, without removing the hedge, by moving the bund and main football pitch approximately 4 metres AND providing a 1.3 metre hard pathway directly to the new pavilion; to be funded by reserves to a value of approximately £60,000+VAT. **RESOLVED.**
- 16/081. Queen’s Birthday Beacon** – to consider allocating a budget and approving appropriate arrangements for the event – Cllr Richards has met with Barkers Bakery and they are going to come back to us with suggestions. Cllr Morris to provide PA and mic. Cllr Mudd is liaising with insurance company; will cost £65 for the event. We need to ensure a risk assessment is done, emergency services notified and fire extinguisher on site plus a safety cordon around the beacon. Clerk to ask WI if they would like to provide tea/coffee. The Chequers are providing a bar. Event to start at 7.30 with the beacon being lit around 8.15pm. Cllr Mudd to contact fire station and police. Resolution to allocate a maximum of £500 budget for event costs. **RESOLVED.**
- 16/082. Drainage/flooding** – to consider whether to set up a short-term working party to look at drainage and flooding challenges in the civil parish and whether CPC needs to take action to support residents – Cllr Ward outlined the background to the item. Would require working party to look at both the tactical and strategic aspects. Cllr Heydon to send details of DEFRA toolkit to Cllr Morris. Resolution to set up a drainage/flooding working party consisting to Cllrs Graves, Hodson, Morris, Richards and Ward. **RESOLVED.** Cllr Ward to speak to Emergency Co-ordinators to see whether they would like to join.
- 16/083. Sports & Social Club contract** – Resolution to add a supplementary clause to the agreement with CUS&SC to add SIX free Village Hall hires to CUS&SC’s allocation for use during the period from 1st January 2016 to 31st March 2017 by member clubs with valid signed Partnership Agreements with the Parish Council. The free hires are only to be used by the member club to raise funds for its own use. **RESOLVED.**
- 16/084. CALF Terms of Reference** – Cllr Morris outlined the CALF recommendation for revisions to the CALF ToR’s related to the review of the risks for ad-hoc hiring requests and any possible discounts or waivers on CPC hiring fees. Resolution to add the following clause to CALF’s Terms of Reference: Review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more than 40 people, including at least 4 adults) for which standard contract terms apply, provided these are reported to the next Committee meeting. If in doubt refer to CALF. **RESOLVED.** Resolution to add the following clause to CALF’s Terms of Reference: Review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a Cottenham-based not for profit organisation; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility. **RESOLVED.**

**16/085. Finance**

Income	Description	Net	Gross	
Jane Williams	February 16 invoice	£ 207.00	£ 248.40	
Day Centre	February 16 invoice	£ 200.00	£ 240.00	
Michelle Plowman	January 16 invoice	£ 862.00	£ 1,034.40	
Sports & Social club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	
		<b>£ 3,869.00</b>	<b>£ 4,642.80</b>	
<b>Expenses over £500</b>				

<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for April 16	£ 3,363.01	£ 3,363.01	
HMRC	Tax and NI for April 16	£ 721.16	£ 721.16	
Sovereign	Supply & installation of gym equipment - 20% deposit	£ 428.28	£ 513.94	495
SSE Southern Electric	Quarterly electricity bill for the Rec ground	£ 1,045.34	£ 1,254.40	505
Enventure Ltd	Neighbourhood plan survey - phase 2	£ 3,941.00	£ 4,729.20	510
Chubb Fire & Security Ltd	Annual Contract - £889.81 + Work to security system £232.20	£ 935.01	£ 1,122.01	511/ 512
SCDC	Rates 2015-16 Village Hall	£ 1,457.70	£ 1,457.70	513
SCDC	Rates 2015-16 Pavilion	£ 1,121.31	£ 1,121.31	514
The BC Group Trust	Work on Crowlands Manor site	£ 532.00	£ 532.00	518
SCDC	Annual trade waste collection cost	£ 832.00	£ 832.00	526
360 TSL Ltd	Traffic data collection	£ 1,025.00	£ 1,230.00	532
Nick West	Monthly cleaning cost for the village hall	£ 573.75	£ 573.75	531
AJ King	Monthly cost for the Groundsman	£ 2,536.24	£ 3,043.48	530
Community Centre	Six monthly rental cost for office	£ 1,300.00	£ 1,300.00	529
		<b>£ 19,811.80</b>	<b>£ 21,793.96</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Pension	Parish council pension costs - March & April DD	£ 51.90	£ 51.90	
Green and Purple Ltd	Monthly accountancy support of RFO (Jan 16)	£ 50.00	£ 60.00	496
Green and Purple Ltd	Monthly accountancy support of RFO (Feb 16)	£ 50.00	£ 60.00	515
Green and Purple Ltd	Payroll charge for March 16	£ 30.00	£ 36.00	527
Green and Purple Ltd	Monthly accountancy support of RFO (March 16)	£ 50.00	£ 60.00	528
Debbie Seabright	Stamps £20.52/O2 £9.60/printer ink £28.45 & Mileage £19.80	£ 78.37	£ 78.37	497
Bullfinch Ltd	Queen's 90th Birthday Beacon	£ 299.00	£ 358.80	498
Chris Richards	Pavilion cooker head (parts) From Screwfix (exps)	£ 1.34	£ 1.34	499
Chris Richards	Pavilion cooker head (parts) from Ridgeons (exps)	£ 9.96	£ 9.96	500
Chris Richards	Outside lock for tunnel doors from Howdens (exps)	£ 72.00	£ 72.00	501
Chris Richards	Keys cut for Tunnel doors (expenses)	£ 9.00	£ 9.00	503
Cambridge Water Co	Water charge for the War Memorial	£ 64.73	£ 64.73	502
SSE Southern Electric	Electricity bill for the Pavilion March 16	£ 231.98	£ 278.37	504
Sam McManners	Expenses: stationary/postage/phone top-up & printer cable	£ 11.43	£ 11.43	506- 509
Sam McManners	Expenses: No dogs signs for Les King Woods	£ 2.58	£ 2.58	516
Orchard Park Comm Council	Councillor Training sessions	£ 210.00	£ 210.00	517
PHS Group	DD and Portal admin charge	£ 20.00	£ 24.00	519
Debbie Seabright	Postage costs	£ 7.25	£ 7.25	520
Staples	Ink cartridges/Paper/Glue/Hole punch/tape dispenser	£ 76.86	£ 92.23	521
Jo Brook	Expenses re biodegradable paint and Stationary	£ 45.14	£ 45.14	522

Sam McManners	Expenses re Black ink Cartridge	£ 14.44	£ 14.44	523
SLCC	Online training course for Clerk	£ 99.00	£ 118.80	524
CSA	Toilet rolls/Bleach/Floor cleaner/Channel blocks	£ 147.76	£ 177.31	525
		<b>£ 1,632.74</b>	<b>£ 1,843.65</b>	
S137 grant	Cottenham Holiday club	£ 150.00	£ 150.00	
S137 grant	Cottenham United Sports and Social Club	£ 1,250.00	£ 1,250.00	
Donation	Cottenham Primary School	£ 2,000.00	£ 2,000.00	
S137 grant	Fen Edge Twinning Association	£ 500.00	£ 500.00	
S137 grant	Ladybird Pre-school	£ 900.00	£ 900.00	
S26 grant	Cottenham Mobile Warden Scheme	£ 1,500.00	£ 1,500.00	
		<b>£ 6,300.00</b>	<b>£ 6,300.00</b>	

SCDC Cllr Harford and Cllr Richards left the room at 8.50pm. Figures for Jane Williams (Feb not Jan) were added. Cllr Mudd queried the 360 TSL invoice; Cllr Morris confirmed this was part of the traffic studies approved up to a value of £10k.

Resolution to pay these invoices. **RESOLVED.** Cllr Richards returned to the room at 8.57pm.

- 16/086. Management accounts** – to review the monthly management accounts – Cllr Young stated that there were a few minor items of clarification currently being worked on by the RFO. The main underspend was made up of Highways (£40k), Changing Rooms (£20k) and gym equipment (£12k).
- 16/087. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy reported there was £561,993.67p cash in the bank; Creditors -£8083.75; Debtors £5417. Net £559,311.92; VAT £9705; Salary £217; Net assets £568,799.92
- 16/088. Reserves** – to consider a provisional allocation for inclusion in the Annual Accounts and Report – Cllr Morris outlined the report. Change ‘possible projects’ to ‘capital projects under consideration’. Resolution to consider provisional allocation of reserves for the purposes of inclusion in the Annual Accounts and Report. **RESOLVED.**
- 16/089. Matters for consideration at the next meeting** – Crossing by new Post Office (Highways), Post box by new Post Office (already underway).
- 16/090. Dates of next meetings** – Planning 7<sup>th</sup> April, Highways 12<sup>th</sup> April, CALF 19<sup>th</sup> April, Planning 20<sup>th</sup> April (CHANGE OF DATE –in Parish Office), Annual Parish Meeting 26<sup>th</sup> April, FLAC 28<sup>th</sup> April, Full 3<sup>rd</sup> May (annual meeting).
- 16/091. Close of Meeting** – 9.20pm.

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