

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 5th September 2017 at 7.15pm**

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Graves, McCarthy, Mudd, Nicholas, Ward, Wotherspoon, Young, and the Clerk and Asst Clerk

In attendance: 1 member of the public

- 17/198. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dewey (work), Hodson (work), Wilson (holiday) and the RFO.
- 17/199. To accept Declarations of Interest and Dispensations** – Cllr Collier declared a non-pecuniary interest in item 17/207.
- 17/200. Minutes** – Minor amend to 17/166. Resolution that the minutes of the meeting of the Full Council meeting held on the 4th July 2017 be signed as a correct record. **RESOLVED.**
- 17/201. Public participation** – No comments.
- 17/202. Reports**
- **SCDC** – Cllr Bolitho commented on government grants for electronic litter bin collections – could we apply? Noted that one new estate in Cambridge are trialling underground receptacles. CCC Cllr Wotherspoon stated that the Greater Cambridge Partnership is installing sensors in litter bins but will check how far outside city centre the scheme is being rolled out.
 - **CCC** – Cllr Young commented on Local Transport Plan; how will Cottenham be engaged/consulted? Cllr Wotherspoon to get further information. Histon Early Years – had meeting recently with Head of Child Services. The EY Centre will remain open and outreach work intensified. In Cottenham the services are currently offered from the Community Centre with significant services being offered to disadvantaged children. Cllr Collier mentioned that there was also a monthly service being run from the Baptist Church.
 - **Clerk** – new signs in situ on Wilkin Walk. Cllr Mudd queried ownership of foliage along Leopold Walk pedestrian area; this appears to be excluded from Taylor Wimpey and County Highways Officer is investigating. Road closure during speed Bump at wooden house; County will notify residents. Rec ground/parties – unsure whether PCSO has yet attended. Clerk outlined graffiti issues on and around skatepark. Icecream van – SCDC seem unable to trace using number plate alone. Clerk outlined to Cllr Wotherspoon who will investigate. Confirmed that the whole of Beach Road being addressed.
 - **Major developments** – SCDC have agreed to pay us £2k towards our legal costs + £154 court fee in relation to the judicial review. Gladman are contesting the burial ground and community bus contributions; meeting S106 Officer next week to discuss. County application was refused on several grounds. They are considering their position and are keen to proceed with something in the near future.
 - **Neighbourhood Plan** – Mini consultation to be distributed to whole village. Need to chase AECOM re. housing needs assessment; current estimate of 30 affordable homes required. CLT – a group of 7/8 trustees are meeting separately to CPC and moving forward with help from SCDC. Any sites identified that aren't in the current NP would be treated as a rural exception site and would still need to show it was the best location to put houses.
 - **Update on Highways projects** – Nothing to report.
 - **Village Hall update** – Village Hall update - Cllr Morris meeting with County Highways on 13th September. Architects are concentrating on access. Independent nursery still a possibility on this site.
 - **Library consultation** – Report noted. The good news is that at the moment there are no closures planned however behind this is a government strategy to diversify libraries. More consultations planned and a report due out at Christmas.
- 17/203. Co-option** – Standing Orders suspended 8.12pm. Brian Smith outlined statement from reports pack. Standing Orders reinstated 8.14pm. Resolution to accept nomination for co-option to the Parish Council from Brian Smith. **RESOLVED.**
- 17/204. Distribution of Issues Log** – Consider publishing anonymised version of monthly issues log - Cllr Bolitho requested that an anonymised version of the monthly issues log was published to highlight the 'behind the

scenes' work done by the Clerks. Summary version to be added as an appendix to the reports pack going forward.

- 17/205. Carols on the Green 2017** – Resolution to hold Carol singing event on 12th December with a budget of £1800 + VAT. **RESOLVED.** Cllr Collier to join working party. Cllr Morris to write letter to local businesses re. NP and asking for sponsorship.
- 17/206. WARG Field** – Consider location of bench on WARG Field, plaque wording and dedication event – Clerk outlined. Thanks given to Andrew and Alice King for donating the bulbs. Invitation to go to neighbouring properties inviting them to the event. Need to market further. Clerk to circulate picture of bench + plaque wording. Cllr Morris to introduce Tony Fry at the dedication event.
- 17/207. BGW Treeworks** – Resolution to appoint Atlas Tree Surgery works to walnut and tree of heaven at a cost of £180 + VAT. **RESOLVED.**
- 17/208. The Pond Treeworks** – Resolution to appoint Eastern Landscapes for works to weeping ash at a cost of £90 + VAT. **RESOLVED.**
- 17/209. Code of Conduct** – When does it apply to you – Cllr Morris outlined report. Resolution to adopt the amended Code of Conduct. **RESOLVED.** Resolution to amend the declaration of interest wording on agendas to replace 'non-pecuniary' by 'other'. **RESOLVED.**
- 17/210. CCC Estates** – Consider possible co-operation with CCC on the Neighbourhood Plan – Cllr Morris outlined report. The meeting would be on an exploratory basis only. Resolution to authorise members of the NP working party plus Cllr Mudd and the Clerk to meet representatives of CCC to explore possible options compatible with the draft NP. **RESOLVED.** Possible dates – 11th and 18th September. Clerk to contact John Macmillan.
- 17/211. Post box** – Consider update on post box petition and possible next steps – Report noted.
- 17/212. Mobile phone** – Resolution for RFO to purchase mobile phone (pay as you go or SIM only) at a cost of up to £10 for handset + top ups. **RESOLVED.**
- 17/213. New Councillor training** – Consider undertaking training (up to 3 sessions) at a cost of £35 per session – Defer.
- 17/214. Village Hall rental** – Resolution to extend half price rates for event bookings until March 2018. **RESOLVED.**
- 17/215. Bootcamp** – Resolution to accept booking of Rec Ground and Village Hall by Feel Good Fitness for exercise classes. **RESOLVED.**
- 17/216. Vertidrain** – Resolution to vertidrain pitch areas on 3rd field of the Rec Ground at the cost of approx. £600 + VAT. **RESOLVED.**
- 17/217. Website amends** – Resolution to amend tick boxes for facilities booking and adding map to website at a cost of £35 + VAT. **RESOLVED.**
- 17/218. Mental Wellbeing in the Community** – Consider attendance at workshop on 9th October. Details noted.
- 17/219. Cambridge ACRE AGM** – Consider attendance at event on 26th Sept, 2-5pm – Cllr Morris to attend subject to availability.
- 17/220. Church & Causeway** – Resolution to accept donation from the Church and Causeway Estate Charity of £3000. CPC to donated £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery. **RESOLVED.** NB: note to accompany to say donation is for the upkeep of public burial ground (Goode Bequest).

17/221. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Cambridge Kids Club	Additional sessions in August & September	£ 200.00	£ 240.00	
Debbie Prince	Invoice payment - July 17	£ 21.00	£ 25.20	
Jane Williams	Invoice payment - July 17	£ 57.50	£ 69.00	
Sports & Social Club	Invoice payment	£ 2,600.00	£ 3,120.00	
Baby Clinic	Invoice payment	£ 103.50	£ 124.20	
Church & Causeway Estate Charity	Annual donation	£ 3,000.00	£ 3,000.00	
Ladybirds	Oil and Water payment	£ 156.59	£ 156.59	
John Lawson Circus	Invoice payment	£ 300.00	£ 360.00	
SCDC	S106 monies re Oxholme Farm	£ 3,660.94	£ 3,660.94	

		£ 10,973.45	£ 11,804.63	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for September 17	£ 3,472.59	£ 3,472.59	
HMRC	Tax and NI for August 17 (month 5)	£ 741.95	£ 741.95	
Connections Bus Project	12 visits by the Connections Bus	£ 2,964.00	£ 2,964.00	934
Alliance Construction Solutions	Slab path to Pavilion (Completion of phase 1 Option A)	£ 10,000.00	£ 12,000.00	935
Zurich Municipal	Annual Insurance	£ 3,357.80	£ 3,357.80	937
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	938
Beacon Planning	Heritage report	£ 753.90	£ 904.68	939
		£ 23,826.48	£ 26,484.50	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for September 17 (DD)	£ 34.56	£ 34.56	
Green and Purple Ltd	Monthly support for RFO	£ 50.00	£ 60.00	925
Debbie Seabright	Expenses re sim card at the Pavilion	£ 8.31	£ 9.97	926
Aquarius Liquid Engineering	Routine inspection of pumps at Rec ground & Ladybirds	£ 240.00	£ 288.00	927
Calor Gas	Standing charge (DD)	£ 17.13	£ 17.99	928
Sam McManners	Expenses re milk for meeting and paper	£ 4.00	£ 4.00	929
CSA	Toilet rolls for the Pavilion	£ 37.44	£ 44.93	930
Eastern Landscape Service Ltd	Emergency tree work (Brenda Gautrey Way)	£ 390.00	£ 468.00	931
SSE Southern Electric	Electric bill for the Pavilion	£ 252.73	£ 303.27	933
Business Consultancy Services	Payroll processing for July 2017	£ 28.00	£ 33.60	936
Collier Turf Care Ltd	Fertiliser	£ 26.50	£ 31.80	940
Jo Brook	Payment to Shred Station - shredding	£ 40.00	£ 48.00	941
SLCC	Training course for RFO/Clerk/Asst Clerk	£ 128.00	£ 153.60	942
		£ 1,256.67	£ 1,497.72	

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

- 17/222. Management accounts** – to review the monthly management accounts – Noted that legal fees over budget.
- 17/223. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 17/224. Matters for consideration at the next meeting** – postbox.
- 17/225. Dates of next meetings** – Planning 7th Sept, Standards 13th Sept, CALF 19th Sept, Planning 21st Sept, Highways 26th Sept, FLAC 28th Sept
- 17/226. Close of Meeting** – 9.35pm.

Signed _____ (Chair) Date _____