

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4th June 2019 at 7.15pm

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

- 19/113. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Kidston (sick), McCarthy (personal), Nicholas (sick), Wilson (holiday) and SCDC Cllr Gough
- 19/114. To accept Declarations of Interest and Dispensations** – None given.
- 19/115. Minutes** – Minor amendments made. Resolution that the minutes of the meeting of the Full Council held on the 7th May 2019 be signed as a correct record. **RESOLVED.**
- 19/116. Public participation – Standing Orders to be suspended** – None present.
- 19/117. Reports**
- **SCDC** – report noted. SCDC Cllr Wilson responded to criticisms in the County report. Has met with the Transport Group for Oakington and the Innovation Officer for Whippet who believes there is a lot of money which could be pooled to provide better services for Oakington/Cottenham. This is currently at an early stage. Noted that RFO had been investigating a shuttle bus to Hills/Long Road colleges. The current service costs £750 per year with a journey time of 90 minutes. Cllr Collinson congratulated SCDC Cllr Gough of his appointment to Deputy Leader.
 - **CCC** – report noted. Comments made regarding A10 dualling works. Cllr Hewitt arrived 7.37pm. CCC Cllr Wotherspoon raised concerns that there had been no application to the Combined Authority towards affordable housing at Waterbeach which would then free up more of the s106 for strategic transport. Noted that the first 1600 houses can go ahead prior to dualling due to minor junction amendments. Cllr Collinson commented that he thought the report was, although interesting, too long.
 - **Clerk** – report noted. Cllr Wilson was thanked regarding his work on the defibrillator project, which has been well received by residents. RFO has completed Unit 3 of CiLCA. No Highways update for the past couple of months due to lack of email response from Highways Officer. There have been several Highways issues raised by residents but Clerk is still waiting for Cllr responses. Correspondence received from resident on Lambs Lane regarding verge cutting. Cycle studs will be installed after the Histon crossroads work has completed. RFO left the room at 7.46pm and returned at 7.47pm.
 - **Major developments** – Report noted. Bellway - queries regarding width and structure of the widening works. These have been agreed by County Highways. Concerns raised that the structure could fail, as seen on Beach Road. Representation to be made to Highways accordingly. Discussion about variation of conditions which were deemed acceptable. Noted that County haven't made a claim for the s106 as yet. This Land – meeting being arranged for later this month.
 - **Village Hall & Nursery** – Report noted. May need to submit a non-material amendment application to vary the footprint of the Hall. Revised drawings circulated and queried as to how the new design would be taken forward i.e. approval by Full Council. Noted that functionality was broadly the same however some safeguarding had been lost. Working Party meeting tomorrow night to go over the revised plans. Discussions regarding electric vehicle charging points.
- 19/118. Traffic & Transport working group** - Consider measurement of baseline speeds on Beach Road and Twentypence Road preparatory to possible village-wide speed reduction (Highways budget) – Cllr Morris outlined the process and background. Discussions regarding suitable locations for traffic measurements with Denmark Road, north of Broad Lane roundabout and Twentypence Road being mentioned. Item deferred.
- 19/119. Neighbourhood Plan** – Consider approval of Working Group response to Examiner's clarification questions – Resolution to approve submission of initial responses to the independent Neighbourhood Plan Examiner's clarification questions. **RESOLVED.**
- 19/120. CUFC** – Consider discount on fees in view of reduced availability of pavilion facilities and main pitch during 2018/19 – Resolution to propose a 3% increase in the tariff rates – to be frozen for the next three years –

with each partner club's fee re-assessed based on likely use in the next complete season. **RESOLVED.**
 Resolution to offer CUFC a 10% fee rebate on their 2018/19 invoice based on Pavilion issues. **RESOLVED.**

- 19/121. Community Right to Challenge** - Consider submitting an expression of interest to run local authority services – Defer to July.
- 19/122. Tennis Court maintenance costs** - Consider additional costs for upkeep of the grass courts (CALF budget) – Resolution to maintain the grass tennis courts for a period of 12 months up to a cost of £2k + VAT. **RESOLVED.**
- 19/123. CAPALC Annual Clerk/Cllr Day** - Consider attendance at event on 28th June (Admin budget) – Resolution to delegate Cllr Morris to attend at a cost of £50. **RESOLVED.**
- 19/124. Fen Edge Festival signage** - Consider permitting 2x advertising signs on the Village Green – Resolution to permit 2x advertising signboards for the Fen Edge Festival on the Village Green. **RESOLVED.**
- 19/125. VE Day 75** - Consider participation in events for VE Day anniversary 2020 (Donations budget) – Defer to July.
- 19/126. Operation London Bridge** - Consider measures upon death of senior national figure (Donations budget) – Resolution to delegate Chair and Clerk a budget of £200 to make immediate arrangements for Operation London Bridge. **RESOLVED.** NB: consider flagpole for new Village Hall.

19/127. Finance

| Income | Description | Net | Gross | |
|-------------------------|---|-------------------|-------------------|-----------|
| Cambridge Kids Club | Monthly invoice payment | £873.92 | £1,048.70 | |
| Aerobics instructor | Invoice payment | £92.00 | £110.40 | |
| Skatepark | Annual invoice payment | £100.00 | £120.00 | |
| Village Hall hire | Invoice payment | £75.00 | £90.00 | |
| South Cambridge DC | Hire of hall for election day | £137.50 | £165.00 | |
| | | £1,278.42 | £1,534.10 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for June 19 | £3,834.04 | £3,834.04 | - |
| HMRC | Tax and NI for May 19 (month 2) | £1,158.77 | £1,158.77 | - |
| Nick West | Cleaning of the Village Hall for 2 months (March & April 19) | £1,255.51 | £1,255.51 | 1466/1467 |
| Green and Purple Ltd | Monthly accounting support & Year-end accounts | £850.00 | £1,020.00 | 1468/1469 |
| Southern Electric | Monthly electric bill - Pavilion (DD) | £421.81 | £506.17 | 1471 |
| Cambridge Water | Water bill - Bowls club/Allotments (DD) | £797.66 | £797.77 | 1473 |
| SSE - Southern Electric | Electric bill for the Recreation ground | £815.35 | £978.42 | 1474 |
| AJ King | Monthly invoice | £3,166.67 | £3,800.00 | 1485 |
| | | £12,299.81 | £13,350.68 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension Costs (June) DD | £204.98 | £204.98 | - |
| RFO | Expenses re Sim card at the Pavilion and postage of Audit documents | £11.55 | £13.32 | 1470 |
| CSA | Bleach, Toilet paper, floor cleaner for the Village hall x 2 invoices | £56.54 | £67.85 | 1475/1476 |
| Chubb | Monthly security cost for the village hall | £66.86 | £80.23 | 1477 |
| Kershaw | Gas safety check & certificate - pavilion | £160.00 | £192.00 | 1478 |
| SSE - Southern Electric | Monthly electric bill for pavilion (DD) | £261.41 | £313.69 | 1479 |
| Staples | Paper cups/ink cartridge/paper | £32.97 | £39.56 | 1480 |
| Cambridge Water | Water bill - Sports & Social Club (DD) | £360.12 | £360.12 | 1481 |
| Watch the dot | Hosting cost | £120.00 | £120.00 | 1482 |
| Shred Station | Bin collection | £40.00 | £48.00 | 1483 |

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|----------------------|------------------------------------|------------------|------------------|-------|
| DT Deane | Replacement glass for bus shelter | £95.00 | £114.00 | 1484 |
| CB Creative | Signs for Rec Ground and The Pound | £140.00 | £168.00 | |
| | | £1,549.43 | £1,721.75 | |
| Multipay Card | | | | |
| Stadia Sports | 2 x Tennis post winder handle | £32.90 | £39.48 | 1472C |

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

- 19/128. Management accounts** – to review the monthly management accounts – Report noted.
- 19/129. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 19/130. Matters for consideration at the next meeting** – Village Hall/nursery, VE Day, Community Right to Challenge.
- 19/131. Dates of next meetings** – Planning 6th June, CALF 18th June, Planning 20th June, FLAC 27th June, Full 2nd July
- 19/132. Close of Meeting** – 9.29pm.

Signed _____ (Chair) Date _____

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