

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 8th January at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dahlqvist, Dewey, Graves, Kidston, McCarthy, Smith, Ward, Wilson, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 3 members of the public

- 19/001. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Mudd (sick), Nicholas (sick), Wotherspoon (work), Young (work) and SCDC Cllr Gough. Condolences were given to the King and Clarke families. Cllr Dahlqvist was welcomed to her first meeting.
- 19/002. To accept Declarations of Interest and Dispensations** – none given.
- 19/003. Minutes** – Resolution that the minutes of the Full Council meeting held on the 4th December 2018 be signed as a correct record. **RESOLVED.**
- 19/004. Public participation** – Standing Orders suspended 7.23pm. Resident 1 required more information regarding item 19/008 – costs, duration of the loan etc. and felt uneasy that we were willing to spend money so freely. Cllr Morris agreed that CPC needed to do more to clarify the information but there was also a lot of information on our website already. For clarity the £2.8m loan covers both buildings. The s.106 we're receiving from the new developments will cover most of the nursery costs and it's anticipated that the loan period would be shortened later as and when developer contributions come in over the next 5-7 years. We want to keep within the promise of no more than £1 per week per year supplementary precept for a Band D property. We'll see whether it's possible to get an article in the village newsletter with more information about the project. General surprise was expressed about resident turnout at the meeting given recent comments on Facebook regarding the budget/precept. Resident 1 commented that the Christmas tree on the Green had been excellent. Resident 3 arrived at 7.35pm and raised comments regarding the Neighbourhood Plan, mainly around affordable housing. The figures in the ACRE SEA report doesn't equate with the 91 houses mentioned elsewhere in the document. Cllr Morris stated that there had been some minor amends to the documents but also there was a time difference between when the reports completed. Our consultant has stated that he doesn't expect them to be consistent and that the important bit is the Plan itself. Cllr Morris explained the maths behind the number of affordable homes. The consultant is satisfied that it is fit to submit to SCDC. Standing Orders reinstated 7.48pm.
- 19/005. Reports**
- **SCDC** – Report noted. Gating order for Setchell Drove currently on hold. Oakington Rural Travel Hub – Cllr Dewey raised concerns about the car parking option. SCDC Cllr Wilson has repeatedly raised the lack of transportation connection between Cottenham and Oakington. Regarding the proposed cycle path, work is still going on behind the scenes to speak to the relevant land owners, but money has been earmarked for the project. The 'Cottenham Question' is now being looked at in further detail. Cllr Smith 'complimented' the Council Planning Committee on the speed at which the Persimmon application had come back to Committee, having been deferred in December. It is difficult to see whether any changes have been made in that brief timescale. PC's objections still stand.
 - **CCC** – No report.
 - **Clerk** – Report noted. Oakington Road to be resurfaced in vicinity of Bellway site. New Life in the Old West project: confirmation required as to whether the scale of proposed pond on Old Rec is acceptable. Standing Orders suspended 8.06pm. Resident 2 asked if ACRE were aware that the site floods? Cllr Morris said that there is currently significant work ongoing to the Lode to improve drainage including a project in 2021 to raise the capacity of the Lode. Resident 3 raised concerns about flooding and whether it would still be possible to walk dogs in the field. Standing Orders reinstated 8.09pm. Clerk to consult residents via Facebook. Clerk has completed 3rd CiLCA unit and is waiting for tutor to check before submitting for formal assessment. Asst Clerk reported that the Rampton Road gullies were jetted today along with some on Margett Street, the High Street (between Margett Street & Broad Lane. It was confirmed that the forthcoming closures on Twentypence Road would be night-time only. Cllr Ward queried if anything further had been done to 'protect' the pumps at the Hall following the recent

replacement. Signs have been installed requesting no wipes to be put down the toilets and users spoken to. No update regarding defibrillator.

- **Major developments** – Report noted. Clerk and Cllr Morris had a meeting with This Land today. They are getting close to purchasing the site from the County Council and need to do so before the end of the financial year. The lease will then be sold to This Land who will become our landlord for the third field. We’ve been assured that the conditions of the lease won’t change. Designs for the site are expected shortly.
- **Village Hall & Nursery** – Report noted. Will shortly need to apply for the loan. Village Hall has approx. £500k s.106 allocated and nursery has £800k s.106 allocated.
- **Neighbourhood Plan** – Technically it’s ready to go. SCDC would pay for the eventual referendum which requires a simple majority of one. Need to ensure publicity but CPC aren’t permitted to push in either direction (yes/no). Need to look at how we can simplify the overall message.

19/006. 2019/20 budget - consider reducing the FLAC suggested net budget to £174,098, based on expenses of £205,500 and expected income of £28,402 – Noted that the £174,098 doesn’t include any money allocated for the Neighbourhood Plan and £1500 added accordingly. No rates will be due if there is only one building (no village hall). Reconfiguration of play area will use open space reserve. Resolution that the Council will set a net budget for 2019/20 of £175,598 based on expenses of £204,000 and expected income of £28,402. **RESOLVED.**

19/007. Reserves - consider our current estimated EOY reserves as adequate to cover project accruals and initial Village Hall and Nursery costs while retaining a General Reserve of £100,000 – Cllr Morris outlined the report. Suggestion to use some reserves to reduce the precept. Noted that Parish Council’s currently aren’t capped. Resolution that Council has reviewed its reserves and their allocated usage for 2019/20 and decided that they will reduce by £10,000. **RESOLVED.**

19/008. Village Hall/Nursery Finance – Resolution to, taking into account the need to finance the current project with a proposed Public Works Loan of around £2,800,000 over up to 30 years, accept the FLAC recommendation to continue raising the “supplementary precept” of £1/week per Band D home – equivalent to £123,058 p.a. **RESOLVED.**

19/009. 2019/20 Precept – Resolution to set the net precept for 2019-20 to £288,656 (equivalent to £121.97 Per Band D home). **RESOLVED.** NB: this is a reduction of around 10-12%. RFO left the room at 9.15pm.

19/010. Neighbourhood Plan - consider submitting the Neighbourhood Plan and related documentation to South Cambridgeshire District Council for consultation and independent examination under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – Cllr Morris outlined. RFO returned to the room at 9.16pm. Resolution that the Chair/Clerk are authorised to submit the draft Submission Plan and its supporting documentation to the Local Planning Authority, making arrangements for consultation and independent examination. Any necessary amendments for improved clarity, procedural compliance or typographical accuracy to be made and reported back to CPC. **RESOLVED.**

19/011. HR working group – Resolution that Cllr Kidston joins the HR working party. **RESOLVED.**

19/012. Way leave agreement - To consider allowing SSE Telecom to run underground fibre-optic cable across POS on Brenda Gautrey Way by signing agreement for income of approximately £200 p.a. – Cllr Morris outlined. Cllr Bolitho left the room at 9.20pm. Resolution to allow SSE Telecom to run underground fibre-optic cable across POS on Brenda Gautrey Way by signing agreement for income of approximately £200 p.a. **RESOLVED.**

19/013. SLCC Regional Training Seminar – Resolution that the Clerks and RFO to attend event on 30th January at a cost of £230 + VAT (including discounts). **RESOLVED.** Cllr Bolitho returned to the room at 9.23pm.

19/014. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Rugby Club	Annual invoice	£150.00	£180.00	
Sports & Social club	Quarterly invoice	£2,600.00	£3,120.00	
Donations	For Christmas lights	£35.00	£35.00	
Hirer of Village Hall	Hire of Village Hall	£75.00	£90.00	
Allotments	Water charges	£312.55	£312.55	
HMRC	VAT repayment	£588.99	£588.99	

HMRC	Vat repayment	£3,175.57	£3,175.57	
Aerobics instructor	Invoice payment	£80.50	£96.60	
Ladybirds	Quarterly repayment	£1,554.95	£1,554.95	
		£7,811.03	£10,202.36	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 19	£3,669.92	£3,669.92	-
HMRC	Tax and NI for December 18 (month 9)	£1,029.26	£1,029.26	-
Lanes Group PLC	CCTV condition survey (all foul & water drainage re Village Hall)	£650.00	£780.00	1333
Cambridgeshire Cricket Ltd	Grounds work at Rec ground - Sand/soil topdressing	£1,190.00	£1,190.00	1334
Glasdon Uk Ltd	Picnic table x 2 with fixing kit and Phoenix seat x 2 with fixing Kit for the rec ground	£1,982.02	£2,378.42	1337
Survey Solutions	Topographical Survey - above ground re Village Hall	£625.00	£750.00	1344
Elveden Estate and Farms	Christmas tree for the green	£594.00	£712.80	1346
Caprari Pumps	To supply & install two new pumps at Village Hall	£1,551.42	£1,861.70	1347
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1351
agb Environmental	40% of fee re completion of site works	£1,554.00	£1,864.80	1352
Calor Gas Ltd	Gas delivery	£647.78	£680.17	1354
Connections Bus Project	11 visits to Cottenham with the youth bus	£2,743.40	£2,743.40	1356
Old West IDB	Flail mowing/reed cutting Tenison Manor & Brenda Gautrey Way	£2,168.50	£2,168.50	1358
Old West IDB	Hire of Excavator and driver labour	£532.50	£532.50	1359
Nick West	Cleaning of the Village hall for Oct 18 & Nov 18	£1,269.00	£1,269.00	1360/ 1361
Sports & Social Club	Contract services Oct-Dec 2018	1080.00	1080.00	1363
		£24,453.47	£26,510.47	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January 19)	£153.14	£153.14	-
RFO	Expenses re sim card for the Pavilion (November)	£8.08	£9.70	1338
SLCC	Training day for Clerk and Assistant Clerk	£20.00	£20.00	1339
Shred Station	Bin collection and Shredding	£48.00	£48.00	1341
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1342
Clerk	Expenses re Village Hall meeting	£4.52	£4.52	1343
Melsop Farm Park	Cost of Reindeer for the Carol concert	£375.00	£450.00	1345
Green and Purple Ltd	Support for RFO (December)	£50.00	£60.00	1348
Caprari	Emergency callout fee - sewerage overflow at rec	£176.00	£211.20	1349
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.00	£306.00	1353
Staples	Colour toners for RFO	£127.47	£152.96	1357
Green and Purple Ltd	Support for RFO (January)	£50.00	£60.00	1358
RFO	Expenses re sim card for the Pavilion (December)	£9.70	£11.64	1359
Nick West	Filter for Henry vacuum cleaner and Light bulbs	£16.50	£19.80	1362
		£1,323.15	£1,562.5	
Multipay Card (payment in Dec by DD)				
Asda	Thank you gifts (carols)	£56.00	£56.00	C1340

Tesco	Computer Mouse for Assistant Clerk	£7.00	£7.00	C1335
Amazon	Memory Sticks	£13.99	£13.99	C1336
Corporate Card	Monthly fee	£3.00	£3.00	-
		£79.99	£79.99	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone top-up for Assistant clerk	£5.00	£5.00	C1355

Minor amends made. Resolution to pay these invoices. **RESOLVED.**

- 19/015. Management accounts** – to review the monthly management accounts – Report noted.
- 19/016. Matters for consideration at the next meeting** – Friends of All Saints trustee position
- 19/017. Dates of next meetings** – Planning 10th Jan, Highways 15th Jan, CALF 22nd Jan, Planning 24th Jan, FLAC 29th Jan, Full 5th Feb
- 19/018. Close of Meeting** – 9.28pm

Signed _____ (Chair) Date _____