

**DRAFT Full Parish Council Meeting Minutes**

To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> July 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Collinson, Dewey, Graves, Kidston, McCarthy, Smith, Ward and Wilson and the Clerk, Asst Clerk and RFO

- 18/134. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Gledhill (sick), Mudd (sick), Wotherspoon (work), Young (work) and SCDC Cllr Wilson (late)
- 18/135. To accept Declarations of Interest and Dispensations** – none given.
- 18/136. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5<sup>th</sup> June 2018 be signed as a correct record. **RESOLVED** (with minor amend under 18/117 – SCDC report)
- 18/137. Public participation** – None present.
- 18/138. Reports**
- **CCC** – Councillors expressed disappointment that no report had been received.
  - **Clerk** – Abandoned car in The Pound; Clerk has located owner and will write requesting them to move (Groundman needs to undertake some maintenance works). Getting advice from SLCC on the process. Cottenham Cup – Groundsman has raised concerns regarding the state of the grass Clerk to add to next CALF agenda. SCDC Cllr Wilson is looking into enforcement issue on Denmark Road and will revert. FECA grant – not received confirmation of receipt; Clerk to follow up. Beach Road – concerns regarding it melting again in the prolonged heat. Asst Clerk confirmed that it was being constantly chased with County Highways and via CCC Cllr Wotherspoon.
  - **Major developments** – Cllr Morris has written on behalf of our Planning Committee to SCDC regarding the lack of enforcement and enforceability. CCC – need to chase up meeting with This Land.
  - **Village Hall & Nursery** – As per report. Cllr Smith queried the funding and whether it was possible to reword text regarding S106 monies. Cllr Morris confirmed that in principle, assuming we get the capital borrowing, it is affordable and essentially the £400k S106 money means we can reduce the precept more quickly. NB: it is possible that some of the early years contribution will be an up front payment.
  - **Neighbourhood Plan** – Copy of the full Plan and a pocket version distributed to members. Cllr Morris ran through the report.
  - **Cottenham Flood Risk Forum** – Cllr Morris outlined the report and the meeting was considered worthwhile. Flood Plan group to be prompted to meet after the next quarterly Forum meeting. Cllr Graves stated that the biggest worry is there is no run off protection from the A14 until near completion.
  - **Brenda Gautrey Way ditch/trees** – Cllr Morris outlined the background. Ditch can't be left any longer and we are meeting with the IDB and Brian Heffernan (County) this week to get a quote for the clearance works (was last slubbed out in 2015). We may have to do the work ourselves then charge back to the landowners accordingly. There is some flytipping which needs addressing. Once the 'green strip' and ditch are in order we can consider negotiating a commuted sum and taking over maintenance/ownership. SCDC Cllr Wilson arrived at 7.50pm. Standing Orders suspended 7.52pm.
  - **SCDC** – Oakington Hub workshop noted and 2 members of the GCP are coming to our August meeting. Attended meeting at Amey last week and now trying to encourage residents to report smells. Unhappy with the current reporting process and SCDC Cllr Gough has sent Amey a suggested alternative proforma. Standing Orders reinstated 7.54pm.
- 18/139. SLCC membership** – Resolution to renew SLCC membership at a cost of £185. **RESOLVED.**
- 18/140. Tree surveys** – Review of surveys carried out on WARG Field, BGW, Tenison Manor, Moat, Pond and Old Recreation Ground – Cllrs Bolitho and McCarthy to devise a 3 year phased programme of works. Clerk to arrange quotes for urgent works.
- 18/141. Highways Improvements update** – Resolution that CPC authorises Cllr Morris, with the assistance of the Assistant Clerk, to submit an expression of interest in a LHI project based around improvements to speed management on Histon Road – **RESOLVED.**

18/142. Finance

Income	Description	Net	Gross	
Aerobics instructor	Invoice payment for April and May 2018	£103.50	£124.20	
Kids Club	Invoice payment	£898.92	£1,078.70	
Whyatts	Invoice payment	£593.70	£712.44	
HMRC	Vat payment	-	£3,082.93	
Overpower Fitness	Invoice payment	£45.00	£54.00	
King and Co	Return of duplicate payment re Fencing from the purchase of 60 Lambs Lane	£2,406.00	£2,406.00	
		<b>£4,047.12</b>	<b>£7,458.27</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 18	£4,186.06	£4,186.06	-
HMRC	Tax and NI for June 18 (month 3)	£1,115.55	£1,115.55	-
C'ham Community Centre	Six months rent to September 2018	£1,300.00	£1,300.00	1170
Shire Trees Ltd	Tree works Broad Lane/Dunlocks/Moat	£1,615.00	£1,938.00	1181
AGB Environmental	Environmental study and method statement for Decommissioning of fuel tank	£1,050.00	£1,260.00	1185
Argenta Tree Surveys	Tree survey and plotting on a digital map	£701.46	£701.46	1186
Online Playgrounds	7 X Swing hangers for 4-bay swings + tool for fitting	£478.50	£574.20	1188/ 1189
Road Data Services	Traffic survey – Histon Road	£590.00	£708.00	
		<b>£11,036.57</b>	<b>£11,783.27</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (July 18)	£193.01	£193.01	
AJ King	Additional work - Cricket Square on the Rec ground	£40.00	£48.00	1167
RFO	Expenses - Sim Card for the Pavilion	£8.64	£10.37	1168
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1169
Watchthedot	Premium hosting for our website	£120.00	£120.00	1171
CSA	Toilet rolls and Dispenser	£71.80	£86.16	1172
SCDC	Costs incurred in the administration of uncontested Parish election	£225.00	£225.00	1173
RFO	Ink Cartridge XL and stationary items	£62.47	£74.97	1174
CSA	Toilet Cleaner & Freshener x 6 for Pavilion	£11.82	£14.18	1175
FECA	Annual Membership fee	£15.00	£15.00	1176
Staples	Ink Cartridge for clerk	£26.57	£31.88	1177
SSE- Electric	Electric bill for the Sports Pavilion	£349.53	£419.43	1178
Cambridge Water Business	6 monthly water bill for the Bowls Club/Allotments.	£332.08	£332.08	1179
Cambridge Water Business	6 monthly water bill for the Sports and Social Club/VH	£475.98	£475.98	1180
Business Consultancy	Payroll processing	£65.80	£78.96	1182
Assistant Clerk	Phone topup and Ink Cartridge	£23.55	£23.55	1183/ 1184
SLCC	Annual Membership fee	£185.00	£185.00	1187
Clerk	Exps re Mileage (to/from CiLCA training) 31 miles	£13.95	£13.95	
Assistant Clerk	Replacement HP laptop battery	£34.99	£34.99	
		<b>£2,305.19</b>	<b>£2,442.51</b>	

Noted that Road Data Services invoice was for traffic measurement only – data now being analysed separately. Resolution to pay these invoices. **RESOLVED.**

- 18/143. Management accounts** – to review the monthly management accounts – Noted. £4500 CLT money can now be transferred – got their bank account today.
- 18/144. Bank reconciliation** – to review monthly bank reconciliation – Noted. RFO explained that the £1500 had now been accounted for (Mobile Warden Scheme). Duplicate payment due back.
- 18/145. Matters for consideration at the next meeting** – Time banking (Cllr Ward), website document transparency (Cllr Dewey) and Oakington Hub presentation.
- 18/146. Dates of next meetings** – Planning 5<sup>th</sup> July, CALF 17<sup>th</sup> July, Planning 19<sup>th</sup> July, FLAC 24<sup>th</sup> July, Highways 26<sup>th</sup> July, Full 7<sup>th</sup> August
- 18/147. Close of Meeting** – 8.04pm.

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

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