

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, Cottenham on Tuesday 3rd March 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Jones, Smith, Stewart, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Gough, the Clerk and Asst Clerk

20/044. Chair's Introduction and Apologies for absence – Introductions around the table for the benefit of new Cllrs. Apologies for lateness accepted from Cllr Hewitt and the RFO.

20/045. To accept Declarations of Interest and Dispensations – None received.

20/046. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 4th February 2020 be signed as a correct record. **RESOLVED.**

20/047. Public participation – None present.

20/048. Reports

- **SCDC** – Report noted. Re. the Cottenham to Oakington cycle path, SCDC Cllr Gough has spoken to Peter Blake. Project has been shelved temporarily as it is now not going to be a 'quick win' due to land ownership issues. There is a Gateway funding review this month so the project could be back on the cards. The significance of the project is very much understood.
- **CCC** – Report noted. LHO was in the village today. Hole by the Green has been repaired, but poorly. Getting anything done at the moment is very difficult. CCC Wotherspoon thought ideally that the corner of Rooks St/Denmark Rd required relaying due to the substructure disintegrating but this would cause inconvenience to residents. Asst Clerk has chased jetting.
- **Clerk** – Report noted. Floodlights are now reconnected (switch outside the Pavilion). Shutter service booked for 10th March. Problem with electrics tripping in the portacabin; electrician due on Thursday to check. Couple of outstanding waste management issues; Clerk to forward emails to SCDC Cllr Gough to follow up. Received correspondence regarding a community orchard and Clear Glass signage on the Pond which doesn't have permission. New bootcamp booking for the Green and French conversation class booking for the Pavilion. Information regarding Coronavirus processes has been circulated; Clerk will monitor further advice from NALC/SLCC etc.
- **Major developments** – Report noted. Concerns raised regarding finishing off of road surface by Bellway. Cllr Hewitt arrived 8.04pm. Need to follow up with Gladman regarding carehome land. For information Cllr Morris ran through the current legal challenges at SCDC. As a precaution application decisions have been pushed back to the start of April. RFO arrived 8.11pm.
- **Village Hall & Nursery** – Report noted. Hall foundations are being laid and the verticals for the nursery are now in place. For information, Cllr Morris ran through the history of the value engineering exercise and the contract. Full contract expected within the next 2 weeks. Concerns raised about lack of full contract being signed. The next site progress meeting is on 30th March and the contract is expected to be signed before then. The nursery funding agreement with County is still being negotiated; County have come back with some revisions which our solicitor needs to review. By the summer we would look to get the nursery operator tenders out.
- **Cottenham Neighbourhood Plan** – Report noted. Need to flag location of polling station to residents.

- 20/049. Vice Chair** – consider nominations for the position of Vice Chair – Cllr Young was thanked for his work as Vice Chair. Resolution to elect Cllr Jones to the position of Vice Chair. **RESOLVED.**
- 20/050. Summer youth provision** – consider options for youth provision during the summer holidays – Cllr Hewitt ran through the report. Will continue to monitor the situation regarding the layby but need to flag road safety. Resolution to book up to 6 Connections Bus sessions over the summer holidays. **RESOLVED.** Defer skatepark sessions to CALF.
- 20/051. Committee membership** – consider membership of Committees and filling of vacancies – Clerk ran through the current vacancies. Resolution for Cllrs Bailey, Henderson and Stewart to join CALF; Cllrs Henderson and Stewart to join Highways; Cllr Bailey to join Standards; Cllr Jones to join all Committees as ex-officio. **RESOLVED.**
- 20/052. Fly-tipping** – consider writing to SCDC regarding lack of action on fly-tipping clearance – Cllr Hewitt ran through the report. SCDC Cllr Gough stated that the site had been checked twice but was impossible to access until the track had dried out; hoping to clear this week. Query raised whether the vehicle used is appropriate for the job. Noted that there were significant problems on Long Drove. SCDC Cllr Gough ran through the gating/CCTV process for Setchell Drove. Item deferred.
- 20/053. Three Free Trees** – consider suitable tree varieties for planting in the vicinity of the Moat – Need to check soil suitability of the Moat. WARG Field could be an alternative location. Cllr Smith left the meeting at 9.33pm. Resolution to plant 3 heritage apple trees in the Moat (subject to soil suitability); Cottenham Seedling and Chivers Delight. **RESOLVED.**
- 20/054. Tree works** – consider quotes for works to trees on the Rec Ground/Green/WARG Field/Brenda Gautrey Way and Moat – Resolution to accept quote from Tates for areas 1 and 2 and Atlas for areas 3-5. **RESOLVED.** Noted that one tree in the Moat may need an ecology survey prior to works.
- 20/055. Tony Nicholas Memorial** - consider delegating a WP to recommend an appropriate memorial to former Cllr Nicholas. Resolution to set up working party consisting Cllrs Bolitho, Collinson and Morris. **RESOLVED.** Cllr Young left the meeting at 9.45pm. Cllr Hewitt and SCDC Cllr Gough left the meeting at 9.46pm.

20/056. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SCDC	Rates rebate following demolition of the VH	£784.80	£784.80	
Baby Clinic	Hire of the pavilion for Baby Clinic	£103.50	£124.20	
HMRC	VAT payment	-	£3,326.76	
		£1,762.22	£5,284.46	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for March 2020	£4,444.83	£4,444.83	-
HMRC	Tax & NI for February 20 (month 11)	£1,220.47	£1,220.47	-
Nick West	Cleaning of VH in Nov & Dec 2019	£843.76	£843.76	1655/1656
Peter Dann	Professional engineering services: Nursery	£750.00	£900.00	1657
Peter Dann	Professional engineering services: Hall	£2,000.00	£2,400.00	1658
SSE - Southern Elec	Electric bill for recreation ground (DD)	£1,276.05	£1,531.26	1665
AJ King	Tree removal at recreation ground	£1,250.00	£1,500.00	1666
AJ King	Monthly Contract Cost	£3,166.67	£3,800.00	1667

SEH French Construction	Works completed on contract to 07.02.20 as per Certificate No 1	£144,901.63	£173,881.96	1668
Stroma	Building Control Services	£656.25	£787.50	1669
Wilby and Burnett	Architectural & quantity surveying servs	£14,349.00	£17,118.40	1671
CB Creative	Neighbourhood Plan document & banner	£780.00	£936.00	1672
CAPALC	Affiliation fee (Annual)	£918.50	£918.50	1676
		£176,557.16	£210,282.68	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (March) DD	£242.98	£242.98	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
RFO	Expenses re Sim card for the pavilion	£8.85	£10.62	1652
RFO	Expenses re Black tablecloth	£9.99	£9.99	1653
Green and Purple Ltd	Accountancy support	£50.00	£60.00	1654
RFO	Floral Arrangement	£90.00	£90.00	1659
Target Print	Neighbourhood Plan leaflets - Newsletter	£270.00	£270.00	1660
SSE - Southern Elec	Invoices for street lighting x3 (DD)	£110.69	£116.20	1661/1662/1663
BCS	Payroll Processing	£47.30	£56.76	1664
Dom Sylvester	Painting bench at balancing pond	£95.00	£114.00	1670
Cottenham Computers	Set up of Clerks Computer	£60.00	£60.00	1673
SSE - Southern Elect	Electric bill for the Green (DD)	£89.36	£93.82	1674
SSE - Southern Elec	Electric bill for the Pavilion (DD)	£407.23	£488.67	1675
		£1,653.40	£1,819.44	
Multipay Card				
Co-op	Batteries	£4.20	£4.20	1674C

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

- 20/057. Management accounts** – to review the monthly management accounts – Report noted.
- 20/058. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 20/059. Matters for consideration at the next meeting** – skate/scoot summer courses (CALF), playground update (CALF), Second Recreation Ground (CALF) Coronavirus emergency planning (Cllr Bolitho), Fly tipping (Cllr Hewitt), Community Orchard (Cllr Ward), VE Day (CALF).
- 20/060. Dates of next meetings** – Planning 5th March, CALF 17th March, FLAC 19th March, Planning 24th March, Full 7th April
- 20/061. Close of Meeting** – 9.54pm.

Signed _____ (Chair) Date _____