

**DRAFT Full Parish Council Meeting Minutes**

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2<sup>nd</sup> April 2019 at 7.15pm

**Present:** Cllrs Young (Chair), Collinson, Dewey, Graves, McCarthy, Wilson and the Clerk

**19/060. Chairman’s Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (work), Kidston (holiday), Morris (holiday), Nicholas (sick), Wotherspoon (work), SCDC Cllr Gough and the Asst Clerk. Cllrs Ward, Smith, SCDC Cllr Wilson and the RFO arrived 7.17pm.

**19/061. To accept Declarations of Interest and Dispensations** – none given.

**19/062. Minutes** – Resolution that the minutes of the Full Council meeting held on the 5<sup>th</sup> March 2019 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the EOM on 18<sup>th</sup> March 2019 be signed as a correct record. **RESOLVED.**

**19/063. Public participation** – None present.

**19/064. Reports**

- **SCDC** – report noted. Query regarding what an ‘asset of community value’ was. Consider buildings at next planning meeting. Amey incinerator appeal – Waterbeach PC, Hislmp PC and SCDC have met to discuss and will look at how to get involved in the appeal process – SCDC to confirm. Noted that matters regarding particulates would be an issue for the Environment Agency to decide when issuing possible licence. Cllr Smith mentioned that residents are asking for a public meeting regarding the appeal. When we receive formal notification from the Planning Inspectorate then we need to consider a public meeting. Rural Travel Hub – new proposal to be put forward. Need CPC representative to attend meetings and SCDC Cllr Wilson with notify us regarding dates.
- **CCC** – report noted.
- **Clerk** – report noted. Flagged that Impington Lane will be closed for the whole 11 weeks during forthcoming works at Histon crossroads; rest will be under 3-way lights. RFO chasing standpipe. Defib installation has been chased. Query whether 30mph zone to be moved further out on Oakington Road. Noted that Asst Clerk not expected to return for another couple of months; need to look at how Speedwatch is managed in the interim. Fen Edge stalls for CPC and SusCott to be booked for Saturday only.
- **Major developments** – report noted.
- **Village Hall & Nursery** – Report noted. Site visits being undertaken by those tendering.
- **Neighbourhood Plan** – Report noted.

**19/065. Street naming** - consider street name for the Persimmon development (one road) – Resolution to suggest ‘Clarke’ as the street name for the Persimmon development off Oakington Road. **RESOLVED.**

**19/066. NALC Star Councils awards** – consider possible nominations for the Star Council awards – Cllrs to consider ideas. Defer to June meeting.

**19/067. Grant request**– Resolution to approve FLAC recommendation for £250 donation towards Cottenham Library for the Summer Reading Challenge. **RESOLVED.**

**19/068. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
King and Co	Overpayment from sale of land	£14.00	£14.00	
Town Ground Rent	Annual payment	£275.50	£330.60	
Pavilion hire	pavilion booking	£30.00	£36.00	
Environmental Audit Group	Grant for use on an environmental project	£411.49	£411.49	
		<b>£1,604.91</b>	<b>£1,840.79</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 19	£3,787.83	£3,787.83	-

HMRC	Tax and NI for March 19 (month 12)	£965.53	£965.53	-
Browns of Burwell	Oil delivery on the 4th March 2019	£539.80	£566.79	1407
Browns of Burwell	Oil delivery on the 6th March 2019	£539.80	£566.79	1408
SCDC	Trade waste for the year - 2/3 bins	£2,730.00	£2,730.00	1420
Nick West	Dec invoice for cleaning of Village hall	£553.50	£553.50	1416
Nick West	Jan invoice for cleaning of Village hall	£624.38	£624.38	1417
Calor	Gas delivery (Pavilion) (DD)	£945.00	£992.78	1419
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1422
Cambridge Van Leyden	2nd payment - design phase re Nursery	£5,000.00	£6,000.00	1405
Cambridge Van Leyden	2nd payment - design phase re Village Hall	£10,000.00	£12,000.00	1406
Cambridge Van Leyden	Final payment - design phase re Nursery	£2,941.00	£3,529.20	1429
Cambridge Van Leyden	Final payment - design phase re Village Hall	£2,851.00	£3,421.20	1430
Peter Dann Consulting Engineers	Professional services RIBA stage 4 - 75% re. Village Hall	£6,375.00	£7,650.00	1431
Peter Dann Consulting Engineers	Professional services RIBA stage 4 - 75% re. nursery	£2,250.00	£2,700.00	1432
Peter Dann Consulting Engineers	Anglian Water pre-planning app fee	£545.00	£545.00	1433
		<b>£43,814.51</b>	<b>£50,433.00</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (April 19)	£189.70	£189.70	-
Business Consultancy Servs	Payroll Processing	£47.30	£56.76	1409
CSG Utilities	Water application fee re Village Hall	£195.00	£234.00	1410
CSG Utilities	Telecoms application fee re Village Hall	£299.00	£358.00	1411
RFO	Sim card for the pavilion	£8.64	£10.37	1412
Green and Purple Ltd	Monthly support for the RFO	£50.00	£60.00	1413
Cambridge Water	Water bill for the memorial (DD)	£34.18	£34.18	1414
Calor	Standing charge (DD)	£17.99	£17.99	1415
SSE - Southern Electric	Electric bill for the pavilion (DD)	£238.92	£286.70	1421
Chairman	Expenses for Chairman - emergency lighting batteries for Pavilion	£368.72	£442.46	1418
Staples	Ink cartridges and paper	£63.97	£78.68	1423
Travis Perkins	Cleaning items for the village hall	£15.61	£18.73	1424
A Mappedoram	Changing 10 emergency batteries in Pavilion	£120.00	£144.00	1425
Barton Burner Services Ltd	Work on Ladybirds boiler	£209.85	£251.82	1426
Will Cook	Tennis courts maintenance x 2 invoices	£180.00	£180.00	1427/1428
		<b>£2,038.88</b>	<b>£2,363.39</b>	
<b>Multipay Card</b>				
Defib Store	Replacement battery for Pavilion defibrillator	£235.00	£282.00	1416c

<b>Grants for 2019/20 (agreed at Dec council meeting)</b>				
Mobile Warden Scheme	Section 106a Transport Act 1985	£1,150.00	£1,150.00	
Girlguiding Cottenham	Section 19 Local Government (miscellaneous provisions) act 1976	£1,210.00	£1,210.00	
Fen Edge Community Association	Section 145	£1,500.00	£1,500.00	

RFO had suggested to FLAC that £50k should be moved from Unity Trust account however precept due to arrive in the next few days so no immediate issue. RFO to check FLAC are able to move money between accounts without Full Council approval.

Expenses over £500: Cambridge Van Leyden 2<sup>nd</sup> VH invoice should read £12k gross. Cllr Ward queried the 2 oil payments (due to issues with Ladybirds boiler). Noted that Girlguiding grant can't be paid yet (waiting for bank information). Resolution to pay these invoices. **RESOLVED**

- 19/069. Management accounts** – to review the monthly management accounts – Report noted. Year end surplus expected to be around £50k.
- 19/070. Bank reconciliation** – to review the monthly bank reconciliation – report noted.
- 19/071. Matters for consideration at the next meeting** – suggestions to Clerk
- 19/072. Dates of next meetings** – Planning 4<sup>th</sup> April, CALF 16<sup>th</sup> April, Planning 18<sup>th</sup> April, Highways 23<sup>rd</sup> April, FLAC 30<sup>th</sup> April, APM 2<sup>nd</sup> May, Full (annual) 7<sup>th</sup> May
- 19/073. Close of Meeting** – 8.25pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_