

## Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 2<sup>nd</sup> March 2021 at 7.30pm

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

**In attendance:** 3 members of the public

**21/036. Chair's Introduction and Apologies for absence** – Cllr Collinson was warmly welcomed back. Cllr Collinson gave his thanks to everyone for their kindness and support during his illness. Apologies accepted from SCDC Cllr Wilson. Cllr Hewitt arrived at 7.32pm.

**21/037. To accept Declarations of Interest and Dispensations** – none given.

**21/038. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 2<sup>nd</sup> February 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Henderson.

**RESOLVED.**

**21/039. Public participation** – no comments at this stage.

**21/040. Reports**

- **SCDC** – report noted. Cllr Collinson queried the Persimmon temporary footpath; there may still be a right of way issue to be resolved and it is hoped that work on the pavement to the front of the site will be started shortly. Discussion regarding the SCDC meeting on 23<sup>rd</sup> February regarding greater control of HGVs through villages. SCDC Cllr Gough confirmed that the commitment to promote road design for cycling and walking was unanimous and it was now a case of making everyone aware.
- **CCC** – report noted.
- **Clerk** – report noted. Arson incident at the Rec over the weekend. Cllr Hewitt thanked SCDC for the replacement dog poo bin. Cllr Bolitho wondered if more could be done regarding the blocked gully at the top of Margett Street. A bollard in that area is still missing and the Asst Clerk is still chasing. The LHO is having issues sourcing a replacement. NB: it will be replaced with a metal bollard.
- **Major developments** – Report noted. Cllr Morris stated that there were complications on the Bellway site regarding drainage and they are still trying to work out why the ditches to the front haven't drained. It is possible that the pipes are blocked or have collapsed. As a result, the road reinstatement in April may be delayed. Cllr Collinson queried what would happen to the properties on Histon Road if the pipes were unblocked. Cllr Graves ran through a diagram of the pipe locations. Pipes 2, 3 and 4 are all running. Not entirely certain about pipe 1 but surmises that is running also. Prior to Christmas none of them were working. Suspects that once the water table drops in the summer that everything will be ok. NB: pipe 3 will empty Persimmon and pipe 2 will empty the Bellway site ditch. It was noted that the standing water in front of the new developments could be because the pipes haven't worked properly for years. Don't know where any of the pipes start but possibly under the Redrow site. Cllr Morris commented that we were still waiting to see the Bellway CCTV report. Noted that the landowners are responsible for the pipes and under the Drainage Act they can't hold water back. NB: there was not supposed to be any runoff from the developments and they have to keep the water within their sites. This situation is an ongoing concern, and we are engaging with other agencies. This Land – have advised that they are amenable to moving the access road to the edge of the site, rather than potential bisecting the Recreation Ground. Cllr Young commented that several solar studs on Rampton Road have been damaged or are missing following the work done by Redrow contractors; needs reporting to Streetworks. Resident 4

joined the meeting at 8.02pm. Cllr Hewitt asked about the possibility of buying the County land now which has held back; we can make an enquiry accordingly.

- **Village Hall & Nursery** – report noted. Concerns raised that there was an overspend on the project however Cllr Morris stated that the overall spend is under budget. There have been some extras that weren't initially budgeted for i.e., the emergency access road which was a Building Control requirement. Discussion regarding the costs and delays. Cllr Young commented that there was a lack of transparency regarding the cashflow and there didn't seem to be good governance regarding the project. Kids Club looking to move in late March. Cllr Young raised concerns with the satellite cable above the link door; Clerk to check. Noted that there is money held back as part of the contract for defects.
- **Pre-launch working party** – Report noted.

**21/041. Co-option** – consider applications for co-option to the Council – Standing Orders suspended 8.29pm. Candidate one introduced themselves. Have been living in Cottenham for 2 years and is very interested in helping the community. Candidate two introduced themselves. Has lived in Cottenham for 15 years and is involved with local groups including the flood group. All residents and SCDC Cllr Gough put into the waiting room at 8.34pm. Vote undertaken by a show of hands and Candidate one, Tracy Hutchison, was co-opted to the Council. Residents re-joined the meeting at 8.36pm. Both candidates were thanked for their applications; it was noted that another vacancy would be available from the end of the week following the period of notice. Resident 2 left the meeting at 8.38pm and Standing Orders were reinstated.

**21/042. Swift boxes** – consider installation of additional swift boxes at the Recreation Ground – Cllr Ward ran through the project details. It was a planning condition to have a swift brick installed in the new Village Hall however swifts are colony birds so a single brick isn't attractive. Standing Orders suspended at 8.41pm. Dick Newell, Action for Swifts, said that the boxes would also be attractive to house sparrows, great tits and other cavity-nesting birds. The group are concentrating on swifts because the species are in decline. The boxes aren't attractive to swallows who nest differently, and the entrance hole is too small for starlings. The noise attraction system is controversial so need to choose the time of day and volume appropriate to the location. The boxes would be tailor made to fit the locations. Already have several large projects in the vicinity including Fulbourn and Landbeach. Question whether we need someone to check the boxes and whether they require maintenance. Noted that there is no guarantee that the boxes will be used. Resolution that we permit the installation of 6 swift boxes to the village hall, 1 triangle on the pavilion under the eaves/gable (subject to survey), with associated call attraction systems at a cost of £390 + £80 installation. £411 to come from grant already received. Proposed Cllr Ward and seconded by Cllr McCarthy. **RESOLVED.** Mr Newell and Peter Pilbeam to liaise with the Clerk accordingly. Would be good to get resident involvement with the project. Mr Newell and Mr Pilbeam left the meeting at 8.54pm. Standing Orders reinstated 8.54pm.

**21/043. CAPALC affiliation** – Resolution to renew CAPALC membership at a cost of £946.44. Proposed Cllr Hewitt and seconded by Cllr Collinson. **RESOLVED.**

**21/044. PWLB loan** – seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £230,000 over a borrowing term of two years loan to bridge a gap in s106 receipts – Cllr Morris outlined. The resolution is formulaic and has been suggested by MHCLG. Discussion regarding the term of the loan and amount. Not certain whether we can pay off early so would need to check. The resolution seeks to ask permission should we need the funds in 3-4 weeks time. RFO confirmed that she didn't have any concerns and we were likely to need the money very soon. Resolution that CPC seeks the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £230,000 over a borrowing term of two years for completion of the Village Hall and Nursery project. The annual interest payments will be around £5,000 and the principal will be repaid after two years. It is not

intended to increase the precept for the purpose of the loan repayment. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

**21/045. VH pre-launch working party membership** – Resolution for Cllr McCarthy to join the working party. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**

**21/046. Broad Lane ditches** – consider issues with Old Rec and Broad Lane ditches – Cllr Graves has been in contact with Mr and Mrs White regarding potential flooding to their frontage due to issues with the flap valve on the Little Cut not operating properly. A hydraulic flap may still have problems. Would be worth looking at it in the summer, when water levels have dropped, to see why it isn't sealing better. The balancing pond is working well. CPC need to do more maintenance to the ditch along the front of the Old Rec site (Broad Lane side). Would be worth approaching County because the 9" pipe on their land needs renewing all of the way to the IDB ditch. Need to look at how we take this forward.

**21/047. Connections Bus** – Resolution to register an in principle interest in new Covid-safe youth venture run by the Connections Bus. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.**

**21/048. Remembrance Oak tree** – Resolution to purchase a replacement oak tree for the village green up to a value of £500. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**

**21/055. Bank reconciliation** – to review monthly bank reconciliation – Report noted.

**21/053. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
HMRC	VAT payment	£46,041.21	£46,041.21	
SCDC	Section 106 Early Years payment	£139,771.24	£139,771.24	
Bowls Club	Electricity recharge	£37.44	£37.44	
Ladybirds	50% of boiler repair recharge	£27.50	£27.50	
Cambs County Council	S106 monies (Early years)	£76,460.20	£76,460.20	
		<b>£263,211.51</b>	<b>£263,386.29</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for March 2021	£4,776.53	£4,776.53	
HMRC	Tax and NI for February 2021 (month 11)	£1,193.06	£1,193.06	-
SEH French	Supply & installation of gutter lining with outlet at Ladybirds	£424.00	£508.80	1935
SEH French	Removal of window, make good & brick up at Ladybirds	£1,227.00	£1,472.40	1936
Zurich Municipal	Insurance cost for the Nursery building	£671.35	£671.35	1938
AJ King	Monthly groundsman invoice	£3,166.67	£3,800.00	1943
CSG Utilities	Line placements re broadband at the Village Hall	£1,900.00	£2,280.00	1944
SEH French	Contract invoice re certificate 13	£165,064.19	£198,077.03	1945
Zurich Municipal	Insurance cost for the Village Hall building	£1,321.02	£1,321.02	1947
British Gas	Electricity Bill - Village Hall - 1st Nov to 31st Jan (DD)	£2,647.81	£2,780.20	1950
SSE Southern Electric	Electricity Bill - Rec ground (Ladybirds & Bowls Club from 31st Oct - Feb 11th)	£1,285.02	£1,542.02	1955
		<b>£183,676.65</b>	<b>£218,422.41</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension March 21 (DD)	£328.89	£328.89	-

Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1937
Xero	Monthly charge for accountancy package (DD)	£24.00	£28.80	1939
RFO	Expenses re sim card for the pavilion	£9.08	£10.90	1940
BCS	Payroll processing Jan 2021	£35.00	£42.00	1941
SEH French	Access Scaffold for signage installation	£450.00	£540.00	1948
SSE Southern Electric	Electric invoice for the pavilion (DD)	£288.69	£346.42	1951
SSE Southern Electric	Electric x 3 for the street lights (DD)	£99.24	£104.18	1952
CSA	Dispenser soap x 4	£84.72	£101.66	1953
SSE Southern Electric	Electric for the Village green (DD)	£36.05	£37.85	1954
British Gas	Electricity for the Nursery (DD)	£285.27	£299.53	1956
		<b>£1,862.94</b>	<b>£2,106.63</b>	
<b>Multipay Card</b>				
Street Solutions UK	Flood risk road sign	£31.64	£37.98	1942C
Planning Portal	Planning application payment	£58.00	£58.00	1946C
Amazon UK	Post box for village hall	£24.92	£29.90	1949c
		<b>£114.56</b>	<b>£125.88</b>	

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

- 21/049. EV Charger** – consider charging rates for use of the EV point at the Recreation Ground – Item deferred.
- 21/052. Village hall cleaning** – consider appointing cleaner for the Village Hall – Cllr Morris outlined the report. Resolution that we appoint cleaner for the Village Hall on a temporary basis (6 months) with a value of no more than £500 per month. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 21/050. Playground reinstatement** – consider reinstatement/refurbishment of play area at the Recreation Ground – Cllr Hewitt outlined the report and suggested location. Location suggested but will need to be professionally designed and 3 quotes required for the works. Resolution to spend up to £10k of s106 Open Space monies to reinstall the toddler play area at the Recreation Ground. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 21/051. Village hall room names** – consider formal room names for the village hall – Item deferred. Clerk to circulate pictures of the rooms.
- 21/054. Management accounts** – to review the monthly management accounts – Report noted.
- 21/056. Matters for consideration at the next meeting** – items to the Clerk.
- 21/057. Dates of next meetings** – Planning 4<sup>th</sup> March, CALF 16<sup>th</sup> March, Planning 18<sup>th</sup> March, Highways 23<sup>rd</sup> March, FLAC 30<sup>th</sup> March, Full 6<sup>th</sup> April
- 21/058. Close of Meeting** – 9.58pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_