

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 6th November 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Collinson, Dewey, Graves, Kidston, Wilson, Young, SCDC Cllr Wilson, the Clerk and Assistant Clerk

- 18/218. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (personal), McCarthy (sick), Mudd (sick), Nicholas (sick), Smith (personal), Ward (work), Wotherspoon (sick) and the RFO.
- 18/219. To accept Declarations of Interest and Dispensations** – None received.
- 18/220. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 2nd October 2018 be signed as a correct record. Minor typo amended. **RESOLVED.**
- 18/221. Public participation** – No public present.
- 18/222. Reports**
- **SCDC** – As per report. Recycling – more leaflets being printed. Meeting tomorrow regarding Rural Travel Hub exhibition and will follow up on the Cottenham to Oakington cycle path. Cllr Dewey mentioned previous lack of information on benefits for Cottenham. There are big issues that need addressing: inadequate parking and no link from Cottenham so the plan is flawed.
 - **CCC** – No report received.
 - **Clerk** – As per report. Cllr Morris stated that the dragon patcher had been working on repairs to Broad Lane. Cllr Collinson thanked Asst Clerk for sorting issue regarding overgrown conifers. Cllr Young queried cost of outside toilet repairs. Bus shelter now scheduled for installation 9th November. Waiting response from CHT regarding defibrillator. Clerk once again mentioned lack of Cllr response to emails, even when marked urgent, which is having knock-on effect and increased workload is causing delays with CiLCA training.
 - **Major developments** – Bellway hoping to complete January 2020. Have received clarity from S106 Officer regarding monies for the nursery project which amounts to approx. £800k.
 - **Village Hall & Nursery** – As per report. Have now received formal notification that the nursery application is on SCDC Planning agenda for 14th November.
 - **Neighbourhood Plan** – Cllr Young queried changing LGS boundary. Cllr Morris confirmed this can be done as part of the Plan now. Ideally want to submit before 24th January 2019 so that it is examined under current NPPF guidelines. Referendum possibly mid-2019. Premature to say where a second recreation ground would go.
 - **Armistice Centenary event on 11th November** – As per report. Cllr Kidston volunteered to help distribute song sheets in the evening.
 - **Drainage and tree works** – As per report. Noted that the EA meeting had been very worthwhile.
 - **Carols on the Green event 11th December** – As per report. Cllr Graves to look at obtaining safety harness for high loader used when installing lights on Christmas tree.
- 18/223. Cottenham Charities Trustees**– Resolution to re-nominate the appointment of Lynda Harford and Robert Clarke as Trustees for Cottenham Charities. **RESOLVED.**
- 18/224. Church and Causeway Charity** – Resolution that donation from the Church and Causeway Estate Charity of £3000 by split to donate £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery. **RESOLVED.**
- 18/225. Friends of All Saint's Cottenham** – Resolution to appoint Cllrs Graves and Young as trustees for new Friends of All Saint's Charity. **RESOLVED.**
- 18/226. Office closing** – Resolution to close Parish office from 21st December to 2nd January (22nd – 1st inclusive). **RESOLVED.**
- 18/227. Grant & Loan Policy** – Minor amend made. Resolution to adopt Donations, Grants and Loans Policy. **RESOLVED.**
- 18/228. Standing Orders** – Resolution to adopt revised Standing Orders. **RESOLVED.**
- 18/229. Remembrance wreath** – Resolution for Cllr Morris to lay wreath on behalf of Parish Council. **RESOLVED.**

18/230. Bank signatories – Resolution to add Cllrs Dewey, Kidston and Ward as additional signatories for our bank accounts to ensure that payments are made in a timely manner. **RESOLVED.** SCDC Cllr Wilson left the meeting at 8.18pm.

18/231. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
Ladybirds	Oil and Water charge	£219.41	£219.41	
Hire of village hall	Hire of village hall - Ploughing Society	£75.00	£90.00	
Hire of village hall	Hire of village hall - Labour Party	£75.00	£90.00	
HMRC	Vat payment	-	£898.17	
FECA	Grant towards defibrillator	£950.00	£950.00	
		£3,748.28	£4,851.23	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 18	£4,098.81	£4,098.81	-
HMRC	Tax and NI for October 18 (month 7)	£1,097.84	£1,097.84	-
Sports & Social Club	Quarterly invoice July-Sept 18 for contract services	£1,080.00	£1,080.00	1280
Community Centre	6-monthly rent less 10% due to building works	£1,170.00	£1,170.00	1282
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1294
Royal Toilet Hire	Balance for marquee (Centenary event)	£546.75	£546.75	1299
Calor Gas Ltd	Delivery to Pavilion and standing charge (DD)	£700.85	£735.90	1304/ 1305
		£11,860.92	£12,529.30	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (November 18)	£181.35	£181.35	-
Royal Toilet Hire	25% deposit to secure booking for Centenary event (for Marquee)	£168.75	£168.75	1281
RFO	Expenses re sim card for the Pavilion	£8.64	£10.37	1283
Green and Purple Ltd	Accountancy support for the RFO	£50.00	£60.00	1284
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1285
Staples	Ink cartridges x 3/paper/Note books	£100.25	£120.30	1286
CAPALC	Councillor training session	£105.00	£105.00	1287
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£250.09	£300.10	1288
Staples	Printer	£125.00	£150.00	1289
Assistant Clerk	Paper	£2.75	£2.75	1290
CAPALC	Councillor training sessions x 2	£150.00	£150.00	1291
CSA	Toilet rolls/Toilet cleaner/Cleaner spray and hand towels - Pavilion	£73.35	£88.03	1292
CSA	Toilet rolls/Mop and floor cleaner	£65.80	£78.96	1293
Staples	Black Ink Cartridge	£25.89	£31.07	1295
The Royal British Legion	Poppy wreath donation (agreed in budget)	£100.00	£100.00	1296
The Royal British Legion	Cost of the Poppy wreath	£85.00	£85.00	1296
Assistant Clerk	Refund of monies incurred due to late payment of expenses last month	£25.00	£25.00	1297
RFO	Expenses re Annual payment for Dropbox	£65.83	£79.00	1298

Ornamental Trees Ltd	Oak tree for the Centenary event	£229.99	£333.59	1300
Assistant Clerk	2 fire extinguishers for (Centenary beacon)	£40.16	£48.18	1301
A Mappedoram	Pavilion (Light check & 4 emergency fittings)	£305.09	£366.10	1303
Clerk	Mileage to SCDC for Liaison Meeting	£12.60	£12.60	
Assistant Clerk	Unveiling curtain for tree guard (Centenary event)	£6.06	£6.06	
CB Creative	Design & print posters/flyers (Centenary event)	£125.00	£150.00	
		£2,348.90	£2,708.97	

Noted that HMRC payment should also show in the net column. Resolution to pay these invoices.

RESOLVED.

- 18/232. Management accounts** – to review the monthly management accounts – Noted.
- 18/233. Bank reconciliation** – to review monthly bank reconciliation – Noted. Cllr Young queried late Hall hire fees; Asst Clerk to speak to RFO.
- 18/234. Matters for consideration at the next meeting** – items to be sent to Clerk.
- 18/235. Dates of next meetings** – Planning 8th Nov, EOM 15th Nov, CALF 20th Nov, Planning 22nd Nov, FLAC 29th Nov, Full 4th December
- 18/236. Close of Meeting** – 8.26pm.

Signed _____ (Chair) Date _____