

Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 6th October 2020 at 7.30pm

Present: Cllrs Morris (Chair), Collinson, Graves, Henderson, Hewitt, Stewart, Ward, Young, SCDC Cllr Gough, the Clerk and Asst Clerk

In attendance: 2 members of the public

- 20/202. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllr Wotherspoon (work). Cllr Bailey will be arriving late. Cllrs Bolitho, McCarthy and Smith were absent. Cllr Jones and the RFO arrived at 7.32pm.
- 20/203. To accept Declarations of Interest and Dispensations** – Dispensation accepted from Cllr Jones for the Village Hall.
- 20/204. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 1st September 2020 be signed as a correct record. Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.** Cllr Graves left the meeting at 7.34pm.
- 20/205. Public participation** – No comments.
- 20/206. Reports**
- **SCDC** – report noted. Cllr Morris queried where the money was coming from for the building purchase. SCDC Cllr Gough stated that unlike other councils they are in good shape. The investment part is separately funded; being joint ventures, if the project isn't acceptable there is no spend. Cllr Graves returned to the meeting at 7.35pm. Cllr Collinson questioned how the objectivity of the council as a planning authority would be maintained. SCDC Cllr Gough responded that there has been guidance laid down on this matter. SCDC Cllr Gough mentioned that the A10 was due to be closed overnight during November. The long diversion route is likely to be ignored in favour of cutting through Cottenham and CCC Cllr Wotherspoon is working with SCDC Anna Bradnam on an alternative. SCDC have just approved a small grants scheme for Parish Councils for Covid expenses. Cllr Bailey joined the meeting at 7.39pm.
 - **CCC** – report noted. Cllr Young mentioned cycle safety – there are no plans for cycle studs on the new A14 route. Suggestion of making representation via CCC Cllr Wotherspoon; Asst Clerk to follow up.
 - **Clerk** – report noted. A10 closure information reiterated. It was noted that the bridge installation is part of a cycle route to Cottenham. The Rec Ground access road is currently closed whilst works are being undertaken on the junction near the site office; the road will be closed again over half term. The PCSO attended CPS last week to check on the morning school run.
 - **Major developments** – Report noted. Bellway have been back in communication regarding their SUDS. Our groundsman is providing a quote for the maintenance works along with works to Tenison Manor. Query whether we have the resources to look after the SUDS; groundsman would look after the grass aspect whilst IDB would look after the water. Cllr Graves returned to the meeting at 7.50pm. Discussion regarding traffic calming pre-commencement conditions; we are keeping an eye on the situation but no details are available at the current time.
 - **Village Hall & Nursery** – Report noted. Discussion regarding the project cashflow and issues with slow release of s106 monies. Have put out feelers regarding more short-term borrowing. NB: getting permission from the Ministry has already been agreed by Council. Expect the buildings to be ready and useable by April 2021. Will need to look at what Covid measures are required. Portakabin to be removed at Christmas and we need to give notice on the office. Several groups already interested in regular bookings.

- **Flood Forum** – report noted. Cllr Morris has started to look at costs for the Parish Council potentially to do some additional jetting works to known key areas around the village. Discussion regarding reinstatement of the ponds. Cllr Hewitt mentioned slipping bank in the Lode; the EA are monitoring and the work isn't considered urgent but it is a long term issue. Cllr Hewitt to measure with a view to showing possible movement.
- **Adoption of Tenison Manor** – report noted.

20/207. Co-option – consider co-option to fill Councillor vacancy – Item deferred.

20/211. FCC grant application – consider submitting an application for funding to replacement courts and floodlighting (to be done in conjunction with Cottenham Tennis Club) – Cllr Hewitt outlined the grant and background to the agenda item. Standing Orders suspended 8.36pm. Mr Hughes (Tennis Club) said that the surfaces would be semi-permeable and there is a slight camber so that water can run off. Standing Orders reinstated 8.37pm. Discussion regarding whether to mark out netball court in addition however one court on its own isn't desirable and would have limited use to CoJags. Resolution to submit grant application for funding to replace the grass courts with all-weather courts. Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.**

20/212. Repairs to tennis fencing – consider quotes for repairs to tennis fencing on the Rec – Cllr Morris queried if the nets by the Pavilion could be repaired at the same time. Standing Orders suspended 8.51pm. Mrs Cooke (Tennis Club) stated that this could be possible. Standing Orders reinstated 8.51pm. Discussion regarding whether it was worth spending money on repairs if the fence would be replaced as part of the upgrade (item 20/211). Defer to March 2021 when the outcome of the grant application is known. Mrs Cooke left the meeting at 8.53pm. Cllr Hewitt left the meeting at 8.54pm.

20/208. Ladybirds emergency repairs – consider emergency repairs to rear 'Red Room' wall following recent flooding – As landlord it is our duty to maintain the building. Cllr Hewitt returned to the meeting at 8.58pm. Resolution to approve the Clerk to spend up to £3k on emergency repairs to the Red Room of the Ladybirds building. NB: 3 quotes required. If costs come in just above £3k then quotes to go via the Clerk/Chair for approval. Proposed Cllr Graves and seconded by Cllr Collinson. **RESOLVED.**

20/209. Persimmon SUDS – consider parameters for CPC involvement in supervising Oakington Road site – Report noted. BGW has a number of disconnected ditches whereby either the owners are unknown or unwilling to maintain. Before this happens on the Persimmon site we need to ensure the long term maintenance is secure and work out an agreement in principle.

20/210. Potential Land purchase to rear of 37 and 39 Brenda Gautrey Way – consider resident request to purchase land – Cllr Morris ran through the background. The original transfer offered as part of the s106 agreement had the land designated as Public Open Space with a covenant regarding access in perpetuity. It would therefore not be legal to sell the land.

20/213. Trees on Village Green – consider works to remove deadwood and lifting as necessary – Clerk outlined the situation. 3 quotes to be obtained based on the current status of the trees.

20/214. Finance training – consider finance training courses for Cllrs Collinson and Jones (Budgeting on the 15th October and Finance on the 24th November) at a cost of £30 per session total £120 – Resolution to book Cllrs Collinson and Jones on 2 CAPALC finance training courses each at a cost of £120. Proposed Cllr Ward and seconded by Cllr Young. **RESOLVED.**

20/215. Experiment with Xero accounting software – notwithstanding resolution 20/131 to upgrade Sage, consider a trial of Xero on-line accounting package – RFO outlined the issue. The Sage upgrade is significantly different to the current version and this change of fact is big enough for us to resist the original resolution. Resolution to consider trial of the Xero accounting software. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.**

20/216. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	August invoice	£873.92	£1,048.70	
Tennis Club	July invoice payment	£107.50	£129.00	
SCDC	Grant from SCDC	£10,000.00	£10,000.00	
Strive fitness	August invoice payment	£120.00	£144.00	
SCDC	Business rates refund	£603.69	£603.69	
HMRC	VAT payment	£867.52	£867.52	
Reach Your Potential	August Invoice payment	£20.00	£24.00	
Precept	Second half of precept	£145,738.00	£145,738.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
BB Fitness	July and August invoice payment	£99.96	£119.94	
		£159,985.54	£160,229.80	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 2020	£4,474.56	£4,474.56	-
HMRC	Tax and NI for September 20 (month 6)	£750.54	£750.54	-
Cambridge Van Leyden	Engineering works - Nursery	£507.64	£609.17	1820
Cambridge Van Leyden	Engineering works - Village Hall	£1,254.00	£1,504.00	1821aa
Connections Bus	Eight detached youth work visits	£1,440.00	£1,440.00	1824a
SEH French Construction	Village Hall & Nursery - (Certificate 8)	£404,207.08	£484,832.50	1824
Road Data Services	Cottenham Traffic Survey	£795.00	£954.00	1827
Zurich	Annual insurance cost	£3,916.59	£3,916.59	1830
Eco Control Solutions	Final visit 2020 re Japanese Knotweed	£560.00	£672.00	1828
Wilby and Burnett	Architectural and Surveying services	£8,100.00	£9,720.00	1835
AJ King	Ongar Loam/verti drain/Grass seed & fertiliser for rec ground	£1,945.00	£2,334.00	1839
CSG	Revised electrical metering system	£3,627.00	£4,352.40	1841
AJ King	Monthly groundsman cost	£3,166.66	£3,800.00	1845
		£434,744.07	£519,359.76	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Oct 20	£241.53	£241.53	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support Sept 20	£50.00	£60.00	1812
Green & Purple Ltd	VAT return submission August	£25.00	£30.00	1813
Calor gas	Standing charge (DD)	£17.13	£17.99	1814
RFO	Sim card for pavilion - expense	£9.08	£10.90	1815
Cottenham Computers	New laptop for RFO	£408.15	£489.78	1816
SLCC	Two webinar sessions	£70.00	£84.00	1817/ 1818
RFO	Annual charge for Standard Pro with three licenses - Expenses	£359.70	£359.70	1819
Robin Hood Energy	Electric charge for the Village Hall (DD)	£105.15	£110.41	1822
Robin Hood Energy	Electric charge for the Nursery (DD)	£8.41	£8.83	1823
SLCC	Virtual National Conference	£25.00	£30.00	1825
BCS	Payroll Processing Aug 20	£35.00	£42.00	1826
CSA	Hand gel	£63.54	£76.25	1829
Atlas	Tree works in the Dunnocks	£100.00	£120.00	1830

SSE Southern Electric	Electric bill for the Pavilion/Portakabin (DD)	£317.35	£380.82	1831
SSE Southern Electric	Electric bills x 3 for the Street lighting (DD)	£104.29	£109.49	1832/ 33/34
CAPALC	Chairmanship training	£50.00	£50.00	1836
Local resident	Purchase of plants for war memorial (Rosemary/Lavender/ compost)	£34.60	£34.60	1837
RFO	Expenses re printer paper	£3.00	£3.00	1838
Cottenham Computers	Data transfer - RFO old laptop to new laptop	£54.00	£54.00	1840
Backstop Ltd	Monthly accountancy support October 20	£50.00	£60.00	1843
Shred Station	Blue bin collection	£44.00	£52.80	1844
Green & Purple Ltd	VAT return submission September	£25.00	£30.00	1842
		£2,371.93	£2,662.50	

Resolution to accept the accounts. Proposed Cllr Stewart and seconded by Cllr Henderson.

RESOLVED.

- 20/217. Management accounts** – to review the monthly management accounts – Report noted.
- 20/218. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 20/219. Matters for consideration at the next meeting** – pool ipad/tablet for banking (RFO)
- 20/220. Dates of next meetings** – Planning 8th Oct, Highways 20th Oct, Planning 22nd Oct, FLAC 27th Oct, Full 3rd November
- 20/221. Close of Meeting** – 9.25pm.

Signed _____ (Chair) Date _____