

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th May 2019 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Kidston, Smith, Ward, Wilson, Young and the Clerk

- 19/074. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office** – Cllr Morris was elected and the Declaration of Acceptance signed accordingly.
- 19/075. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office** – Cllr Young was elected and the Declaration of Acceptance signed accordingly.
- 19/076. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dewey (holiday), McCarthy (work), Nicholas (sick), Wotherspoon (work) and the RFO.
- 19/077. To accept Declarations of Interest and Dispensations** – None given.
- 19/078. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd April 2019 be signed as a correct record. **RESOLVED.** Cllr Dahlqvist arrived 7.22pm.
- 19/079. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts). Cllr Dahlqvist to be added.
 - Finance Committee (ToR June 2016; 7 members, quorum 3)
 - Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts)
 - Planning Committee (ToR June 2016; 12 members, quorum 4). SCDC Cllr Gough arrived 7.27pm.
 - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling)
- 19/090. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
 - HR (Cllrs Kidston, Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllrs Dewey & Ward)
 - Drainage & Flooding (Cllrs Graves, Morris, Ward). Cllr Wotherspoon to be added.
- 19/091. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young). Cllr Kidston added.
 - Speculative Developments (Planning – Cllrs Morris, Nicholas, Young & the Clerk). Cllrs Kidston and Smith added.
 - New Village Hall (CALF/FLAC - Cllrs McCarthy, Morris, Nicholas, Wilson, Young, the Clerk & RFO)
 - Youth (CALF). Cllrs Morris, Wilson and the Clerk added.
 - Events (new). To consist Cllrs Dewey, Morris, Smith, SCDC Cllr Wilson and the Clerk.
- 19/092. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, currently Cllr Bolitho)
 - Cottenham Community Centre (Trustee, currently Cllr Wilson)
 - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
 - Cottenham Village College (Governor). Cllr Morris to speak to Principal.
 - Friends of All Saints (Trustee, currently Cllrs Graves & Morris). Cllr Morris to step down. SCDC Cllr Gough to be nominee.
 - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
 - Ladybird Pre-School (Trustee). Cllr Morris (temporarily).
- 19/093. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho & Cllr McCarthy)
- Playground Inspectors (Cllr Nicholas + AN Other) Cllrs Kidston and Wilson to be added.
- Communications (Cllr Dewey)

19/094. To review policy recommendations by Committees

- Child Protection (adopted November 2013). Standards to review.
- Code of Conduct (amended July 2015)
- Communications (adopted March 2017)
- Community Engagement (adopted March 2019)
- Complaints procedure (amended July 2015). Standards to review.
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017). FLAC to review.
- Grievance & Disciplinary (adopted June 2015). HR to review.
- Health & Safety (amended July 2018)
- IT & Communications (adopted October 2015). FLAC to review.
- Model publication scheme (amended July 2018)
- Risk Assessment (amended March 2019)
- Standing Orders (amended Sept 2018)
- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

19/095. Public participation – None present.

19/096. Reports

- **SCDC** – Report noted. Zero carbon – new grant has been set up. Noted that the new Village Hall will have 2 electric vehicle charging points and the new developments will have one each. Assets of Community Value – criteria states that there needs to be more than one previous use (i.e. a pub should have been used for meetings/clubs etc.). Only have 6 months from when it goes on sale so re. the Jolly Millers the clock is already ticking. Takes 8 weeks for the application and the process is open to challenge from the owner. Designation last 5 years. Add item to next planning agenda for candidates. Waste and Minerals Strategy condultion - Cllr Gough can add our comments to his own response; Clerk to pass on comments accordingly. Noted that next Parish liaison meeting is on 26th June in Cambourne.
- **CCC** – Report noted. Cllr Bolitho queried whether the increase in knife crime was linked to the decrease in youth services. Cllr Collinson queried how the social housing rents legislation would filter through to our level. Clerk to contact CCC Cllr Wotherspoon for responses.
- **Clerk** – Report noted. Have received correspondence regarding VE Day events in May 2020. Pound signage is underway but requires fitting. Oakington Road pavement works due to start mid-May for 5 weeks (temp traffic lights with possible weekend working). This will lead into the phase 2 works from the Almhouses to Histon Road/Green roundabout. NB: discharge of conditions regarding drainage not yet signed off. Rospa report has flagged numerous issues, some of which will be resolved by removal of toddler play area during nursery building works. To go on next CALF agenda.
- **Major developments** – Bellway are currently in breach of conditions by not having the pavement in place. Cllr Morris and the Clerk have a meeting with This Land next Tuesday. Noted that both County and This Land have made interesting comments on our Neighbourhood Plan. Discussion regarding District comments. Gladman – putting in a pre-application prior to reserved matters. SCDC have yet to decide whether Gladman can split the phases.
- **Neighbourhood Plan** – Working party to meet in the next few weeks.

- **Village Hall & Nursery** – Report noted.

- 19/097. Co-option** – Resolution to accept application for co-option onto the Council from Peter Hewitt. **RESOLVED.**
- 19/098. Internal audit** – Consider review of internal audit report – Another good report. One item of recommendation which has been actioned. Staff congratulated. SCDC Cllr Gough left the meeting 8.29pm.
- 19/099. Year-end Accounts** – Consider the year-end accounts for 2018-2019 – Report noted. Commentary has been added regarding the reserves.
- 19/100. Annual Governance Statement** – The document was reviewed. Cllr Smith noted the very high bar in question 2 relating to fraud detection. Cllr Morris also raised issue of exposure due to £2.8m borrowing; need to check with PWLB what the recommended procedure is. To be reviewed by FLAC. Resolution to approve the Annual Governance Statement 2018/19 as part of the Annual return for the year ended 31st March 2019. **RESOLVED.** Chair and Clerk signed section 1 accordingly.
- 19/101. Accounting Statements** – Resolution to approve the Accounting statements 2018/19 as part of the Annual return for the year ended 31st March 2019. **RESOLVED.** Chair signed section 2 accordingly. RFO to sign.
- 19/102. FECA Membership** – Resolution to renew Fen Edge Community Association annual membership at a cost of £15. **RESOLVED.** NB: FEF AGM 16th May; Cllrs Morris and Ward to attend.
- 19/103. CAPALC membership** – Resolution to renew CAPALC membership for 2019/20. **RESOLVED.**
- 19/104. GDPR Scheme** – Resolution to join the General Data Protection Scheme run by CAPALC at a cost of £75. **RESOLVED.**
- 19/105. 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	
Hire of Village Hall	Aerobics instructor invoice	£172.50	£207.00	
Hire of Pavilion	Invoice payment	£50.00	£60.00	
Ladybirds	Oil and Water payment	£218.83	£218.83	
Bowls Club	Electricity arrears annual payment plus Rent & Water Annual payment	£1,180.00	£1,180.00	
HMRC	Vat repayment	-	£7,875.54	
Hire of Village Hall	Invoice payment	£25.00	£30.00	
Baby Clinic	6 monthly invoice	£103.50	£124.20	
South Cambs District Council	50% precept	£144,328.00	£144,328.00	
		£148,506.70	£156,627.22	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 19	£1,062.91	£1,062.91	-
HMRC	Tax and NI for April 19 (month 1)	£3,820.19	£3,820.19	-
Old West IDB	Works undertaken on Brenda Gautrey Way & hire of digger	£870.98	£870.98	1435
WAVE	Annual Sewerage Charge for the recreation ground	£3,019.64	£3,019.64	1436
Community Centre	Six-monthly rent charge for the office	£1,300.00	£1,300.00	1437
Sports and Social Club	Quarterly payment for contract services	£1,080.00	£1,080.00	1443
Connections Bus Project	12 visits from January to March 2019	£2,992.80	£2,992.80	1444
Wilby and Burnett	Architectural and Quantity Services in preparation of tender documentation (VH & Nursery)	£50,867.50	£61,041.00	1450

AJ King	Monthly Contract Cost	£3,166.67	£3,800.00	1453
Peter Dann	Professional engineering services re VH RIBA stage 4 final payment	£2,125.00	£2,550.00	1456
Peter Dann	Professional engineering services re Nursery RIBA stage 4 final payment	£750.00	£900.00	1457
		£71,055.69	£82,437.52	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (May 19) DD	£203.41	£203.41	-
CSA	Cleaning materials for the pavilion	£69.09	£82.91	1438
PHS Group	Payment processing & handling charge - Annual cost	£20.00	£24.00	1439
Shred Station	Bin collection and shredding - every two months	£40.00	£48.00	1440
Green and Purple	Monthly support for the RFO	£50.00	£60.00	1441
RFO	Expenses re sim card for the pavilion	£8.85	£10.62	1442
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£273.69	£328.42	1445
Caprari	Work on pumps at the recreation ground	£308.00	£369.60	1446
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1447
Cromwell Fire Ltd	Work on fire alarm and lighting service	£103.63	£124.36	1448
Staples	Stationary equipment	£66.96	£80.36	1449
Clerk	Expenses re Telescopic Security Post for the Warg field	£99.96	£119.95	1451
Ladybirds	Hire of heaters whilst heating in VH being fixed	£452.00	£542.40	1452
RFO	Expenses re Planning app fee for VH and Nursery	£272.00	£272.00	1454
A Mappedorum	Checking of electrics at Village Hall after power cut	£50.00	£60.00	1455
Heelis and Lodge	Internal Audit fee	£420.00	£420.00	1458
Calor Gas	Standing charge	£17.13	£17.99	1459
Chubb	Monthly payment for security at Village Hall	£133.72	£160.46	1460
Clerk	Postage costs	£1.06	£1.06	1461
RFO	Refreshments for T&T meeting and Audit meeting	£19.38	£19.38	1462
		£2,656.18	£3,001.68	
Donations				
Cottenham Library	Summer reading challenge donation	£250.00	£250.00	
Cottenham Guides	Donation for book bags (Total donation £1209.00) divided as follows:			
	2nd Cottenham Rainbows	£96.00	online	
	1st Cottenham Rainbows	£102.00	online	
	2nd Cottenham Brownies	£196.00	online	
	1st Cottenham Brownies	£154.00	online	
	1st Cottenham Guides	£280.00	online	
	2nd Cottenham Guides	£192.00	online	
	3rd Cottenham Brownies	£189.00	Cheque	
	Total	£1,209.00		

Noted that salaries and HMRC figures transposed. Resolution to pay these invoices. **RESOLVED.**

19/106. Management accounts – to review the monthly management accounts – Report noted.

- 19/107. Bank reconciliation** – to review monthly bank reconciliation – Report noted. NB: creditor figure for WAVE doesn't match with invoice to be paid. RFO to clarify.
- 19/108. Exclusion of Press and Public** – Resolution that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted. RESOLVED. Meeting closed 8.57pm.
- 19/109. Staffing** – to consider temporary staffing – Resolution to authorise the Clerk to arrange temporary cover for 2 months and make recommendations, subject to approval by the Chair to go ahead. **RESOLVED.** The meeting re-opened at 9.10pm.
- 19/110. Matters for consideration at the next meeting** – Village Hall/nursery and strategic bus review.
- 19/111. Dates of next meetings** – Planning 9th May, CALF 21st May, Planning 23rd May, FLAC 30th May, Full 4th June
- 19/112. Close of Meeting** – 9.11pm.

Signed _____ (Chair) Date _____