

Full Parish Council Meeting

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 9th January 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Hodson, Mudd, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Edwards, the Clerk, Asst Clerk and RFO.

In attendance: 2 members of the public

- 18/001. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Nicholas (sickness). Clerk to send get well card.
- 18/002. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Interest in 18/010.
- 18/003. Minutes** – Minor amend made to wording for 17/276 (post box). Resolution that the amended minutes of the meeting of the Full Council held on the 5th December 2017 be signed as a correct record. **RESOLVED.** Cllr McCarthy arrived at 7.18pm.
- 18/004. Public participation** – Standing Orders suspended 7.19pm. Resident 1 spoke regarding the Neighbourhood Plan and specifically the AECOM report. Clerk confirmed that it is now available on our website and that further evidence papers would be added this week. Cllr Morris mentioned that there would be a further consultation in the next few months. Standing Orders reinstated 7.21pm.
- 18/005. Reports**
- **SCDC** – Cllr Morris flagged the S106 issue regarding the County Council. Has heard that they are requesting money for some items twice. Cllr Wotherspoon confirmed this was one of the problems and that a lot of attention was being given to the matter at the moment. Cllr Wotherspoon also highlighted that we now have a 7th housing minister in 7 years. Had meetings lined up with the previous minister which were cancelled but is due to meet the current minister this month to press the urgency of the South Cambs housing problems.
 - **CCC** – No report. Biggest news is the A10 study has been published. There are 6 various options being looked at and business cases are being worked up. It appears that all options would reduce 'rat-run' traffic through Cottenham.
 - **Clerk** – Emergency repair carried out to broken boiler in the Village Hall. Email received from CPS regarding issues with fireworks display; item to be added to next CALF agenda. Planning Appeal has been received from County Council; item to go on next Planning Committee agenda. Swavesey Parish Council have requested a copy of our Rec Ground lease; Clerk to send. Wrong size mobile goal posts have been delivered for the Colts; they are liaising with the supplier directly. Lambs Lane bus shelter roof is damaged; add to CALF agenda. Election nomination packs will be available shortly. Cllr Young queried the Histon Road cyclepath issues; Asst Clerk still chasing. Cllr Mudd queried Leopold Walk issues; Asst Clerk to chase. Resident has reported potholes on Smithy Fen have been repaired today.
 - **Major developments** – CCC are appealing the original refusal for 154 houses but we don't yet know how long it will take for an Inspector to be appointed. New small application has come in for 23 homes off Oakington Road; this is being considered on Thursday.
 - **Neighbourhood Plan** – Further evidence papers going on the website this week.
 - **Village Hall & Nursery** – The NP paperwork provides substantial evidence for the Village Hall and Nursery – both the requirement and location.
 - **High Street Post box update** – No further update.
 - **Data Protection awareness** – As per report. Noted that item 18/018 related to some of the costs involved in the changes. The only other costs going forward would appear to be for the Data Protection Officer. Further information to follow from SLCC/NALC.
- 18/007. Planning permission** – consider the implications of grant of outline planning permission for S/1606/16/OL – Noted that we were now in the 6 week judicial review period. No further action.
- 18/009. Highways project** – consider the implications on budgets etc. of the cost escalation of the Stevens Close to Victory Way pavement improvement project – Cllr Morris outlined. Costs have escalated to £80k. We can reclaim the VAT and the project management fee will be waived which brings the cost down to around £40k. Resolution to accept quote for pavement improvement works at a cost up to the value of £40k + VAT. **RESOLVED.**

- 18/010. Grants for 2018/9** – consider FLAC review of applications received – RFO ran through the grant requests received (as show in appendix 2 of the reports pack). Discussion relating to Mobile Warden grant. Noted that there was a wider benefit to family members and that the scheme helps keep people in their own homes. Resolution to approve grant applications. **RESOLVED.**
- 18/008. Donations, Grants & Loans Policy** – consider asking FLAC to develop a formal Donations, Grants & Loans policy with particular reference to s.137 grants – Cllr Morris proposed a resolution of ‘FLAC to develop a formal Donations, Grants & Loans policy with particular reference to s.137 grants’. Cllr Collinson proposed an alternative resolution of FLAC to develop Donations, Grants & Loans guidance with particular reference to s.137 grants’. RFO left the room at 8.03pm. Discussions regarding both motions. RFO returned to the room at 8.04pm. Clarified that our Community Chest grants are dealt with separately. Resident 2 left the meeting 8.11pm. Resolution that FLAC to develop Donations, Grants & Loans guidance with particular reference to s.137 grants. **RESOLUTION FAILS.** Resolution that FLAC develops a formal Donations, Grants & Loans policy with particular reference to s.137 grants. **RESOLVED.**
- 18/011. 2018/19 Budget** - consider the FLAC suggested net budget of £202,307 based on expenses of £237,308 and expected income of £35,001 – Cllr Morris ran through the budget prepared by FLAC. Resolution to accept net revenue budget of £202,307 based on expenses of £237,308 and expected income of £35,001. **RESOLVED.** Resident 1 left the meeting at 8.24pm.
- 18/012. Village Hall/Nursery Finance** - consider, taking into account the current project situation, the FLAC recommendation to continue raising the “supplementary precept” of £118,000 p.a. – Cllr Morris expressed the opinion that this supplementary precept is necessary to service loans we expect to take from PWLB to fund the projects over the coming years. There is a significant amount of money accrued in various CPC reserves, not least from developer contributions, but we will need to borrow a significant amount more. The “unused” supplementary precept from 2017/8 will help, along with other reserves, to reduce the amount of capital we need to borrow. We don’t expect to be paying £118k every year for 25 years because the plan is to pay back some loans early as S.106 monies or revenues come in. Cllr Young expressed an opinion that the unspent 17/18 supplementary precept can be used to fund loan interest in 18/19. Noted that don’t know when/if the s.106 monies will become available so cannot rely on those funds. Cllr Young concerned about the lack of business plans for the reconfigured Village Hall and Nursery. NP evidence documents have been worked on to show the need.
- 18/014. Precept** - Consider the net precept for 2018-19 of £328,834 equivalent to an unchanged £140 p.a. per band D property. This allows for the approved (18/011) net budget of £202,307 plus the ongoing supplementary precept of £118,000 p.a. plus the additional estimated highways project costs (18/009) and, because of the slightly higher tax base, (number of houses paying Council Tax) without increasing the amount paid by the average Band D home. Cllr Young proposed an alternative resolution to consider a net precept for 2018-19 of £210,834 – in effect, cancelling the supplementary precept at risk of undermining the finance case for raising a Public Works Loan. No seconder, resolution **FAILS.** Discussions regarding alternative, speculative loan amounts thought to be unworkable at present due to current uncertainties over the actual project costs. The goal remains to finance the projects within the £118,000 p.a. supplementary precept augmented by current reserves (including the £118,000 collected during the current year) and future developer contributions (although not available for several years). Resolution to set net precept for 2018-19 of £328,834 equivalent to an unchanged £140 p.a. per band D property. **RESOLVED.** Recorded vote: Cllrs McCarthy and Young voted against the resolution.
- 18/013. Reserves** – consider the provisional re-allocation of reserves – Cllr Morris ran through the report pack figures. Suggestion is that the core reserves should be re-allocated so that FLAC can set up a dedicated capital fund for the Village Hall/Nursery projects. Need to get business cases together urgently. Been a lot of work necessary to get the projects to this stage. Cllr Morris has taken a cursory look at the figures and even without the nursery the Village Hall should pay for itself eventually; and earlier if developer contributions are taken into account.
- 18/015. Diversity Commission census** – consider response to survey on how diverse Parish Councils are – Noted. Cllr Young left the room at 9.04pm.
- 18/016. Communications Policy** – consider a policy to proactively promote the work of the CPC to Cottenham residents – Cllr Smith highlighted the need to take a positive approach to communication with the public. Working party to be set up to produce a communications policy consisting Cllrs Collinson, Dewey, Smith and the Clerk.

18/017. Growing a Rural Community survey – consider response to survey – Noted. Cllr Young returned to the room at 9.05pm.

18/018. Website amends – Resolution to add SSL certificate and privacy statement to website (required under new data protection laws) and undertake minor updates at a cost of up to £100 + VAT. **RESOLVED.** NB: there would be a £60 + VAT renewal each year for the SSL certification; Cllr Dewey to send alternative method which may reduce costs to the Clerk.

18/019. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Cottenham Cricket Club	Annual invoice payment	£ 1,125.60	£ 1,350.72	
Village hall hirer	Hire of Village Hall	£ 30.00	£ 36.00	
Rugby Club	Annual invoice payment	£ 320.00	£ 384.00	
International Workplace	Rent of the Pavilion	£ 100.00	£ 120.00	
Aerobics sessions	November invoice payment	£ 92.00	£ 110.40	
HMRC	Vat payment	-	£ 486.46	
Groundwork UK	Grant re Neighbourhood plan	£ 4,350.00	£ 4,350.00	
		£ 6,891.52	£ 7,886.28	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for January 18	£ 3,592.19	£ 3,592.19	-
HMRC	Tax and NI for December 17 (month 9)	£ 822.36	£ 822.36	-
Arthur Peacock & Son Ltd	To Verti-drain three pitches at the rec ground	£ 984.00	£ 984.00	1033
Cambridge Water Business	Water bill for the Village Hall (DD)	£ 515.80	£ 515.80	1038
AJ King	Monthly Groundsman cost	£ 3,166.67	£ 3,800.00	1040
Browns of Burwell	Oil delivery	£ 539.50	£ 566.48	1042
Elveden Estate and Farms	Christmas tree	£ 432.00	£ 518.40	1043
Connections Bus Project	Twelve visits - Sept - Dec 17	£ 2,964.00	£ 2,964.00	1044
Nick West	Village Hall cleaning costs Sept/Oct/Nov 17	£ 1,707.76	£ 1,707.76	1050/ 51/52
John Slater Planning	Professional fees for supporting the Neighbourhood Plan	£ 521.50	£ 625.80	
		£ 15,245.78	£ 16,096.79	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for January 18 (DD)	£ 40.37	£ 40.37	-
Green and Purple Ltd	Monthly support for the RFO (Dec 17)	£ 50.00	£ 60.00	1025
Debbie Seabright	Expenses re Sim card for Pavilion (Dec 17)	£ 8.31	£ 9.97	1026
Cromwell Fire Ltd	Fire Extinguisher Service Charge	£ 121.39	£ 145.67	1027
CSA	Cleaning equipment/Towels/Pedal Bin	£ 61.36	£ 73.63	1028
Sam McManners	Sweets re Carols on the Green	£ 10.92	£ 13.10	1029
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1030
AJ King	Supply of new security cable	£ 16.66	£ 19.99	1031
CSA	Toilet rolls (72) £39.90 & cleaning materials	£ 124.42	£ 149.31	1032
Melsop Farm	Hire of Reindeers	£ 375.00	£ 450.00	1034
Travis Perkins	13 Amp Fuse/WD40	£ 6.44	£ 7.73	1035
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£ 285.53	£ 342.63	1036

Cambridge Water Business	Water bill for the Bowls Club/Allotments/ Pavilion (DD)	£ 360.50	£ 360.50	1037
Debbie Seabright	Mileage for SLCC training day in Sutton	£ 6.30	£ 6.30	1039
CB Creative	200 x Carol sheets	£ 85.00	£ 85.00	1041
Staples	Toner & Ink cartridge and stationery	£ 157.62	£ 189.14	1045
Tindall Security	Annual maintenance fee for CCTV system	£ 260.00	£ 312.00	1046
Debbie Seabright	Expenses re Sim card for Pavilion (Jan 18)	£ 8.31	£ 9.97	1047
Green and Purple Ltd	Monthly support for the RFO (Jan 17)	£ 50.00	£ 60.00	1048
CSA	Channel blocks	£ 13.95	£ 16.74	1049
Jo Brook	Sweets re Carols on the Green	£ 8.33	£ 10.00	
Jo Brook	Gifts re. Carols on the Green	£ 43.00	£ 43.00	
Jo Brook	Star for Christmas tree	£ 21.00	£ 26.25	
		£ 2,142.41	£ 2,464.90	

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

18/020. Management accounts – to review the monthly management accounts – Noted.

18/021. Bank reconciliation – to review monthly bank reconciliation – Noted. Decision will be made regarding Thurstons debt at year end.

18/006. Defibrillator – To review the decision at December 2017's Full Council meeting to provide no security for the proposed defibrillator to be housed 24/7 in the Phone Box by the War Memorial – Cllr Wilson outlined reasons why members believed the previous resolution to be inappropriate. British Heart Foundation say that if there is a risk of theft then protective measures should be taken. By calling 999 in an emergency you can get the access code for the defibrillator box. Noted that electricity supply required for box heater. Need process for checking battery (Caretaker to be asked to check Pavilion defibrillator quarterly). Resolution that defibrillator and secured box be purchased at a cost of up to £2k + VAT. **RESOLVED.**

18/022. Matters for consideration at the next meeting – post box.

18/023. Dates of next meetings – Planning 11th Jan, Highways 18th Jan, CALF 23rd Jan, Planning 25th Jan, FLAC 30th Jan, Full 6th Feb

18/024. Close of Meeting – 9.25pm.

Signed _____ (Chair) Date _____