

## Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5<sup>th</sup> November 2019 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Ward, Wilson, Young, the Clerk, Assistant Clerk and RFO

- 19/218. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (late), Smith (work) and Wotherspoon (personal). Cllr McCarthy was absent.
- 19/219. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Interest in item 19/224 and will take no part in voting.
- 19/220. Minutes** - Resolution that the minutes of the meeting of the Full Council held on the 1<sup>st</sup> October 2019 be signed as a correct record (subject to minor amendment). **RESOLVED.** Cllr Hewitt arrived 7.19pm. Resolution that the minutes of the EOM held on the 15<sup>th</sup> October 2019 be signed as a correct record. **RESOLVED.**
- 19/221. Public participation** – Standing Orders suspended 7.20pm. Bev Sedley, Chair of Cambridge Sustainable Food, attending regarding item 19/224. Standing Orders reinstated 7.21pm.
- 19/222. Reports**
- **SCDC** – Report noted. Trevor Nicholl, Head of Greater Cambridgeshire Shared Services Waste Resources attended. Ran through the new regime for street cleaning (spend 2 weeks in each of 5 zones on a 2 monthly rotation). Need to advise of any issues via [streets@scambs.gov.uk](mailto:streets@scambs.gov.uk) or [waste@scambs.gov.uk](mailto:waste@scambs.gov.uk) and they may be able to return sooner if there is a hazard. NB: pavement sweepers can also go on the roads. Cllr Graves arrived 7.30pm. Need to raise issues regarding Cottenham Skips again. Noted that Oakington Road had been messy over the past week. Mr Nicholl was thanked for attending.
  - **CCC** – Report noted. Cllr Bolitho raised need for reservoirs; but where? SCDC Cllr Gough mentioned that water resources were included in the Issues and Options report of the Local Plan which is coming out shortly for consultation.
  - **Clerk** – Report noted. SCDC Cabinet/PC liaison meeting on 19<sup>th</sup> November has been cancelled. CPAC bus survey now open and has been put on our Facebook page. The Baptist Hall will be used as the polling station next month. Clerk and Asst Clerk emails still not working properly. Remembrance – Groundsman to put barriers near memorial on Saturday and Cllr Hewitt to move into position Saturday evening to cordon off the car park. Groundsman will arrive early on Sunday to move into position for crowd control. Flagged that 2 cars now parked permanently in The Pound. Cllr Ward to contact Programme Officer re. Amey appeal.
  - **Major developments** – Report noted. Mention of Beach Road already subsiding again in places so need to monitor.
  - **Village Hall & Nursery** – Report noted. Good site meeting on Monday with all parties. Cllr Morris circulated the Children and Young Persons report. Officers are meeting next week and strongly recommended handing over the money to us. Will then need to go to General Purposes Committee for final decision. Letter of intent was sent to SHE French today.
  - **Cottenham Neighbourhood Plan** – Report noted.
  - **Website Accessibility Guidelines** – Report noted. We'll need to look at having to update our website (replace template) to enhance functionality to make it more accessible.
- 19/224. SCDC Zero Carbon Communities grant** – to consider CPC supporting, in principle, applications to SCDC by Sustainable Cottenham and Cambridge Sustainable Food – Cllr Ward outlined. If SusCott are successful then Cambridge Sustainable Food will run the event; if not then Cambridge Sustainable Food will hold an event hosted by SusCott. Standing Orders suspended 7.58pm. Bev Sedley from Cambridge Sustainable Food ran through the plans and they are working with various villages already. She also chairs the local Food Poverty Alliance, of which Foodbank is a part. A community fridge may be an option to help people but need to be wary of stigmas and how to break them. Query if they had linked up with Cottenham Charities/ allotments; not yet. They have got vacancies at the moment. Standing Orders reinstated 8.04pm. Resolution that CPC support applications to the SCDC Zero Carbon Communities grant by Sustainable Cottenham and Cambridge Sustainable Food. **RESOLVED.** Standing Orders suspended 8.05pm.

Mr Nicholl stated that a copy of the minutes would be sufficient to accompany the application. Standing Orders reinstated 8.06pm.

- 19/223. Community gritting scheme** – to consider locations for winter 2019/20 gritting – Highways Committee members have agreed to participate. Not obligation to grit areas. Won't grit pavements along main road gritting routes, looking at other high footfall areas i.e. cut through from Tenison Manor to High Street. Suggestions to be sent to Asst Clerk.
- 19/225. Bank transfers** – to consider update on interbank transfers for Village Hall and Nursery project – Under terms of our Financial Regulations the RFO has to notify Council of intention to move money between accounts. Will move £1.4m into the Cambridge Building Society. It's a 90 day notice account so will need to give notice around March 2020 of intention to withdraw funds.
- 19/226. Financing of the Village Hall and Nursery Project** – to consider applying to MHCLG for a temporary increase in borrowing powers to support a short-term loan of up to £500,000, repayable within 12 months from anticipated s106 developer contributions for the Car Park, Village Hall & Nursery project – Deferred.
- 19/227. Village Hall disposal of assets** – to consider scope and timing for disposal of unwanted assets in Village Hall – Cllr Morris outlined. Open event in next few weeks for viewing of items for disposal. All items would need to be collected on 1<sup>st</sup> December. Clerk to advertise accordingly. Remaining items to be offered to Emmaus in the first instance.
- 19/228. CAPALC AGM** – to consider attendance at CAPALC AGM on 4<sup>th</sup> December – Cllr Morris to attend if possible.
- 19/229. Tackling Scams** – Resolution to become a member of CAPASP (Scams Partnership). **RESOLVED.**
- 19/230. Village Green hire**– Resolution to hire of the Green for a market-style event in March 2020. **RESOLVED.**
- 19/231. Greater Cambridge Local Plan** – consider forming a working party to advise CPC on Greater Cambridge progress with the next Local Plan, making representations to GCP as necessary (referred from Planning Committee) – Cllr Morris outlined. Cllr Morris to contact Neighbourhood Plan ambassadors to see if interested in joining working party. Resolution to form task and finish working party consisting Cllrs Dewey, Hewitt and Morris, advise CPC on Greater Cambridge progress with the next Local Plan, making representations to GCP as necessary. Meetings to be held in public. **RESOLVED.**
- 19/232. Remembrance Parade** – Resolution for Cllr Morris to act as CPC representative to lay wreath at Remembrance event on 10<sup>th</sup> November. **RESOLVED.**
- 19/233. #OurDay 2019** – Resolution to participate in annual LGA social media event on 19<sup>th</sup> November. To be led by Clerk, Asst Clerk and Councillor Dewey. **RESOLVED.**
- 19/234. Office equipment** – Resolution to purchase of two laptops and protective laptop bags as recommended by FLAC (approx. £800). **RESOLVED.**
- 19/235. Email transfers** – Resolution to outsource email transfers to Watch the Dot (£25 for each transfer) as recommended by FLAC. **RESOLVED.** NB: a few Cllrs may be able to undertake themselves.
- 19/236. Website maintenance** – Resolution to take out a maintenance package for our website by Watch the Dot for £350 annually as recommended by FLAC. **RESOLVED.**
- 19/237. Cottenham Flood Risk** – Resolution to make representations to SCDC enforcement concerning unlicensed surface water discharges into Reynold's Drain (Northstowe Phase 1) – Cllr Morris outlined. **RESOLVED.** Cllr Morris to write letter accordingly.
- 19/238. Racecourse View** – to consider making representations to SCDC enforcement concerning undischarged condition 18 (surface water) on planning permission S/2509/12/FL (Racecourse View) – Cllr Morris outlined. The planning application relates to 2013 but there has been no discharge of conditions. SCDC Cllr Gough has met with the Planning Officer and it was noted that condition 8 wasn't discharged either. Resolution for CPC to make representations to SCDC enforcement concerning undischarged conditions 8 and 18 (surface water) on planning permission S/2509/12/FL (Racecourse View). **RESOLVED.** Cllr Morris to write letter accordingly.
- 19/239. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
Bowls Club	Electricity recharged	£67.08	£67.08	
Aerobics instructor	Use of village hall	£92.00	£110.40	
		<b>£2,587.95</b>	<b>£2,781.13</b>	

<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for November 19	£4,683.39	£4,683.39	-
HMRC	Tax and NI for October 19 (month 7)	£1,145.56	£1,145.56	-
AJ King	Monthly contract cost	£3,166.67	£3,800.00	
CUSSC	Contract Services (Quarterly)	£1,080.00	£1,080.00	1557
Calor Gas	Delivery to the Pavilion	£825.50	£866.78	1558
Road Data Services	Cottenham Traffic Survey	£590.00	£708.00	1571
Cambridge Van Leyden	Generation of thermal model - VH & Nursery	£550.00	£660.00	1575
Cottenham Comm Centre	Six-monthly rent to 31st March 2020	£1,300.00	£1,300.00	1577
Nick West	August cleaning invoice	£540.00	£540.00	1578
Nick West	September cleaning invoice	£594.00	£594.00	1579
Connections Bus	5 visits over the summer holidays	£1,265.00	£1,265.00	1583
A Jakins & Sons	Christmas tree and delivery	£900.00	£1,080.00	
		<b>£16,640.12</b>	<b>£17,722.73</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (November) DD	£244.63	£244.63	-
Charter Global	Contract at the pavilion for shutters (DD)	£172.00	£206.40	
Green and Purple Ltd	Monthly Accountancy Support	£50.00	£60.00	1564
RFO	Expenses re O2 Sim Card for the pavilion	£8.85	£10.62	1559
A Mappedorum	Work on electrics in the Village Hall	£175.93	£211.11	1560
A Mappedorum	Work on Flood lights	£145.00	£174.00	1561
PPL	Music Licence for the Village Hall	£215.61	£258.73	1562
AJ Raven	To repair section of wall - Pound car park	£430.00	£430.00	1563
BCS	Payroll processing	£47.50	£57.00	1565
RFO	Dropbox annual payment	£79.90	£95.88	1566
RFO	Printer paper	£2.95	£2.95	1567
Cottenham Feast	Donation	£25.00	£25.00	1568
Shred Station	Blue bin collection	£40.00	£48.00	1569
HAG	Repair of Shutter at Ladybirds	£210.00	£252.00	1570
SLCC	Annual membership payment	£196.00	£196.00	1572
SLCC	Annual Principle membership fee	£53.00	£53.00	1573
Staples	Printer Cartridge	£34.86	£41.83	1574
SSE Southern Electric	Electric bill for the Pavilion	£233.86	£280.63	1576
RFO	Postage re loan applications	£7.40	£7.40	1580
CAPALC	Cybersafe security awareness trg course x 6	£215.16	£215.16	1581
SLCC	Website Accessibility trg - Clerk & Asst Clerk	£130.00	£156.00	1582
Royal British Legion	Donation for Wreath.	£100.00	£100.00	1584
		<b>£2,817.65</b>	<b>£3,126.34</b>	
<b>Multipay Card</b>				
Start Traffic	Road signs	£90.19	£90.19	1585C

Resolution to pay these invoices. **RESOLVED**. NB: PPL licence is retrospective.

**19/240. Management accounts** – to review the monthly management accounts – Noted.

**19/241. Bank reconciliation** – to review monthly bank reconciliation – Noted.

**19/242. Matters for consideration at the next meeting**

**19/243. Dates of next meetings** – Planning 7<sup>th</sup> Nov, CALF 19<sup>th</sup> Nov, Planning 21<sup>st</sup> Nov, Full 3<sup>rd</sup> December

**19/244. Close of Meeting** – 9.30pm.