

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

**Finance, legal and administration committee
11th November 2014**

Cottenham Parish Council
Finance, Legal and Administration Committee Minutes

Held in the Parish Office, Community Centre, 250a High Street, Cottenham
On **Wednesday 22th October at 7.15**

Present: Cllrs Young, Mudd, Morris, Bolitho, RFO

14F/038. Chairman's introductions and Apologies –Cllr Heydon (arrived at 20.55 because of prior engagement)

14F/039. Standing orders to be suspended- Any Questions from the Public or Press – No public or press present

14F/040. Standing Orders re-instated- Declarations of interest – To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – None

14F/041. Minutes approved for Finance, Legal and Administration committee meeting on 24.09.14 - RESOLVED

14F/042. To consider an updated Risk Assessment – Cllr Morris went through the revised Risk assessment document. Cllr Morris has agreed to look at actions that need to be taken as a result of the revised Risk assessment. To then consider level of risk in each area at the Finance, Legal and Administration committee meeting in January 2015, to then put forward to full council for adoption.

14F/043. To consider recommendations for adoption of revised financial regulations review – Cllr Morris went through the revised Financial Regulations. This document is to be presented to the full council for adoption at the next meeting.

14F/044. Bank forms need signing to change signatory arrangements – For Cllr Young to be added as a signatory on the Parish Council accounts as previously agreed.

14F/045. Update on Changing rooms project – The Changing rooms are currently out to tender, there are six bidders. These will be received by midday on 31.10.14. The clerk will open on the afternoon of the 31.10.14. The running costs of the changing rooms are estimated at no more that £25,000 per year, inclusive of cleaning, maintenance, utilities, insurance and servicing.

14F/046. Update on Skate Park project – Decision regarding WREN grant expected early December.

14F/047. External Audit – The external auditors are satisfied with the running of the Parish council. Two points made by Little John auditors are the total borrowing figures from the Public Works Loan in the year end document are slightly different to the Public work loans published figures, the RFO contacted the Public Work loan board who believe the explanation to be in the time difference from when the year-end document was completed to when the auditors viewed the published figures. The second point was that the auditors required slightly more explanation for the variances between box 2 and 3 in the year end document, this has been noted and more detail will be provided in future audit documentation.

14F/048. Sports and Social club agreement which runs out at the end of March 2015 – need to locate current agreement, item deferred.

14F/049. Buildings insurance premium – charge to tenants – Cllr Mudd will find out from the insurers what percentage of the insurance premium is applicable to Ladybirds/village hall. Recommendation to full council that we pass on an appropriate charge relating to insurance.

14F/050. Insurance – property sums insured – consider adequate or otherwise – Cllr Mudd is questioning if the sums insured are appropriate. Need to get an estimate on a “cost of rebuild evaluation”. In spring next year the Parish council if agreed will arrange to have a ‘cost of rebuild evaluation’ and start looking at different insurers to get quotes.

14F/051. To consider procuring additional accounting support for capital project finance management and VAT registration and management – Cllr Morris suggested that we need additional accountancy support in regard to the timeliness of the Capital projects.

Resolution to procure additional accountancy support which involves registering for VAT and recovery of VAT, changing the coding of accounts to separate capital projects and delegated

committee budgets and to manage settlement of invoices and claims on capital projects and payroll services. **RESOLVED**

14F/052. Exclusion of public

14F/053. Contract for grounds maintenance (closed item) –Cllr Mudd will complete a schedule on the equipment that we have and obtain a valuation for the tractor and the Flail.

14F/054. Matters for consideration at the next meeting –

Budget planning

Sports and Social club agreement which runs out at the end of March 2015

Office rental space for the Parish Council

14F/055. Date of next meeting – 11/11/14

14F/056. Close of meeting – 21.40hrs

Signed _____ (Chair) Date _____

Cottenham Parish Council Budget Planning submission to the Finance Committee (FLAC) on 31st October 2014. Cllr Heydon. (Summary version).

Summary:

The budget request for **£60,000** for **Cottenham Parish Council (CPC) Highways Committee** arises from resolution 14H/028 on 14th October 2014 (below, under resolutions). 14th October 2014 Cottenham Parish Council Highways Committee agenda item 14H/028 for £65,000 related to covering the Local Highways Initiative Bid items totalling £50,000 (14/257 RESOLVED at the 2nd September 2014 Ordinary meeting). Alongside consideration of a supplementary zebra crossing on the High Street in addition to the Section 106 mitigation relating to a recent development on Beach Road.

The resolved budget request of £60,000 14H/028 is based on review of the attached document priorities. The attached PDF was shared by Cllr Morris on 2nd October 2014 within the Highways Committee. The document has arisen alongside consultation relating to the Local Highways Initiative Bid and prioritisation relating to a longer term strategy. The consultation and strategy have been discussed in council under agenda items 14/257 2nd September 2014, 14H/005 and 14H/006 12th August 2014 and 14/243 5th August 2014.

Referenced resolutions, and agenda items:

October 2014

14H/028 – 14th October 2014.

September 2014

14F/029 – 24th September, 14/257 – 2nd September.

August 2014

14H/005, 14H/006 – 12th August, 14/243 – 5th August.

Referenced resolutions, supporting minutes excerpts:

October 2014

14H/028 – 14th October

14H/028. 2015/16 Precept – To consider recommending a budget request of up to £65,000 from the 2015/2016 precept to accommodate the 2014 LHI Bid and pedestrian improvements alongside funding from the Section 106 provision is submitted to the Finance Committee for consideration – It was confirmed that the LHI bid would be part of next year's budget. The exact package of measures can be tweaked depending on if we get the £10k grant.

Resolution that the Highways Committee recommends a budget of £60k from the 2015/16 precept. RESOLVED. NB: suggested projects are:

Main access roads traffic calming: Phase 1 Beach Road/Denmark Road

Main access roads traffic calming: Phase 2 Histon Road/Oakington Road

Main access roads traffic calming: Phase 3 Rampton Road/Twenty Pence Road

Speed reducing 'soft' signs produced by kids (5 sets of 4?)

Priority signs on Smithy Fen bridge (2)

Speed camera zone signs on 5 village approaches and at 3 key High Street locations

Strategic Mobility Routes: Phase 1a Linking Coolidge Gardens to High Street

Strategic Mobility Routes: Phase 1b Linking Franklin Gardens to High Street

Strategic Mobility Routes: Phase 1c Linking Stevens Close to Lambs Lane

Strategic Mobility Routes: Phase 1d Linking Franklin Gardens to Lambs Lane Strategic

Mobility Routes: Phase 1e High Street and Lambs Lane crossings

Clean up Lambs Lane/Victory Way junction

Limited scale (sample 300?) consultation on road markings –remove or add?,

20mph zones etc.

Additional street lighting (3)
(refer to attached PDF).

September 2014

14F/029 – 24th September.

14F/029. Budget planning.

Resolution for the RFO to send out a request to the chair of each committee for their budget plans and income expectations for 2015-16 to be received by 31st October - **RESOLVED**

14/257 – 2nd September.

14/257. Minor Highways Improvement grant – to consider proposals re: County Council ‘Local Highways Improvements’ grant (3 proposals circulated prior to the meeting) – Cllr Morris explained the proposals and was thanked for the work he had done. It was confirmed that the focus on Victory Way was due to the sheltered housing in the vicinity...**Resolution that CPC endorses the LHI bid to a maximum spend of £50k and embraces the broad principals of the co-existence and mobility proposals. RESOLVED.**

August 2014

14H/005 – 12th August.

14H/005. Local Highways Improvement bids – update on the bid proposals – Report circulated prior to the meeting

14H/006 - 12th August.

14H/006. 4 year Parish Council Highways strategy – introduction to the strategy and themes – report circulated prior to the meeting. Discussed in collaboration with item 14H/005. 14/243 – 5th August.

14/243. Minor Highways Improvement grant - Update on potential grant proposals from Cottenham local resident groups and/or CPC re: County Council ‘Local Highways Improvements’ grant (12th September 2014 deadline) – Cllr Morris outlined the initial thoughts of the Highways Committee and to date around 20 community groups and individuals had been contacted to see whether they would be interested in submitting a bid or making comments. He stated that we need to bear any potential project in mind when precept planning.

References:

Minutes

October Highways: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Highways-Minutes-14th-Oct-14.pdf>

September Ordinary: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/03/Ordinarymeeting-Minutes-2nd-Sept-14-Public2.pdf>

Reports

October Highways: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Highwaysreports-pack-Oct-14.pdf>

September FLAC: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/06/Agenda-Pack-for-FLAC-22-10-14.pdf>

September Ordinary: : <http://www.cottenhampc.org.uk/wp-content/uploads/2014/03/Agendareports-pack-Sept-141.pdf>

August Highways: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/03/Agendareports-pack-Aug-14.pdf>

Project idea Main objective Cost group* Budget Benefit ** Priority Lead* Priority Status 2014
2015 2016 2017**

- 1** Main Access Roads traffic calming; Phase 1 Beach Road / Denmark Road Speed reduction C £5,000 6000 120 CCC 2015? Speed Check Area, extend 30mph zone; priority feature, 1x 30mph roundels (might be s106 funded) £5,000
- 2** Main Access Roads traffic calming; Phase 2 Histon Road / Oakington Road C £5,000 6000 120 CCC 2015? Speed Check Area, priority features; 2x 30mph roundels £5,000
- 3** Main Access Roads traffic calming; Phase 3 Rampton Road / Twenty Pence Road C £5,000 6000 120 CCC 2015? Speed Check Area, priority features; 2x 30mph roundels £5,000
- 4** Harlestones Rd/Pelham Way/Lambs Lane junction double yellow lines - Pedestrian safety A £500 1000 200 CPC? 2014? need proper costings from Highways, effectiveness queried £500
- 5** Waiting restriction in layby outside newsagents Convenience B £2,500 1000 40 CPC? 2014? £2,500
- 6** Speed reducing "soft" signs produced by kids (5 sets of 4?) Speed reduction B £2,500 6000 **240** CPC? 2015? Alex investigating £2,500
- 7** Priority signs on Smithy Fen bridge (2) Karma A £500 200 40 CPC? 2015? incident on the bridge December 2013 £500
- 8** Review speed bumps/humps/tables near the Wooden House and church hall Karma A £500 6000 **1,200** CCC 2014? causing vibrations to properties + noise £500
- 9** Speed Camera zone signs on 5 village approaches and at 3 key High Street locations Speed reduction B £2,500 6000 240 CPC? 2015? aluminium signs on existing lampposts etc £2,500
- 10** Occasional (4pa?) use of contractors with speed cameras Speed reduction C £5,000 6000 120 CPC? additional benefit
- 11** Mirrors (2) with signage reinforcement; 2 near Coop Pedestrian safety A £500 6000 **1,200** CCC 2014? £500
- 12** Strategic Mobility Routes: Phase 1a Linking Coolidge Gardens to High Street Inclusion C £5,000 2000 40 CCC 2015? Signs(2), Pavement improvements(200m), Lighting (2) £5,000
- 13** Strategic Mobility Routes: Phase 1b Linking Franklin Gardens to High Street Inclusion C £5,000 2000 40 CCC 2015? Signs(2), Pavement improvements(100m), Lighting (1) £5,000
- 14** Strategic Mobility Routes: Phase 1c Linking Stevens Close to Lamb's Lane Inclusion C £5,000 2000 40 CCC 2015? Signs(2), Pavement improvements(100m), Lighting (1) £5,000
- 15** Strategic Mobility Routes: Phase 1d Linking Franklin Gardens to Lamb's Lane Inclusion C £5,000 2000 40 CCC 2015? Signs(2), Pavement improvements(100m), Lighting (1) £5,000
- 16** Strategic Mobility Routes: Phase 1e High Street and Lamb's Lane crossings Inclusion C £5,000 2000 40 CCC 2015? 2 Pedestrian crossing points, no additional lighting? £5,000
- 17** Strategic Mobility Routes: Phase 2a Extending to Alms Houses Inclusion C £5,000 2000 40 CCC 2016? Signs (4), Pavement improvements (50m), Pedestrian Barriers (10m) Crossing and Lighting (2) £5,000
- 18** Strategic Mobility Routes: Phase 2b Extending to Moores Court Inclusion C £5,000 2000 40 CCC 2016? Signs (4), Pavement improvements (200m) and Lighting (4) £5,000
- 19** Strategic Mobility Routes: Phase 3a Linking core three areas to Lamb's Lane Rec Inclusion C £5,000 2000 40 CCC 2016? Signs (4), Pavement improvements (200m) and Lighting (4) £5,000
- 20** Strategic Mobility Routes: Phase 3b Linking core three areas to Broad Lane Rec Inclusion C £5,000 2000 40 CCC 2016? Signs (4), Pavement improvements (200m) and Lighting (4) £5,000
- 21** Additional roadside (short-stay *2) parking adjacent Chinese TakeAway Safety B £2,500 1000 40 CPC? 2016? Signs, road markings £2,500
- 22** Additional roadside parking (short-stay*2) opposite Shaun's News Safety B £2,500 1000 40 CPC? 2014? Signs, Reprofiled pavement £2,500
- 23** Clean-up Lamb's Lane/Victory Way Junction Safety C £5,000 1000 20 CPC? 2015? Pavements, road marking £5,000

- 24** Strategic vehicle/pedestrian access routes: Zone 1 - 1way Lamb's Lane / High Street/Rampton Road Karma C £5,000 6000 120 CCC 2016? 1-way Signage (20), Pavement upgrades (200m) Road markings TRO/PI? £5,000
- 25** Strategic vehicle/pedestrian access routes: Zone 2 - 1way Denmark Road / Rook's Street / High Street Karma C £5,000 6000 120 CCC 2017? 1-way Signage (10), Pavement upgrades (100m) Road markings TRO/PI £5,000
- 26** Strategic vehicle/pedestrian access routes: Zone 3 - 1way Bird Estate / Broad Lane / High Street Karma C £5,000 6000 120 CCC 2017? 1-way Signage (10), Road markings TRO? £5,000
- 27** Additional street lighting (5) Karma B £2,500 1000 40 CPC? 2014? Lyle's Road (1), £2,500
- 28** Reconfigure the Pound to remove front walls and expand to 7-10 diagonal medium-stay spaces Safety C £5,000 1000 20 CPC? Walls removal, pavement resurfacing, kerb re-alignment, signage, spaces marking
- 29** Improve (short-stay, sensitive) signage at War Memorial A £500 1000 200 CPC? 2014? £500
- 30** Reconfigure "old" High Street by Green to limit vehicle width (a la Storey's Way in Cambridge?) B £2,500 1000 40 CPC? 2017? Carriageway buildout, Signage, TRO £2,500
- 31** Redesignated roadside (disabled *1) parking adjacent Co-op Pharmacy Safety A £500 1000 200 CPC? 2014? Feasibility £500
- 32** Reconfigure Twenty Pence Road approach as 30mph C £5,000 6000 120 CCC 2016? Consultation on traffic calming; bump removal, signage etc £5,000
- 33** Pedestrian crossing every 100m along key radial and central roads D £20,000 6000 30 CPC? 2017? £20,000
- 34** Pedestrian barriers at key "interaction" sites - Denmark Road, Lamb's Lane and High Street? C £5,000 6000 120 CPC? 2017? £5,000
- 35** Convex / mirror signage at Lamb's Lane Junction A £500 2000 **400** CPC? 2014? £500
- 36** Additional footway lighting C £5,000 2000 40 CPC? 2014? £5,000
- 37** Limited scale (sample 300?) consultation on Road markings - remove or add?, 20mph zones etc B £2,500 6000 **240** CCC 2015? £2,500
- 38** Pedestrian link between Stevens Close/Crowlands and Herons C £5,000 1000 20 CPC? 2017? £5,000
- 39** Extend Dissenters Layby B £2,500 1000 40 CCC 2014? £2,500
- 40** Add Parking spaces on CPS side of Lamb's Lane B £2,500 1000 40 CPC? 2016? £2,500
- 41** Add Parking spaces on Harlestone's Road B £2,500 1000 40 CPC? 2014? £2,500
- 42** Add Parking spaces on Wilkin Walk B £2,500 1000 40 CPC? 2014? £2,500
- 43** Informal crossing near Lyles Road divide C £5,000 1000 20 CPC? 2016? £5,000
- *indicative ** indicativeguess
- * indicative based on LHI indicative costs; A <£1,000; B <£3,000; C < £10,000; D <£30,000 **£23,000**
- £53,000 £40,000 £42,500**

** indicative based on population to benefit

*** probable power, could be extended if CPC achieved "general power of competence" status

14F/064.

2014 Pay Award: New Pay Proposal: Strike Suspended

Unions Unison, GMB and Unite have consulted with their members on a new pay proposal put forward by the Employers' Side of the National Joint Council (NJC).

The latest pay proposal proposes a 2.2% increase to staff on salaries of £14,880 and over – Spinal Column Points (SCPs) 11 and above – and run from 1 January 2015 to 31 March 2016. Higher percentage increases were proposed for SCPs five to 10, providing a new minimum hourly rate of £7 per hour. This would increase to £7.06 per hour on 1 October 2015 with the deletion of SCP five.

A non-consolidated lump sum payment of between £100 and £325 was also offered to all SCPs. Union leaders – who represent over 1.5 million local government and school staff - said the offer was 'the best achievable' in the current pay round but emphasised campaigns to raise pay were likely to continue.

The NJC for Local Government Services subsequently issued a joint circular dated 16th October giving more information on the financial and practical implications of the pay proposal upon which the Employers' side will be consulting with principal councils and the Trade Unions will be consulting with their members. [Click here](#) to view NJC circular.