

Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 5th May 2020 at 7.30pm

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

In attendance: 2 members of the public

- 20/078. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllr Smith (work) and SCDC Cllr Gough.
- 20/079. To accept Declarations of Interest and Dispensations** – None received.
- 20/080. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 7th April 2020 be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Wilson. RESOLVED.
- 20/081. Public participation** – No comments from the public.
- 20/082. Reports**
- **SCDC** – Report noted. Query regarding complicated green bin collection dates. SCDC Cllr Wilson clarified that SCDC have a responsibility to collect blue and black bins whereas the green bin are an extra service. They fell by the wayside due to staff shortages and social distancing measures due to Covid-19. There will be one guaranteed collection per month going forward. Discussion regarding parish portion (for those in financial distress) of the £1.7m given to SCDC as part of additional Covid funding. Anthony Browne MP specifically mentioned Cottenham and Cambourne in his address in parliament last week. SCDC Cllr Wilson confirmed that the term 'in distress' is being clarified. The District Cllrs have received a lot of comments regarding better air quality and reduced traffic levels during the lockdown. It was acknowledged that these are artificial conditions and the situation may not be sustainable.
 - **CCC** – No formal report. Weekly reports being received but don't cover main County business.
 - **Clerk** – Report noted. Tree work has been undertaken at the Moat. Issue involving spitting outside the Cottenham Club; groundsman has disinfected the bench and Club are cleaning the immediate pavement area. Still waiting response from SCDC regarding larger dog bin on Broad Lane; SCDC Cllr Wilson to follow up. NB: it was noted that lots of Environmental Health staff have been redeployed. Resident has kindly offered to provide water for village sign plants on a trial basis; Groundsman to contact them in advance to notify of watering. Asst Clerk to investigate ongoing BT Openreach works near Denmark Road/High St junction. Groundsman should be able to repair fence damage on 3rd field at the Rec but this is not essential at the current time.
 - **Major developments** – Report noted. The recent delays may lead to delayed S106 payments and will also affect the SCDC 5 year housing figures. No update on scheduling of roundabout works. Meeting this Thursday with County Education team. Final checks are taking place on the funding agreement and County have already received some of the money which would be payment to CPC on receipt of an invoice. Some of the future monies would be dependent on construction by the developers. As of today, we may need to borrow £250k for 6 months to fund the shortfall in payments and Cllr Morris is drafting a case to put to the Ministry. Not sure if any money from SCDC would be in the form of a grant or loan (due to financial distress). Putting together a case for Anthony Browne MP. The RFO confirmed that whilst we don't fall within the eligibility criteria for the £10k grant, we do fall within the threshold for it.
 - **Village Hall & Nursery** – Report noted. Discussion regarding payments to date. Cllr Young left the meeting at 8.15pm. Certificate 4 is expected shortly and will be circulated along with the progress meeting pack.

- **Cottenham Neighbourhood Plan** – Report noted. Planning Committee this Thursday will be examining the This Land reserved matters application in line with the Plan.
- **User fees** – Report noted. There will be a £6,500 shortfall from Ladybirds/Kids Club/ sports clubs.
- **Tenison Manor adoption** – Report noted. NB: Persimmon would like a similar agreement for the 3 balancing ponds on the new estate. Further information to follow.
- **Anthony Browne MP follow up** – Report noted. Noted that we may still get a payment holiday on the MHCLG payments which are currently still going ahead.

20/083. Review Membership and Terms of Reference of Committees

- Community & Leisure Facilities Committee (ToR Oct 2019; 7 members, quorum 3; 5 ad-hoc co-opts). No change.
- Finance Committee (ToR Oct 2019; 7 members, quorum 3). No change but consider amendment to membership numbers (add to next Full agenda).
- Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts). No change.
- Planning Committee (ToR Oct 2019; 11 members, quorum 4). No change.
- Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling). No change.

20/084. Standing Orders – consider amendments to Standing Orders to take into account the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 – Cllr Morris ran through the report. Clerk to add reference to the new legislation and present at next meeting. Noted that currently the legislation is only in place until May 2021.

20/085. Kebab van – consider possible re-opening of main recreation gates to permit trading – Clerk outlined the report. Discussion regarding safe operating within current government guidelines (including ordering methods), social distancing, customer vehicle access and operating times. Resolution that in principle the Council will permit access for Cottenham Grill to the Recreation Ground from 6pm (to avoid clash with building contractors being on site). **RESOLVED.** Resolution that food from Cottenham Grill should be pre-ordered only. **RESOLVED.** Resolution that the Recreation Ground driveway gates should be kept locked whilst Cottenham Grill is operating so no other vehicles can access the site. **RESOLUTION FAILS.** Resolution that Cottenham Grill are responsible for locking the Recreation Ground gates on departure (no later than 11pm). **RESOLVED.** Both residents thanked the Council for their consideration of this matter. Cllr Hewitt, SCDC Cllr Wilson and both residents left the meeting at 9.14pm.

20/086. Street naming – consider suggestions for 5 street names for roads within the Redrow development from list suggested by residents – Resolution to submit the names Merritt, Nicholas, Peacock, Groves and Brigham as street names for roads within the Redrow development. **RESOLVED.** Cllr Bailey to speak to family of Jack Merritt informally and Cllr Morris will follow up in writing. Fruit trees to be held over for use on the This Land development.

20/087. FECA AGM – consider attendance at AGM on 14th May via Zoom – Cllr Morris to attend on behalf of CPC. Noted that Cllr Ward will be in attendance on behalf of Sustainable Cottenham.

20/088. Finance

Income	Description	Net	Gross	
SCDC	50% Precept	£145,738.00	£145,738.00	
Cambridge Kids Club	Monthly invoice payment for March 2020	£873.92	£1,048.70	
Skatepark	Annual Fee	£100.00	£120.00	
Bowls Club	Yearly electric /water bill and rent	£1,363.04	£1,363.04	
Baby Clinic	6 monthly use of pavilion	£103.50	£124.20	
		£148,178.46	£148,393.94	
Expenses over	Description	Net	Gross	code

£500				
Salaries	Salary costs for May 2020	£4,483.56	£4,483.56	-
HMRC	Tax and NI for April 20 (month 1)	£756.68	£756.68	-
Wilby and Burnett	Professional Fees & Charges re Village Hall/ Nursery	£13,847.00	£16,616.40	1713
SEH French	Costs in line with certificate 3	£344,079.83	£412,895.80	1715
Calor	Delivery to pavilion	£854.03	£898.98	1722
AJ King	Groundsman contract	£3,166.66	£3,800.00	1725
		£367,187.76	£439,451.42	
Expenses under £500	Description	Net	Gross	code
Legal & General	Pension Costs (May) DD	£242.53	£242.53	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges	£129.00	£154.80	1714
RFO	Stamps	£7.80	£7.80	1716
BCS	Payroll Processing	£35.00	£42.00	1717
SSE Southern Electric	Electric bill for streetlighting (3 locations) (DD)	£107.65	£113.02	1718/1719/ 1720
CAPALC	Webinar cost	£40.00	£40.00	1721
SLCC	Webinar cost	£35.00	£42.00	1723
3C Shared Services	Application fee to change registered address of the village hall	£50.00	£50.00	1724
SSE Southern Electric	Electric bill for the pavilion (DD)	£331.44	£397.72	1726
Calor Gas	Standing charge	£17.13	£17.90	1727
Shred Station	Blue bin collection	£40.00	£48.00	1728
		£1,207.55	£1,362.17	

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

20/089. Bank reconciliation – to review monthly bank reconciliation – Report noted.

20/090. Matters for consideration at the next meeting – review of working parties; amendment to membership numbers for FLAC.

20/091. Dates of next meetings – Planning 7th May, CALF 19th May, Planning 21st May, Full 2nd June

20/092. Close of Meeting – 9.40pm.

Signed _____ (Chair) Date _____