

Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 2nd February 2021 at 7.30pm

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

21/019. Chair's Introduction and Apologies for absence – Cllr Morris started by mentioning the good news regarding the recovery from Covid-19 of Cllr Collinson. Best wishes were also sent to Dan Granger, a local fireman, who is still battling the illness. Apologies accepted from Cllrs Collinson (illness) and Wotherspoon (meeting).

21/020. To accept Declarations of Interest and Dispensations – none given.

21/021. Minutes – Minor amendment made to the SCDC report under item 21/005. Resolution that the amended minutes of the meeting of the Full Council held on the 12th January 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**

21/022. Public participation – None present.

21/023. Reports

- **SCDC** – report noted. Some discussion regarding the Anglian Water decision. SCDC Cllr Wilson mentioned an issue regarding a broken street light on Stevens Close which the Asst Clerk has also been investigating; repair done today. The loose railings on Broad Lane have been causing concern and Highways have ordered urgent repairs. Cllr Morris commented that it was interesting to see some enforcement updates. Clerk chasing for updates on other enforcement items and SCDC Cllr Wilson will forward when received. Clerk queried the removal of several trees in Franklin Gardens; SCDC Cllr Wilson will follow up to see what is being done about replacement planting.
- **CCC** – report noted.
- **Clerk** – report noted. Ladybirds have requested permission to repaint the exterior of the building; no objections. They have also obtained quotes for door replacements; to be added to next agenda. Clerk to follow up regarding roof repairs to blue room. Digital newsletter has been added to website in lieu of the Cottenham Newsletter which isn't being published currently. Twinning Association has been in contact regarding artwork at the Rec and are collating ideas. Cllr McCarthy queried if there was some way to notify residents that they can put dog poo bags in normal bins or take home; Clerk to add post on our Facebook page. Query whether the ponds proposed as part of the New Life on the Old West project would work; Clerk currently liaising with them and has notified them of the recent flood issues. CPC will see the planning application for these works in due course.
- **Major developments** – report noted. Highways are still waiting for Bellway to provide a CCTV report; this is contributing to the hold up of Persimmon starting work on their pavement. At our request the fire service emptied the ditch which then refilled within 24 hours; this is not good news. NB: if the pipes across to Histon Road are cleared it could worsen the flooding there. Noted that the road outside the Bellway development was due for resurfacing on 1st April. Discussion about safety for residents on the Persimmon site. Cllr Hewitt queried whether we should discuss purchase of the land-locked County field next to the recreation ground. Noted that we are being offered land as part of the Kier application. We could request CCC Cllr Wotherspoon approach the Estates Team to broach the subject. Discussion regarding the Oakington/Rampton Road roundabout changes.
- **Village Hall & Nursery** – report noted. The nursery was handed over to the architects yesterday and we're waiting on the practical completion certificates. The building is now insured by us.

Hall completion to follow shortly. The end financial situation looks better than anticipated. Heads of Terms for the nursery will be reviewed by Council once an operator is appointed. Discussion regarding the extension of time costs; will be reviewed against the contract terms at the end of the project. The soil mound can't be moved at the current time due to the ground being too wet. Clerk to check to see if the exemption certificate was applied for. Cllr Morris clarified that the Kids Club contract issues are being discussed and the RFO and Cllr Jones have a meeting with them on Friday. They will use the pavilion once the portacabin is removed over half term. Looking at getting the hall running safely before we move them across. At the moment there are only 10 children using the Club 3 part days per week so the Pavilion has adequate space.

- **Neighbourhood Plan Referendum** – report noted. Query regarding what costs we would incur; SCDC pay for the referendum but we may incur minor costs if we want to clean up the Plan. It was noted that there is an exemption for buildings to open under current Covid-19 guidance for casting votes; this wasn't mentioned in previous guidance. Cllr Hewitt queried whether we were going to update the Plan. Not at this stage; any changes would mean going through some of the process again. We will need to review in a year or so though – the Plan has to be reviewed regularly.
- **Drainage & Flooding issues** – Cllr Graves has done some investigation on the west side of Histon Road. There are 3 pipes; one runs along the driveway of the proposed development at 38 Histon Road; one is near the wood yard and has been cleared so working fine; the other runs from Redland to the middle of a field owned by Morgans. Cllr Graves expressed concern about the size of the pipe installed by Redrow, which he believes is too big. Confirmed that the IDB are reasonably happy with the run-off rates for the new Waterbeach development. Cllr Jones raised an issue near Northstowe; Cllr Graves to investigate. Cllr Hewitt mentioned that there may still be problems with the flap valve for the Little Cut. Cllr Graves said that ideally it needed upgrading to a hydraulic system but there were considerable costs involved; this is something that could be looked at in the future.

- 21/024 Consider likely financial outturn from 2020/21** – cash and reserves projection – Report noted. Cllr Young mentioned amendments under 20/21 Hall and revenue account (20/21 column for hall should read 98 and revenue account should be 68). SCDC Cllr Wilson left the meeting at 8.50pm.
- 21/025. Revenue budget** - consider proposed net revenue budget of £307,275 – Cllr Morris ran through the figures and the two alternative budget suggestions. Amendment made to Community Facilities base total – should read 48,140; administration totals should read 6185 and 4185. Discussion regarding sports income. It was agreed that the 'base' column figures were more realistic. Query why electricity costs were the same in both versions. RFO confirmed that line 7200 was for the Green only. Cllr Ward noted that there was no income mentioned from the PV panels. Under 'finance costs' the loan interest was reduced to 3,000; under 'community facilities' the village hall electric was reduced to 2,000. Discussion regarding office costs; RFO to look into whether they are being presented in the correct format.
- 21/026. Likely financial spend in 2021/22** – consider probable costs beyond Hall/Nursery retention – Report noted.
- 21/027. Future s106 receipts** - consider likely future receipts – Cllr Morris ran through the report. Short of cash at the moment but as more houses are built this will ease. Potentially around £1.5m could be used to reduce the precept over the coming years.
- 21/028. Precept for 2021/22** - consider setting the net precept at £307,275 equivalent to £126 per Band D (£122.78 in 2020/21) – The amended figures were reviewed. RFO confirmed that once the budget and precept are completed, she produces an explanatory note which is published on our website so that residents can see how we reached our decision. Resolution that with expected expenses of £370,047 and an income of £70,773 CPC have set a precept for 2021/22 of £299,274; equivalent to £122.96 per Band D home. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**

21/029. NALC Land ownership survey – consider response to survey (by 26th Feb) – Noted that most of the data is in the Neighbourhood Plan. Resolution to delegate Cllr Hewitt to complete the NALC Land Ownership survey. Proposed Cllr Graves and seconded by Cllr Morris. **RESOLVED.**

21/030. Councillor training – Resolution to send Cllr Loveluck on CAPALC New Councillor training event on 27th March at a cost of £75. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.**

21/031. Speculative Development working party – Resolution to add Cllrs Hewitt, Jones, Loveluck and McCarthy to membership of the Speculative Development working party. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

21/032. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
HMRC	VAT payment	£88,134.62	£88,134.62	
SCDC	Zero Carbon Grant	£1,550.00	£1,550.00	
		£90,558.54	£90,733.32	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 2021	£4,575.31	£4,575.31	-
HMRC	Tax & NI for January 2021 (month 10)	£789.45	£789.45	-
SEH French	Invoice (Certificate no 12)	£223,987.09	£268,784.51	1919
AJ King	Monthly groundsman cost	£3,166.67	£3,800.00	1926
Calor	Gas delivery to the pavilion (DD)	£1,150.55	£1,208.08	1931
SSE Southern Electric	Electric invoice for the pavilion	£431.20	£517.44	1933
		£232,518.52	£279,674.79	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Feb 21	£306.21	£306.21	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
AgriPest	Rodent proofing and Mouse traps for pavilion & Cabin	£150.00	£150.00	1918
British Gas	Electric bill for the Nursery (DD)	£187.79	£197.17	1920
British Gas	Electric bill for the Village Hall (DD)	£566.29	£594.60	1921
SSE Southern Electric	Electric invoices x 3 for street lighting	£118.68	£124.60	1922
Tindall Security	Annual maintenance on CCTV system	£265.00	£318.00	1923
BCS	Payroll processing Dec 20	£35.00	£42.00	1924
Browns of Burwell	Heating oil for ladybirds	£414.76	£435.50	1925
RFO	2 x planning applications	£116.00	£116.00	1928/1929
Staples	Stationary items	£55.44	£66.53	1930
Calor	Standing charge	£17.13	£17.99	1932
Barton Oil Burner Services	Boiler repair ladybirds	£55.00	£66.00	1934
		£2,459.30	£2,641.00	
Multipay card				
Arco	Flood equipment	£217.91	£217.91	1927c

Noted that electricity to be moved from the under £500 to over £500 column. Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

21/033. Matters for consideration at the next meeting – Swift bricks/boxes (Cllr Ward)

21/034. Dates of next meetings – Planning 4th Feb, Planning 18th Feb, Full 2nd March

21/035. Close of Meeting – 9.41pm.

Signed _____ (Chair) Date _____