

Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 1st September 2020 at 7.30pm

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

In attendance: Cllr Dr Tumi Hawkins (SCDC Planning Portfolio Holder), 3 members of the public

20/175. Chair's Introduction and Apologies for absence – Cllrs Graves (work) and Young (personal).

20/176. To accept Declarations of Interest and Dispensations – None given.

20/177. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 4th August be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**

20/178. Public participation – Resident 1 is interested in both items 20/180 (war memorial) and 20/185 (tennis). Chair will allow time to speak as the items fall on the agenda.

20/179. Reports

- **Enforcement** – Item brought forward for the benefit of SCDC Cllr Dr Hawkins. Cllr Morris ran through the 3 main concerns; Smithy Fen, general condition discharge issues and items not being followed through. Cllr Hewitt arrived 7.39pm. Standing Orders suspended 7.43pm. SCDC Cllr Dr Hawkins spoke regarding the letter which had been sent to a resident. A survey of Smithy Fen was done in November 2019 in addition to an aerial survey; nothing has been done since. Another survey and aerial survey are scheduled to be completed in the next 2 weeks and the report will be made available to CPC. Going forward SCDC will look at how they can improve their communication with parishes. Our first point of call for problems should be the Area Team Leader; if they aren't helpful then please contact SCDC Cllr Dr Hawkins directly. They are currently undertaking a review of enforcement policies and enlarging the team. Clerk to send details of outstanding enforcement case to SCDC Cllr Dr Hawkins for comment. Cllr Morris to forward information regarding issues with pre-commencement conditions. Discussion about developer conditions. SCDC Cllr Wilson suggested the possibility of a monthly update on planning issues. Standing Orders reinstated at 8pm and SCDC Cllr Dr Hawkins left the meeting.
- **SCDC** – report noted. Query regarding cycle link between This Land site and the Recreation Ground; would PC be supportive. Noted that nothing on the current plans showing a link. Unable to form a decision, even in principle, given that the item isn't on the agenda for discussion. Application is going to SCDC Planning Committee on 9th September. SCDC Cllr Wilson mentioned that there had been discussion with Liz Watts and This Land regarding a potential link. It was suggested that This Land would need to contact the Parish Council directly to discuss a specific proposal.
- **CCC** – no report. Various reading items received regarding planning noted.
- **Clerk** – report noted. Cambridge Waste Water consultation response sent. Broken tree branch on the Moat reported to groundsman. Getting interest in Village Hall bookings for 2021. Knotweed contractors due on 14th September so The Pound will need closing. Pavilion – issues with leaking tap, dropped door hinges and lights all need looking at. Brian Heffernan, Principal Officer for Flood Risk at County has contacted us to arrange a meeting; Clerk co-ordinating. Cllr Ward has chased County for a response regarding CPS road closure. Clerk to chase Lynne Roberts for response regarding Plane and Beech trees. Clerk to circulate report from Connections regarding detached youth work; CALF to look at in more detail. Noted that gate on the Moat still needs repairing and that SCDC need to repair the broken dog bin.
- **Major developments** – Report noted. Waiting clarification from the case officer for This Land regarding end dates for various consultations which are after the application is due to go to

SCDC Planning Committee (9th September). Cllr Morris ran through the traffic calming conditions for Rampton Road.

- **Village Hall & Nursery** – Report noted.

- 20/180. War memorial** – consider setting up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed – Cllr Ward ran through the report. Standing Orders suspended 8.41pm. Resident 1 stated that they were happy with the proposals. Standing Orders reinstated 8.41pm. Resolution to set up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed. Proposed Cllr McCarthy and seconded by Cllr Ward. **RESOLVED.**
- 20/185. Viring** – consider viring £2334 from the youth budget to a tennis court maintenance budget to cover essential closed season works – Item brought forward for the benefit of residents. Cllr Hewitt ran through the report. Currently there is no separate tennis maintenance budget and therefore the proposal is to move some underspend from the youth budget. Noted that we will now be receiving £10k government grant following a change of policy. Resolution to vire £2334 from the youth budget to create a new tennis court maintenance budget. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.**
- 20/186. Tennis Court maintenance** – consider purchase of 4 tonnes of loam for the tennis courts (immediate maintenance requirement) at a cost of approx. £800 – Item not applicable – included as part of 20/185. Standing Orders suspended 8.47pm. Resident 2 queried why only loam was being used. Cllr Hewitt stated that it was only part of the maintenance package and the only item required now. He confirmed that the groundsman and Mrs Cooke had numerous conversations about the ongoing requirements. Resident 3 stated that she would like to see the maintenance budget become part of the yearly budget. Standing Orders reinstated 8.50pm. Residents 1, 2 and 3 left the meeting.
- 20/181. Parish Council insurance** – consider quotes for insurance cover – Report noted. Resolution that CPC advises the RFO to arrange continued insurance with the best deal from Zurich. Proposed Cllr Morris and seconded by Cllr Collinson. **RESOLVED.**
- 20/182. Website accessibility** – consider statement for website in accordance with government Accessibility legislation and potential amendments to website – Asst Clerk ran through the purpose of the document, which is required to be added to our website by 23rd September 2020. Currently we aren't compliant with the accessibility legislation and will need to look further at what measures are required to improve our status. Resolution to adopt website accessibility statement. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.**
- 20/183. Equipment** – Resolution to purchase a new laptop for the RFO up to a value of £500. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 20/184. Flood equipment** – consider replacement of emergency flood equipment – The Chair thanked the Flood Officers for their recent help following the flash floods. Cllr Ward reported that an article has been submitted to the village newsletter to encourage residents to become more self-sufficient in a flood situation. Resolution to spend up to £250 + VAT on the purchase of additional replacement flood equipment. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 20/187. Zoom** – consider purchase of 3 x Pro licences (Clerk, Asst. Clerk, RFO) at a cost of £359.70 plus VAT for 12 months – Cllr Jones outlined the report. SCDC Cllr Wilson left the meeting at 9.06pm. Discussion regarding renewals. Resolution to purchase 3x Pro licences at a cost of £359.70 + VAT for 12 months. Proposed Cllr Jones and seconded by Cllr McCarthy. **RESOLVED.**
- 20/188. Electricity contract** – consider quotes for renewing electricity contract for the Pavilion, Village Green and Streetlighting – Item deferred to FLAC.
- 20/189. SLCC events** – Resolution that the Clerk attends the virtual national conference (12th-16th Oct) at a cost of £25+VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 20/190. Chairmanship training** – Resolution for Cllrs Hewitt and Ward to attend CAPALC Chairmanship training at a cost of £50pp. Proposed Cllr Henderson and seconded by Cllr Morris. **RESOLVED.**

20/191. Zero Carbon Grants – consider zero carbon projects to be applied for – Cllr Hewitt ran through the report. Resolution to support application for SCDC zero carbon grant. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

20/192. Nursery Supervisory Board – consider setting up as a CPC Committee with draft Terms of Reference and initial membership (for the Operator Selection phase) – Cllr Morris ran through the report. We have had 4 expressions of interest with 7th September the deadline for tenders. Board to be made up of 4 Cllrs plus CPS and CCC representatives. Will also need a separate selection panel to look over the tenders (more immediate need). Resolution that the selection panel consists of the Chair (Cllr Morris), Vice Chair (Cllr Jones), Cllr Bailey plus County Council Education representative and Cottenham Primary School representative. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**

20/193. Remembrance Sunday – consider revised/restricted arrangements for the Remembrance period – Report noted. Too early to call off road closure in case the situation changes. Assistant Clerk to arrange recording of bugle with the Vicar. Cllr Hewitt left the meeting at 9.30pm.

20/194. Finance

Income	Description	Net	Gross	
HMRC	VAT Payment - July 20	£91,500.45	£91,500.45	
Cambs County Council	Early years S106 payment	£71,201.30	£71,201.30	
Reach your potential	Fitness sessions July 20	£50.00	£60.00	
Strive fitness	Fitness sessions July 20	£50.00	£60.00	
Cambs Kids Club	August invoice	£873.92	£1,048.70	
		£163,675.67	£163,870.45	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 2020	£4,541.79	£4,541.79	-
HMRC	Tax and NI for August 20 (month 5)	£866.70	£866.70	-
SEH French	Village Hall & Nursery construction - Cert 7	£195,242.68	£234,291.22	1797
Peter Dann	Engineering costs re Village Hall	£1,000.00	£1,200.00	1798
SSE Southern Elec	Electric bill for recreation ground (DD)	£1,269.99	£1,523.98	1805
AJ King	Monthly groundsman invoice + additional work (Fen Reeves)	£3,536.00	£4,243.20	1810
		£206,457.16	£246,666.89	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September) DD	£247.34	£247.34	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Peter Dann	Engineering costs re Nursery	£375.00	£450.00	1799
4T Medical Ltd	Gel refill canister 5L	£40.00	£48.00	1796
Backstop Ltd	Accounting support	£50.00	£60.00	1800
RFO	Sim card for the pavilion	£9.08	£10.90	1801
Green and Purple	VAT submissions	£25.00	£30.00	1802
SSE Southern Elec	Electric bill for the pavilion (DD)	£278.72	£334.46	1803
SSE Southern Elec	Electric bill for the green (DD)	£100.43	£105.45	1804
SSE Southern Elec	Electric bill x 3 for street lights (DD)	£117.92	£123.80	1805a/ 1806/1807
Shred Station	Blue bin collection from the office	£44.00	£52.80	1808
BCS	Payroll processing July 2020	£35.00	£42.00	1809

		£1,494.49	£1,711.15	
Multipay Card				
Assistant Clerk	Phone top-up	£10.00	£10.00	1811C

Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr McCarthy. **RESOLVED.**

- 20/195. Management accounts** – to review the monthly management accounts – Report noted. NB: electricity invoices require review.
- 20/196. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 20/197. Exclusion of press and public** – Resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item (20/198) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.**
- 20/198. Staff pay** – consider staff pay rate for 2020/21 following announcement by the National Joint Council for Local Government Services – Cllrs Morris ran through the background. Resolution to align pay with national rates for staff backdated to April 2020. Proposed Cllr Collinson and seconded by Cllr McCarthy. **RESOLVED.** Noted that going forward we need to review staff responsibilities.
- 20/199. Matters for consideration at the next meeting** – Remembrance update.
- 20/200. Dates of next meetings** – Planning 3rd Sept, CALF 15th Sept, Planning 22nd Sept, FLAC 29th Sept, Full 6th October
- 20/201. Close of Meeting** – 9.46pm.

Signed _____ (Chair) Date _____