

DRAFT Full Parish Council Meeting Minutes

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

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

- 20/109. Chair's Introduction and Apologies for absence** – Apologies received from Cllrs Smith (work) and Young (personal).
- 20/110. To ratify the Process of Holding Remote Meetings** – Cottenham Parish Council meetings are being held online according to the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) which came into force on 4 April, and are following the guidance on holding remote meetings published by the National Association of Local Councils (NALC). Meeting agendas published stating the date and time of the remote meeting giving the usual advance notice. Members of the public and press who wish to attend the meeting should request access details from the Clerk and indicate any item(s) on which they would like to speak. If confidential matters are to be discussed members of the public and press will be asked to leave the call or will be placed into the online waiting room during the confidential part of the meeting – Noted.
- 20/111. To accept Declarations of Interest and Dispensations** – None given.
- 20/112. Minutes** – Minor typo amended on item 20/102. Resolution that the minutes of the meeting of the Full Council held on the 2nd June 2020 be signed as a correct record. **RESOLVED.**
- 20/113. Public participation** – No public present.
- 20/114. Reports**
- **SCDC** – Report noted. SCDC Cllr Wilson flagged the new liaison meetings and zero carbon grants. Cllrs Morris and Jones have attended the planning patch meeting; noted that a lot of Officers were from City so may not have local knowledge however the meeting was seen as constructive. Cllr Hewitt raised a concern that other villages were getting more money from the GCP than Cottenham. CCC Cllr Wotherspoon is constantly talking to the cycling officer regarding schemes for Cottenham but we didn't have anything 'shovel ready' for the first tranche of money (projects had to be implemented within 2 months). Query whether we can get anything from the next tranche. Discussion regarding possible cycling measures.
 - **CCC** – Report noted. Query regarding 'zonal boundaries': this is medium term and not triggered yet. Tree planting noted; this is part of doubling of environmental measures not carbon capture. Surface dressing for Twentypence Road has been pushed back again due to adverse weather conditions. Discussion regarding the A10 and green corridors/transport improvements.
 - **Clerk** – Report noted. Northstowe consultation requires urgent response; Highways Committee to action. Rooks Street patching has been done but waiting for date re. slurry sealing.
 - **Major developments** – Report noted. Cllr Morris and the Clerk have met with SCDC regarding This Land; meeting considered productive. SCDC Cllr Wilson stated that there would be a further meeting before the application goes to Committee.
 - **Village Hall & Nursery** – Report noted. Car park will be closed over the summer holidays which will affect the kebab van – Clerk to liaise regarding temporary alternative locations. Cllr Stewart is willing to open up the gates at weekends and Cllr Bailey as backup (not required over the summer). Will need working party to look at nursery tenders.

- **Combined Authority A10 route choice exhibition** – authority delegated to the Highways Committee to respond. Also noted that the new Anglian Water consultation comes close to Landbeach.

- 20/115. To review policy recommendations by Committees** – item deferred.
- 20/116. Internal audit** – Consider review of internal audit report – Item deferred.
- 20/117. Year-end Accounts** – Consider the year-end accounts for 2019-2020 – SCDC Cllr Wilson left the meeting at 8.33pm. Resolution to accept year-end accounts for 2019-20. Proposed Cllr Graves and seconded by Cllr McCarthy. **RESOLVED.**
- 20/118. Annual Governance Statement** – Review and approve the Annual Governance Statement 2019/20 as part of the Annual return for the year ended 31st March 2020 – Item deferred to EOM.
- 20/119. Accounting Statements** – Review and approve the Accounting statements 2019/20 as part of the Annual return for the year ended 31st March 2020 – Item deferred to EOM
- 20/120. Litter on Recreation Ground** – consider measures for tackling litter problems at the Recreation Ground – Resolution to purchase 2 additional rubbish bins for the Recreation Ground. Proposed Cllr Stewart and seconded by Cllr Hewitt. **RESOLVED.** Discussion regarding recycling of litter. Clerk to look at bins capable of separating materials. Check with Trade Waste at SCDC regarding whether rubbish can be separated and the implications. Clerk to implement Keep Britain Tidy media campaign.
- 20/121. Zero Carbon Communities Grant** – consider submitting an application for a grant – Noted. Item to be added to August agenda.
- 20/122. Green Infrastructure in Greater Cambridge** – consider response to survey from Greater Cambridge Planning (by 27th July) – noted. Cllr Ward to respond on behalf of CPC and will circulate response prior to submitting.
- 20/123. Christmas Tree** – Resolution to purchase a Christmas Tree for the Village Green. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 20/124. SLCC membership** – Resolution to renew the Clerk’s SLCC membership at a cost of £257. Proposed Cllr Collinson and seconded by Cllr Graves. **RESOLVED.**
- 20/125. Planning Committee** – Resolution to accept amendments to the Terms of Reference as recommended by the Planning Committee. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**
- 20/126. Dignity at Work policy** – Resolution to accept Dignity at Work policy as recommended by the FLAC Committee. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.** Query whether going forward we need Cllrs to sign up to acceptance of policies as part of the joining process.
- 20/127. Proposal for installation of artwork on the Village Green** – consider initial suggestions for artwork to be installed on the Green by the Twinning Association – Clerk outlined the proposals. Discussion regarding what would be suitable on the Green. Suggestion that the new Village Hall would be a better location. Resolution that the Twinning Association submit a formal proposal for artwork to go at the Village Hall. Proposed Cllr Collinson and seconded by Cllr McCarthy. **RESOLVED.**
- 20/128. Tree of Heaven** – consider resident request for removal of tree on Brenda Gautrey Way – Report noted. The latest arboricultural report doesn’t recommend any works to the tree and it is in good health. Our Neighbourhood Plan advocates tree retention. Resolution that no works are undertaken to the Tree of Heaven on Brenda Gautrey Way. Proposed Cllr McCarthy and seconded by Cllr Bolitho. **RESOLVED.**
- 20/129. Play area re-opening** – consider re-opening of play area on Recreation Ground and gym equipment on Tenison Manor in accordance with government guidelines – Cllr Hewitt outlined the background. The risk assessment has been prepared in accordance with government guidelines and taking the API (Association of Plan Industries) statement into account. Re-opening has been checked with Zurich and a copy of the risk assessment will be sent to them. May need to review the risk assessment again when the schools go back in September and as government guidance changes. Discussion regarding the signage and wording will be added to state that the equipment

isn't sanitized. Clerk to keep tabs on government guidelines going forward. Resolution that the play area on the Recreation Ground and gym equipment on Tenison Manor are re-opened from Wednesday 8th July in accordance with the risk assessment prepared. Proposed Cllr Hewitt and seconded by Cllr Bailey. **RESOLVED.** The H&S Officers were thanked for their diligent work.

20/130. Youth Work – consider use of Connections Bus ‘detached youth worker’ at a cost of £180 per session – Cllr Morris outlined. Given the increase in ASB the work would seem very beneficial and is therefore supported. Resolution to obtain 2x 1.5 hour wandering sessions by a detached youth worker each week for a period of 4 weeks starting in August. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

20/131. Sage – consider upgrading Sage accounting system – Resolution to purchase upgraded Sage accounting system at a cost of £24 + VAT per month (first 3 months free). Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**

20/132. Finance

Income	Description	Net	Gross	
S106 Monies	£93,053 (Open Space) £25378.09 (Sport contribution) £60424.03 (Community space)	£178,855.12	£178,855.12	
SCDC	Rebate of business rates	£745.00	£745.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
		£181,155.07	£181,155.07	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 2020	£4,720.89	£4,720.89	-
HMRC	Tax and NI for June 20 (month 2)	£787.68	£787.68	-
King and Co solicitors	Legal costs re CCC S106 funding agreement	£1,100.00	£1,320.00	1755
Play Source	Play equipment installation and surfacing work	£2,952.00	£3,542.40	1759
Wilby & Burnett	Architectural and quantity surveying services	£13,847.00	£16,616.40	1763
SEH French	Construction works on VH & Nursery as per certificate no 5	£144,047.47	£172,856.96	1764
AJ King	Monthly groundman cost	£3,166.66	£3,800.00	1770
Community Centre	Rent for 6 months (April to September 2020)	£1,300.00	£1,300.00	1771
Backstop Ltd	Year-end accounts fee & setting up management accounts	£800.00	£90.00	1773
Peter Dann	Engineering services for VH and Nursery	£2,750.00	£3,300.00	1774
Cambridge Van Leyden	Engineering services for Village Hall	£1,254.00	£1,504.00	1775
Cambridge Van Leyden	Engineering services for Nursery	£507.64	£609.17	1776
		£177,233.34	£210,447.50	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (July) DD	£269.30	£269.30	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
RFO	Sim card for the pavilion alarm	£9.08	£10.90	1756
SSE- Southern Electric	Electric bill for the pavilion (DD)	£272.63	£327.15	1750
Cambridge Water	Water bill for the Village Hall site (DD)	£309.63	£309.63	1751
Cambridge Water	Water bill for the Bowls club and Allotments (DD)	£454.33	£454.33	1752
A Mappedoram	Checking of electrics at container at rec ground & safety trip part	£40.25	£48.30	1753
Kershaw	Replace filters in roof & clean external grill at pavilion	£409.60	£491.52	1754

CSA	Hand gel & dispensers (bulk) 5 ltr soap & Jumbo cleaning rolls	£144.83	£173.80	1756a/ 1757
Green and Purple	Accountancy support	£50.00	£60.00	1758
BCS	Payroll processing	£35.00	£42.00	1760
Kershaw	Callout charge to restart the boiler	£100.80	£120.96	1762
CAPALC	One day councillor training	£75.00	£75.00	1766
Eco Control Solutions	Japanese Knotweed eradication	£560.00	£672.00	1767
Tates Treeworks	Tree works on BGW	£60.00	£60.00	1768
Cambs County Council	Final invoice for streetlight energy (Oct 19 - Nov 19)	£84.27	£84.27	1769
WAVE	Sewerage charge for the rec ground (DD)	£282.28	£282.28	1772
Backstop Ltd	Monthly Accountancy support	£50.00	£60.00	1777
SSE- Southern Electric	Invoices x 3 for street lighting (DD)	£111.02	£116.56	1778
SSE- Southern Electric	Electric bill for the Recreation ground buildings	£291.23	£349.47	1779
Staples	Ink cartridges	£97.98	£117.58	1780
Shred Station	Blue bin collection	£40.00	£48.00	1781
Cromwell Fire	Fire alarm service charge (10/6/20)	£103.63	£124.36	
		£4,022.86	£4,503.81	
Multipay Card				
Assistant Clerk	Phone top up	£5.00	£5.00	1761C
Amazon	3 x pack of 5 bulbs for the pavilion	£30.51	£36.60	1765C
		£35.51	£41.60	

Noted that gross for Backstop Ltd should be £900, therefore making the total £211,257.50p.

Noted that Eco Control should be in the over £500 section. Resolution to pay these invoices.

Proposed Cllr Jones and seconded by Cllr Collinson. **RESOLVED.**

20/133. Management accounts – to review the monthly management accounts – Noted.

20/134. Bank reconciliation – to review monthly bank reconciliation – Noted.

20/135. Matters for consideration at the next meeting – replenishment of daffodil bulbs on the Village Green (Cllr Collinson).

20/136. Dates of next meetings – Planning 9th July, CALF 21st July, Planning 23rd July, Highways 28th July, Full 4th August

20/137. Close of Meeting – 9.52pm.

Signed _____ (Chair) Date _____