

Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 7th April 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Collinson, Graves, Henderson, Hewitt, Jones, Stewart, Ward, Wilson, Wotherspoon, Young, the Clerk, Asst Clerk and RFO.

In attendance: 2 members of the public

20/062. Chair's Introduction and Apologies for absence – Apologies accepted from Cllrs Bolitho (work) and Smith (work).

20/063. To accept Declarations of Interest and Dispensations – Cllr Morris declared a pecuniary interest in item 20/072 (expenses) and will leave the meeting during discussions. SCDC Cllr Wilson joined the meeting at 7.33pm.

20/064. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 3rd March 2020 be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Wilson.

RESOLVED.

20/065. Public participation – Standing Orders suspended 7.34pm. No questions from the public. Cllr Denis Payne (Histon & Impington Parish Council) joined the meeting to see how a Zoom meeting would work for their Council. Standing Orders reinstated 7.35pm.

20/066. Reports

- **SCDC** – Report noted.
- **CCC** – No formal report since CCC daily reports are already being circulated. CCC Cllr Wotherspoon gave an update on the local Covid-19 situation. Have seen a slight increase in domestic abuse across the county. Need to be aware of large groups gathering. RFO mentioned groups arranging to meet at the Rec late at night. County are putting together a 'stay at home for Easter' campaign. Not aware of any shortage of PPE equipment. Addenbrookes wish to build an extension to their intensive care facilities without planning permission and discussions are being held. Resident 2 arrived 7.40pm. Standing Orders suspended 7.41pm. SCDC Cllr Wilson has received information from the police on how to report gatherings. Standing Orders reinstated 7.43pm. Cllr Stewart mentioned issues with Long Drove/Church Lane getting too busy with walkers/runners/cyclists to be able to social distance.
- **Clerk** – Report noted. SCDC Free trees (including one donated by Cllr Hewitt) are due to be planted tomorrow. There has been a lot of Facebook activity following change to our profile picture. Rec gate at Les King Wood end has been padlocked for security reasons (issue with motorbikes accessing the Rec which has been reported to the police). Given the lack of key users at the Rec due to Covid-19 there has been an increase in criminal activity which has been reported to the police. The front gates have been reinstated accordingly and users notified. Clerk has updated the PCSO on current issues. New Life on the Old West project has been successful with their Lottery grant; works will be delayed until the autumn. Discussion regarding the Annual Parish Meeting which should be held before 1st June; Cllr Morris to make representation to MP.
- **Major developments** – Report noted. All 3 sites have stopped work including roadworks. This Land application is being reviewed currently. Neighbourhood Plan referendum now delayed until 6th May 2021 but will now have significant weight. Redrow judicial review has been called off.

20/069. User fees – consider policy to reduce financial pressure on facility users (KidsClub, Ladybirds, Sports Clubs) – item brought forward for the benefit of member of the public (Kids Club owner). Several of our users are having financial issues due to the Covid-19 shut down and need some form of relief. Cllr Morris ran through the issues. Discussion regarding rent holidays for 3 months

then look at on a rolling month by month basis and the need to look at the hardships in more detail. Standing Orders suspended 8.04pm. Panash stated that he has asked parents to pay 20% but the Club wasn't eligible for government funding. Standing Orders reinstated 8.05pm. Noted that some invoices have already been issued and that the Kids Club pay in advance. Discussion regarding the mandate of the working party. Resolution to empower working party (consisting Cllrs Henderson, Morris, Wilson and the RFO) to review short-term distress and allow them to reduce user hire fees, taking into account government help, for up to a period of 3 months. Proposed Cllr Jones and seconded by Cllr Wilson. **RESOLVED.**

20/066. Reports cont'd

- **Village Hall & Nursery** – Report noted. Cllr Morris stated that the s106 early years contribution was close to contract completion. Cllr Hewitt queried the acceptance and extension of time; SEH French should know what the ongoing week by week costs are and be able to provide that information. Noted that nobody knows how long the current lockdown will last. Need to get an update from the DMO regarding interest and Cllr Morris is raising the situation during his meeting with the MP next week. Query regarding ownership of the building site; clarified that SEH French are in possession and insured accordingly. Cllr Hewitt asked for it to be minuted that he thought the situation regarding the lack of information to Cllrs wasn't satisfactory.
- **Cottenham Neighbourhood Plan** – Report noted. Since original assurance from SCDC we have now heard that NP referendums are postponed until May 2021 but will carry significant weight. Noted that the minor amends would include removing the word 'draft Plan' and replacing with 'made Plan'. There may also be some accessibility issues which need addressing to the format of the document. Not allowed to change the substance of the document in any way.

20/067. Section 106 agreement (Bellway) – Resolution for Cllrs Morris and Ward to sign indemnity (£77,000 for off-site provision of open space, £21,000 as a contribution for off-site sports space and £50,000 towards the new Village Hall) on behalf of CPC; RFO to witness. Proposed Cllr Collinson and seconded by Cllr Wilson. **RESOLVED.**

20/068. Street naming– consider suggestions for 5 street names for roads within the Redrow development – Clerk to put post on Facebook asking residents for suggestions. Item deferred.

20/070. Health & Wellbeing Strategy consultation - consider response to consultation for Cambridgeshire and Peterborough, which outlines their priorities and how local councils, the NHS and community organisations would like to work together to improve people's health and reduce health inequalities that exist across the area – Consultation noted.

20/071. Cottenham Brass Juniors – to consider change of use for agreed grant – RFO outlined the details of the change. Resolution to allow re-purposing of Cottenham Brass Juniors grant for uniform badges. Proposed Cllr Collinson and seconded by Cllr Wilson. **RESOLVED.**

20/073. Management accounts – to review the monthly management accounts – Query regarding costs for Highways project. The costs relate to work which was undertaken some time ago around Stevens Close/Harlestones Road/Victory Way. Report noted.

20/074. Bank reconciliation – to review monthly bank reconciliation – Report noted. Cllr Morris left the meeting at 9.08pm and Cllr Jones (Vice Chair) took the Chair.

20/072. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment for March 2020	£873.92	£1,048.70	
Bootcamp	Strive Outdoor Bootcamp	£130.00	£156.00	
		£1,003.92	£1,204.70	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2020	£4,507.52	£4,507.52	-
HMRC	Tax and NI for March 20 (month 12)	£1,133.22	£1,133.22	-

Peter Dann	Professional Services re VH rebuild	£1,000.00	£1,200.00	1680
Wilby and Burnett	Architectural Services re Village Hall & Nursery	£14,435.00	£17,322.00	1693*
SEH French Construction	New Village hall and Nursery - Certificate 2	£192,333.13	£230,799.76	1692*
Stroma	Building Control Services	£1,008.75	£1,210.50	1694*
CSG Utilities Ltd	Payment for Gas/Electricity/ Water/ Telecoms set up at the new village hall	£96,206.22	£112,539.13	1698*
Connections Bus	Jan to March 2020 visits (Youth Bus)	£2,277.00	£2,277.00	1699
AJ King	Monthly cost - Groundsman contract	£3,166.67	£3,800.00	1703
Cambs County Council	Contribution to Cottenham pedestrian route Lambs Lane and Stevens Close	£37,114.33	£37,114.33	1704
Tates (Matthew Menezes)	Tree work on recreation ground and green	£1,000.00	£1,000.00	1710
		£354,181.84	£412,903.46	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (April) DD	£245.21	£245.21	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Green and Purple Ltd	Monthly accountancy support (March 2020)	£50.00	£60.00	1677
CAPALC	Councillor training	£75.00	£75.00	1678
Peter Dann	Professional Services re Nursery	£375.00	£450.00	1679
RFO	Sim Card for the pavilion (March 2020)	£8.85	£10.62	1681
Browns of Burwell	Oil for Ladybirds	£479.50	£503.48	1682
Staples	Paper, Filing sets, Staples, Notepad	£31.36	£37.63	1683
Travis Perkins	Padlocks x 2 for gates at rec ground	£42.64	£51.17	1684
A Mappedoram	Help re cable to flood lights at rec	£50.00	£60.00	1685
Shred Station	Blue bin collection	£40.00	£48.00	1686
CSA	Toilet cleaner and Jumbo kitchen roll	£28.68	£34.42	1687
Barton Oil Burner Services	Call out re no oil supply to Ladybirds boiler - replacement pipe work	£80.69	£96.83	1688*
Chairman	Expenses re payment for planning application	£251.83	£256.00	1689
BCS	Payroll processing	£35.00	£42.00	1689
SSE Southern Electric	Invoices x 3 for Street Lighting (DD)	£101.07	£106.11	1691
A Mappedoram	Checking electrics to portacabin after tripping	£35.00	£42.00	1695
SSE Southern Electric	Electric bill for the pavilion (DD)	£405.66	£486.79	1696
East of England Apples & Orchards project	4 x trees for £65.80 minus voucher for £60	£5.80	£5.80	1697
Travis Perkins	Broom handle	£11.08	£13.30	1700
Cambridge Water Business	Water bill for the memorial (DD)	£72.40	£72.40	1701
GSC Solicitors	Planning advice re judicial review	£250.00	£300.00	1702
SLCC	Webinar session for Assistant Clerk	£35.00	£42.00	1706
SLCC	Webinar session for Chairman	£35.00	£42.00	1707
SLCC	Webinar session for Clerk	£30.00	£36.00	1708
CB Creative	Flyers for residents re Covid Scams	£88.00	£105.60	1709
Green and Purple Ltd	Monthly support for RFO (April 20)	£50.00	£60.00	1711
RFO	Sim Card for the pavilion (April 20)	£9.08	£10.90	1712
		£3,093.85	£3,499.66	

Multipay Card				
Royal Images	Portrait	£77.00	£92.40	1697C
Grant Payments (already agreed)				
Mobile Warden Scheme	Grant payment	£1,000.00	£1,000.00	
Cottenham Brass Juniors	Grant payment	£200.00	£200.00	

Expenses under £500 (including Chair's expenses) approved. Cllr Morris returned to the meeting at 9.11pm. Query re. CSG Utilities cost. Cllr Morris stated that it was above the original estimate due to re-routing of the gas, increased water capacity and inclusion of fire hydrant (at request of building control). Whilst there are variations to the contract there is no indication that we have gone over budget. Resolution to pay these invoices. Proposed Cllr Ward and Seconded by Cllr Graves. **RESOLVED.** Cllr Morris retook the Chair at 9.17pm.

- 20/075. Matters for consideration at the next meeting** – revisions to Standing Orders under the new meeting guidelines; update from user rent working party; street naming; annual parish meeting.
- 20/076. Dates of next meetings** – Planning 9th April, Highways 21st April, Planning 23rd April, Full 5th May
- 20/077. Close of Meeting** – 9.23pm.

Signed _____ (Chair) Date _____