

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 7th November 2017 at 7.15pm**

Present: Cllrs Morris (Chair), Collinson, Dewey, McCarthy, Mudd, Nicholas, Ward, Wilson, Young, the Clerk and Assistant Clerk

- 17/250. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Collier (personal), Graves (work), Hodson (work) and Wotherspoon (holiday).
- 17/251. To accept Declarations of Interest and Dispensations** – none given. RFO arrived at 7.16pm.
- 17/252. Minutes** – Minor amend made to apologies. Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd October 2017 be signed as a correct record. **RESOLVED.**
- 17/253. Public participation – Standing Orders to be suspended** – none present.
- 17/254. Reports**
- **SCDC** – Query whether the District Cllrs attended in rotation; Chair will ask.
 - **CCC** – report noted.
 - **Clerk** – Clerk read out letter from Tony Fry on behalf of WARG Associates. Clerk to pass cyclepath issues onto Cllr Ward. Issue with hedging plant on the Rec to be added to CALF agenda. Cllr Smith arrived at 7.23pm. Cllr Nicholas noted that the slide steps had now been cleared.
 - **Major developments** – report noted.
 - **Neighbourhood Plan** – 472 responses to the survey. No real surprises and the numbers will be entered into the draft plan. Need to communicate headline responses on the website/Facebook. Noted that NP independent examiner was now John Slater and not Ann Skippers; thorough report already completed and costs not altered. Formal resolution required at next meeting. Housing assessment due next week. Arranging date to meet with SCDC re. next steps. Cllr Dewey is looking at creating a cross platform application to gauge feedback on the NP and use later as a springboard for other things (branded as a CPC app initially). Need to think about what information the Committees want to consult on. Need to look further at the value of the app and why people would use it.
 - **Update on Highways projects** – report noted. Rampton PC have been offered a grant of £2k towards the installation of solar studs along the cycle path from Rampton to Cottenham. Query re. MVAS trial – Asst Clerk confirmed they will be installed and moved for us. Noted that Alan James is paying for the NO tubes, not Cllr Ward.
 - **High Street Postbox update** – report noted.
- 17/255. Remembrance Parade** – Resolution that Cllr Nicholas lay wreath on behalf of the Parish Council at Remembrance event on Sunday 12th November. **RESOLVED.**
- 17/256. External audit** – Consider feedback from the annual external audit – RFO reported that we had been given a clean bill of health by the auditor despite resident queries. Noted that as a result of these queries the auditor invoice was higher than usual. Cllr Smith recommends changing the wording of the Village Hall loan interest; RFO stated that this would be addressed at the FLAC meetings.
- 17/257. SLCC Branch meeting** – Resolution that admin staff attend SLCC Branch meeting on 8th December; will include data protection training at a cost of £50. **RESOLVED.**
- 17/258. Town & Parish Council Development Plan Consultation** – Consider response to consultation (by 10th November) – Noted.
- 17/260. Office Christmas opening hours** – Consider closing the office between the Christmas and New Year period (25th Dec- 29th Dec) – Discussion as to how emergencies would be covered; as per the norm, staff would be available and emails will be checked periodically. Resolution to close the office between 22nd December and 2nd January with the proviso that time off in lieu be granted if excessive work is required. **RESOLVED.**
- 17/261. Highways signage** – Resolution to fund the installation of 2 advisory single carriage road with passing places signs; 1 at each end of Long Drove, at a cost of £99.39 including installation. **RESOLVED.**
- 17/262. Tenison Manor Tree belt** – Resolution to award contract for Phase 3 of the Tenison Manor Tree Belt to Lowther at £2,075 + VAT in accordance with the Tender Report. **RESOLVED.**

- 17/263. Consultation on potential sale of land behind Orchard Close** – Consider response to consultation by SCDC – Cllr Smith declared a pecuniary interest and left the room at 8.12pm. Resolution that CPC has no objection to the sale of land by SCDC. **RESOLVED.** Cllr Smith returned to the room at 8.17pm.
- 17/264. Battle's Over: Remembrance Event 2018** – Consider setting up working party and budget for 100 years of Remembrance on 11th November 2018 – Working party to consist of Cllrs Dewey, Mudd and Smith. Will need to get church and other village organisations involved. Suggestion of putting something in the newsletter asking for ideas and help. Cllr Morris to contact All Saint's vicar to ask her to mention 2018 event this Sunday. Cllr Collinson flagged future anniversary of the war memorial itself. NB: the new church altar rails are available to view on 17th November at 3.00pm.
- 17/265. S/3551/17/OL planning application S106 meeting(s)** – consider request by SCDC to participate in meeting(s), possibly including the applicant, regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL – Cllr Morris outlined. Need to make clear the basis for our involvement so there is no ambiguity. Resolution that 'without prejudice' wording is sent to SCDC to make clear our position in relation to agreeing a meeting regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL. **RESOLVED.** Resolution that up to 3 members of the Development/NP working party (consisting Cllrs Collinson, Morris, Mudd, Nicholas, Ward, Young plus the Clerk) attend meeting with SCDC and CCC regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL. **RESOLVED.**
- 17/265. Greater Cambridgeshire Partnership workshop** – Resolution for Cllrs Morris and Young to attend Future Funding Plans event on 16th November. **RESOLVED.**
- 17/266. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	Invoice payment	£ 21.00	£ 25.20	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Michelle Good	6 fitness sessions	£ 42.00	£ 50.40	
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95	
Sam McManners	McAfee repayment	£ 89.99	£ 89.99	
Ploughing Society	Rent of Village Hall	£ 75.00	£ 90.00	
SCDC	Payment towards Legal costs	£ 2,145.00	£ 2,574.00	
Ladybirds	Oil and Water costs	£ 121.06	£ 121.06	
HMRC	Vat repayment	-	£ 5,956.73	
Baby Clinic	Rent of Pavilion	£ 103.50	£ 124.20	
		£ 5,095.42	£ 11,718.03	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 17	£ 3,487.54	£ 3,487.54	
HMRC	Tax and NI for October 17 (month 7)	£ 857.16	£ 857.16	
PKF Littlejohn LLP	External Audit costs	£ 951.00	£ 1,141.20	972
British Gas	Electric bill for Recreation Ground (DD)	£ 603.16	£ 790.36	973
Wilby and Burnett	Professional fees re access road to Village Hall	£ 920.00	£ 1,104.00	976
AJ King	Crowlands Moat Maintenance	£ 500.00	£ 600.00	977
Designs on Metal (Church grant)	Metal work on altar rail - All Saints Church	£ 4,800.00	£ 4,800.00	979
Cottenham Sports & Social club	Contract Services Jul - Sept 17	£ 1,080.00	£ 1,080.00	981
Target Print Ltd	Printing of Neighbourhood Plan Survey	£ 852.00	£ 1,022.40	983
The Soccer Store	Aluminium Goalposts	£ 2,180.00	£ 2,616.00	985
Nick West	August & Sept cleaning - Village Hall	£ 1,140.75	£ 1,140.75	986/ 987

AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	994
Calor Gas	Gas delivery	£ 818.20	£ 859.11	998
Outdoor Play Solutions	Work on Roundabout & Pendulum Swing safety surfacing	£ 990.09	£ 1,188.11	1000/ 1001
Designs on Metal (Church grant)	Metal work on altar rail for All Saints Church	£ 11,200.00	£ 11,200.00	1002
		£ 32,916.14	£ 34,930.11	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for November 17 (DD)	£ 37.76	£ 37.76	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	974
Debbie Seabright	Expenses re Sim card for Pavilion	£ 8.31	£ 9.97	975
AJ King	To create base for the electric box & fit box	£ 350.00	£ 420.00	978
Staples	Ink cartridges and stationery items	£ 129.85	£ 155.82	980
SLCC	Books for training course	£ 77.60	£ 78.40	982
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	984
Nick West	Light bulbs for the Village Hall	£ 15.90	£ 19.08	988
Julie Jocelyn	Hedging plants & access to land (Broad Lane)	£ 247.60	£ 277.12	989
CSA	Cleaning materials	£ 43.52	£ 52.23	990
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 291.00	£ 349.20	991
British Gas	Electric bill for the Green (DD)	£ 118.26	£ 124.20	992
Browns of Burwell	Oil delivery for the Recreation Ground	£ 459.59	£ 482.48	993
Sam McManners	Kettle for Village Hall and Phone top-up	£ 20.24	£ 20.24	995/996
Calor Gas	Standing charge	£ 17.13	£ 17.99	997
Zip Heaters Ltd	Hydroboil Service for the Village Hall	£ 103.00	£ 123.60	999
Smith and Saunders	Renewal of website hosting	£ 80.00	£ 96.00	1003
		£ 2,077.76	£ 2,357.69	

Cllr Ward queried why there were 2 payments to the Church; due to the first invoice coming in late. Query on VAT receipts for smaller items.

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

17/267. Management accounts – to review the monthly management accounts – noted.

17/268. Bank reconciliation – to review monthly bank reconciliation – noted. Cllr Smith queried increase in debtors; RFO stated that some of the payments had come in since the report.

17/269. Matters for consideration at the next meeting – postbox; NP (resolution re. change of Inspector).

17/270. Dates of next meetings – Planning 9th Nov, FLAC 14th Nov, CALF 21st Nov, Planning 23rd Nov, Highways 28th Nov, Full 5th Dec. Resolution for Cllr Smith to join Planning and Finance (FLAC) Committees. **RESOLVED.**

17/271. Close of Meeting – 8.58pm.

Signed _____ (Chair) Date _____