

Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 4th May 2021 at 7.30pm

Present: Cllrs Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Hutchison, Loveluck, Stewart, Ward, Wotherspoon, Young, the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

In the absence of a Chair, Cllr Bolitho was selected to Chair the start of the meeting.

- 21/092. Election of Chairman** - Resolution to elect Cllr Hewitt to be Chairman of the Council and to receive their Declaration of Acceptance of Office. Seconded by Cllr Graves. **RESOLVED.** Cllr Hewitt took the Chair. Outgoing Chair and former Cllr Frank Morris was thanked and commended for his work during his time on the Council.
- 21/093. Election of Vice Chair** - Resolution to elect Cllr Hutchison to be Vice Chair of the Council and to receive their Declaration of Acceptance of Office. Seconded by Cllr Stewart. **RESOLVED.**
- 21/094. Chair's Introduction and Apologies for absence** – there were no apologies given.
- 21/095. To accept Declarations of Interest and Dispensations** – Resolution to accept dispensation for Cllr Hutchison (in relation to matters to do with the new nursery). Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**
- 21/096. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 6th April 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 21/105. Co-option** – consider application for co-option to the Council – item brought forward. Standing Orders suspended 7.45pm. Mr Faulkner ran through his reason for wanting to join the Council. Standing Orders reinstated 7.47pm. Resolution to co-opt Zach Faulkner onto the Council. Proposed Cllr Graves and seconded by Cllr Bailey. **RESOLVED.**
- 21/097. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts). Cllrs Faulkner, Hutchison and Ward to be added. Resolution to amend membership to 8 and add Tennis Club. Proposed Cllr Hewitt and seconded by Cllr Hutchison. **RESOLVED.** Clerk to contact Kids Club and Ladybirds to see whether they wish to attend meetings (as per current ToR's).
 - Finance Committee (ToR Oct 2019; 7 members, quorum 3). Add Cllrs Hewitt, Hutchison, Stewart and Ward. RFO ran through signatory process. Cllrs Hewitt and Hutchison to be added. RFO to arrange paperwork.
 - Highways Committee (ToR Jan 2021; 9 members, quorum 3; 3 ad-hoc co-opts) Add Cllrs Hutchison and Loveluck.
 - Planning Committee (ToR July 2020; 11 members, quorum 4). Cllr Ward stepped down. Add Cllrs Bailey, Henderson, Hewitt and Hutchison. SCDC Cllr Wilson arrived 8.05pm.
 - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for Code of Conduct complaints handling). Add Cllrs Faulker, Hewitt, Hutchison and Young. Resolution to increase committee membership to 7. Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**
- Resolution for all Chairs to remain in situ for the time being. Cllr Loveluck to take over as Chair of Planning. Proposed Cllr Graves and seconded by Cllr Collinson. **RESOLVED.**
- Nursery Management Committee (new) – to consist of Cllrs Bailey, Hewitt and Hutchison + CCC Education representative, CPS representative and nursery representative. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**
- 21/098. Review Membership and Status of "Standing" Working Parties** – item deferred.

- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
- HR (Cllrs Bailey, Morris & Ward)
- Drainage & Flooding (Cllrs Graves, Hewitt, Morris, Ward & Wotherspoon)
- Youth (CALF)

21/099. Endorse status of “Task & Finish” Working Parties

- Local Plan (Cllrs Hewitt & Morris) – deferred.
- Neighbourhood Plan (Cllrs Collinson, Ward, Young). Add Cllr Hewitt. Cllr Hewitt to assist Cllr Ward to update the Plan as requested by the SCDC NP team.
- Speculative Developments (Cllrs Hewitt, Loveluck, Morris, Young & the Clerk) – deferred.
- New Village Hall & Nursery (the Clerk, Asst Clerk & RFO) – deferred.
- Village Hall post-construction (the Clerk and RFO) – deferred.
- Village Hall pre-launch (Cllrs Bailey, Ward and the Clerk). Add Cllrs Hutchison and Young.
- Ladybird re-furb (Cllrs Loveluck and Stewart). Add Cllr Hewitt.
- Tony Nicholas Memorial (Cllrs Bolitho, Collinson and Morris) – deferred.

Amendments to Task and Finish Working Parties proposed by Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**

21/100. Review representation as Trustees etc. (current representatives named for possible continuity) – item deferred.

- Church and Causeway Charity (Trustee, Cllr Bolitho)
- Cottenham Community Centre (Trustee, vacant)
- Cottenham Charities (Trustee, Lynda Harford and David Mudd)
- Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
- Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
- Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)

21/101. Review Parish Council Officers – item deferred.

- Trees Warden (Cllr Bolitho)
- Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
- Communications (Cllr Hutchison)
- Defibrillator (Cllrs Henderson & Hewitt)

21/102. To review policy recommendations by Committees – item deferred.

- Code of Conduct (amended July 2015)
- Complaints procedure (amended July 2015)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- IT & Communications (adopted October 2015)
- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

21/103. Public participation – no comments at this stage.

21/104. Reports

- **SCDC** – report noted. Cllr Graves queried the situation regarding the Setchell Drove gate. SCDC Cllr Gough is following up. Query whether the lock was substantial enough. Developer Liaison meeting to invite County Cllr going forward.
- **CCC** – report noted. Clerk has asked CCC and SCDC reps to follow up regarding the temporary removal of the Milton P&R service.
- **Clerk** – report noted. Clerk reminded Cllrs about email policy. Correspondence received from CPS to thank us for music therapy grant.

- **Major developments** – Report noted. Bellway have asked Persimmon to remove a drainage connection that seems to have been built without their knowledge before they can complete their s278 works. Persimmon Technical Director to follow up.
- **Village Hall & Nursery** – Report noted. Internal signs now in place. Wifi nearly operational. Cllr Ward is looking into the hearing loop system. Need to contact AC Leigh regarding SALTO training (Cllrs Bailey and Ward to join training session).
- **Pre-launch working party** – Report noted. Need suggestion regarding cleaning of outside toilet (strict regulations due to Covid).

21/106. FECA membership – Resolution to renew FECA Membership 2021-2022 at an annual cost of £15 – Proposed Cllr Henderson and seconded by Cllr Stewart. **RESOLVED.**

21/107. Nursery operator – consider appointing Chestnut Nurseries as Preferred Operator subject to contract – Cllr Hutchison ran through the appointment. Chestnut are an experienced operation and as such they may be able to get a temporary licence from Ofsted. They will be supplying a revised business plan and some negotiation will need to take place regarding the contract. Discussion regarding places for Cottenham residents. Heads of Terms to be looked at with Chestnut. Resolution to appoint Chestnut Nurseries as preferred operator subject to contract – proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.**

21/108. Village Hall bars– consider aspects of holding council meetings in a licensed premises – RFO stated that FLAC had received legal advice to confirm that it is acceptable to hold PC meetings in a licensed premises; no alcohol is to be served in the meeting room itself. Cllr Ward has been in contact with the SCDC Licensing Officer.

21/109. Public art – consider quote for using public art funds to frame Inclosures map and make a bespoke display cabinet for Inclosures book to be located in the Village Hall – Clerk outlined. Cllr Bolitho queried whether we could sell copies of the map. Cllr Wotherspoon to speak to County Archives. Item deferred.

21/110. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£191.59	£229.91	
Ladybirds	Quarterly rent payment	£1,655.00	£1,655.00	
HMRC	VAT payment	£33,089.79	£33,089.79	
SCDC	50% of Precept	£149,637.00	£149,637.00	
		£182,726.79	£182,726.79	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 2021	£4,789.66	£4,789.66	
HMRC	Tax and NI for April 2021 (month 1)	£1,464.98	£1,464.98	
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	2012
Calor	Delivery to the pavilion	£1,051.20	£1,103.76	2013
Wybone Ltd	Litter bins x 3 and fixings	£937.97	£1,125.56	2014
MAS Environmental	Noise Management plan (Village Hall)	£782.50	£939.00	2024
		£12,192.98	£13,222.96	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension May 21 (DD)	£329.93	£329.93	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Source for Business	6 monthly water - Green & memorial (DD)	£73.26	£73.26	1996
Southern Electric	Invoices x 3 for street lights (DD)	£108.87	£114.30	1997
British Gas	Electricity invoice for the Village Hall (DD)	£1,214.11	£1,274.81	1998
Viking	Mind Head sign	£4.79	£6.20	1999
RFO	Printer paper	£4.89	£4.89	2000

CB Creative	Neighbourhood plan banner	£130.00	£156.00	2001
Xero	Monthly accountancy subscription (DD)	£24.00	£28.80	2002
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	2003
RFO	Expenses re Sim card for the pavilion	£9.20	£11.04	2004
SLCC	3 x invoices for Clerk, Assistant Clerk & RFO - SLCC Regional Training seminar	£135.00	£162.00	2005
ICO	Renewal	£40.00	£40.00	2006
BCS	Payroll Processing	£35.00	£42.00	2007
CSA	Cleaning equipment for Village Hall	£408.33	£490.00	2008
CSA	Cleaning equipment for Village Hall	£53.12	£63.75	2009
CSA	Cleaning equipment for Village Hall	£2.81	£3.37	2010
CSA	Cleaning equipment for Village Hall	£10.84	£13.01	2011
AJ King	Additional work for the Village Hall	£390.00	£468.00	2015
Viking	Ink cartridges/stationary and signage	£48.74	£58.49	2016
Viking	Correction Fluid	£2.57	£3.08	2017
JEE Electrical	Taking down of Christmas lights	£120.00	£120.00	2018
JEE Electrical	Wiring for telephone and in the office	£90.00	£90.00	2019
SSE Southern Electric	Electricity invoice for the Pavilion (DD)	£278.19	£333.82	2020
VIRO Branding	Signage for Hall and Nursery	£75.87	£91.04	2021
Community Heartbeat Trust	Annual Support cost (Year 3) 05/21 - 05/22	£135.00	£162.00	2022
FECA	Annual Membership	£15.00	£15.00	2023
Clerk	Sustenance for nursery selection panel mtg	£28.70	£28.70	2025
		£3,990.22	£4,449.89	

Gross income figure to be amended. SCDC Cllr Wilson left the meeting at 9.13pm. Noted that no gas bills had been received for the Hall as yet. British Gas invoice under the wrong section. Period of utility bills to be added going forward. Cllr Henderson to undertake a survey of the utilities for the Hall. Resolution to pay these invoices – Proposed Cllr Ward and seconded by Cllr Graves.

RESOLVED.

21/111. Year end accounts– consider year end accounts for 2020-2021 – Cllr Young raised concerned about the lack of cash going into the new financial year. Cllr Bolitho to chase the MP regarding the loan. Resolution to accept the year end accounts for 2020-2021 – proposed Cllr Bolitho and seconded by Cllr Hewitt. **RESOLVED.**

21/112. Matters for consideration at the next meeting – electronic document storage.

21/113. Dates of next meetings – Planning 6th May. NB: the following scheduled meeting dates are all cancelled due to changes in zoom legislation for Councils: CALF 18th May, Planning 20th May, Full 1st June, Planning 3rd June, Highways 15th June. The next meeting of the Council will be FLAC on 22nd June which will be held face to face. Noted that an EOM may need to get held to get the AGAR signed.

21/114. Close of Meeting – 9.23pm.

Signed _____ (Chair) Date _____