

Full Parish Council Meeting Minutes

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

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, Mudd, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Clerk and RFO

In attendance: 2 members of the public

- 19/019. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dahlqvist (sick), McCarthy (sick), Nicholas (sick), Young (work), SCDC Cllr Wilson (work) and the Asst Clerk (sick).
- 19/020. To accept Declarations of Interest and Dispensations** – Cllrs Smith and Ward declared a non-financial Interest in item 19/029 and will take no part in discussions.
- 19/021. Minutes** – Minor amends made to 19/004 and 19/005. Resolution that the amended minutes of the Full Council meeting held on the 8th January 2019 be signed as a correct record. **RESOLVED.**
- 19/022. Public participation** – Standing Orders suspended 7.19pm. No questions from the public. Standing Orders reinstated 7.19pm.
- 19/023. Reports**
- **SCDC** – Cllr Bolitho asked for an update on Gothic House. SCDC Cllr Gough unable to provide information in open forum due to ongoing enforcement. SCDC tax increase clarified as £5 per year. Bellway – partial road closure (2-way traffic lights) for 5 weeks from 18th February.
 - **CCC** – CCC Cllr Wotherspoon gave a verbal report. CCC are increasing tax by 4.99%. Economy and Environment Committee are considering the Waterbeach planning application this week. They want the railway relocated first. NB: Cottenham provide 60% of passengers from Waterbeach. Our recent LHI bid was well received; formal announcement will be made in March. Cllr Ward queried the delay in repairing the Histon Road cycle lights; this is due to the resin not working in low temperatures so work pushed back to March. CCC Cllr Wotherspoon will actively press for total replacement of the lights. Cllr Bolitho queried the situation regarding CCC Cllr Hickford and County Farms. CCC Cllr Wotherspoon understood there had been numerous statements made and that the process had been undertaken at arms length. County may be lodging a complaint about the reporting of the story.
 - **Clerk** – Beach Road – details as per report; CCC Cllr Wotherspoon will liaise with neighbouring Councillor regarding outstanding work. Equal Opportunities policy requires the objectives updating. Rooks Street crossing relates to the High Street; remove text. Pelham Way conifers – work has been done. Police surgery – Cllr Ward attended. No end date for Haradine lorries.
 - **Major developments** – Bellway liaison meeting on Thursday. This Land – not required to give formal notice if just passing on the lease. Gladman – Cllr Ward queried s106 exposure. Cllr Morris confirmed that we aren't reliant on the money and given our reserves plus the PWLB loan we can finance the village hall and nursery projects completely.
 - **Village Hall & Nursery** – Fencing starting tomorrow. Car park – may be more favourable to integrate into the main project. Nursery has introduced some complications i.e. changing the heating. Cllr Morris ran through the provisional timetable.
- 19/024. Persimmon RM determination** – consider possible challenge of faulty surface water drainage condition – Cllr Morris outlined the background to the item. Standing Orders suspended 7.57pm. SCDC Cllr Gough has been chasing Officers regard what went wrong with the process and has been promised a response soon. In the meantime CPC have been invited to a cabinet meeting to discuss how to make the process better. Standing Orders reinstated 8.05pm. Cllr Wotherspoon queried if the County SUDS Officer was happy with the wording? Cllr Morris confirmed that the wording was tightened up but in the haste to get the decision notice out it was ignored. Cllr Smith said that the SCDC Planning Chair and Vice-Chair had assured the Planning Committee that the wording would be correct and that it didn't need to go back to Committee so this situation shouldn't have happened. Standing Orders suspended 8.09pm. SCDC Cllr Gough stated that the decision notice couldn't be rescinded. CPC need to ask Philip Kratz about the enforceability of the current decision notice – is it equivalent in law to the proposed condition? If not then we'll pause for 7 days to allow response from SCDC then issue a letter of intent. NB: this doesn't commit us to action. Cllr Morris advised that as soon as aware of an issue we have to take action to allow SCDC time to

respond. Standing Orders reinstated 8.12pm. Resolution that the Chair of CPC request advice from Philip Kratz/our planning solicitor (if Mr Kratz not available) on the equivalence in enforceability terms of the 2 drainage conditions for planning application S/2281/18/RM. If it's not equivalent then proceed to issue a letter of intent against SCDC. **RESOLVED**. Discussion as to whether we could bring back to CPC planning committee if further action required. Cllr Wotherspoon queried if any correspondence had been received from the Chair/Vice-Chair of the SCDC Planning Committee; no. General agreement that the situation was unfair to the applicant too. Cllr Collinson asked if the commitment of the SCDC Planning Chair/Vice-Chair was minuted; not known at this time.

- 19/025. Neighbourhood Plan** – consider publicity activity for the consultation period from 11th February to 25th March – As per report. What level of publicity do we want to give? Suggestions included drop in sessions (more than one), go to groups directly, use of flyers, Mail Chimp emails to ambassadors and having a stall outside the Co-op. Resolution to allocate up to £250 + VAT to support printing of flyers for Neighbourhood Plan consultation publicity. **RESOLVED**.
- 19/026. Friends of All Saints** - consider second Trustee representative – Cllr Morris outlined need for 8 trustees – 2 of which need to be CPC representatives. Cllr Morris to stand in until the AGM in March. Item deferred.
- 19/027. Pavilion shutter service contract** - consider setting up/signing service contract for Sports Pavilion shutters – Cllr Morris outlined the need for a service contract. SCDC Cllr Gough left the meeting at 8.42pm. Resolution to proceed for 1 year with a 'silver cover' service contract from Charter Global Ltd. **RESOLVED**. Residents left the meeting at 8.47pm.
- 19/028. Internal audit** – Resolution to appoint Heelis & Lodge as our internal auditor at a cost of £420. **RESOLVED**.
- 19/029. Tyrannochorus grant** - consider Tyrannochorus grant request under community chest fund – Cllrs Smith and Ward took no part in discussions. Resolution to accept FLAC recommendation for grant of £240 to Tyrannochorus. **RESOLVED**.
- 19/030. Over Day Centre grant** - consider Over Day Centre grant request under community chest fund – Resolution to accept FLAC recommendation for grant of £100 to Over Day Centre. **RESOLVED**.
- 19/031. Business & Charity deposit account** - Consider opening a Business and Charity deposit account (with easy access) with Triodos Bank – RFO outlined. Similar to our Unity Trust account. RFO would have to be signatory in order to be able to prepare payments for authorisation. Resolution that the RFO opens a Triodos Bank account on behalf of CPC and deposit £50k from Unity Trust account. RFO and 2 other Cllrs (from existing signatories) to be signatories. **RESOLVED**.
- 19/032. Community Engagement Policy** - consider producing a policy to promote good governance and guide effective community engagement practices – Clerk outlined reason for needing the policy. Noted that it may supersede the Communications Policy. Clerk to work with Cllr Dewey on policy.

19/033. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Granary Westwick	Hire of the pavilion - invoice payment	£100.00	£120.00	
Aerobics instructor	Hire of the Village Hall - invoice payment	£69.00	£82.80	
Hire of Village Hall	Hire of hall - invoice payment	£75.00	£90.00	
		£1,117.92	£1,341.50	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 19	£3,880.76	£3,880.76	-
HMRC	Tax and NI for January 19 (month 10)	£897.15	£897.15	-
A Mappedoram	Purchase and fitting of bulbs	£758.00	£909.60	1367
Cambridge Van Leyden	50% of fee for detailed design phase (Village Hall)	£8,000.00	£9,600.00	1370
AJ King	Monthly contract	£3,166.67	£3,800.00	1376
Groundwork uk	Return of unspent grant re Neighbourhood plan	£3,443.00	£3,443.00	1380
Calor Gas	Delivery to the pavilion	£680.17	£680.17	1382
agb Environmental	40% of fee value upon completion of investigation report	£1,554.00	£1,864.80	1383
Cambridge Van Leyden	50% of fee for detailed design phase – Nursery	£8,000.00	£9,600.00	1370

		£30,379.75	£34,675.48	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (February 19)	£172.72	£172.72	-
Browns of Burwell	Oil delivery	£294.90	£309.65	1363
SLCC	Cilca registration for RFO	£350.00	£350.00	1364
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£258.07	£309.68	1366
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1368
Caprari	Routine inspection of the pumps at the recreation ground	£220.00	£264.00	1369
Staples	Two ink cartridges	£55.48	£66.58	1371
Tindall Security	Annual maintenance fee on CCTV system	£260.00	£312.00	1372
Shred Station	Blue bin collection and shredding service	£40.00	£48.00	1373
AJ King	Extra - repair to fence on old rec ground	£130.00	£156.00	1374
Watchthedot	To resolve website issues	£12.50	£12.50	1375
Calor Gas	Standing charge fee	£17.13	£17.99	1379
ICO	Annual data protection fee (DD)	£40.00	£40.00	1381
Clerk	Mileage - SLCC Regional Seminar (44 miles)	£19.80	£19.80	1384
Greater Cambridge Shared Planning	Extra copies of the Local Plan	£144.00	£144.00	1385
		£2,061.90	£2,279.68	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	
Sainsburys	Dishwasher tablets for the pavilion	£5.00	£5.00	C1365
Dependable Trading Ltd	Light bulbs for the Pavilion	£53.28	£63.95	C1377
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	C1378

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

19/034. Management accounts – to review the monthly management accounts – Noted.

19/035. Matters for consideration at the next meeting – bank reconciliation.

19/036. Dates of next meetings – Planning 7th Feb, CALF 19th Feb, Planning 21st Feb, FLAC 26th Feb, Full 5th March

19/037. Close of Meeting – 9.04pm.

Signed _____ (Chair) Date _____