

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd July 2019 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Dahlqvist, Dewey, McCarthy, Ward, Wotherspoon, SCDC Cllr Gough and the Clerk and RFO

- 19/133. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (work), Graves (personal), Kidston (holiday), Nicholas (sick), Smith (work), Wilson (holiday) and Young (work) and SCDC Cllr Wilson.
- 19/134. To accept Declarations of Interest and Dispensations** – None given.
- 19/135. Minutes** – Minor typo amended. Resolution that the minutes of the meeting of the Full Council meeting held on the 4th June 2019 be signed as a correct record. **RESOLVED.**
- 19/136. Public participation** – None present.
- 19/137. Reports**
- **SCDC** – Report noted. Discussion regarding A10 junction improvements, and affordable housing. Cllr Hewitt arrived 7.28pm. Oakington Transport Action Group; query whether Cottenham was included in the list of surrounding villages. Cllr Morris has spoken to the Mayor regarding the original guided bus spurs. Noted that there is a forthcoming Combined Authority consultation event on 18th July in the Community Centre. SCDC Cllr Gough thanked the PC on behalf of Fen Edge Festival Committee for their assistance with the event and Cllr Ward and SusCott for reducing the amount of plastic waste.
 - **CCC** – Verbal report given. A10/Waterbeach – County don't accept the arguments being made re. dualling and are investigating what can be done.
 - **Clerk** – Report noted. Fair will be on the Green 11-15th July. Groundsman to spray village sign flowerbed. Have liaised with All Saints' Church regarding Operation London Bridge and provided briefing. Chat bench item to go on next CALF agenda. Cllr McCarthy queried missing sections of BGW ditch; areas were removed as part of the tidy up. Been notified of closure to Lambs Lane at the end of August running into the first week of new school term; have requested works be moved forward to avoid clash if possible. Oakington Road 30mph sign missing since Bellway roadworks and the edge of the road appears unfinished.
 - **Major developments** – Bellway – County Highways have stated that the road is to their required standards. Gladman – site for 200 homes has been sold to Redrow who have requested a meeting with us. This Land – now don't require us to prioritise pitches and are working on the masterplan. Histon Road (New) – Clerk and Cllr Morris met developer interested in building up to 30 affordable homes.
 - **Village Hall & Nursery** – Report noted.
 - **Neighbourhood Plan** – Report noted.
- 19/138. General Power of Competence (GPC)** – to consider adopting the General Power of Competence now that Cottenham Parish Council meets the two conditions of eligibility prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, paragraph 2 – Discussions on what can/can't be done using the GPC. Standing Orders suspended 8.11pm. SCDC Cllr Gough explained that SCDC don't have a parking enforcement scheme. PCC not keen on using police resources for parking enforcement. Standing Orders reinstated 8.15pm. Resolution to adopt the General Power of Competence now that Cottenham Parish Council meets the two conditions of eligibility prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, paragraph 2. **RESOLVED.**
- 19/139. Community Right to Challenge** - Consider submitting an expression of interest to run local authority services – Cllr Morris outlined. Noted.
- 19/140. VE Day 75** - Consider participation in events for VE Day anniversary 2020 (Donations budget) – Cllr Ward to join working party. Clerk to register interest in event. Working party to meet in August. Noted that 8th May 2020 is now a bank holiday.
- 19/141. This Land** - Consider mandate for further discussion, including pitch prioritisation – Cllr Morris ran through background to the item. Clerk and Cllr Morris to continue negotiations.

- 19/142. Bellway S106** - Consider taking responsibility for aspects of site management – Cllr Morris outlined. Concerns raised regarding surface water systems. Need to look at risks and liability in more detail. Need to work with Groundsman and IDB. Resolution that in principle CPC are prepared to take over the estate management of the Bellway site. **RESOLVED.** SCDC Cllr Gough left the meeting at 8.45pm.
- 19/143. SLCC membership renewal** – Resolution to renew SLCC membership and add Principal membership for the Clerk. **RESOLVED.**
- 19/144. Councillor training** – Resolution that Cllrs Dahlqvist and Hewitt attend forthcoming CAPALC ‘Councillor Training’ at a cost of £75pp. **RESOLVED.**

19/145. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics teacher	2 x invoices	£69.00	£82.80	
CUSSC	Part payment of quarterly invoice	£1,360.00	£1,700.00	
HMRC	VAT payment	-	£12,976.38	
		£2,302.92	£15,807.88	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 19	£4,166.21	£4,166.21	-
HMRC	Tax and NI for June 19 (month 3)	£1,168.53	£1,168.53	-
MTC engineering	Traffic Management Plan - for the recreation ground	£750.00	£900.00	1486
Calor Gas Ltd	Gas delivery	£879.47	£923.44	1487
AJ King	Monthly contract cost plus additional work on benches at Histon Road	£3,306.67	£3,968.00	1501/ 1502
WAVE	Water bill for the Recreation ground	£585.31	£585.31	1503
Barton Oil Burner Services	to supply and fit a new boiler	£2,950.00	£3,540.00	1506
		£13,806.19	£15,251.49	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (July) DD	£ 191.25	£191.25	-
Calor Gas Ltd	Standing Charge	£ 17.99	£17.99	1488
Green and Purple Ltd	Monthly support from accountant	£ 50.00	£60.00	1489
Shred Station	Bin collection from the office	£ 40.00	£48.00	1490
RFO	Sim card for the pavilion	£8.85	£10.62	1491
Rospa Play Safety	Annual inspection	£196.50	£235.80	1492
CSA	Toilet rolls/Cleaning equipment	£46.61	£55.93	1493
Clerk	Refreshments for the tender meeting	£2.50	£2.50	1494
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£237.35	£304.59	1495
BCS	Payroll processing	£74.10	£88.92	1496
Old West IDB	Agricultural Drainage rates	£77.04	£77.04	1497
RFO	Stationary items	£9.98	£9.98	1498
CAPALC	Training day for Clerk	£50.00	£50.00	1499
TP Sparks Plumbing & Heating	Repair flushing system in Ladies cubicle and fix showers - Pavilion	£285.00	£285.00	1504
Chubb	Monthly contract for security at village hall	£66.86	£80.23	1505
		£1,354.03	£1,517.85	
Multipay Card				
HP Store	4 pack printer cartridges	£113.00	£135.60	1500c

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

- 19/146. Management accounts** – to review the monthly management accounts – Noted.

- 19/147. Bank reconciliation** – to review monthly bank reconciliation – Noted that Colts payment outstanding from March; invoice has been re-sent. CUFC are still querying their invoice. CUS&SC have made a part-payment and next invoice is now due. RFO suggested that we pay for their services on condition they pay us.
- 19/148. Exclusion of press and public** – Resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item (19/149) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. **RESOLVED.** Meeting closed 8.56pm.
- 19/149. Staffing** – to consider staffing provision – Resolution to put together a 12 month contract for a temporary Assistant Clerk at 20 hours per week to cover Highways, Pavilion maintenance, streetlights and Traffic & Transport meetings. **RESOLVED.** Meeting re-opened 9.05pm.
- 19/150. Matters for consideration at the next meeting** – Chat bench (CALF), update from SusCott.
- 19/151. Dates of next meetings** – Planning 4th July, CALF 16th July, Planning 18th July, FLAC 30th July, Full 6th August, Highways 1st August.
- 19/152. Close of Meeting – 9.06pm.**

Signed _____ (Chair) Date _____