

**DRAFT Full Parish Council Meeting Minutes**

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2<sup>nd</sup> May 2017 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collier, Collinson, McCarthy, Mudd, Nicholas, Ward, Wotherspoon, Young and the Clerk, Assistant Clerk and RFO.

**In attendance:** 3 members of the public

- 17/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office** - Cllr Morris was proposed by Cllr Wotherspoon and seconded by Cllr McCarthy. Cllr Morris duly elected as Chair.
- 17/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office** – Cllr Young was proposed by Cllr Nicholas and seconded by Cllr McCarthy. Cllr Young duly elected as Vice Chairman.
- 17/087. Chairman’s Introduction and Apologies for absence** – Apologies accepted from Cllrs Berenger (personal), Graves (personal), Hodson (personal), Richards (work), Wilson (holiday) and SCDC Cllr Harford (personal).
- 17/088. 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). Cllr Collinson declared a pecuniary interest in 17/102 and will leave the room during discussions.
- 17/089. Minutes** – Resolution that the public and confidential minutes of the meeting of the Full Council meeting held on the 4<sup>th</sup> April 2017 be signed as a correct record. **RESOLVED.**
- 17/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opt) Cllr Mudd stood down as chair.
  - Finance Committee (ToR Mar 2015; 7 members, quorum 3) – Cllr Mudd stood down.
  - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opt)
  - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
  - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- All reviewed. General requirement for more members of all Committees.
- 17/091. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris). No change.
  - HR (Cllrs Morris, Nicholas & Ward). No change.
  - Sustainable Cottenham (Cllr Ward & Berenger). No change.
  - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Richards, Ward). No change.
- 17/092. Endorse status “Task & Finish” Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford). No change.
  - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward). No change.
  - Public Art – bench (Cllrs Nicholas, Richards & Ward). No change.
  - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk). No change.
  - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & the Clerk). No change.
  - Youth (CALF – Cllrs Berenger & Collier). No change.
- 17/093. Review representation as Trustees etc.**
- Cottenham Charities (Trustees, Cllr Mudd and DC Harford). No change.
  - Church and Causeway Charity (Trustee, Cllrs Berenger & Collier). No change.
  - Cottenham Community Centre (Trustee, Cllr Collier). No change.
  - Cottenham Primary School (Rep, Cllr Morris and the Clerk). No change.
  - Cottenham Village College (Governor, Cllr Collier). Cllr Collier stood down. Role requires a commitment of approximately 2 days per term.
  - Mobile Warden Scheme (Trustee, Cllr Collinson). No change.
  - Ladybird Pre-School (Rep, Cllr Collier). No change.

- VH Users – (Rep, Cllr Richards). No change.

1 member of public left at 7.26pm.

**17/094. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho & Cllr McCarthy). No change.
- Playground Inspectors (Cllrs Mudd and Nicholas). No change.

**17/095. To review policy recommendations by Committees**

- Child Protection (adopted November 2013) – to be reviewed by Cllr Collier/CALF.
- Code of Conduct (adopted July 2012); amended July 2015 – amends coming through later this year.
- Complaints procedure (adopted August 2012); amended July 2015
- Equal Opportunities (adopted November 2013) - to be reviewed by HR.
- Financial Regulations; (amended June 2016).
- Freedom of Information – Publication Scheme (adopted March 2013) – to be reviewed by FLAC.
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Risk Assessment (amended September 2016) – minor amend required by FLAC.
- Standing Orders (adopted July 2012) amended June 2016

**17/096. Public participation** – Standing Orders suspended 7.31pm. Resident 1 said that at a previous meeting the Council were going to ask the District Councillors for their position regarding the developments; had those been received? Cllr Wotherspoon had shared his position via email and also at the public meeting. Neither of the other District Councillor's have done the same. SCDC Cllr Harford spoke very favourably regarding the housing requirement at the original Gladman Committee and SCDC Cllr Edwards has spoken against but only in terms of the effect on Westwick/Oakington. Resident had been reviewing the heritage statements; is there grounds for the Parish Council to produce a similar report? Yes, we have commissioned our own independent expert to write a report. Excerpts will be available for 10<sup>th</sup> May when the Persimmon application is looked at by the District Council. Resident wanted to know if the Neighbourhood Plan was still moving ahead? Yes. Standing Orders reinstated 7.36pm.

**17/097. Reports**

- **SCDC** – Report noted.
- **CCC** – Report noted.
- **Clerk** – Invitation received from Bloor Homes to opening event; Cllr Morris to attend. Clerk reported that there will be an item on Radio Cambridgeshire in the morning regarding the post box petition. RoSPA report received; some items can be repaired by the groundsman but more major items will go on the next CALF agenda. Tennis courts have now been marked out for use; sign to be erected with instructions regarding padlock code. Break in at the Sports & Social Club; need to consider improvements along fence line with allotments. Police in attendance in Recreation Ground car park last week regarding drugs and large police presence today by the Church. Cllrs Morris and Mudd are meeting Harradine on 16<sup>th</sup> May.
- **Major developments** – Cllr Morris stated that the new Inquiry date had been set for the end of September. Persimmon application going to SCDC Committee on 10<sup>th</sup> May. Cllr Morris will represent CPC at that meeting. Standing Orders suspended 7.50pm. Cllr Morris asked resident if previous question had been answered; yes. Standing Orders reinstated 7.50pm.
- **Neighbourhood Plan** – Plan is reasonably complete. The idea is to publish as widely as possible, maybe in the next village newsletter and also on our website. Information includes the result of the 'call for sites'. Some clarification still required on the 2 page summary which will be available at the APM. Shortly we will open up the Plan on the web for consultation and let SCDC know. It needs to be on our website for 6 weeks and we have to collect comments. Will then be formalised for the formal consultation and put on the SCDC website.
- **Update on Village Hall Project** – Cllr Morris outlined. The soakaway testing has now been done and a revised Design & Access statement and design submitted. Decision delayed until the end of May.

**17/098. Internal audit** – Consider review of internal audit report – RFO reported that the audit took place on 21<sup>st</sup> April. Four very small suggestions have been made and it is clear that our systems work very well.

**17/099. Rule 6 status** – Consider applying for Rule 6 status at the Gladman Planning Inquiry – Cllr Morris outlined the reason for applying for Rule 6 status. There are some small risks, major advantages and some costs

involved. Resolution to instruct our legal team to apply promptly on CPC's behalf for Rule 6 status at Inquiry APP/W0530/W/16/3151609. **RESOLVED.**

- 17/100. Planning Application** - Consider response to application S/3163/16/FL - To demolish an existing single storey village hall and build a new two storey village hall in the same location. The adjoining existing nursery will not be affected by the development and will remain joined to the new proposed building but as a separate facility. The car park on the recreation ground, adjacent to the village hall, will be expanded also, providing more standard and disabled parking bays to accommodate the expansion of the village hall, King George V Playing Fields, Lambs Lane, Cottenham. Cllr Ward queried the roof design. Cllr Morris clarified that the footprint remains the same for both roof designs, waiting for SCDC to decide which design they prefer. CPC recommends prompt approval of this application. **APPROVED.** 2 members of public left at 8.09pm
- 17/101. Grant requests** – Resolution to approve grant requests of £200 from Cottenham Library Summer Reading Challenge; £200 Cottenham Holiday Club; £250 Cottenham Feast Committee towards insurance costs. **RESOLVED.** Cllr Collinson left the room at 8.15pm.
- 17/102. CPS Grant** – Resolution to approve grant request of £1600 from Cottenham Primary School for Korfbal equipment. **RESOLVED.** Cllr Collinson returned to the room at 8.18pm.
- 17/103. Ponies** – Resolution to make a donation of £200 to Fenland Animal Rescue. **RESOLVED.**
- 17/104. Cyclescheme** – Resolution to purchase new bicycle for Assistant Clerk via Cyclescheme. **RESOLVED.**
- 17/105. Salaries** - Consider staff pay for 2017/8 – Cllr Morris outlined the rationale. HR to update job descriptions for Clerk and RFO to include more complex role requirements. Cllr Young queried whether hours were also to be increased; no. Also need to articulate that Clerk and RFO pay rise is not for the same job, but for a far more complex role. Cllr Morris said this had been detailed in the reports pack. Resolution to approve the HR Working Party recommendation that from 1<sup>st</sup> April 2017 Caretaker and Asst Clerk should have a pay increase equivalent to 2%pa. RFO and Clerk should move from scale point 32 to 34, equivalent to a 5.9% increase. **RESOLVED.**
- 17/106. CAPALC Training** – Consider attendance at Councillor training events – item deferred.
- 17/107. Parish Council Conference** – Consider attendance at event on 11<sup>th</sup> August hosted by Cambridgeshire and Peterborough Police and Crime Commissioner. Cllr Collier to attend. Clerk to respond.
- 17/108. CPS magazine** – Resolution to advertise the summer Connections Bus sessions in the CPS magazine at a cost of £50 for a half page. **RESOLVED.**
- 17/109. Cricket square** – Resolution to install a new water pipe to improve watering of the cricket square at a cost of up to £500 + VAT. **RESOLVED.**
- 17/110. Annual Governance Statement** – Reviewed. Resolution to approve the Annual Governance Statement 2016/17 as part of the Annual return for the year ended 31st March 2017. **RESOLVED.**
- 17/111. Accounting Statements** – Reviewed. Resolution to approve the Accounting statements 2016/17 as part of the Annual return for the year ended 31st March 2017. **RESOLVED.**
- 17/112. Finance**

Income	Description	Net	Gross	
Day Centre	March 17 Invoice payment	£ 100.00	£ 120.00	
Cambridge Kids Club	April 17 invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	March 7 Invoice payment	£ 21.00	£ 25.20	
Jane Williams	March 17 Invoice payment	£ 92.00	£ 110.40	
Bowls Club	Invoice payment	£ 180.00	£ 180.00	
Sharon Amiss-Gallant	Hire of village hall	£ 150.00	£ 180.00	
		<b>£ 1,416.92</b>	<b>£ 1,664.30</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for May 17	£ 3,248.81	£ 3,248.81	
HMRC	Tax and NI for April 17 (month 1)	£ 699.45	£ 699.45	
Connections Bus	10 visits from January 17 to April 17	£ 2,445.00	£ 2,445.00	824
CAPALC	Membership fee 2017-18	£ 703.15	£ 703.15	829

Essex Chambers	Preparation for and attendance at Planning Inquiry	£ 8,000.00	£ 9,600.00	830
Birketts	Professional charges re Planning advice up to 31st March	£ 750.00	£ 900.00	833
Birketts	Professional charges re preparatory work & attendance at the inquiry	£ 2,250.00	£ 2,700.00	834
Green & Purple	Year-end accounts 16-17 and Management accounts update	£ 800.00	£ 960.00	838
British Gas	Electric bill for Recreation Ground Jan- April 17 DD	£ 1,378.79	£ 1,654.54	839
AJ King	Contract cost for April 2017	£ 2,536.24	£ 3,043.48	840
AJ King	Crowland Moat Maintenance 1st Jan - 31st March 17	£ 500.00	£ 600.00	841
		<b>£ 23,311.44</b>	<b>£ 26,554.43</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs for May 17 (DD)	£ 25.15	£ 25.15	
Green and Purple	Accounting support	£ 50.00	£ 60.00	823
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	825
PHS Group	Admin charge	£ 20.00	£ 24.00	826
Jo Brook	Black ink cartridge	£ 16.00	£ 16.00	827
Debbie Seabright	Expenses re Sim card for the Pavillion alarm system	£ 9.97	£ 9.97	828
Debbie Seabright	Expenses re Paper	£ 2.50	£ 2.50	831
Cheffins	Professionadvice re Lad adjacent to the Recreation ground	£ 250.00	£ 300.00	832
Southern Electric	Electricity bill for the Pavillion	£ 279.72	£ 335.66	835
Heelis and Lodge	Internal Audit cost for 16-17	£ 410.00	£ 410.00	836
FECA	Membership renewal	£ 15.00	£ 15.00	837
AJ King	Additional work re Fen Reeves (Repair of fence & post replacement)	£ 140.00	£ 168.00	842
AJ King	Additional work re The Green (Cut down condemned tree)	£ 110.00	£ 132.00	843
AJ King	Supply of Graffiti Chemical	£ 180.00	£ 216.00	844
AJ King	Additional work re Spraying of Third Field - Rec ground	£ 186.00	£ 223.20	845
Dom Sylvester	Redecoration of Interior and Exterior phonebox	£ 448.00	£ 537.60	846
Staples	Printer cartridge and black bin bags	£ 32.32	£ 38.78	847
British Gas	Electric bill for the Green Jan- April 17 DD	£ 146.25	£ 153.56	848
Calor Gas	Standing charge - DD	£ 17.13	£ 17.99	
		<b>£ 2,366.04</b>	<b>£ 2,719.01</b>	

Resolution to pay these invoices. **RESOLVED.**

- 17/113. Management accounts** – to review the monthly management accounts – Cllr Young reported that FLAC have discussed separating out capital items to make them more visible. Report noted.
- 17/114. Bank reconciliation** – to review monthly bank reconciliation. Report noted.
- 17/115. Matters for consideration at the next meeting**
- 17/116. Dates of next meetings** – Planning 4<sup>th</sup> May (Pavilion), APM 9<sup>th</sup> May, CALF 16<sup>th</sup> May, Planning 18<sup>th</sup> May, Highways 23<sup>rd</sup> May, FLAC 25<sup>th</sup> May, Full 6<sup>th</sup> June.
- 17/117. Close of Meeting** – 8.52pm.

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