

## DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> December 2019 at 7.15pm

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

- 19/245. Chair's Introduction and Apologies for absence** – The meeting commenced with a minutes silence in honour of Jack Merritt who died in the London Bridge terror attack. Cllr McCarthy arrived 7.19pm. Cllr Morris to write a letter of condolence to the family (to include District and County ward members). Clerk to circulate article written in The Guardian. Cllr Graves left the room at 7.23pm. Letter of condolence from Longstanton and Northstowe Parish Councils read out. Apologies for absence received from Cllr Hewitt (work) and SCDC Cllr Gough.
- 19/246. To accept Declarations of Interest and Dispensations** – None given. Cllr Graves returned to the room at 7.25pm.
- 19/247. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 5<sup>th</sup> November 2019 be signed as a correct record. **RESOLVED.**
- 19/248. Public participation – Standing Orders to be suspended** – None present.
- 19/249. Reports**
- **SCDC** – report noted. Stagecoach are kicking around various routing ideas re. the Histon Road closure. We need to ensure the route isn't longer than it is currently.
  - **CCC** – report noted. CCC Cllr Wotherspoon attended a meeting today and it would appear that the threat of franchising is making Stagecoach more amenable. One idea currently being looked into is a demand/response service so that the bus goes to where passengers are waiting.
  - **Clerk** – report noted. Christmas tree has now been decorated and lights have received excellent response from residents. Asst Clerk thanked for her work regarding sponsorship of the event. Cllr McCarthy thanked Remembrance parade volunteers. Clerk to follow up email transfers.
  - **Major developments** – Report noted. Bellway still need to resolve issues regarding ongoing open space maintenance. Meeting with Persimmon on 17<sup>th</sup> December.
  - **Village Hall & Nursery** – Report noted. £126k s106 expected to be transferred to us this financial year (early years). Portakabin installation slightly behind schedule but expected around 9-16<sup>th</sup> December.
  - **Cottenham Neighbourhood Plan** – report noted. Cllr Morris and SCDC Cllr Gough attended a meeting with the SCDC policy team today. Some issues identified regarding the new Accessibility Regulations. Examiner expected to respond within a week. SCDC are already setting up a process which could mean the referendum happening as early as 23<sup>rd</sup> January 2020. We may be able to send a brief summary document to the electorate.
- 19/250. LHI bid** – to consider LHI report and costs of £5k – Resolution that CPC approves commitment of up to £5,000 towards the LHI2020/21 project costs. **RESOLVED.** Cllr Morris to write to LHI team accordingly. Cllr Wotherspoon to check status of current project.
- 19/251. Speedwatch** – to consider writing letter of thanks to new Speedwatch Co-ordinator and volunteers – Cllr Ward outlined the work that had been going on. Resolution to write to Richard May to thank him and his team for their efforts. **RESOLVED.**
- 19/252. Climate Change consultation** – to consider response to County Council Climate Change and Environmental Strategy consultation (by 31<sup>st</sup> Jan 2020) – Cllrs Dewey and Ward + Asst Clerk to form working party to draft response. Item to be added to Planning Committee meeting on 23<sup>rd</sup> January 2020.
- 19/253. Trees** – to consider necessary works due according to tree reports and get quotes accordingly – Clerk outlined the extent of works required. Clerk to obtain quotes accordingly. Cllr Ward suggested using the Community Payback team for some of the unskilled work.
- 19/254. Assistant Clerk** – to consider probation period of Temp Asst Clerk and progress – Resolution that CPC approves the appointment of Beth Fleetwood as Assistant Clerk; Ts&Cs as now with review alongside other staff in April 2020. **RESOLVED.**

- 19/255. Grant applications** – to consider grant applications for 2020/21 – Resolution to accept FLAC recommendations for grants to the Cottenham Mobile Warden Scheme (£1k) and Cottenham Junior Brass (£200). **RESOLVED.**
- 19/256. PHS** – to consider contract termination costs – RFO outlined background to cancellation of the contract. PHS state they require a 5 year cancellation fee but will accept 12 months. We have sought legal advice from King & Co. Roger Covell has checked and there is no mention of a 5 year tie in the paperwork, only a possible 3 years but the wording isn't clear. His calculation is that only 2 months fees are due. Resolution to authorise King & Co to write letter on behalf of CPC to PHS to offer full and final settlement of the account (include cheque). **RESOLVED.** Cllr Smith left the meeting at 8.30pm.
- 19/257. Bank signatories** – to consider adding a signatory to our bank accounts – RFO stated than an additional signatory was required. Resolution that Cllr Bolitho be added as a signatory to our bank accounts. **RESOLVED.**
- 19/258. SCDC Fly-tipping campaign** – to consider objection to suggested content and positioning of signage - Cllr Morris outlined the proposed signage by SCDC. It was generally agreed that the wording wasn't strong enough and that the message was wrong. Concerns raised about potential placement of signs in the conservation area. It was noted that Long Drove is currently getting 2-3 loads of fly-tipping per week, a possible knock-on effect from the Setchell Drove enforcement works. Resolution to write to SCDC to object to the design and placement of proposed fly-tipping signage unless/until assured they are re-designed and placed only in/near places of reported fly-tipping. **RESOLVED.**
- 19/259. Oil supply** – to consider resilience of oil supplies to Ladybird Pre-School – Cllr Morris ran through the background. Subject to final design the new tank will be supplied and fitted over the Christmas break.
- 19/260. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
HMRC	VAT payment	-	£1,702.02	
Labour Party	Pavilion hire	£25.00	£30.00	
Sports & Social Club	Quarterly invoice	£1,144.00	£1,372.80	
Cricket Club	Annual invoice	£1,126.00	£1,451.20	
		<b>£3,168.92</b>	<b>£5,604.72</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 19	£4,512.76	£4,512.76	-
HMRC	Tax and NI for November 19 (month 8)	£1,143.53	£1,143.53	-
Cambridge Water Business	Bowls Club & Allotment water (6 months) (DD)	£520.96	£520.96	1589
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1593
PC World	Purchase of a Laptop for Clerk	£530.32	£636.39	1592
Zurich	Increase in premium due to increased Fidelity guarantee	£519.39	£519.39	1596
HAG	New override motor for Ladybirds	£1,231.72	£1,478.06	1597
Cambs County Council	Street Lighting 01/10/18 to 30/09/19	£1,422.02	£1,422.02	1598
		<b>£13,047.37</b>	<b>£14,033.11</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December) DD	£250.64	£250.64	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Green and Purple Ltd	Monthly support of RFO	£50.00	£60.00	1585
RFO	Expenses re Sim card for the pavilion	£8.85	£10.62	1586
John Slater Planning Ltd	Professional Services re Neighbourhood Plan	£431.25	£517.50	1587
Calor Gas	Standing charge (DD)	£17.13	£17.99	1588
Cambridge Water Business	Sports and Social Club (6 months) (DD)	£349.53	£349.53	1590
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£342.60	£411.12	1591
D & K Minter	PA system for the Carols on the green event	£400.00	£400.00	1594

Business Consultancy Serv	Payroll invoice	£47.50	£57.00	1595
A Mappledoram	Checking floodlights & new bulbs fitted in path	£144.00	£172.80	1599
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service	£103.63	£124.36	1600
Clerk	Mileage costs - Liaison mtg & PC World trip	£13.95	£13.95	1601
Kershaw	Call out fee - Mechanical engineer for Pavilion	£98.00	£117.60	1602
Melsop Rare Breed Farm	Hire of Reindeer for carol concert event	£375.00	£450.00	1603
		<b>£2,804.08</b>	<b>£3,159.51</b>	
<b>Xmas Donations rec'd to date</b>			£555	

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

- 19/261. Matters for consideration at the next meeting – 2020/21 budget, management accounts and bank reconciliation.**
- 19/262. Dates of next meetings – Planning 5<sup>th</sup> Dec, FLAC 12<sup>th</sup> Dec, Planning 19<sup>th</sup> Dec, Full 7<sup>th</sup> January**
- 19/263. Close of Meeting – 8.51pm.**

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

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