

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th February 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Mudd, Ward, Wotherspoon, Young and the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

- 18/025. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Hodson (work), McCarthy (personal), Nicholas (sick), Wilson (holiday) and SCDC Cllr Edwards (work).
- 18/026. To accept Declarations of Interest and Dispensations** – None received. Cllr Smith arrived 7.20pm.
- 18/027. Minutes** – Minor amends made to 18/003 and 18/014. Cllr Young requested amendment to 18/012 to add his opinion that the unspent 17/18 supplementary precept can be used to fund loan interest in 18/19. Resolution that the amended minutes of the meeting of the Full Council held on the 9th January 2018 be signed as a correct record. **RESOLVED.** Cllr Young queried how recorded votes are done (i.e. are all names recorded). Clerk to follow up.
- 18/028. Public participation – Standing Orders to be suspended** – No questions.
- 18/029. Reports**
- **SCDC** – Report noted.
 - **CCC** – Cllr Collinson queried the possible move from Shire Hall and where County were proposing to move to. Additionally, will Parish Councils and residents be consulted? CCC Cllr Wotherspoon stated that no decision had been made and discussions were ongoing behind closed doors. Currently not even the members have been consulted but there is a growing weight of opinion that there should be a wider consultation. Amey waste incinerator: This is generating a lot of concerns. CCC Cllr Wotherspoon attended a preview in September and was concerned that assurances weren't being given regarding emissions. He has been pushing for County to get experts in the field to check the data. Cllr Mudd attended the same even and raised the same issue. Cllr Young queried the CLT reference; it was clarified that Stretham was used as an example. Potholes: Clerk raised the issue of the same holes being repaired repeatedly and the patching not lasting. CCC Cllr Wotherspoon said that at the County meeting today CCC Cllr Shuter informed the Council that the repairs were good value for money. CCC Cllr Wotherspoon still waiting response from Heidi Allen and Lucy Frazer regarding issues with the pothole grant.
 - **Clerk** – A heads up to Committee Chairs that they need to start considering their APM reports in preparation of the meeting. Have inspected the war memorial and the crack on the side facing the pub is still visible; have contacted contractors accordingly. Parish Planning Forum has been rescheduled to 21st February. We're running out of web space. Unlimited space would be an additional £40 per year. Cllr Morris stated that the NP grant could be used to pay for this. High St post box: had an update late today to say that the petition will be presented to the House on 27th February.
 - **Major developments** – County appeal: will be sending version 4 of the Neighbourhood Plan as part of the evidence and an updated submission will be sent. Oakington Road (Lau) 23 houses: some amendments have come through which are to be considered by our Planning Committee this Thursday. Cllr Young asked if there was any update from SCDC regarding the 5 year land housing supply? Cllr Morris responded that we've read the current Local Plan information and it appears to say that they do have the required supply but SCDC require confirmation from the Inspector first before they will use the information. Noted that the Appeal Inspector will look at the LP anyway.
 - **Neighbourhood Plan** – Currently focussing on the next Regulation 14 consultation. Almost certain that version 4.1 of the Plan will be the one going to SCDC. The Council needs to formally adopt the Plan before we can consult; item to be added to March agenda.
 - **Village Hall & Nursery** – report noted.
 - **Highways Improvements update** – Pavement project has been trimmed again to keep within budget. At the moment Highways say that the work will be completed in the next 12 weeks. Post Office zebra crossing project has been evaluated and Cllr Morris is speaking at a County meeting tomorrow. Costs for the project shouldn't increase but we could use reserves if absolutely necessary.

- 18/030. CAPALC AGM EOM** – To consider attendance at meeting on 22nd March – Resolution that Cllr Morris attend CAPALC AGM EOM on behalf of CPC. **RESOLVED.**
- 18/031. Northstowe public consultation** – To consider attendance at Northstowe Education Campus consultation event on 21st February – Noted. Cllr Wotherspoon clarified that the catchment for the Campus would be Northstowe and Longstanton.
- 18/032. Rec Ground maintenance** – To consider CALF recommendation that we shockwave and sand slit the two pitches on the 2nd field plus the training area in autumn 2018 up to a value of £9k + VAT – CALF has made this recommendation as a consequence of the pitches being used more intensively. Resolution to shockwave and sand slit the two pitches on the 2nd field plus the training area in autumn 2018 up to a value of £9k + VAT. **RESOLVED.**
- 18/033. County Council Planning Appeal** – To consider applying for Rule 6 status for appeal hearing on 14th March 2018 – Cllr Morris outlined that rationale. There is no barrister involved and costs will be approx. £1k. At the moment the case is focussed just on the landscape issues – Case Officers are constrained in what they can do and can only argue on the original grounds for refusal. By getting Rule 6 status we will be able to introduce extra material. We now have a clearer view of how sport would be affected by the proposals. Cllr Wotherspoon stated that the more that is put forward to the Inspector the better and that SCDC weren't happy with the application. Resolution to apply for Rule 6 status for appeal hearing on 14th March 2018 – **RESOLVED.**
- 18/034. Land adjacent to Dissenters Cemetery** – consider accepting the gift of land between Pelham Close and the rear of the cemetery to facilitate creation of a rear entrance – Cllr Morris outlined. Resolution to authorise 2 people to sign the title transfer as a deed in order to affect transfer of ownership of land between Pelham Close and the rear of the Dissenters Cemetery. **RESOLVED.** NB: as a consequence there will be minor additional grass cutting costs. There may be an opportunity later to move the Dissenters fence to encompass this area.
- 18/035. Financial Regulations** – Consider an amendment to Financial regulations sections 10.1 and 10.5 which deal with the need for an order system for items over £25. The recommendation from FLAC is that this figure is increased to £100 – RFO outlined. NB: a purchase order spreadsheet is already in place but nominal codes need adding going forward. Resolution to amend Financial Regs 10.1 and 10.5 to substitute £100 for £25 and require a log of orders issued above to be referenced by NNN.nnn etc where NNNN is the related account line from the Management Accounts and nnn is a sequential serial number within that line of account. **RESOLVED.**
- 18/036. SCDC Consultation** – Consider response to consultation on District Councillor engagement with Parish Councils – Clerk outlined. Noted that particular issues currently are: lack of swift responses and it was suggested that there should be a service level agreement put in place; content could then be consulted on separately. Website recommendations – Clerk commented that there appeared to be a lack of information on the SCDC website currently regarding the forthcoming elections.
- 18/037. Play spaces on new developments** – consider whether we insist on on-site provision of play space for developments beyond 450 metres from the Recreation Ground – Cllr Morris commented that the situation has arisen following an email from the SCDC S106 Officer. Discussions regarding the need to ensure safety of children who don't have a local area to play. Resolution that we insist on suitable play provision when a development is beyond 450m from the Recreation Ground. **RESOLVED.** NB: Policy H1d of the emerging Neighbourhood Plan states that any cluster of more than 30 houses must incorporate a play area unless within 450m of play facilities.
- 18/038. Village Hall hire** – Consider request by Sunflowers Care to hold a quiz night for their charity Support 4 Sunflowers, on Friday 23rd March 2018 in the Village Hall – Resolution that permission is granted for free use by Sunflowers Care to hold a quiz night on Friday 23rd March in the Village Hall. **RESOLVED.**
- 18/039. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Aerobics instructor	Hire of the green for one session	£ 7.00	£ 8.40	
HMRC	VAT repayment	-	£ 1,333.91	
Aerobics instructor	Hire of the Village Hall	£ 35.00	£ 42.00	
Ladybirds	Quarterly payment	£ 1,554.75	£ 1,554.75	
Village Hall hire	Invoice payment for hire of Village hall	£ 30.00	£ 36.00	

Donations	From local businesses towards Christmas lights	£ 587.99	£ 587.99	
		£ 3,088.66	£ 4,611.75	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for February 18	£ 3,441.19	£ 3,441.19	-
HMRC	Tax and NI for January 18 (month 10)	£ 864.50	£ 864.50	-
Sports & Social club	Quarterly charge for contract Oct-Dec 17	£ 1,080.00	£ 1,080.00	1058
A Mappedoram	for putting up lights on the Green	£ 514.50	£ 617.40	1059
CB Creative	Expenses re Lights for the green	£ 96.99	£ 96.99	1062
Alliance Construction Solutions	Completion of phase 1 Option A (Path the Pavilion)	£ 2,137.54	£ 2,565.05	1063
Lowther	Phase 3 clearance at Kingfisher Way	£ 2,075.00	£ 2,490.00	1064
Calor Gas	Delivery of Gas to the Pavilion	£ 938.31	£ 985.23	1065
AJ King	Monthly groundsman cost	£ 3,166.67	£ 3,800.00	1074
Brown and Ralph	Work on War Memorial to replace slab	£ 433.20	£ 519.84	1075
		£ 14,747.90	£ 16,460.20	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for February 18 (DD)	£ 37.28	£ 37.28	-
Birketts	Professional fee re Gladman appeal (Final invoice)	£ 467.20	£ 467.20	1057
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	1060
Wave	Sewerage charges for the Village Hall	£ 153.34	£ 153.34	1061
PPL	Annual licence for public performance (VH)	£ 208.55	£ 250.26	1066
Alan Mappedoram	Work done on Pavilion lighting	£ 237.70	£ 285.24	1067
Southern Electric	Electricity bill for the Pavilion	£ 278.91	£ 334.69	1068
Debbie Seabright	Stationery (paper/stapler/folder)	£ 13.97	£ 16.76	1069
Barton Oil Burner Services Ltd	Replacement of dirty nozzle and oil pump in VH Boiler	£ 159.00	£ 190.80	1070
Aquarius Liquid Engineering	Routine inspection of the pumps at rec ground	£ 260.00	£ 312.00	1071
AJ King	Work done & supply of security cables re goals & hose clips re dog bins	£ 26.42	£ 31.70	1072
Assistant Clerk	Expenses re Key cutting and telephone	£ 8.54	£ 9.25	1073
Alan Mappedoram	Work on village hall after high winds	£ 135.99	£ 163.18	1074
Assistant Clerk	Expenses re teabags/coffee/sugar	£ 7.48	£ 7.48	1076
ICO	Data Protection renewal payment (DD)	£ 35.00	£ 35.00	1077
Clerk	Expenses re Dropbox renewal	£ 79.00	£ 79.00	1078
		£ 2,136.38	£ 2,406.78	

Resolution to pay these invoices (with exception of Brown & Ralph until query resolved). **RESOLVED.**

- 18/040. Management accounts** – to review the monthly management accounts – Cllr Mudd queried item 7607. RFO responded that we'd over-estimated the rates figure – at the time the buildings hadn't been valued. Figure has been amended going forward now true data was available.
- 18/041. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 18/042. Matters for consideration at the next meeting** – Post box
- 18/043. Dates of next meetings** – Planning 8th Feb, CALF 20th Feb, Planning 22nd Feb, FLAC 26th Feb, Full 6th Mar
- 18/044. Close of Meeting** – 8.34pm.

Signed _____ (Chair) Date _____