

Minutes of the **Full Parish Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd June 2015 at 7.15pm

Present: Cllrs Morris (Chair), Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, Richards and Young and Clerk (Jo Brook), RFO (Debbie Seabright), SCDC Cllrs Edwards and Harford and CCC Cllr Mason

In attendance: 1 member of the public

15/132. Chairman's Introduction and Apologies for absence – Apologies accepted from Cllrs Berenger (illness), Bolitho (personal), Ward (holiday), Wotherspoon (holiday) and CCC Jenkins (meeting).

15/133. Public participation – Standing Orders to be suspended – no questions.

15/134. 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 – none.

15/135. Minutes – Corrections made to some of the income/expenditure figures. Resolution that the minutes of the meeting of the Full Council meeting held on the 5th May be signed as a correct record. **RESOLVED.**

15/136. Reports

- **SCDC** – report circulated prior to the meeting – Cllr Collinson flagged a concern and wondered whether SCDC were intending to do any work on the right to buy policy. Cllr Edwards responded that at a meeting yesterday the Housing Officer had raised the same concerns and that they are on top of matters.
- **CCC** – report circulated prior to the meeting. Cllr Collinson queried the windfall of the education support grant and why it was moved to the general fund. Cllr Mason suspected that it has just been banked for the moment but that it was ringfenced. He will pursue and give a firm response. There were a number of other issues he flagged:
 - Consultation re. boundary commission review. The preferred choice has now been provided with a single member division proposed of Cottenham/Rampton/Willingham. This is different to the County proposal. Urged us to respond to the consultation.
 - Library service: huge controversy has been resolved in line with the officers recommendation. There will be a separate decision regarding the Cambridge Collection moving to Ely.
 - Motion re. major development proposals: the idea of objecting when infrastructure couldn't be supported. Change in wording to say 'cannot support' instead. This is a bit of a watering down. The officers will now be required to comment on infrastructure. Cllr Harford confirmed that 'major development' is anything over 20 houses.
 - He has attended several sessions of the Local Plan.
 - Denmark Road drainage: situation still not fully resolved. He is assisting residents regarding insurance claim.
 - Primary School extension: has visited the site which is looking very good and may be delivered slightly ahead of schedule.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – 3 further items of correspondence. Consultation for the Boundaries Commission needs a response by 6th July. Letter received from the Village Society re. naming of ponds on the Pelham Grange estate; Clerk to respond that there aren't any ponds. Letter from HCV joint committee who would like to present to full Council in July.

- **Northstowe – report circulated prior to the meeting.** Cllr Heydon stated that the Phase 2 application was in the pipeline and would be looked at in July. She had been to several public meetings which were well attended. There is also a Facebook page and website with a lot of information. Cllr Heydon to send details of the drop in event.
- **Speedwatch update** – report circulated prior to the meeting. Cllr Heydon thanked Cllr Harford to suggesting an event by the alms houses. Cllr Nicholas asked how many police enforcement sessions had been carried out; Cllr Heydon was aware of 4 but there have been more. Cllr McCarthy asked what would be required to have a speed camera. We would need to pay for the camera and need to show fatality figures, not just speed issues.

15/137. Finance

Income	Description	Net	Gross	
Kids Only	Rent for March 15	£ 741.67	£ 890.00	
Debbie Prince	Rent for April 15	£ 21.00	£ 25.20	
Jane Williams	Rent for April 15	£ 161.00	£ 193.20	
Day Centre	Rent for April 15	£ 200.00	£ 240.00	
SCDC	For use of village hall for polling station	£ 62.50	£ 75.00	
Rambling Club	Donation for new gate	£ 352.80	£ 352.80	
CUSSC	Quarterly rent for the village hall	£ 1,729.17	£ 2,075.00	
Voland Asphalt	Payment for repairs to the broken gate	£ 35.91	£ 35.91	
Ladybirds	50% of boiler service reimbursed	£ 120.32	£ 120.32	
Rec refreshments	From trial event	£ 17.80	£ 17.80	
		£ 3,442.17	£ 4,025.23	
Expenses	Description	Net	Gross	code
Salaries	Salaries	£ 2,619.39	£ 2,619.39	
HMRC	PAYE and NI	£ 730.41	£ 730.41	
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	282
Green and Purple	Accounting support/Prep of the Year End accounts	£ 600.00	£ 720.00	281
BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00	273
Travis Perkins	Barrier fencing 50m	£ 37.00	£ 44.40	266
Playsafety Ltd	Annual Inspection of the playground	£ 110.00	£ 132.00	267
C J Murfitt Ltd	Works completed to date as per W & B Certificate No 1	£ 58,283.93	£ 69,940.00	268
AJ King	Remedial work to moat - additional work	£ 120.00	£ 144.00	269
AJ King	Work on trees on the green - additional work	£ 100.00	£ 120.00	270
Virgin Media	2013 Broadband charges at Ebenezer House	£ 24.03	£ 24.03	271
Ladybirds	50% share of repair works on boiler	£ 67.90	£ 67.90	272
Barton Oil	Boiler service charge for Sports and Social Club	£ 87.98	£ 105.58	274
Martin Graves	Re-assemble new village sign	£ 150.91	£ 181.09	275
Currys PC World	2 Laptops 1 Black & White printer/ 1 Colour printer	£ 1,247.65	£ 1,497.16	276
Balfour Beatty	New column at 13 Lyles Road	£ 1,516.66	£ 1,819.99	277
Cambridge Water	Water bill for Sports and Social Club (DD)	£ 1,015.93	£ 1,015.93	278
Cambridge Water	Water for Bowls Club/Allotments/new CR's (DD)	£ 81.16	£ 81.16	279
Debbie Seabright	Paper/Key cutting of office keys/Mileage costs	£ 33.30	£ 33.30	280
Jo Brook exps	Refreshments for Rec (trial event)	£ 26.00	£ 26.00	
Barton Oil	Replacement of the oil line from the tank to the boilers - emergency works	£ 520.00	£ 624.00	283
Wheelscape	Works carried out at the Skatepark as per valuation No 1	£ 47,500.00	£ 57,000.00	284

		£117,758.49	£140,319.82	
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Cllr Mudd queried the Virgin invoice. RFO said that it was due to the broadband being connected long after we left Ebenezer House.

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

- 15/138. Management accounts** – to review the monthly management accounts – Circulated prior to the meeting. Cllr Young stated that there wasn't much in the way of expenditure to report for yet except for donations/S137 monies which went out at the start of the financial year.
- 15/139. Bank reconciliation** – to review monthly bank reconciliation – Cllr Morris outlined. The balance is at its peak at the moment due to the precept being paid plus grant monies but payments for the changing rooms and skatepark have yet to go out. Need to replace Cllr Morris as the person responsible for carrying out the bank reconciliation since it should be carried out by someone other than the Chair or a signatory. FLAC to appoint another person.
- 15/140. Year-end accounts and annual return** – to review and consider approval – RFO circulated prior to the meeting. Resolution to approve year end accounts for 2014/15. **RESOLVED.** Cllr Morris ran through the annual return. Resolution to sign section 1 (figures) of the annual return. **RESOLVED.** Cllr Morris went through section 2 of the annual return (yes/no answers). Resolution that the annual governance statement of the annual return be signed. **RESOLVED.**
- 15/141. Changing Rooms** – To receive an update on the project - Cllrs Mudd ran through the report. Meeting tomorrow with the architect/contractors. There has been an issue with site security which needs investigating. Everything is to budget and to plan. Cllr Morris highlighted that the road finishing may be more than anticipated (estimated at £14k) but this should still be contained within the overall agreed project budget.
- 15/142. Skatepark** – To receive an update on the project including opening event - Cllr Collier stated that the site was nearing completion and is looking very good. For the opening event a pro-skater has been confirmed along with a graffiti artist, an ice cream van and bbq. Billy's would like to have a stall and this was considered acceptable given their support of the Festival last summer. Need to invite funders to the event and organise the funders signage and disclaimer notice (Wheelscape may have some standard wording we could use).
- 15/143. King George Vth Trustees** – to consider recommendation from FLAC committee that the majority of current Parish Councillors also act as charity trustees – CCC Cllr Mason left the meeting at 8.30pm. RFO outlined. Currently only 5 trustees and the recommendation is for the majority of the PC become named trustees. There is no personal liability. We will have to give a yearly annual submission of accounts (zero). Cllr Collinson asked if we have a copy of the deed and Cllr Morris confirmed that we did. The new Changing Rooms aren't affected due to recent changes in the Charities Act. Cllr Collinson asked if there was any requirement for the Trustees to meet; Cllr Morris to check. RFO to contact Cllrs. NB: Register of Interests will need amending.
- 15/144. NALC Awards** – to consider submission in the category of Young Councillor of the Year – Clerk outlined the NALC Star Awards scheme. Resolution to submit application in the categories of Young Councillor of the Year (Cllr Collier) and Digital Communications at the NALC Star Awards. **RESOLVED.**
- 15/145. Neighbourhood Plan** – to consider key points and next steps in the development of the Neighbourhood Plan – Cllr Morris outlined. Looking to test the 7 point principles at the FEFF. We also need some consultees who are leaders of the community i.e. business leaders (approx. 40-50 people to sign up to be consulted) and a target list has been drawn up. Hoping to have a poster/survey ready for the FEFF. Cllr Young wanted to add a point re. infrastructure i.e. how we better connect to Cambridge. Cllr Collinson suggested getting residents to sign up at the FEFF. It was suggested by Cllr Heydon that the statements were judgemental i.e using the word 'youth' re. affordable housing. Standing Orders suspended at 8.55pm. Cllr Harford stated that the housing needs figures indicated our biggest need is currently for the over 55's. Standing Orders reinstated at 8.56pm. We must make it clear on what the alternative is to not having a Neighbourhood Plan.

Cllr Collinson said that at the Stretham event they emphasised that they had looked at the existing community for inspiration in terms of the design. Cllr Richards highlighted the need for youth facilities; if bringing younger people to the village it stands to reason that there will be an increase in children and therefore adequate facilities would be required. NP working party to rework plans in preparation for the FEFF.

- 15/146. Child-designed road signs** – to consider judges for the competition – Cllr Collier suggested PCSO Fuller, Mike Fishpool (fire station) and Nicola Gawthrop (lollipop lady) as judges. Resolution to approach 3 independents as judges for the child-designed road sign competition. **RESOLVED.**
- 15/147. Smartwater signs** – to consider installation of signs following Operation Oaklands – Clerk outlined. It was felt that the signs wouldn't be effective and just add to 'street clutter'.
- 15/148. Gladman Developments** – to consider delegating authority to 2/3 Cllrs to attend a fact finding meeting with Gladman Developments re. possible Rampton Road development – Cllr Mudd outlined. Suggested representatives were Cllrs Heydon, Morris and Mudd with the Clerk attending to minute however Cllr Heydon withdrew and Cllr Nicholas was suggested as a replacement. Cllr Morris will draft a letter to state that the mandate of the PC representatives is simply to fact find and they will not be offering an opinion. Also need to find out how many people will be attending the meeting from Gladman. We need to reinforce the message that Gladman consult with the whole village and also find ways to communicate the information ourselves. Standing Orders suspended at 9.20pm. Cllr Harford will check the status of a Neighbourhood Plan suggested as possibly being overridden by developers. Standing Orders reinstated at 9.21pm. Letter to Gladman will be circulated to all Cllrs prior to sending. Resolution to invite 2/3 representatives from Gladman to a fact finding meeting with 3 members of the Parish Council plus Clerk so that we are in a better position to inform our residents regarding proposals for development off Rampton Road. **RESOLVED.**
- 15/149. Projector** – to consider use of the OHP for Council/Committee meetings – Cllr Heydon felt that the projector would be useful for some meetings. Cllr Morris stated that most of the paperwork would be unsuitable for projection however it could be useful for certain meetings i.e. planning. Cllr Richards supplied wifi code which would be required to bring up any planning data from the SCDC website.
- 15/150. FLAC Committee** – to consider additional members for the Committee – Cllr McCarthy joined the Committee.
- 15/151. Consumables reimbursement** – Consider reimbursement of paper/Ink or IT equipment for councillors – Item deferred.
- 15/152. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. The meeting closed at 9.35pm.
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.
- 15/153. Recruitment of Assistant Clerk** – closed item.
- 15/154. Matters for consideration at the next meeting** – Feedback from Gladman meeting, consumables, skatepark, changing rooms, King George Vth update.
- 15/155. Dates of next meetings** – Planning 5th June, CALF 16th June, Planning 18th June, Highways 23rd June, FLAC 25th June, Full 7th July
- 15/156. Close of Meeting** – 9.55pm.

Signed _____ (Chair) Date _____