

Minutes of the Annual Meeting of the Parish Council

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th May 2015 at 7.15pm

Present: Cllrs Berenger, Bolitho, Collier, Collinson, Heydon, Leeks, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

- 15/101. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllrs Leeks and Morris both stood. Cllr Richards arrived at 7.20pm. Following a ballot Cllr Morris was appointed as Chair. He thanked those who voted and Cllr Leeks as outgoing Chair.
- 15/102. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllrs McCarthy and Young both stood. Following a ballot Cllr Young was appointed as Vice Chair.
- 15/103. Chairman’s Introduction and Apologies for absence –** apologies accepted from CCC Cllr Jenkins (work). SCDC Cllr Harford arrived at 7.30pm.
- 15/104. 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. No declarations received.
- 15/105. Minutes –** Resolution that the minutes of the meeting of the Full Council meeting held on the 7th April be signed as a correct record. **RESOLVED.**
- 15/106. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Feb 2015; 9 members, quorum 3; 5 ad-hoc co-opts) Cllr Heydon stood down. Cllr Nicholas joined.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts) Cllr Heydon stood down and was thanked for her strong contribution.
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
 - Standards Committee (ToR Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- NB: Chairs to be appointed at the first meeting. Committees to report back on any vacancies.
- 15/107. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
 - HR (Cllrs Ward, Morris, Nicholas)
 - Sustainable Cottenham (Cllrs Ward & Berenger)
- 15/108. Endorse status “Task & Finish” Working Parties**
- Child-designed street signs (Highways – Cllrs Collier & Ward)
 - Neighbourhood Plan (Planning - Cllrs Morris, Nicholas, DC Harford. New additions Cllrs Collinson & Young)
 - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd)
 - Pedestrian Safety (Highways - Cllrs Collier, Morris, Ward. New additions Cllrs McCarthy & Nicholas)
 - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris)
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris)
- 15/109. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustees, currently Cllr Mudd and DC Harford)
 - Church and Causeway Charity (Trustee - Cllr Berenger. New addition Cllr Collier)

- Cottenham Community Centre (Trustee - Cllr Collier)
- Cottenham Village College (Governor - Cllr Collier)
- Mobile Warden Scheme (Trustee - Cllr Collinson)
- Ladybird Pre-School (Trustee, currently vacant. Cllr Collier to take on from September)

15/110. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho. New addition Cllr McCarthy).
- Playground Inspectors (Cllrs Mudd and Nicholas)

15/111. To review policy recommendations by Committees

- Code of Conduct (adopted July 2012); consider recommendations by Standards April 2015. Cllr Morris explained that there were no changes recommended by Standards. However there are some interpretations needed and therefore some training is necessary. Amends required to 4.1 and 4.2.4. Cllr Bolitho queried the role of the Monitoring Officer and Cllr Morris confirmed that they have no authority over us. Document referred back to Standards.
- Complaints procedure (adopted August 2012); consider recommendations by Standards April 2015. Cllr Morris explained the changes suggested. Defer to next meeting.
- Procedure for handling FOI requests (adopted March 2013). Cllr Bolitho queried costs. Clerk confirmed that these are in the model publication form. Acceptance confirmed of existing procedure.
- Standing Orders July 2012 – Resolution to accept recommendations by FLAC March 2015. **RESOLVED.**
- Risk Assessment – Resolution to accept recommendations by FLAC February 2015. **RESOLVED.**

15/112. Public participation – Standing Orders to be suspended – no public present.

15/113. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Bolitho asked about the planning ‘trend’ for submitting an application which then leads to something else i.e. remove a tree then wanting to build an extension or vice versa. Cllr Harford stated that normally any tree that needed removing would form part of the original planning application and not a separate application. She will look at issues off-line with Cllrs Bolitho and McCarthy. She will also look at a revamp of the TPO form with Ian Lorman.
- **CCC** – report circulated prior to the meeting. No comments.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Aquarius have changed the date of their inspection.
- **CALF** – report circulated prior to the meeting. Cllr Nicholas asked when the circular walk would be ready. Gate being installed shortly.
- **FLAC** – report circulated prior to the meeting. No comments.
- **Highways Committee** – report circulated prior to the meeting. No comments.
- **Planning Committee** – report circulated prior to the meeting. Cllr Nicholas questioned how many decisions SCDC concurred with CPC. When there is a difference of opinions we should review the decision noticed to see why. Cllr Harford suggested checking the delegation reports. If they aren’t online she will be able to get hold of them for us.
- **Standards** – report circulated prior to the meeting. No comments.

15/114. Finance

Income	Description	Net	Gross
Precept	First half of the Precept	£ 102,049.00	£ 102,049.00
Michelle Plowman	Rent for Feb 15	£ 830.02	£ 830.02
Debbie Prince	Rent for March 15	£ 13.33	£ 16.00
Jane Williams	Rent for Feb and March 15	£ 283.35	£ 340.00

Cottenham Day Centre	Rent for March 15	£ 200.00	£ 240.00
HMRC	VAT repayment Feb	£ 3,927.27	£ 3,927.27
HMRC	VAT repayment March	£ 13,685.44	£ 13,685.44
Green Party	Rent for the village hall	£ 25.00	£ 30.00
Football Foundation (Facilities)	Grant for the New changing rooms	£ 30,000.00	£ 30,000.00
Football Foundation (FSIF)	Grant for the New changing rooms	£ 6,000.00	£ 6,000.00
WREN	Grant for the Skate park	£ 22,500.00	£ 22,500.00
Ladybirds	Quarterly payment	£ 1,554.19	£ 1,554.19
Cottenham United FC	Yearly rent	£ 1,041.67	£ 1,250.00
Bowls club	Yearly rent (£20) and water (£80)	£ 83.34	£ 100.00
Andrew King	Sale of equipment	£ 5,000.00	£ 6,000.00
Ladybirds	Portion of the building insurance premium	£ 804.77	£ 804.77
Came and Company	Insurance adjustments after sale of equipment - rebate	£ 37.60	£ 37.60
		£ 188,034.98	£ 189,364.29
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,377.00	£ 2,377.00
HMRC	PAYE and NI	£ 566.96	£ 566.96
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48
AJ King	Work on the Skate Board Area - additional work	£ 50.00	£ 60.00
Nick West	Labour costs for cleaning of village hall Jan & Mar	£ 1,164.38	£ 1,164.38
Nick West (CCL Supplies)	Floor polish remover & Kentucky mop head (exps)	£ 18.10	£ 18.10
Nick West (Mark Weatherhead)	Gate Eye for repair of gate (exps)	£ 8.81	£ 8.81
Nick West (Cambs Master Locksmiths)	4 Chubb keys (exps)	£ 24.00	£ 24.00
Green and Purple Ltd	Accounting support for Feb 2015 and April 2015	£ 500.00	£ 600.00
Southern Electric	Electric bill for recreation ground (Quarterly) DD	£ 1,470.60	£ 1,764.72
UK Power Networks	Costs for connection to the New Changing rooms	£ 4,185.18	£ 5,022.22
Staples	Stationery: Laminating Pouches/A4 paper/toner	£ 130.56	£ 156.67
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 2)	£ 42,216.45	£ 50,659.74
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 3)	£ 15,540.59	£ 18,648.71
CGM Landscapes	Verti-Draining to two football pitches	£ 440.00	£ 528.00
SCDC	Trade collection at the recreation ground	£821.50	£821.50
Southern Electric	Electric bill for the Green (DD)	£ 53.59	£ 56.26
Connections Bus Project	Connections bus from Jan 15-Mar 15	£ 2,370.00	£ 2,370.00
Barton Oil Burner services	Ladybirds boiler service	£ 240.63	£ 288.76
Northmore Associates Ltd	Building consultancy services	£ 995.00	£ 1,194.00
The BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00
Debbie Seabright	Expenses re Stamps	£ 12.96	£ 12.96
Jo Brook	HP Ink	£ 16.00	£ 16.00
Jo Brook	Refreshments for APM and HP Ink	£ 32.74	£ 32.74
CSA	Hire of Floor buffer & stripper for use in VH	£ 59.95	£ 71.94
CSA	Loo paper/Bleach/Toilet cleaner/Cleanser/Floor cleaner	£ 109.58	£ 131.50
		£ 76,290.82	£ 89,988.45

Cllr Ward queried the VAT for Kids Only. RFO confirmed that the gross was correct but net was wrong. Cllr Mudd queried the Ladybirds boiler service figure. Need to check contract. Resolution to pay these invoices. **RESOLVED.**

- 15/115. Management accounts** – to review the monthly management accounts – The report hadn't been circulated before the meeting. Cllr Young stated that there was nothing significantly different to last month. The expected surplus holds true and changing rooms expenditure is broadly in line with what was expected. Cllr Collinson queried the £40k Highways underspend; may be a case for the Highways Committee to review their expenditure going forward.
- 15/116. Bank reconciliation** – to review monthly bank reconciliation – Cllr Morris outlined. Dates on cheques now align with meeting dates rather than when they are prepared.
- 15/117. Co-option** – to consider applications for co-option to the Council – Need to re-advertise.
- 15/118. Changing Rooms** – To receive an update on the project - Cllrs Mudd outlined. There is a meeting tomorrow to iron out some minor issues. Cllr Richards mentioned that he may be able to get an ex-pro footballer for the opening event – item to go on next agenda. He will also be working on some fundraising ideas with the cricket club over the summer.
- 15/119. Skatepark** – To receive an update on the project including an opening event - Cllrs Morris stated that work had stopped partly for Wheelscape to complete another project and partly because we were waiting for the power cable issues to be resolved. Cllr Nicholas queried whether the fencing would be required but we will have to wait to hear from Rospa what is needed at the end of the installation. Cllr Collier said that Saturday July 11th was being suggested for an opening event. This was revised to Sunday 12th July to avoid clashing with cricket match. The disclaimer signage will also need reviewing. Cllr Richards left the room at 8.51pm and returned at 8.52pm.
- 15/120. Cottenham Foodbank** – To receive an update on the project - Cllrs Collinson outlined. No requirement for any financial support from CPC at the moment. They are looking for volunteers and Cllr Collinson has forms for anyone interested.
- 15/121. Post Office** – Consider setting up a small working group to work with the Post Office and other parties to secure the long-term retention of as wide as possible a range of Post Office Counter services in Cottenham- Cllr Morris outlined the need for a working party. Standing Orders suspended at 8.56pm. SCDC Cllr Harford has been contacted by the Post Office. Rather than a report for the next village newsletter, they have written an advert asking for an entrepreneur to take on the role of post master. Cllr Harford has already submitted a report for the newsletter. She has a contact who would like to meet with the PC to discuss and suggested meeting with the Post Office and Kim Holland at the same time. Standing Orders reinstated at 9.05pm. Resolution to set up a small working party (consisting Cllrs Morris, Nicholas & Wotherspoon) to work with the Post Office and other parties to secure the long-term retention of as wide as possible a range of Post Office Counter services in Cottenham. **RESOLVED.**
- 15/122. WISER** – To consider holding a village-wide electrical waste recycling event on 16th July – Clerk outlined. We haven't received cheque from first event yet so need to chase. Need to advertise the fact that money comes back to the village for the amount collected. Cllr Young queried whether it was possible to get a bigger kickback; Clerk to check. Question of whether we should think of wider recycling and this was passed to Sustainable Cottenham team to look into. Resolution to hold a village-wide electrical waste recycling event on 16th July. **RESOLVED.**
- 15/123. FEFF parking** – To consider request to allow parking on the Rec Ground during the FEFF – Clerk outlined. Issue raised re possible clash with cricket matches. Suggestion that the costs for vertidrainage are split between FEFF and Colts (£150 each). Resolution to allow parking on the Recreation Ground during the FEFF weekend subject to the right to refusal due to adverse weather conditions. **RESOLVED.**
- 15/124. Connections Bus** – To consider holding up to 6 sessions over the school summer holidays (Wednesday evenings) – Cllr Collier outlined. It is beneficial for the year 6 children going up to CVC. Ran through some of the topics that the bus had covered with the users during the last

term. The bus will be visiting the Primary School the week before the summer holidays and it was agreed that it would also be beneficial to advertise in the school magazines (CPS approx. £30-50 for ¼ or ½ page). Resolution to hold up to 6 Connections Bus sessions over the school summer holidays (Wednesday evenings 7-9pm). **RESOLVED.**

- 15/125. WARG Field** – To confirm acceptance of restrictive covenants in title transfer and formally thank donors of the land – Cllr Morris outlined. The former owners are concerned that it isn't clear that CPC have accepted the covenants. Resolution that CPC formally accept the covenants on WARG Field. **RESOLVED.** Clerk to write to Tony Fry (on behalf of the syndicate) to express our thanks for the gift.
- 15/126. Replacement laptops** – Resolution to purchase of 2 laptops for the Clerk and RFO at a total cost of no more than £1200 + VAT including software as recommended by FLAC. **RESOLVED.**
- 15/127. Replacement printer** – Resolution to purchase a black and white laser printer for the PC office at a cost of no more than £500 as recommended by FLAC. **RESOLVED.** NB: Cllr Ward warned of the cost of the consumables – need to look at our annual usage.
- 15/128. S106 contribution** – Resolution to sign indemnity for development of land r/o 90 Rook Street. Total contribution £3617.42. **RESOLVED.**
- 15/129. Matters for consideration at the next meeting** – Northstowe report, Speedwatch update, King George Vth field, year end document/Annual Return.
- 15/130. Dates of next meetings** – Planning 7th May, CALF 19th May, Planning 21st May, Full 2nd June
- 15/131. Close of Meeting** – 9.39pm

Signed _____ (Chair) Date _____