

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th March 2019 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dahlqvist, Dewey, McCarthy, Smith, Wilson, SCDC Cllr Gough and the Clerk

- 19/038. Chairman's Introduction and Apologies for absence** – Cllr Morris reported that David Mudd had resigned on health grounds. He was thanked for the significant contributions made to the village during his time on the Council and will be much missed. Apologies accepted from Cllrs Graves (work), Kidston (holiday), Nicholas (sick), Ward (holiday), Wotherspoon (meeting), SCDC Cllr Wilson, Asst Clerk and RFO.
- 19/039. To accept Declarations of Interest and Dispensations** – none given.
- 19/040. Minutes** – Minor typo corrected. Resolution that the minutes of the Full Council meeting held on the 5th February 2019 be signed as a correct record. **RESOLVED.** Cllr McCarthy left the room at 7.20pm.
- 19/041. Public participation** – None present.
- 19/042. Reports**
- **SCDC** – report noted. Cllr Bolitho queried whether the £200k retirement monies given to Beverley Agass were justified. Cllr McCarthy returned to the room at 7.21pm. SCDC Cllr Gough explained the background and stated that the situation was by no means unusual however he couldn't comment further. Discussions about green bin fees and whether they were fair; suggestion put forward regarding Christmas collections which was noted. SCDC Cllr Gough mentioned Defra proposals for collecting food waste. SCDC Cllrs Gough and Wilson are meeting Tumi Hawkins on Thursday regarding our Neighbourhood Plan. Bellway would like to meet up to walk along Oakington Road regarding pavement/drainage plans.
 - **CCC** – Report noted. Cllr Collinson queried what a 'turn up and go' system was. Concerns raised regarding the school catering/cleaning contract.
 - **Clerk** – report noted. New Life on the Old West project – should have designs by the end of the month. New footpath due to be installed on Twentypence Road from 25th March for 9 weeks; previously unaware of this project. Correspondence received from the A14 fund; Clerk to forward to Cllr McCarthy. We've received a cheque from FEAG which is to go towards an environmental project. Community Centre 10th anniversary event on Sunday 17th March; we have a stall and will need helpers. There has been a resident request to ban smoking on the Rec; item to be added to CALF agenda. Councillor resignation – going through process with SCDC and we need to update signatories. Pavilion ran out of gas but delivery on the way. Village Hall has run out of heating oil. Some arrived today with more on the way however one of the Ladybirds boilers won't work and requires replacement; clerk has used emergency spend to authorise works (FR 4.5). Cllr Bolitho thanked the groundsman for the excellent planting around the war memorial and village sign. Cllrs to contact Cllr Dewey regarding email migration. Cllr Collinson congratulated the Clerk and RFO on their ongoing CiLCA.
 - **Major developments** – Bellway – looking to split the required pavement works into 2 stages (with a lock on timescales). Persimmon – Cllr Morris and SCDC Cllr Wilson met with SCDC last week regarding the drainage condition; the judicial review has now been withdrawn. Gladman – if they lose their permission it would have a knock-on effect on the finance model for the new Village Hall. County – seems unlikely that the sale will go through before 31st March.
 - **Village Hall & Nursery** – Report noted. Cllrs Morris and Wilson are visiting the Gamlingay Ecohub on Thursday to see how it operates. They have a policy of not allowing school parking; should we consider the same? Need to debate further but could save money on the project. NB: County Council policy is not to provide pickup/drop-off for schools as the risk is considered too high. Cllr Smith has been looking into further income streams. We need to look at the operating regime of the front car park gates.
 - **Sustainable Cottenham** – Report noted.
 - **Ditches & Drains** – Report noted.
 - **Neighbourhood Plan** – SCDC are collating comments on the current consultation then make available to the examiner. It will be a joint decision as to who is appointed as examiner. If significant changes are required to the Plan there would need to be further consultation.

- 19/043. Community Engagement Policy** - consider adoption of draft Community Engagement policy – Minor amendments made. Resolution to adopt Community Engagement policy. **RESOLVED.**
- 19/044. Village Hall Hire** - consider use of Village Hall by Sunflowers for their annual charity quiz night – Free hire to be provided by way of donation.
- 19/045. Cllr Nicholas** – Consider extending the long-term absence approval for Cllr Nicholas – Cllr Morris outlined. Suggestion that Cllr Nicholas provide monthly progress reports on the grant applications. Resolution that the grant-funding research by Councillor Nicholas over the next three months be considered as adequate to avoid disqualification through non-attendance at Council meetings. **RESOLVED.**
- 19/046. The Pound** – Consider signage stating ownership of the car park and permitted usage – Cllr Wilson ran through the report. There is also a problem with maintenance at the site caused by long-term parking. Resolution to install signage at The Pound to alert users that it is for short-term parking (max 1hr with no return within 2hrs); restrictions don't apply between the hours of 7pm and 8am. **RESOLVED.** Should sign be ignored then Clerk to write to car owners in the first instance. Cllr Collinson left the room at 8.39pm.
- 19/047. Staff pay** - consider staff pay rate for 2019/20, including effects of scale changes from 1st April, qualifications, etc – Cllr Morris ran through the report. Cllr Collinson returned to the room at 8.41pm. Resolution that given continued excellent performance and acceptance of the broader responsibilities set out in the new job description, the recommendation is that both the Clerk and RFO are placed at “new” SCP 30 from 1st April 2019. **RESOLVED.** Resolution that once qualified, our Clerk should be placed on “new” SCP 32 (+2 points, essentially as previously agreed) AND “official” hours are increased to 30 hours per week. **RESOLVED.** Resolution that Once qualified, our RFO should be placed on “new” SCP 32 (+2 points, essentially as previously agreed) AND “official” hours remaining at 15 hours per week. **RESOLVED.** Resolution that the Assistant Clerk should be placed on “new” SCP 12 AND “official” hours remaining at 10 hours per week. **RESOLVED.** Resolution that the Caretaker should be placed on ‘new’ SCP 11 AND hours remaining at 10 hours per week. **RESOLVED.**

19/048. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Persimmon	Invoice payment	£2,701.00	£3,241.20	
CUSSC	Quarterly invoice payment	£2,600.00	£3,120.00	
HMRC	VAT payment	£1,267.78	£1,267.78	
HMRC	Vat payment	£13,913.86	£13,913.86	
Aerobics	Monthly invoice payment	£57.50	£69.00	
		£21,414.06	£22,660.54	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for March 19	£3,660.69	£3,660.69	-
HMRC	Tax and NI for February 19 (month 11)	£1,031.08	£1,031.08	-
Wilby and Burnett	Architectural & quantity surveying services in preparation of tender documentation	£50,867.50	£61,041.00	1387
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1395
Arbantia fencing	Fencing at the recreation ground - 121 metres	£4,840.00	£5,808.00	1396
Will Cook	Renovations to Grass tennis courts	£1,590.00	£1,590.00	1399
SSE - Southern Electric	Electric bill for the Recreation ground (DD)	£1,508.20	£1,809.84	1402
		£66,664.14	£78,740.61	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (March 19)	£163.33	£163.33	-
RFO	Expenses - re Sim card for the Pavilion (DD)	£8.64	£10.37	1388
SLCC	East Regional training Seminar x 2	£150.00	£180.00	1389
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	1390
Browns of Burwell	Oil delivery	£309.65	£309.65	1391

Business Consultancy Serv	Payroll Processing	£47.30	£56.76	1392
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£261.01	£313.21	1393
AJ King	Extra work - remove hedge up to bowling green	£650.00	£780.00	1394
Stroma Building Control	Building Control Services - New Village Hall	£336.25	£403.50	1397
Stroma Building Control	Building Control Services - Nursery	£218.75	£262.50	1398
AJ King	Extra work - Flail hedge (Balancing pond), Erect notice board	£140.00	£168.00	1400
A Mappedoram	Work to replace fittings and bulbs at the pavilion	£460.30	£552.36	1401
SSE - Southern Electric	Electric bill for the Green (DD)	£444.48	£533.37	1403
Birketts	Professional services – Persimmon judicial review	£250.00	£300.00	
		£3,489.71	£4,093.05	

Multipay Card (payment in March by DD)

No payments as yet

Query regarding the period of the oil invoice. Resolution to pay these invoices. **RESOLVED.**

- 19/049. Management accounts** – to review the monthly management accounts – Report noted.
- 19/050. Bank reconciliation** – to review the monthly bank reconciliation – Report noted.
- 19/051. Matters for consideration at the next meeting**
- 19/052. Dates of next meetings** – Planning 7th March, CALF 19th March, Planning 21st March, FLAC 26th March, Full 2nd April
- 19/053. Close of Meeting** – 8.58pm.

Signed _____ (Chair) Date _____