

Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 3rd November 2020 at 7.30pm

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

In attendance: 1 member of the public

- 20/222. Chair's Introduction and Apologies for absence** – Cllrs Henderson (personal), Hewitt (work), Jones (holiday) and SCDC Cllr Gough. Cllrs Bolitho and Smith were absent.
- 20/223. To accept Declarations of Interest and Dispensations** – Cllr Collinson declared an Interest in item 20/237 (personal expenses) and will take no part in the vote. Cllr Graves declared an other interest in item 20/231.
- 20/224. Minutes** – Minor amendment made by item 20/206 (CCC): A10 should read A14. To resolve that the minutes of the meeting of the Full Council held on the 6th October 2020 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 20/225. Public participation** – Standing Orders suspended at 7.36pm. John Loveluck was welcomed to the meeting. Mr Loveluck is standing for co-option and is interested particularly in environmental issues and outdoor facilities. Standing Orders reinstated 7.38pm.
- 20/226. Reports**
- **SCDC** – Report noted. Cllr Graves was concerned about the lack of IDB response to the This Land application. Cllr Graves to be notified of any Cottenham items that need commenting on going forward and he will follow up.
 - **CCC** – report noted.
 - **Clerk** – report noted. Several updates: New lockdown – no football, playground can remain open, office closed, CPS has recommended masks during the afternoon school run. Bulb planting event was due to take place; planting will now be undertaken by Cllrs and family members. Bellway – the current pavement works aren't allowed to continue into December (County policy) so they will be back in January for another 5 weeks. Redrow – noted that transport management plan hasn't been approved but they are working on it with the case officer (hoping to have update at the end of this week). Rec – French have approx. 50 wooden pallets which they need to dispose of; will advertise on FB. Ladybirds – oil delivery expected this week. CVC – tree removed at the weekend; this was due to being badly cracked and was considered dangerous. Retro application to be submitted by County. Correspondence – Savills have been in touch regarding the installation of a new pumping station and whether it could be installed at the Landing Stage (currently leased to Cosworth). We need to look at whether there are covenants on the land. Concerns noted from residents on the Fen regarding discrimination regarding sewerage charges. Missing bollard (nr Dentons) – Asst Clerk unable to get hold of Highways Officer to confirm when it will be replaced. Blocked gullies – still waiting for works. Cllr Young mentioned blocked gullies on Rampton Road. CCC Cllr Wotherspoon has raised the issue at a meeting today. Only a third of the county is jetted per year. Officers have been tasked with finding some money to see what can be done. Asst Clerk reminded members to report blocked gullies via the Highways reporting system. Flooding should be reported via the emergency Highways number. RFO left the meeting at 7.55pm.
 - **Major developments** – Report noted.
 - **Village Hall & Nursery** – Report noted. The site isn't locked down under the latest regulations. Building Control requirements, i.e. emergency access road, are adding further costs to the project. Discussion about costs. FLAC have received a cashflow plan. The nursery operator face

to face meeting will be delayed due to the new lockdown. Will speak to County Education advisors first before proceeding.

- **Remembrance** – Report noted. Clerk to contact representatives laying wreaths again regarding updated Covid-19 rules. RBL are intending to have a bugle player if possible during their ‘slot’.

20/227. Co-option – Resolution to co-opt John Loveluck to fill Councillor vacancy. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED**. Clerk to arrange signing of declaration of acceptance and liaise regarding admin.

20/228. Remembrance wreath – Resolution to donate £100 towards the RBL for the Remembrance wreath. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED**.

20/229. Remembrance Day – Resolution for Cllr Morris to act as CPC representative to lay wreath on Remembrance Sunday. Proposed Cllr McCarthy and seconded by Cllr Graves. **RESOLVED**. Clerk to advise time of wreath laying off-line.

20/230. Waterbeach to Cambridge consultation – response to consultation (by 14th December) – Cllr Wotherspoon commented that the virtual event has significantly increased the reach of the consultation. Currently there is no connection from Cottenham to Waterbeach station or Cambridge North so this is an opportunity to have a say. It was noted that 40% of Waterbeach passengers are from Cottenham. Cllrs Morris and McCarthy to draft a response.

20/231. Church & Causeway – Consider donation from the Church and Causeway Estate Charity of £3000 with CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery – Cllr Morris gave the background to the donations, with the money being used on maintenance. Noted that the Dissenters Cemetery currently needs attention and we will need to know a schedule of works before the money is released. Resolution to split the donation from the Church and Causeway Estate Charity of £3000 with £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED**. Resolution to withhold the Dissenters Cemetery donation until response received regarding the maintenance. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED**.

20/232. Purchase of tablet – Resolution to purchase of a wipe screen tablet for use by parish councillors at a cost of no more than £250 including VAT. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED**. SCDC Cllr Wilson left the meeting at 9pm.

20/233. Village Hall working party – consider setting up working party to look at hire costs, kitting out, management of village hall and bookings – Discussions regarding how the group would operate and their terms of reference. Cllr Young left the meeting at 9.07pm. Group needs to look at marketing, rates, kitting out etc. Resolution to create a sub-committee of CALF to work under their Terms of Reference to develop guidelines for operations of the Village Hall during its initial year. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED**. Sub-committee to consist of Cllrs Bailey, Ward and the Clerk. ADENDUM: Resolution unable to be discharged due to illegality with Standing Orders.

20/234. CUFC signage – consider request to install sign at the Recreation Ground – Resolution to permit CUFC to erect an A1 sign with the Club details on the Recreation Ground fence. Proposed Cllr McCarthy and seconded by Cllr Ward. **RESOLVED**.

20/235. Trees on Village Green – consider quotes to remove deadwood and lifting as necessary – Asst Clerk ran through the three quotes. Resolution to appoint Amazon for crown lift works to trees on the Village Green. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED**.

20/236. Surface Water Drainage Resolution to add “surface water drainage” to Highways Committee’s Terms of Reference. Proposed Cllr Graves and seconded by Cllr Morris. **RESOLVED**.

20/237. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	September invoice	£ 873.92	£ 1,048.70	
Strive	Invoice re Bootcamp sessions	£ 130.00	£ 156.00	
Ladybirds	50% of the boiler service costs	£ 109.00	£ 109.00	

HMRC	Vat payment	£ 26,172.08	£ 26,172.08	
Church and Causeway	Annual donation to the parish council	£ 3,000.00	£ 3,000.00	
Cambs County Council	S106 Early years payment	£ 162,012.86	£ 162,012.86	
BB Fitness	Invoice re Bootcamp sessions	£ 59.94	£ 71.93	
		£ 192,357.80	£ 192,570.57	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 2020	£5,583.69	£5,583.69	-
HMRC	Tax and NI for October 20 (month 7)	£741.11	£741.11	-
Backstop Ltd	Sage to Xero transition (1.5 days)	£750.00	£900.00	1855
SEH French Ltd	Invoice in line with certificate 9	£538,335.12	£646,002.14	1860
Community Centre	Rent of the office until 31/03/21 (final invoice)	£1,300.00	£1,300.00	1865
AJ King	Monthly groundsman contract	£3,166.66	£3,800.00	1867
		£545,409.92	£658,326.94	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Nov 20	£403.46	£403.46	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Robin Hood Energy	Nursery electric bill (DD)	£131.48	£138.05	1846
Robin Hood Energy	Village Hall electric bill (DD)	£109.04	£114.49	1847
RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1848
Barton Oil Burner Servs	Service for Ladybirds boiler (50% will be recharged to Ladybirds)	£218.00	£261.60	1849
RFO	Expenses re annual payment of Dropbox	£79.90	£95.88	1850
Travis Perkins	Water softener and salt for pavilion	£49.68	£59.62	1851
SSE Southern Electric	Electric bills x 3 for street lighting (DD)	£105.62	£110.88	1852
RFO	Stamps	£7.80	£7.80	1853
AJ King	Extra work - gate post for moat	£125.00	£150.00	1856
Calor Gas	Gas delivery to the pavilion (DD)	£857.39	£900.26	1857
CAPALC	Finance training courses x 4	£120.00	£120.00	1858
SSE Southern Electric	Electric bill for the pavilion (DD)	£293.45	£352.14	1861
Travis Perkins	Blue Circle Postcrete x 4	£24.88	£29.86	1862
Local resident	Refund of paid event which could not go ahead due to Covid 19	£100.00	£120.00	1863
BCS	Payroll processing	£35.00	£42.00	1864
Rex Collinson	Purchase of bulbs for planting on the green on the 14th Nov	£86.32	£86.32	1866
JEE Electrical	Supply of lamps for Christmas lights	£201.60	£201.60	1868
		£3,129.70	£3,411.26	
Multipay card				
Ebay uk	Printer ink	£6.28	£6.28	1859C
o2	Phone topup	£10.00	£10.00	1863C
		£16.28	£16.28	

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

20/238. Management accounts – to review the monthly management accounts – Noted.

20/239. Bank reconciliation – to review monthly bank reconciliation – Noted.

20/240. Matters for consideration at the next meeting – noted.

20/241. Dates of next meetings – Planning 5th Nov, CALF 17th Nov, FLAC 12th Nov, Planning 19th Nov, Full 1st Dec

20/242. Close of Meeting – 9.31pm.

Signed _____ (Chair) Date _____