

DRAFT Ordinary Parish Council Meeting Minutes

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

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

- 20/243. Chair's Introduction and Apologies for absence** – Cllrs Hewitt (late) and Wotherspoon (meeting).
- 20/244. To accept Declarations of Interest and Dispensations** – Cllr Graves declared an Other Interest in items 20/251 and 20/253 and will take no part in discussions or vote. Noted that Cllr Jones has a dispensation regarding item 20/257. Cllr Bailey declared an Other Interest in item 20/261 and will take no part in the vote. Cllr Hewitt arrived at 7.37pm.
- 20/245. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd November 2020 be signed as a correct record but noted that item 20/233 can't be discharged due to illegality against Standing Orders (Council can't create a sub-committee of a committee). Proposed Cllr Young and seconded by Cllr Graves. **RESOLVED.**
- 20/246. Public participation** – Standing Orders suspended 7.43pm. SCDC Cllr Gough spoke regarding item 20/256. He believes that CPC and SCDC should be working as partners in this matter otherwise it raises a fundamental issue and creates an adversarial relationship. Accepts that mistakes occur however the Shared Waste Service has provided a valuable service to the village. Enforcement is a tricky balance and is neither quick or easy. Accepts that more that could be done but it is wrong to state that nothing is being done. This sends a message that the relationship isn't working. SCDC Cllr Wilson raised concerns about the perception by residents. Cllr Morris stated that the item wasn't aimed at Cllrs but at SCDC. Standing Orders reinstated 7.50pm.
- 20/247. Reports**
- **SCDC** – report noted. Clerk still waiting update on repairs to the Moat dog bin – SCDC Cllr Wilson to chase again and obtain timescale for the works. SCDC Cllr Gough gave an update on Setchell Drove following a meeting earlier today on site. Although the caravans tipped into the ditch are on private land, the Shared Waste team will deal with removal (not a legal obligation to clear from private land). Waiting on the EA and police to give them permission and are working with the police on collecting evidence. Removal will be a costly and lengthy process. Discussion regarding measures to solve the problem at source; will be difficult to charge a way forward. Following the legal process, SCDC have the budget to install the gate on Setchell and not installing it is costing a lot of money in clearance. The newly proposed location is further away from the traveller site but there is still a resident objection. Noted that the problem with the fishery had been resolved and that emergency services were on board with the proposals. Cllr Graves confirmed that the gate will indirectly protect the IDB ditch as it will prevent rubbish being taken that far down the drove. Cllr Hewitt noted improvements to removal of fly tipping on Cow Lane/Broad Lane.
 - **CCC** – report to be circulated at a later date. No pressing matters.
 - **Clerk** – report noted. Cllr vacancy for co-option can now be advertised. Colts training re-starts on Wednesday with games this weekend. ZCC would appreciate an update on the free trees. Combined Authority budget consultation and SCDC Future Plans to be added to FLAC agenda. CEAG/Peter Pilbeam are chasing re. adding swift boxes to the village hall. We're installing one as part of planning conditions and could potentially put others up at same time while equipment to do so on site. Mr Pilbeam and a swift expert wish to visit to assess, but currently there is a ban on visitors on site. Could possibly assess from outside building work perimeter and the pavilion may be a better location. Cllr Ward mentioned that a device would also need

to be installed to emit sounds to encourage the swifts to nest. Concerns raised regarding the change in nature of the grant since it was given to us (originally to be used for an environmental project). Suggestion needs further consideration. Cllr McCarthy mentioned the need to replace the oak tree on the Green. SCDC Cllrs Gough and Wilson left the meeting at 8.13pm.

- **Major developments** – Bellway – One.network website showing that works are continuing through December which is good news. Persimmon – Cllr Morris confirmed that the roundabout design has changed and is now smaller than originally suggested; waiting further information from County Highways. Discussion about the removal of the speed cushions. Persimmon have agreed to pay some of the s106 monies early; we'll need to sign an indemnity so an EOM may be required. Redrow – they have sent information regarding cycle stands. Cllr Hewitt queried if any of the working parties/task and finish groups have met. Cllr Collinson reported that the bulbs had been planted. Cllr McCarthy mentioned that the war memorial planting had been done.
- **Village Hall & Nursery** – Report noted. Discussions regarding bar operation.

- 20/248. Committee vacancies** – Consider membership of the CALF, Highways, Planning and Standards Committees to fill current vacancies – Resolution for Cllr Loveluck to join CALF and Planning and for Cllr Ward to join Standards. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**
- 20/249. External audit** – Consider review of the external audit report for 19-20 – RFO talked through the audit and matters raised.
- 20/250. Waterbeach to Cambridge consultation** – consider response to consultation (by 14th December) – Response still being prepared. Cllr McCarthy to send response on behalf of CPC. The idea of a Cottenham to Waterbeach cyclepath to be added in 'other comments'.
- 20/251. Church & Causeway** – Resolution to release donation of £1500 to the Dissenters Cemetery following response regarding maintenance. Proposed Cllr Young and seconded by Cllr Hewitt. **RESOLVED.**
- 20/252. Community Facilities Audit** – Consider response to Greater Cambridge Shared Planning Service and SCDC audit of facilities (Deadline 2nd December) – Cllr Morris has reviewed the information required and it is not appropriate to respond at this time due to not having an operating village hall.
- 20/253. Tennis court grant** - Consider Parish Council third party funding of the FCC grant application – Cllr Hewitt ran through the report. Noted that drainage channel would be installed around the outside of the courts. Resolution to spent up to £3k + VAT for a competitive quote to design submission and obtain planning permission. Proposed Cllr Hewitt and seconded by Cllr Collinson. **RESOLVED.** Discussion regarding match funding. Clerk clarified the use of the s106 monies received to date. Resolution for up to £10k match funding towards the cost of the tennis court conversion as part of the FCC/Amey grant application. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 20/254. Babysitting course** - consider budget proposal for a babysitting course from Connections Bus Project for 2021 – This course has been run successfully previously and is currently running in a virtual format in Histon. Resolution for budget proposal for 2021/22 to run a babysitting course at a cost of £1380 (for 12 young people – they pay £15 each). Proposed Cllr McCarthy and seconded by Cllr Stewart. **RESOLVED.**
- 20/255. Skateboarding lessons** - consider budget proposal for summer skateboarding lessons for 2021 - Cllr Hewitt ran through the costs (£160 per day for 5x1 hour sessions). Could charge a nominal fee of £2 per person. Resolution for budget proposal for 2021 to run 2 skateboard sessions at Easter and 5 sessions in the summer holidays. Proposed Cllr McCarthy and seconded by Cllr Bailey. **RESOLVED.**
- 20/256. Legal action** – consider permission to take legal advice on the actions and sanctions CPC can take against any relevant party, specifically including our District Council, to ensure they apply their legal powers diligently and promptly in the interests of all Cottenham residents – Item deferred.

- 20/257. Village Hall** - Consider setting up a properly-founded Task & Finish Working Party, reporting monthly to Council and including representatives from CALF and FLAC to identify and define commercial, community and security priorities for the new Village Hall for 12 months from 1st April 2021, ensuring timely repayment of outstanding loans; actual contracts to be authorised by the usual medium/high risk CALF/FLAC and Council procedures. The original delegation (from Oct-19) covers the construction phase only which CPC will consider as ended at 1-Apr 2021 and that the new group develops and publishes a launch plan – Cllrs Jones & Morris ran through the background to the report. Cllr Collinson left the meeting at 9.31pm. Discussion regarding the makeup of the working parties. Both working parties would report back to Council. Cllr Collinson returned to the meeting at 9.35pm. Resolution to set up a post-construction T&F working party to focus on retention or replacement of ‘anchor tenants’ applying similar contract terms to those established by FLAC and rates broadly equivalent to those agreed with CALF to enable cost-neutral operations until June 2021. Membership will be Chair, Vice-Chair, Clerk and RFO. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.** Resolution to set up a pre-launch T&F working party to develop and submit to Council no later than July 2021, a business plan and the related “new” services and draft contracts necessary to supplement CPC’s commercial goals, regarding capital and loan repayment and precept reduction, as originally expressed in the draft Business Plan v1.0 with community goals to reflect subsequent participation by residents. Membership will be Chair, Vice-Chair, Cllrs Bailey, Hewitt and Ward. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.** Cllr Young left the meeting at 9.46pm.
- 20/258. Social media policy** - consider wording for a social media policy, possibly to be incorporated into the existing Communications Policy – Item deferred.
- 20/259. Village Green tree works** – Resolution to accept quote to remove major deadwood and/or broken branches from 13 Lime trees on the village green. Proposed Cllr Hewitt and seconded by Cllr Henderson. **RESOLVED.**
- 20/260. Smithy Fen sewerage** - consider proposal on behalf of Anglian Water for in principle siting of an underground pumping station at the Landing Stage – Item deferred.
- 20/261. CPS PTCA** - consider request from the PTCA to allow a letter to be sited in the new Village Hall window or village green (if selected) as part of a village-wide Christmas game – Cllr Bailey outlined. CPC agreeable to use of the Hall if selected.
- 20/262. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
Ladybirds Preschool	Invoice Payment	£255.96	£255.96	
HMRC	VAT payment	£108,516.35	£108,516.35	
Bowls Club	Invoice Payment	£19.37	£19.37	
UK Power Networks	Rebate	£31.71	£38.05	
SCDC	Money for COVID Group	£400.00	£400.00	
Local Resident	Donation for bulbs planted on the green	£86.32	£86.32	
BB Fitness	Bootcamp on the green	£79.92	£95.90	
		£110,263.55	£110,460.65	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 2020	£4,547.93	£4,547.93	-
HMRC	Tax and NI for November 20 (month 8)	£1,212.62	£1,212.62	-
Cambridge Van Leyden	Engineering services re Village Hall	£1,254.00	£1,504.00	1872
Cambridge Van Leyden	Engineering services re Nursery building	£507.64	£609.17	1873
PKF Littlejohn	External Audit fees	£2,800.00	£3,360.00	1874

SSE Southern Electric	Electric invoice for the recreation ground (DD)	£1,271.48	£1,525.77	1875
SEH French	Building contractor costs in line with cert no 10	£438,542.02	£526,250.42	1880
Goode Bequest	Grant PC as resolved at November meeting	£1,500.00	£1,500.00	
AJ King	Monthly Groundman invoice plus supply of 3 x railings and welding work	£3,286.67	£3,944.00	1884
Cambridge Water	Water invoice for Allotments & Bowls Club	£592.30	£592.30	1891
		£455,514.66	£545,046.21	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Dec 20	£303.12	£303.12	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges and stationery items	£30.91	£37.09	1869
RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1870
BCS	Payroll Processing	£35.00	£42.00	1871
Calor Gas	Standing charge (DD)	£17.13	£17.99	1876
SSE Southern Electric	Electric invoice for the village green (DD)	£106.61	£111.94	1877
Robin Hood Energy	Electric invoice for the Nursery building (DD)	£119.61	£125.59	1878
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1879
Covid Group	Monies from SCDC for use by the Covid group	£400.00	£400.00	
Browns of Burwell	Heating oil for Ladybirds	£342.60	£359.73	1882
Watch the Dot	Updates and Maintenance	£350.00	£350.00	1883
Cromwell Fire Ltd	Fire Extinguisher service at Ladybirds	£288.08	£345.70	1885
Cromwell Fire Ltd	Fire Alarm & Emergency Lighting service at Ladybirds	£103.63	£124.36	1886
Robin Hood Energy	Electric invoice for the Village Hall (DD)	£119.61	£125.59	1887
Cambridge Water	Water bill for the Village Hall (DD)	£355.53	£355.53	1888
SSE Southern Electric	Electric invoices x 3 for streetlighting	£112.30	£117.90	1889
SSE Southern Electric	Electric invoice for the pavilion	£338.42	£406.10	1890
		£3,253.63	£3,499.94	
Multipay card				
SCDC	Planning application fee	£ 58.00	£ 58.00	1881C

RFO to confirm recharging of water for Allotments and Bowls Club. Cllr Morris clarified that Robin Hood Energy are now part of British Gas. Cllr Hewitt left the meeting at 9.52pm. Resolution to pay these invoices. Proposed Cllr Graves and seconded by Cllr Jones. **RESOLVED.**

- 20/263. Management accounts** – to review the monthly management accounts – Noted.
- 20/264. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 20/265. Matters for consideration at the next meeting** – social media policy, legal advice, Smithy Fen sewerage, 21/22 budget
- 20/266. Dates of next meetings** – Planning 3rd Dec, FLAC 8th Dec, Planning 15th Dec, Highways 17th Dec, Full 12th Jan 2021
- 20/267. Close of Meeting** – 9.55pm.

Signed _____ (Chair) Date _____