

Full Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, Cottenham on Tuesday 7th January 2020 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Graves, Hewitt, Smith, Wilson, Young, SCDC Cllr Gough, the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

- 20/001. Chair's Introduction and Apologies for absence** – The Chair acknowledged resignation of Cllr Dewey due to work reasons. Apologies accepted from Cllrs Bolitho (work), McCarthy (work), Ward (holiday) and Wotherspoon (sick).
- 20/002. To accept Declarations of Interest and Dispensations** – None given.
- 20/003. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd December 2019 be signed as a correct record. **RESOLVED.**
- 20/004. Public participation – Standing Orders to be suspended** – No comments from the public.
- 20/005. Reports**
- **SCDC** – Report noted. A request was made for publicity for the Local Plan consultation and Cottenham event. Liaison meeting has been moved to 28th January at 5.30pm. New rubbish bin outside the Premier shop should be in situ shortly.
 - **CCC** – Report noted. Cllr Hewitt stated that cyclists were unhappy about the closure of the path at Histon. Clerk has queried status of Cottenham to Oakington cycle path and possibility of green bus roofs.
 - **Clerk** – Report noted. Skatepark sign has been damaged; Clerk to source replacement. Newsletter article submitted. Cllr recruitment article written for website today. SCDC have sent offer of 3 free trees; Clerk to request voucher accordingly. Have received letter from Fewes Lane Consortium regarding proposed changes to SCDC planning decision procedures. SCDC Cllr Gough clarified the background. Cllr Morris to write to SCDC to express concerns. Noted that very dark at the Rec for meetings and lighting inadequate. Cllr Young queried roadworks on Oakington Road and why temporary lights were scheduled. Asst Clerk to check – just because on one network it doesn't necessarily mean they've been approved. RFO reported a roadworks sign A-frame left in situ on Beach Road. Big pothole on Rampton Road noted.
 - **Major developments** – Report noted. Resident has raised concerns regarding Bellway ditch; this will be taken up at the Liaison meeting later this month. We will also check timing of the roundabout at the same meeting. A robust response has been sent regarding the This Land reserved matters application. Noted that Redrow may go to SCDC Committee in February. Have been alerted to an application by Prime Crest for 100% affordable site off Histon Road.
 - **Village Hall & Nursery** – Report noted. There will be lots of disruption over the next few weeks whilst the roadway and car park works are being done. Cllr Young left the room at 7.50pm. RFO has completed rates form and will be following up. There are still lots of provisional figures in the budget so no final contract as yet. Waiting for revised cashflow document. Figures will be resolved over the next few months and detailed meetings are taking place to discuss.
 - **Cottenham Neighbourhood Plan** – Report noted. Revised Plan to be passed to SCDC in the next few days. SCDC then have to be satisfied with the changes made and approx. 1 month later will be the referendum. Cllr Morris to distribute copy to whole Council.
- 20/006. Rationalisation of 2019/20 accruals** consider viring surplus 2019/20 accruals (£37,501) into a "Reserve Capital Projects" fund– This is essentially tidying up of the accounts. Cllr Young returned

to the room at 7.59pm. Resolution to vire surplus 2019/20 accruals (£37,501) into a “Reserve Capital Projects” fund. **RESOLVED.**

20/007. Viring of other reserves consider viring of PWLB Loan capital, existing Hall / Nursery Fund, s106 Open Space reserve and “Other Reserve” into a single £3,378,755 “Hall/Nursery/Car Park reserve” Cllr Morris ran through the details. Other s106 monies will be added as they become available. Resolution to vire PWLB Loan capital (£2,799,000), existing Hall / Nursery Fund (436,002), s106 Open Space reserve (£70,369) and “Other Reserve” (£73,384) into a single £3,378,755 “Hall/Nursery/Car Park fund. **RESOLVED.**

20/008. Committed capital expenditure consider provisional projected cash-flow for Hall/Nursery/Car Park project – Report noted.

20/009. Committed finance charges Resolution to continue raising of the supplementary precept at “£1/week/Band D equivalent home” to fund most of the scheduled capital and interest payments to Public Works Loan Board (PWLB); remainder from Capital Fund. **RESOLVED.**

20/010. Extended borrowing power consider applying to MHCLG for additional short-term borrowing powers to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions – Cllr Morris ran through the rationale of having a safety net in case money isn’t available when needed. NB: this resolution would only obtain Ministry permission for borrowing at this stage; would need to come back to Council to make the actual decision to borrow. Resolution to apply to MHCLG for increased borrowing powers of an additional £500k for 2 years (interest only basis) to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions. **RESOLVED.**

20/011. Operations budget - consider suggested reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672 – Discussions regarding figures and how cautious we should be this coming financial year. Resolution to set reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672. **RESOLVED.**

20/012. Precept for 2020/21 – Resolution to set the net precept at £291,476 equivalent to £122.78 per Band D equivalent home almost the same rate as 2019/20. **RESOLVED.** NB: tax base (number of Band D equivalent homes) is 2,374.

20/013. Jigs – Resolution for a formal vote of thanks to Jigneth Amin, long-time owner of “Shaun’s” Newsagents and, latterly the village Post Office and Convenience Store. **RESOLVED.** Cllr Morris to write letter. SCDC Cllr Gough and resident left the meeting at 9.02pm.

20/014. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Telecoms	Annual “wayleave” payment re fibre-optic cable on BGW open space.	£196.70	£196.70	
Business Partners Financial	Donation towards Christmas tree	£50.00	£50.00	
Town Ground Rent	Annual payment	£275.00	£330.00	
Pocock and Shaw	Donation towards Christmas tree	£50.00	£50.00	
Aerobics teacher	Monthly invoice payment	£69.00	£82.80	
Allotments	Water recharge	£135.27	£162.32	
Pitch charge	Pitch charge for the donut van at the carol concert	£25.00	£30.00	
Curry Palace	Donation towards Christmas tree	£100.00	£100.00	
Sarah Jane Hairdressing	Donation towards Christmas tree	£50.00	£50.00	
		£1,824.89	£2,100.52	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2020	£4,557.77	£4,557.77	-

HMRC	Tax and NI for December 19 (month 9)	£1,180.97	£1,180.97	-
Browns of Burwell	Oil for Ladybirds	£1,059.60	£1,112.58	1609
Nick West	Cleaning of the VH (2 months)	£1,269.00	£1,269.00	1612/1613
Oil Tank Change	Oil tank installation (Ladybirds)	£900.00	£1,080.00	1618
Connections Bus	10 Week Generation Game course	£1,100.00	£1,100.00	1619
Cromwell Fire	Remedial works at Nursery and Village Hall	£940.00	£1,128.00	1620
Connections Bus	11 visits by the Connections Bus	£2,783.00	£2,783.00	1623
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1621a
Wave	VH Sewerage charges	£609.98	£609.98	1626
Oil Tank Change	Supply & installation of new oil tank for Ladybirds	£900.00	£1,080	
		£18,466.99	£19,701.30	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January) DD	£255.67	£255.67	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Browns of Burwell	Oil delivery for Ladybirds	£145.72	£153.01	1604
CSA	Cleaning materials for the pavilion	£6.08	£7.30	1605
RFO	Monthly cost for the Sim card for the pavilion	£8.85	£10.62	1606
Scotts Boiler & Appliance Servs	Emergency call out for Ladybirds Boiler	£235.00	£282.00	1607
Green and Purple	Monthly accountancy support	£50.00	£60.00	1608
RFO	Purchase of laptop for assistant clerk	£499.16	£598.99	1609
Shred Station	Blue Bin collection	£40.00	£48.00	1610
Watch the Dot	Maintenance for our website Dec 2019-Dec 2020	£350.00	£350.00	1611
CB Creative	Design & printing of posters/banner/songsheets for carol concert	£400.00	£480.00	1614
BCS	Payroll Processing	£47.30	£56.76	1615
SSE-Southern Electric	Electric bill for the pavilion (DD) Nov	£241.56	£289.87	1616
Calor Gas	Delivery of gas for the pavilion (DD)	£708.97	£744.42	1617
Clerk	Expenses re gifts	£21.50	£21.50	1621
CSA	Cleaning materials for the pavilion	£26.30	£31.57	1622
Assistant Clerk	Expenses re Carol Concert	£36.60	£36.60	1624
Caprari	Routine inspection of the pumps at Ladybirds	£220.00	£264.00	1625
SSE-Southern Electric	Electric bill for the pavilion (DD) Dec	£244.01	£292.81	1623a
TP Sparks	Repair kitchen tap in pavilion	£70.00	£70.00	1622a
Staples	Stationary items and cartridge	£104.47	£125.36	1627
Clerk	Carol Concert costs	£41.00	£41.00	1628
		£3,924.19	£4,425.88	

Asst Clerk thanked for her work regarding Carols sponsorship. Resolution to pay these invoices. **RESOLVED.**

- 20/015. Management accounts** – to review the monthly management accounts – Noted. RFO to add PWLB loan to balance sheet.
- 20/016. Bank reconciliation** – to review monthly bank reconciliation – S&SC paid today. Baby Clinic address has changed so invoices need to be re-sent. Cllr Morris to speak to aerobics tomorrow re. payment. Cllr Collinson added as bank signatory.
- 20/017. Matters for consideration at the next meeting** – alignment of meeting starts to 7.30pm (Cllr Collinson); Councillor vacancies.

20/018. Dates of next meetings – Planning 9th Jan, CALF 21st Jan, Planning 23rd Jan, Highways 30th Jan, Full 4th February

20/019. Close of Meeting – 9.10pm.

Signed _____ (Chair) Date_____