

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 6th April 2021 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Hutchison, Loveluck, Stewart, Ward, Wotherspoon, Young, SCDC Cllr Gough, the Clerk and Assistant Clerk

In attendance: 1 member of the public

- 21/059. Chair's Introduction and Apologies for absence** – Cllr Hutchison was welcomed to the meeting. **Apologies accepted from** Cllr McCarthy (work) and the RFO.
- 21/060. To accept Declarations of Interest and Dispensations** – none given. Cllr Graves left the meeting at 7.34pm due to internet connection issues.
- 21/061. Minutes** – Minor amendment made to item 21/040. Amendments required to Cllr Loveluck's name. Resolution that the amended minutes of the meeting of the Full Council held on the 2nd March 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**
- 21/062. Public participation** – Standing Orders suspended 7.40pm. CCC Cllr Wotherspoon read out an email from a resident regarding issues with Smithy Fen. A copy will be forwarded to the Clerk to circulate. Standing Orders reinstated 7.43pm.
- 21/063. Reports**
- **SCDC** – report noted. Discussion regarding 5 year land housing supply and construction extensions.
 - **CCC** – report noted. CCC Cllr Wotherspoon clarified that Milton will be the principal police station but that a presence will be maintained in Cambridge.
 - **Clerk** – report noted. There has been a series of ASB issues at the Recreation Ground. The Neighbourhood Plan banner will be installed shortly. Swift boxes being measured up next week. Offers received regarding replacement oak tree for the village green. Clerk to contact PCSO regarding ASB issues and add item to May agenda.
 - **Major developments** – Report noted. Comment received that the Bellway pipe may have been installed – need to check.
 - **Village Hall & Nursery** – report noted. Cllr Hewitt queried the extension of time costs; Cllr Morris to get full explanation from architects. Cllr Young questioned the number of snags; some should have been picked up by architects. A meeting is being set up asap with the architects accordingly. Noted that we have a 12 month defect period.
 - **Pre-launch working party** – report noted. Discussion regarding looking into having a venue wedding licence and a 'lite' version of the vision statement. Clerk meeting with elections officer tomorrow and will check what we're allowed to advertise during polling day.
 - **New Life on the Old West** – Report Noted.
- 21/064. Risk assessments** – Resolution to adopt Covid and Village Hall risk assessments. Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/065. S106 Infrastructure Requirements** – consider projects for funding from S106 relating to potential development of 34 affordable homes off Histon Road – Cllr Morris outlined. Ideas to be submitted to the Clerk this week.
- 21/066. Internal audit** – Resolution to appoint Heelis and Lodge to carry out internal audit at a cost of £450 (no VAT). Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/067. Year-end preparation** – Resolution to appoint Backstop Ltd accountants to assist in year-end preparation and audit support at a cost of £800 + VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

- 21/068. Communications Officer** – Resolution to appoint Cllr Hutchison as Communications Officer in line with our Communications policy. Proposed Cllr Morris and seconded by Cllr Loveluck. **RESOLVED.**
- 21/069. Kids Club holiday rates** – Kids Club would like to run a holiday club in zone 2 (usual space) in the school holidays for which they cater for up to 15 children each day. FLAC recommends a daily rate of £100 + VAT – Rates to be reviewed at the end of the year. Resolution for Kids Club to run a holiday club in zone 2 (Hall) during school holidays at a daily rate for 2021 of £100 + VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/070. Cambridgeshire ACRE** – Resolution to become a member of Cambridgeshire ACRE at a cost of £47.50. Proposed Cllr Ward and seconded by Cllr Hewitt. **RESOLVED.**
- 21/071. SLCC East Regional Training Seminar** – Resolution for the Clerk, Asst Clerk and RFO to attend the SLCC East Regional Training Seminal on 21st April at a cost of £45+VAT pp. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**
- 21/072. CAPALC Code of Conduct Training** – Resolution for 2 members of the Standards Committee (Cllr Bolitho + AN Other) and the Clerk to attend virtual Code of Conduct training event at a cost of £40pp. Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/073. SCDC Community Chest application** – consider submitting grant application for Covid screens for the Village Hall – Cllr Ward has drafted an application for Covid screens to go across the Hall and sneeze guards for the lobby reception desk. Resolution to submit Community Chest grant application. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/074. RoSPA inspection** – Resolution to book annual playground inspection at a cost of £68.50 each for the playground and skatepark. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/075. Village hall room names** – consider formal room names for the village hall – Discussions about various types of names/themes. Resolution to name the rooms as per description – lounge, hall and balcony room. Proposed Cllr Morris and seconded by Cllr Collinson. **RESOLVED.**
- 21/076. Zero Carbon Communities Grant** – consider submitting a grant application – Cllr Hewitt outlined and will work with Cllr Henderson on solar ideas; Cllr Loveluck will add information regarding tree planting. Clerk to liaise with Cllr Hewitt regarding suggestions for community buildings i.e. Ladybirds. Resolution to submit a Zero Carbon Communities grant application. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/077. Village hall rates** – consider indicative hire rates for the new hall – Cllr Ward outlined. Query regarding the commercial hire rate for the downstairs rooms. Rates and justification clarified. Resolution that the agree revised hire rates for the village hall are adopted. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 21/078. Skateboard sessions** – consider permission for Shredder Skate School to hold a free taster event at the skatepark followed by possible long-term hire agreement for weekly sessions – Clerk left the meeting at 9.11pm due to internet issue. Resolution to give permission to Shredder Skate School to hold a free taster event at the skatepark followed by possible long-term hire agreement for weekly sessions. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 21/079. Repairs to tennis fencing and cricket netting** – consider quote for repairs prior to tennis and cricket starting – Cllr Young queried if replacing like for like, and if so, was it adequate? Cllr Hewitt acknowledged not ideal but will protect building/tennis nets for this season. Longer term solution is needed. Resolution to accept quote for repairs to tennis fencing and cricket netting. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 21/080. Public art** – consider using public art funds to repair and frame Inclosures map and display cabinet for Inclosures book to be located in the Village Hall – Clerk returned to the meeting at 9.14pm. Quotes to be obtained for the works. Consider interpretation board to go with the map.
- 21/081. Memorial Football Match** – Resolution for permission for a memorial match at the Recreation Ground in memory of Danny Granger on 30th May. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

- 21/082. Outdoor table tennis table** – consider installation costs for outdoor table tennis table at a cost of up to £1500 – Cllr Hewitt stated that the proposed location was Tenison Manor. Clerk to contact Willingham PC to see how they have secured their tables. Resolution to accept installation costs for outdoor table tennis table at a cost of up to £1500. Proposed Cllr Hewitt and seconded by Cllr Morris. **RESOLVED.**
- 21/083. Redrow Homes** – consider writing to County Highways regarding traffic management plan – Clerk outlined. CCC Cllr Wotherspoon is trying to speak to County Officers to gain more information. Clerk to add item to 22nd April planning committee meeting.
- 21/084. Memorial bench** – consider installation of a memorial bench on Tenison Manor estate (resident request) – Clerk outlined. Noted that the bench would need to be located in plain site and the grass area on Tenison Manor would be suitable (Clerk to approve the location). Resident to pay for installation as well as the bench, which must be fixed to the ground. Resolution for installation of a memorial bench on Tenison Manor. Proposed Cllr Morris and seconded by Cllr Young. **RESOLVED.**
- 21/085. Delegation of urgent and routine matters** – Resolution that in light of changes to government legislation for zoom meetings, CPC delegates authority so that any decision required regarding the operation of or development of essential aspects of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Clerk in consultation with the Chair, RFO and the Chair of the relevant Council Committee (with the assumption that it is done sparingly until 21st June subject to government Covid guidelines) with all decisions made being ratified at the first available meeting of the relevant committee. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

21/086. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
T Gawthrouph	Town Ground Rent	£288.75	£346.50	
HMRC	VAT payment	£34,864.63	£34,864.63	
		£36,027.30	£36,259.83	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2021	£4,979.19	£4,979.19	
HMRC	Tax & NI for March 2021 (month 12)	£1,333.36	£1,333.36	-
Algar Signcraft	Sign for the Village Hall	£1,530.00	£1,836.00	1959
City Furniture	Office furniture	£699.95	£839.94	1961
Cambridge Van Leyden	Engineering services - Village Hall	£1,881.00	£2,257.20	1964
Cambridge Van Leyden	Engineering services - Nursery	£761.44	£913.73	1965
British Gas	Electric invoice for Village Hall (DD)	£1,128.65	£1,185.08	1969
CB Creative	Outdoor signs for Rec Ground + fitting	£959.00	£1,150.80	1977
Wybone	Three litter bins	£937.97	£1,125.56	1981
AJ King	Monthly Ground Maintenance	£3,166.67	£3,800.00	1984
GOPAK	12 folding tables & a table trolley	£1,405.97	£1,687.16	1986
Morleys	40 Chairs and two chair trollies	£1,724.00	£2,068.80	1987
SEH French	14 th interim payment certificate	£153,147.63	£183,777.16	1995
		£173,654.83	£206,953.98	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension April 21 (DD)	£245.21	£245.21	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1957
Shred Station	Blue bin collection	£44.00	£52.80	1958
Xero	Monthly subscription (DD)	£24.00	£28.00	1962

Staples	Stationary/office equipment order	£43.14	£51.77	1963
RFO	Stationary (large boxes for office move)	£14.99	£17.99	1966
RFO	Sim card for the pavilion	£9.08	£10.90	1967
Southern Electric	Electric for street lights at 3 sites (DD)	£99.24	£104.18	1968
BCS	Payroll Processing	£35.00	£42.00	1970
Watch the Dot	Setting up of holding page	£65.00	£78.00	1971
Viking	Kitchen equipment for Village Hall (downstairs)	£275.80	£334.51	1972
Viking	Order for wall clock for new office	£26.84	£32.66	1973
CAPALC	Councillor training course	£75.00	£75.00	1974
King & Co Solicitors	Work on Kids Club Contract	£150.00	£180.00	1979
British Gas	Electric invoice for the Nursery (DD)	£102.59	£107.71	1980
Viking	Misc items for the Village Hall (Stationery/signage/Kitchen equipment)	£150.84	£184.56	1982
Viking	Waste bin for the Village Hall	£79.99	£98.36	1983
AJ King	Extra hours - assisting with Office move & issues relating to Hall set up	£202.50	£243.00	1985
Cambs ACRE	Membership	£47.50	£57.00	1988
Viking	First Aid box x 2	£22.54	£27.05	1989
Southern Electric	Electric invoice for the Pavilion (DD)	£285.82	£342.98	1990
Travis Perkins	Purchase of a broom	£7.23	£8.68	1991
Cambs ACRE	Hall hire document template.	£15.00	£15.00	1992
Caprari	Service of pumps at rec ground	£300.00	£360.00	1993
Viking	Ink Cartridges and signage	£27.95	£33.54	1994
		£2,571.26	£2,997.30	
Multipay Card				
O2	Top up for Assistant Clerk phone	£10.00	£10.00	1960C
Viro Branding	Door signage for Village Hall	£21.34	£25.61	1975C
Amazon	Post box for the Nursery building	£27.49	£28.50	1976C
Amazon	2 x Kettles for the Village Hall	£31.66	£38.00	1978C
		£90.49	£102.11	

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

21/087. Management accounts – to review the monthly management accounts – Report noted.

21/088. Bank reconciliation – to review monthly bank reconciliation – Report noted.

21/089. Matters for consideration at the next meeting – items to be given to the Clerk.

21/090. Dates of next meetings – Planning 8th April, Planning 22nd April, APM 27th April, FLAC 29th April, Full 4th May

21/091. Close of Meeting – 9.47pm.

Signed _____ (Chair) Date _____