

# COTTENHAM PARISH COUNCIL

## Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 13<sup>th</sup> January 2015 at 7.15pm

**Present:** Cllrs Leeks (Chair), Beckford, Berenger, Collier, Collinson, Heydon, Morris, Nicholas, Mudd, Ward, Wotherspoon, Young, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 4 members of the public

**15/001. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Richards (arriving late), CCC Cllr Jenkins (holiday) and CCC Cllr Mason (work).

**15/002. Public participation – Standing Orders to be suspended.** Cllrs Bolitho, McCarthy and Richards arrived at 7.17pm. Eileen Wilson, Chair of FECA, addressed the Council regarding their grant application which was submitted after the deadline. Cllr Morris pointed out that legally we can't give FECA money under the S137 scheme but there may be some other way we can help. It also needs to be acknowledged that CPC donate use of the green free of charge for the event. Additionally CPC aren't a charity but by asking us for money which FECA then give in grants we aren't able to 'control' who we then give those grants to. The question was raised of why FECA have £40k on their balance sheet. Eileen stated that the reserves could be used to fund the event however they may want to use the money to give additional grants going forward. Cllr Heydon queried the acceptable use of S137 and this was clarified.

**15/003. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate. Cllrs Berenger and Collier declared a pecuniary interest in item 15/006 (expenses). Cllr Collinson declared a non-pecuniary interest in the grant to the Mobile Warden scheme (item 15/010). Cllr Richards submitted a formal dispensation for the changing rooms. Resolution that CPC accepts dispensation from Cllr Richards. **RESOLVED.**

**15/004. Minutes** - Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 2<sup>nd</sup> December be signed as a correct record. **RESOLVED.**

### 15/005. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Young queried the finance cut of 31% and it was confirmed that this figure was correct. Regarding S106, Cllr Harford mentioned that another authority have registered for a judicial review. SCDC haven't registered. Beach Road – some discussion about the S106 monies; it looks like first occupation will be approximately the end of March but waiting confirmation. Cllr McCarthy asked if there would be a survey following the delayed bin collections over the Christmas period. Cllr Harford firstly responded that the blue bins would always have 'side waste' collected (if in a reusable or cardboard box). She also thanked CPC for putting the bin collection details on our website and Facebook. SCDC will look at feedback and review the scheme in advance of next Christmas.
- **CCC** – report circulated prior to the meeting. Issue of cyclepath cleaning raised again.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Gritting – CCC Cllr Jenkins has suggested that the 3 parishes involved pay for the gritting themselves. Endurance – members of the Planning Committee to meet with them to gain further information. Cllr Wotherspoon left the room at 8.05pm.
- **Police** – no update provided.

### 15/006. Finance

Income	Description	Net	Gross
Debbie Prince	Use of Recreation ground (November)	£ 24.00	£ 24.00

Michelle Plowman	Rent of village hall (October)	£ 965.00	£ 965.00
Day centre	Rent of village hall (Nov)	£ 560.00	£ 560.00
C.F Gawthrouph	Town Ground Rent	£ 245.00	£ 245.00
Toy Library	Donation from the Toy Library from Toy sale	£ 27.50	£ 27.50
CUSSC	Donation from quiz night towards changing rooms	£ 747.00	£ 747.00
Curry Palace	Donation towards the Christmas tree	£ 100.00	£ 100.00
Jane Williams	Rent November	£ 130.00	£ 130.00
		<b>£ 2,798.50</b>	<b>£ 2,798.50</b>
<b>Expenses</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Salaries	Salaries	£ 3,996.83	£ 3,996.83
HMRC	Tax and NI	£ 1,469.84	£ 1,469.84
A Mappledoram	Checking of lights at village hall & sensor light	£ 39.95	£ 47.10
CAPALC	Outreach training Courses x 3	£ 1,050.00	£ 1,050.00
Open Spaces Society	Annual subscription	£ 45.00	£ 45.00
Travis Perkins	Rope coils for Carol banner on green	£ 7.41	£ 8.89
Andrew King	Mileage costs to end of November	£ 4.80	£ 4.80
Green and Purple Ltd	Accountancy support re Changing rooms (Nov 14)	£ 250.00	£ 300.00
The BC Group Trust	Crowlands Manor site	£ 245.00	£ 294.00
Debbie Seabright	Stamps and Envelopes	£ 14.72	£ 14.72
The BC Group Trust	Crowlands Manor site	£ 412.50	£ 495.00
Andrew King	Reimbursement for inv for reindeers at carol concert	£ 420.00	£ 420.00
Sarah Berenger	Expenses re Sweets for the Carol concert	£ 55.54	£ 55.54
CSA	Bucket and mop and Zip Strip & Toilet rolls (at £39.90)	£ 153.35	£ 184.02
Jo Brook	Expenses re Carol concert and Stationary	£ 102.70	£ 102.70
Alex Collier	Expenses re the sound man at the Carol Concert	£ 70.00	£ 70.00
Green and Purple Ltd	Accountancy support re Changing rooms (Dec 14)	£ 250.00	£ 300.00
JK & GA Agnew Woods	Christmas tree for the green	£ 425.00	£ 510.00
Atlas Tree Surgery Ltd	Phase 1 work on Tenison Manor	£ 400.00	£ 480.00
Nick West	Cleaning of the Village hall (labour )	£ 610.88	£ 610.88
Nick West	Keys cut	£ 150.00	£ 150.00
Nick West	Air freshner/ Duracel batteries/ Cleaning equipment	£ 87.28	£ 87.28
Southern Electric	Electricity on the Green DD	£ 21.35	£ 22.41
Andrew King	Inv for Dec 2014 Labour £2083 Materials £383.33	£ 2,466.33	£ 3,043.48
A Mappledoram	Erection of the christmas lights on the green	£ 488.95	£ 586.74
Connections Bus	Sept-Dec (14 visits)	£ 3,318.00	£ 3,318.00
		<b>£ 16,535.43</b>	<b>£ 17,676.23</b>

Cllrs Berenger and Collier left the room at 8.06pm. Cllr Wotherspoon returned at 8.07pm. Expenses for Cllrs Berenger and Collier approved and they returned to the room at 8.08pm. RFO mentioned an amendment to the figures for Andrew King; should be £2152.91 + materials net and £3043.48 gross. Cllr Mudd mentioned the BC Trust invoice for £245 since although the work needed doing it hadn't been approved by the Council. Resolution to pay these invoices.

**RESOLVED.**

**15/007. Election of Vice Chairman** – Resolution that Cllr Morris is appointed as Vice Chair. **RESOLVED.**

**15/008. CVC Governor** – Resolution to appoint Cllr Collier to the role of College Governor. **RESOLVED.**

**15/009. Appointment of members to Traffic Committee** – Resolution to appoint Cllr Nicholas to the Committee. **RESOLVED.** NB: 1 vacancy still outstanding.

- 15/010. Budget setting and Precept 2015/16** – to consider Finance Committee recommendation of setting an expense budget for 2015/16 of £239,418 – Cllr Young gave the background. FLAC haven't recommended a precept figure in advance of discussions tonight. Initial projected expenditure £239,418, income £39,520 gives a net of £199,898. Groundsman costs amended to £30,435. S106 figures for Tenison Manor £2k, BGW £1k and a maintenance figure for WARG Field of £200 to be separate line items. Cllr Young clarified that tree works had been reduced based on 2014 expenditure. Furthermore following the changing rooms and skatepark projects there will be reserves which will act as 'contingency'. Additional £500 added to playground maintenance. Further discussions required with the Community Centre regarding rent. Cllrs Morris and Mudd are still working on the revised Sports & Social Club agreement to unbundle the additional work done by Nick West and Andy Ward. Cllr Richards raised the provision of disabled toilets at the Village Hall. £5k for Christmas lights to be swapped to disabled toilet project. Cllrs Berenger and Collier stated their intention to raise the money needed for the lights by looking for sponsorship from local companies and individuals. Resolution that with an expenses budget of £243,618 and income of £39,520, CPC recommends a precept for 2015/16 of £204,098. **RESOLVED.** Cllr Harford left the meeting at 9.06pm.
- 15/011. Finances** – to consider Finance Committee recommendation of viring of historic reserves into a general reserve, capital fund and loan fund plus an annual review of budget allocations and reserves already made – Cllr Young gave the background to this item. Essentially there will now be 3 rather than the current 5 pots of money. Need to ensure that ringfenced money is properly accounted for. Resolution to accept Finance Committee recommendation of viring of historic reserves into a general reserve, capital fund and loan fund plus an annual review of budget allocations and reserves already made. **RESOLVED.**
- 15/012. Changing Rooms** – To receive an update on the project - Cllrs Morris ran through the key items in the report provided in the agenda pack. In addition an irregularity has been found which relates to an earlier tender bid and he is awaiting advice from the SCDC Monitoring Officer. This doesn't contaminate the current tenders because the contractor isn't involved in the current process. Meeting scheduled for this coming Friday with Wilby & Burnett plus all the contractors.
- 15/013. Skatepark** – To receive an update on the project - Cllrs Morris ran through the key points in the report provided in the agenda pack. Wheelscape have come back with a revised quote of £84,500. Contract Administrator quote has come back which still keeps us within the agreed £90k budget. Resolution that CPC now authorises the skatepark working party to proceed with the project and negotiate contracts. **RESOLVED.**
- 15/014. Tenison Manor adoption** – to consider setting up a meeting with Sue Reynolds (County), Persimmon and Anglian Water to progress adoption of the estate – Resolution that Cllrs Morris and Mudd will meet with all parties involved in the adoption of the estate. **RESOLVED.**
- 15/015. Verti-draining** – Resolution to accept CALF recommendation (resolution 14L/120) of deep-tine aeration at rec ground at a cost of up to £220+VAT per pitch (2 pitches). **RESOLVED.**
- 15/016. Facilities Committee** – to consider a delegated budget for CALF covering Open Spaces, Village Hall and Changing Rooms (resolution 14L/122) – Cllr Morris outlined the plan which would allow up to 10% of the budget per quarter within delegated line items to be spent. This would be voted on at Committee level for maintenance and approved projects only. Resolution that Council delegates a budget to CALF of up to 10% of the budget of expenditure per quarter within delegated line items for maintenance and approved projects only. **RESOLVED.**
- 15/017. Fen Reeves** – Resolution to accept quote for cutting back of small branch growth to clear pathways at a cost of £90 inc VAT (using tractor and flail). **RESOLVED.**
- 15/018. Narrow Lane** – Resolution to accept quote for spraying of weeds at High St end of path and removal of weeds from Telegraph St end at a cost of £120 inc VAT. **RESOLVED.**

- 15/019. Office shredder** – To consider purchase of a new shredder at a cost of up to £200 + VAT as recommended by FLAC – In relation to motions 15/019, 15/020 and 15/021 Cllr Beckford offered to supply the items via his work and this offer was accepted.
- 15/020. Laminator** – To consider purchase of a laminating machine at a cost of up to £50 + VAT as recommended by FLAC – See item 15/019.
- 15/021. Display boards** – To consider purchase of exhibition display boards at a cost of up to £83 + VAT as recommended by FLAC – See item 15/019.
- 15/022. Neighbourhood Planning working party** – Resolution to set up a working party comprising Cllrs Morris and Nicholas with SCDC Cllr Harford. **RESOLVED.**
- 15/023. Scrutiny Committee** – To consider setting up a Scrutiny Committee – Item deferred.
- 15/024. August Full Council meeting** – To consider that no full Council meeting is held during August – Item deferred.
- 15/025. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Meeting closed at 9.57pm.  
*It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.*
- 15/026. Sale of grounds equipment (closed item)** – To consider the best method of selling all unwanted machinery equipment. The meeting re-opened at 10.03pm.
- 15/027. Matters for consideration at the next meeting** – Changing rooms, skatepark, church & causeway, grants
- 15/028. Dates of next meetings** – Planning 5<sup>th</sup> February, Highways 10<sup>th</sup> February, Facilities 17<sup>th</sup> February, Planning 19<sup>th</sup> February, Finance 26<sup>th</sup> February, Full Council 3<sup>rd</sup> March
- 15/029. Close of Meeting** – 10.05pm.

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