



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of the Council was held at The Hub Community Centre, Cambourne on Tuesday 19th May 2015.

Present:

Cllr S Crocker (Chairman)
Cllr G Cooper
Cllr Mrs L Doidge
Cllr P Gavigan
Cllr T Hudson

Cllr S Masters
Cllr Dr G Mehboob
Cllr J Patel
Cllr Mrs R Poulton

In attendance:

John Vickery, Parish Clerk
Liz Pinchen, Deputy Parish Clerk
Jessica Lydon Apprentice Office Administrator

4 members of the Public were in attendance for the meeting.

1. **ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr P Gavigan proposed Cllr S Crocker, this was seconded by Cllr Mrs R Poulton there being no other nominations, he was duly elected as Cambourne Parish Council Chairman for the ensuing year and signed the Declaration of Acceptance of Office.

2. **REMARKS FROM THE RETIRING CHAIRMAN**

The Chairman made the following announcements:

- The Chairman and Parish Clerk have recently met with Jean Hunter, Chief Executive of South Cambs District Council to discuss the Parish boundary. The current boundary does not include the proposed area of West Cambourne which currently sits within the Parish of Caxton. A desire to bring the area of West Cambourne in to the Parish of Cambourne was expressed. In order for this to happen a community governance review need to take place. There are two ways this can be achieved; either by 50% of the population signing a petition or by convincing the Civic Affairs Committee at SCDC to carry one out. As a result of the recent meeting the Civic Affairs Committee have agreed to look at the proposal at their meeting in July 2015. Prior to this the Parish Council needs to submit a letter setting forth the proposal for the boundary change. The Chairman will draft a letter and present it at the June 2015 Council meeting for consideration and ratification before sending to SCDC. Concerns were raised regarding the provision of healthcare if West Cambourne comes within the Parish of Cambourne but it was clarified that changing the boundary would not affect how the

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provision of health services is dealt with in the application for West Cambourne. The proposed boundary has been discussed with representatives of Caxton Parish Council who have indicated that they are supportive of the proposal. There will be a consultation period to the end of October with a decision expected at around Christmas time, roughly at the same time as a decision is expected on the West Cambourne planning application.

- The Chairman has met with newly elected MP Heidi Allen to discuss her leading the charge on resolving the issues regarding health funding in Cambourne. Further updates on this are expected in the near future.
- As part of the end of year an Annual Report will be published and it will include Councillor attendance figures for all Council and Committee meetings for the previous year.

3. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Cllr S Crocker proposed Cllr J O'Dwyer, this was seconded by Cllr P Gavigan, there being no other nominations, he was duly elected as Cambourne Parish Council Vice-Chairman for the ensuing year. Cllr J O'Dwyer will sign the Declaration of Acceptance of Office as soon as he is able.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Ms R Betson, Cllr J O'Dwyer and Cllr Dr S Smith.

It was noted that no apologies for absence had been received from Cllr Mrs L Selway.

It was:

RESOLVED that the apologies for absence from Cllr Ms R Betson, Cllr J O'Dwyer and Cllr Dr S Smith be approved.

5. **MINUTES OF THE LAST MEETING**

It was:

RESOLVED that the Minutes of the meeting held on Tuesday 7th April 2015 (M138), were approved as a correct record and signed by the Chairman.

6. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

Cllr J Patel declared a Disclosable Pecuniary Interest in Item 19 as Treasurer of the Cambourne Youth Partnership.

7. **POLICE MATTERS**

PCSO Jackson had sent his apologies for being unable to attend the meeting and had submitted a report that had been circulated prior to the meeting. (Report attached)

Concern was raised that the report was not all specific to Cambourne and was very similar to reports sent out to other Parishes. It was noted that the number of incidents that had been reported was down but that there was no way of checking the accuracy of the figures. The figures are harvested from all the reports sent in to the 101 phone number and categorised into types of incidents.

Cllr Poulton expressed an interest in pursuing the possibility of getting a Police

Cadet Unit set up in Cambourne as discussed with Police and Crime Commissioner Sir Graham Bright at the Annual Parish Meeting on 5th May 2015. The cost and feasibility of setting up a unit will need to be investigated.

It was:

RESOLVED that the possibility of a Police Cadet unit in Cambourne be agreed in principle and that Cllr Mrs R Poulton and the Parish Clerk be delegated to investigate the costs and feasibility.

Cllr S Master wished it to be noted that he had voted against the resolution but did not want his reasons recorded.

8. **CLERKS UPDATE**

The Parish Clerk had circulated a report on his activities since his last update. (Report attached).

The following comments were made:

Item 4 – A meeting is being arranged to discuss the licence for the use of the Blue School for the next year.

Item 8 – The developers of Northstowe were directed by SCDC to talk to Cambourne Parish Council about how to best handle the issue of grounds maintenance.

Item 9 – A bailiff has been seen monitoring the area of the lakes but he is not a dog warden. The Parish Clerk will check this with the Wildlife Trust.

Item 19 – A cradle swing has just been removed from the Upper Cambourne Play Area as the post had rotted and was unsafe. A claim has been made for it to be replaced under a warranty claim.

It was:

RESOLVED that the report be received.

9. **HEALTHCARE IN CAMBOURNE**

A letter had been received from Dr Peter Bailey in response to a report produced for MCA by Dr Andrew Buroni. The Chairman reiterated that he has flagged up the issues of healthcare in Cambourne with Heidi Allen MP and has invited her to attend a Parish Council meeting to discuss the issues. Local authorities have no influence over NHS funding so this needs to be addressed at Parliamentary level. Cambourne needs to be identified as a special case as the demographic of Cambourne is so far removed from the national average.

It was noted that Dr Buroni is a health consultant working on behalf of MCA. Dr Bailey is also advising MCA on behalf of Monkfield Medical Practice but is not paid by MCA.

A further update should be available at the next meeting.

It was:

RESOLVED that the report be received.

10. **RESIDENTS CORRESPONDANCE**

Allyson Mills - Letter regarding local byelaws, litter and anti-social behaviour

Bye-laws

The Parish Clerk reported that there are currently no bye-laws in Cambourne although they have been considered previously for keeping dogs on leads and

anti-social behaviour. Concern was raised regarding the walking of dogs on the sports pitches despite the fact there are signs in place stating there should be no dogs on the pitches. The possibility of a dog warden was recently discussed with the Environmental Health Officers from SCDC but there are issues with enforcement unless names, addresses and witnesses are obtained. A Public Space Protection Order could be put in place as a starting point to protect the sports pitches.

It was suggested that the schools are approached with regard to having a poster design competition/campaign to raise awareness of the issues associated with dog fouling.

It was felt that the difficulties associated with enforcing bye-laws should not prevent them being put in place and that their presence was a deterrent in itself.

It was:

RESOLVED to engage with the schools to organise a poster design competition/campaign to raise awareness of the issues related to dog fouling.

It was:

RESOLVED to investigate the procedure for the implementation of bye-laws and the implications of imposing them.

Anti-social behaviour and littering.

The Parish Clerk reported that litter bins have been placed at the Caxton underpass even though the underpass is in Caxton Parish as many of the youths congregating in the area are from Cambourne. The Wildlife Trust have declined to put a litter bin on Crow Hill next to the bench as it was felt that this would encourage congregation of youths on Crow Hill which would lead to more littering.

The Police are informed of issues reported to the Parish Office.

It was:

RESOLVED to forward the resident's email to PC Kevin Murphy for information.

11. COMMITTEE REPORTS

Reports were received on the following:-

11.1 Planning Committee held on 7th April 2015 (PLN M220), 21st April 2015 (PLN M221) and 5th May 2015 (PLN M222)

It was:

RESOLVED that the reports be received.

11.2 Leisure & Amenities Committee held on 21st April 2015 (LA M61).

It was:

RESOLVED that the report be received.

11.3 Festival Working Party held on 14th April 2015 (FWP M4) and 12th May 2015 (FWP M5)

It was noted that the Minutes of the Festival Working Party held on 14th April 2015 (FWP M4) had been omitted from the agenda pack.

The Minutes of the Festival Working Party contained a recommendation to release some of the Festival budget which is required for the sound and lighting requirements and for the advertising campaign.

It was:

RESOLVED that the report be received, that the Minutes of the Festival Working Party (FWP M4) be deferred to the next meeting, that the Festival budget be released and that the Parish Clerk be delegated authority to authorise payments for the Festival Working Party up to the maximum budget of £3,000.

12. APPOINTMENT OF STANDING COMMITTEES

12.1 Committee Structure

Concern was raised that some councillors were on all Committees which has led to a situation whereby some councillors are currently not on any Committees. It was felt that all councillors should be on at least one Committee. Cllr Dr S Smith had expressed a wish to remain on the Planning and Leisure and Amenities Committees. Cllr Ms R Betson is currently a representative on the Parish Plan Steering Committee but does not sit on any Parish Committees.

The Meeting was adjourned to allow a member of the public to speak.

The Meeting was reconvened.

Cllr G Cooper expressed a wish to fill one of the vacancies on the Finance and Policy Committee. All other councillors present expressed a desire to remain on their current Committees.

12.2 Planning Committee (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Members for 2015 - 2016

12.3 Planning Committee Election of Chairman for the ensuing year:-

- Cllr S Crocker proposed Cllr P Gavigan to be Chairman. This was seconded by Cllr S Masters.

It was:

RESOLVED that Cllr P Gavigan would be Chairman of the Planning Committee.

12.4 Leisure & Amenities Committee (Chairman and Vice Chairman of the committee plus 6 members).

- See attached schedule of Committee Members for 2015 – 2016

12.5 Election of Chairman for the ensuing year

- Cllr Dr G Mehboob proposed Cllr Mrs R Poulton to be Chairman. This was seconded by Cllr Mrs L Doidge.

It was:

RESOLVED that Cllr Mrs R Poulton would be Chairman of the Leisure & Amenities Committee.

12.6 Finance & Policy Committee (Chairman and Vice Chairman of the Council, Chairman of the Planning and & Leisure & Amenities plus 3 other

members).

- See attached schedule of Committee Members for 2015 – 2016

It was:

RESOLVED that the filling of the second vacancy would be considered at the next meeting.

12.7 Finance & Policy Committee (Approval of Chairman for the ensuing year)

It was:

RESOLVED that Cllr S Crocker be confirmed as Chairman of the Finance and Policy Committee.

12.8 Bank Signatories

The Parish Clerk reported that as Cllr J O'Dwyer is an authorised signatory he should no longer act as the Independent Councillor for the Bank Reconciliation. Cllr S Crocker proposed Cllr G Cooper to act as the Independent Councillor; this was seconded by Cllr P Gavigan.

It was:

RESOLVED that the authorised signatories be reconfirmed (See attached schedule of Committee Member for 2015- 2016) and that Cllr G Cooper be appointed as the Independent Councillor.

13. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Cambourne Youth Partnership

Currently the only Councillor representative on the CYP is Cllr J Patel who is also now Treasurer of the CYP creating a conflict of interest. An additional representative needs to be appointed but due to some councillors being absent this will be considered at the next meeting. Cllr J Patel will circulate information about the role of a Parish Council representative on the CYP.

It was:

Resolved that Cllr J Patel would be one representative on the CYP and that the second representative would be considered at the next meeting. (Schedule attached)

Parish Plan Steering Committee

The current representatives are Cllrs Ms R Betson, Cllr P Gavigan and Cllr S Masters.

It was:

Resolved that the Parish Plan Steering Committee Representatives remain unchanged. (Schedule attached)

Festival Working Party

The current representatives are Cllr S Crocker and Cllr Dr G Mehboob.

It was:

Resolved that the Festival Working Party Representatives remain unchanged. (Schedule attached)

14. DATES OF COUNCIL AND COMMITTEE MEETINGS

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It was:

Resolved that Calendar of Meetings be approved. (Calendar of Meetings attached)

15. COUNTY COUNCIL MATTERS

Apologies for absence had been received from County Councillor Mervyn Loynes.

16. DISTRICT COUNCIL MATTERS

Apologies for absence had been received from District Councillor Mervyn Loynes and District Councillor Des O'Brian.

17. FINANCIAL STATEMENT

17.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

RESOLVED that the schedule of payments be received and the payments approved.

17.2 Current Financial Statement

The Parish Clerk reported that an amended Financial Statement had been tabled due to an error in relation to insurance payments having been found in the Financial Statement circulated with the agenda.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 14/05/15 be deferred until the next meeting to give time for due consideration.

17.3 Bank Reconciliation

The Parish Clerk reported that the independent check had been carried out by Cllr J O'Dwyer who had confirmed a selection of items against the daybook.

It was:

RESOLVED that the report be received and the bank reconciliations at 2nd March 2015 and 6th April 2015 be approved.

18. ANNUAL RETURN

The Parish Clerk reported that the Annual Return is almost complete and he is waiting for confirmation from the internal auditor on when he is attending.

It was:

RESOLVED that the report be received.

19. CYP GRANT

Cllr J Patel left the room during this item.

Neil Perry, Trustee of the Cambourne Youth Partnership, was in attendance to answer any questions raised.

The following questions were raised:

Q: Why is the fundraising income shown at zero, are you not planning on raising

any funds yourself?

A: We haven't managed to do any fundraising recently due to all the reorganisation and we didn't want to rely on fundraising to meet costs but the intention is to hold some fundraising activities throughout the year.

Q: Why are the bulk of the costs on staffing?

A: It is a feature of any youth work that staffing is the major cost. Unless you have a significant volunteer base 70% – 75% of costs will be staff.

Q: Could you have a fundraising stall at the Fete?

A: Yes that is certainly a possibility.

Q: The Police and Crime Commissioner has a fund that youth groups can apply to for one off youth projects, is this something you would consider?

A: We will look into it.

It was:

RESOLVED that the grant of £20,000 be released to the Cambourne Youth Partnership.

Cllr J Patel re-joined the meeting.

20. LAND TRANSFERS

20.1 The Land Transfer report had been circulated prior to the meeting (report attached).

Concern was raised at the lack of progress on the Farmer's Markets. The Parish Clerk reported that South Cambs District Council are progressing this but are encountering difficulties with Morrisons.

It was:

RESOLVED that the report be received.

20.2

The Parish Clerk reported that in the Vice Chairman's absence an additional councillor was required to sign the transfer documents for the Community Hub Extension Land, High Street, Cambourne.

It was:

RESOLVED that Cllr P Gavigan be delegated authority to sign the Community Hub Extension Land transfer documents.

21. TRAFFIC MATTERS & ROAD SAFETY

21.1 Bus Stops in Cambourne

Correspondence had been received from a resident regarding the provision of laybys at bus stops in Cambourne. A response had been received from Jon Finney at Cambridgeshire County Council.

Concern was raised that there is no covered bus stop in Upper Cambourne. The Parish Clerk reported that the bus stops are still in temporary locations and therefore there would be no funding for bus shelters. The possibility of a bus shelter at the Broad Street bus stop is being looked at.

A meeting date for the residents concerned about the yellow line consultation has not yet been set. The Chairman, Chairman of Planning and Chairman of Leisure and Amenities are requested to forward details of their availability for an

evening meeting to the Parish Office.

It was:

RESOLVED that correspondence and the report be received.

21.2 Broad Street/High Street Improvement Works

The Parish Clerk reported that the works are currently out for tender and should be starting in the school summer holidays. Concern was raised that the Council had been told previously that works were scheduled to start but had not done so. The Parish Clerk confirmed that previously the works had been held up by Cambridgeshire County Council but that now it has all been agreed.

It was:

RESOLVED that the report be received.

22. CORRESPONDENCE

The following correspondence was brought to the Parish Council's attention:-

MAGPAS

Application for financial assistance

Concern was raised that the sum requested would use a large portion of the grant budget for this financial year. It was noted that there was nothing on the application to suggest that the money would be spent in Cambourne and that the supporting extract appeared to be from a letter addressed Huntingdon Town Council.

It was:

RESOLVED that the request be declined and a letter of explanation be sent to Magpas.

Email - Richard Hampton, Travel Plan Advisor, Cambridgeshire County Council

Regarding Travel for Cambridgeshire

This contained a request for local contacts. Details of the Cambourne Crier and the Business Park would be sent to Richard Hampton.

It was:

RESOLVED that the email be received and the relevant information forwarded to Richard Hampton.

Email – Amanda Davies, Adult Social Care communications Officer, Cambridgeshire County Council

Regarding Care Act Implementation Partners

It was:

RESOLVED that the email be received and forwarded on to relevant parties.

23. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

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MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

24. STAFFING UPDATE

The Parish Clerk gave an update on current staffing matters.

Interviews

The Parish Clerk reported on the interviews carried out for grounds staff.

It is

RESOLVED that the Council receive the report from the appointments panel that Christian Smith and Kevin Taylor be appointed as Groundsmen at SCP 14 and John Smith be appointed as an Apprentice Groundsman on the National minimum wage for his age.

As a result of Kevin Taylor becoming a Groundsman a vacancy for a cleaner has arisen.

It is

RESOLVED that the Parish Chairman and Chairman of Leisure & Amenities Committee be delegated with the assistance of the Parish Clerk and Deputy Parish Clerk to take the necessary steps to fill the Cleaning post.

Staff appraisals and apprentices

The Parish Clerk gave a report on the staff appraisal process and the progress of the apprentices.

It was:

RESOLVED that the report be received and the recommended actions confirmed.

**25. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC.**

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

26. DATE OF NEXT MEETING – 2nd June 2015

Cambourne Parish Council

Police Report April 2015

Period 1st April to 29th April

I have slightly changed the reporting period to give a better reflection of reports to the Police, in this period there have been 152 incidents for the area with 107 in Cambourne. For the same period last year there were a total of 194 incidents reported with 151 in Cambourne, the most frequent calls received were:-

15 x Concerns for welfare – Children on building site, 3 x missing persons, Parent screaming at child, Lady hitting herself, child reporting parent drunk, and various others

10 x Domestic disputes

10 x Rowdy nuisances

9 x Suspicious circumstances - Persons 'lurking' in car port, person riding 'Electric' motorcycle, person with a BB gun, youths climbing over walls. – Other calls were of a more general nature

4 x Violence reports

4 x Road Traffic collision – of note the bus at Broad Street

There have been 26 crimes reported for the area with all being in Cambourne, compared to 53 crimes for the same period last year, with 44 in Cambourne.

The most frequent being: -

6 x Common assaults

2 x Actual bodily harm

2 x Theft

1 x Burglary dwelling

At the time of writing one of the above has been detected, and two have been ruled 'non-crime' however enquiries are continuing especially in relation to the assault in the Caxton underpass.

I have started operating a Police contact point in Morrison's supermarket and have scheduled the following dates as follow up: -

Saturday 2nd May 2015

Wednesday 13th May 2015

Wednesday 27th May 2015

Friday 12th June 2015

When I attend the May meeting of the Council I will bring samples of the products available through Operation Oakland for the councillors and members of the public to see and purchase if they wish.

Signed

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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 19th May 2015

Clerks Report

Clerks report since the 3rd March 2015

1. Meeting with Tim Hewert of Eastern Tree Landscape, re works to trees on School Lane.
2. West Cambourne Master Plan Meeting with representatives of the Developers, Officers from Cambs County Council (Transport and Education) and SCDC (Planning, Environmental Health etc). at the meeting all parties fed in the concerns over the master plan and discussed ideas to be considered to alter the Master Plan so it can be represented as a more suitable document so the scheme can be developed ready for re submission.
3. Three meetings of the Cambourne Project Team discussing pre apps and forth coming sites etc.
4. Continued discussions with the County Council officers, Pre-school, Children's Centre, Church and Hardwick Blue School on a proposal that can be brought to the Council for consideration.
5. Meetings with Taylor Wimpey and Vine Technical to resolving and inspecting works carried out, ready for transfer of LAP's, POS's and verges.
6. Carrying out Warren Bourne and Liz Panchen's annual staff appraisal.
7. Local Government Challenge Lunch.
8. Northstowe: meeting with Andrew Lawson of the developers regarding grounds maintenance.
9. Wildlife Trust: meeting with Jenny McKay regarding the issue with dogs in Cambourne. The wildlife trust is producing a leaflet covering various aspects. This is being drawn up with input from Chris Bradley of SCDC.
10. Training on the new mapping programme.
11. CiLCA: morning with Liz Pinchen assisting with the completion of her Portfolio.
12. Organising and Liaising with SCDC and parents for a Photo shoot at the new wet and sand play extension at Upper Cambourne Village Green. These are going to feature in the new SCDC magazine.
13. Allotment access road: meeting with Ben Hendry to inspect the northern verge of the road to agree the extent of making good now that the adjoining land parcel has been completed.
14. 10K race and Fun Run: various meetings helping to organise the event and debrief afterwards learning lessons from this year's event. The next race is provisionally booked for 10th April 2016.
15. On the weekend of the 10k and Fun Run in my own time I assisted in setting up for the event on Saturday and then assisted with running the event on the Sunday then helped clear up.
16. Interviews for Ground Staff positions: Monitored the work experience of candidates, then took part in the interviews that spread over three days and induction of two new members of staff.
17. Scout and Guide Land: meeting with the County, District and local representatives for Guides and Scouts to see the extent of land available for the building and restart the joint committee.

Signed

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18. Held three meetings with Cambourne Crescent with regard to provision of a place of learning and prayer.
19. Leap Extension: meeting in morning for final inspection and handover of the sand and water play area with Ben Hendry and Paul Newal of Tilbrooks the Main Contractor. In the afternoon there was a toolbox walk through by Timber Play the suppliers and installers of the play fittings with the Ground staff.
20. After the toolbox it was identified that there was a defective piece of equipment with a seriously rotten post. We removed the swing to make it safe. The suppliers were contacted regarding a possible warranty claim. They requested pictures of the plate and excavation of the base of the post this was arranged for the following morning.
21. On excavation of the base of the post it was found that the post was in a very unstable condition so the Head Groundsman and I removed the post straight away for safety reasons and made good the hole. The pictures have been issued to the manufacturers and a response is awaited.
22. Boundary review: the Parish Chairman and I met with Jean Hunter, Sue Elliot and Andrew Francis to discuss the steps to enable a boundary review to incorporate the proposed site for West Cambourne into the Parish of Cambourne.



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

MEMBERSHIP OF COMMITTEES – 2015-2016

Planning Committee (6)
(plus Ch and V-Ch as ex-officio)

Cllrs
S Crocker
P Gavigan (Chairman)
J O'Dwyer
T Hudson
S Masters
Mrs R Poulton
Mrs L Selway
Dr S Smith

Leisure And Amenities Ctte (6)
(plus Ch and V-Ch as ex-officio – 2015-16
V-Ch has opted not to be on the
committee)

Cllrs
Mrs R Poulton (Chairman)
S Crocker
Mrs L Doidge
T Hudson
Dr G Mehboob
J Patel
Mrs L Selway
Dr S Smith

Finance And Policy Committee (6)

Cllrs
Chairman of the Council (S Crocker)
Vice Chairman (J O'Dwyer)
Chairman of the Planning Committee (P
Gavigan)
Chairman of Leisure and Amenities
Committee (Mrs R Poulton)
J Patel
G Cooper
Vacancy

Authorised Signatories

Cllr S Crocker
Cllr J O'Dwyer
Cllr Mrs R Poulton
Cllr Mrs L Doidge

CYP Representatives

Cllr J Patel

Parish Plan Steering Committee

Cllr Ms R Betson
Cllr P Gavigan
Cllr S Masters

Festival Working Party

Cllr S Crocker
Cllr Dr G Mehboob

Signed

Date 2nd June 2015
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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

CALENDAR OF MEETINGS 2015-2016

Date	Time	Meeting
		2015
4th May		May Day Bank Holiday
5 th May	7.00pm	Planning committee
	7.30pm	Annual Parish Meeting (<i>the meeting of the electors</i>)
19 th May	7.00pm	Annual Meeting of the Council (<i>the start of the new municipal year – election of Chairman</i>) followed by ordinary business of the Council
	*	Planning Committee
	*	Leisure and Amenities (<i>Election of Chairman only</i>)
	*	Finance and Policy Committee (<i>Election of Chairman only</i>)
25th May		Half Term Break Starts
25th May		Spring Bank Holiday
29th May		Half Term Break Finishes
2 nd June	7.00pm	Planning Committee
	*	Council
23 rd June	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
7 th July	7.00pm	Planning Committee
	*	Council
21 st July	7.00pm	Planning Committee
	*	Finance and Policy Committee
22nd July		End of Summer Term
4 th Aug	7.00pm	Planning Committee
	*	Council
18 th Aug	7.00pm	Planning Committee
31st Aug		Bank Holiday
1 st Sept	7.00pm	Planning Committee
		Council
3rd Sept		Start of Autumn Term
22 nd Sept	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
6 th Oct	7.00pm	Planning Committee
	*	Council
20 th Oct	7.00pm	Planning Committee
	*	Finance and Policy Committee
26th Oct		Half Term Break Starts
30th Oct		Half Term Break Finishes
3 rd Nov	7.00pm	Planning Committee
	*	Council

Signed

Date 2nd June 2015
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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 19th May 2015

FINANCIAL STATEMENT

17.1 SCHEDULE OF PAYMENTS: to consider schedule of payments, copy attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved.

SCHEDULE OF PAYMENTS

Paid Accounts

Voucher No	Amount	Name	For	Budget Code	Freq.
B007	28,380.00	D A Cant	Tarmac at skatepark & dropped kerbs	1107	M
B008	42.00	Michael Murray Signs	Sign for Skatepark	1208	
B009	2,625.49	Came & Company	Vehicle insurance	205	
B010	42.24	CBS Office solutions	Stationery	405	
B011	42.53	John Vickery	Battery for laptop	404	
B012	353.30	British Sugar	Topsoil	1208	
B013	587.72	SLM Ltd	Pitch Admin Fee	1207	
B014	182.14	Lancaster Toyota	Van MOT	1109	
B015	374.40	ESPO	Lockers	1103	
B015	51.48	ESPO	Litter Picking Equipment	1103	
B015	75.42	ESPO	Muga goal nets	1208	
B016	93.00	Cooler aid	Water cooler	1421	
DC	833.29	BT	Hub Telephones	403	Q
DC	332.00	Scottish Power	MUGA - Electricity	1202	M
DC	84.84	SGW Payroll	End of year payroll processing	207	A
DC	12.50	SCDC	Maintenance Yard Recycling Bin	1814	M
DC	62.20	SCDC	Hub Bin & Recycling	1422	M
DC	13.00	SCDC	Cricket Pavilion Bin	1814	M
DC	467.00	SWALEC	Hub - Gas	1416	M
DC	398.00	SCDC	Rates - MUGA	1206	M
DC	492.00	SCDC	Rates - Hub	1415	M
DC	576.00	SCDC	Rates - Trailer Park	1711	M
DC	100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
DC	552.00	SCDC	Rates - Sports Pavilion	1811	M
DC	178.68	Orange	Mobile phones	403	M
DC	300.36	Barclays	Bank charges A/c 93936082	203	
DC	107.88	Eon	Cricket Pavilion	1806	M

Signed

Date 2nd June 2015
17-22

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 2nd March 2015**

Prepared by John Vickery Parish Clerk and RFO 10/03/2015

Total Receipts of the Council up to 27th February 2015	1,831,798.66
Total Receipts of the CPEF up to 16th February 2015	1,132,591.42
Total Payments by the Council up to 27th February 2015	615,156.84
Total Payments by the CPEF up to 14th November 2015	<u>776,431.52</u>
Balance	A
	1,572,801.72

Barclays Bank PLC	
Account No	
93936082	
Statement from Bank dated 2nd March 2015	1,000.00
Account No	
90496049	
Statement from Bank dated 2nd March 2015	£ 1,214,426.31
Account No 23365964 CPEF	
Statement from Bank dated 14th February 2015	<u>£ 356,159.90</u>
Total	1,571,586.21

Unpresented cheques at 27th February 2015	
Barclays	
2403	69.76
2411	300.00

	TOTAL	£	369.76
Unrecorded income at 27th February 2015			

	TOTAL		1,585.27
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Balance	B	<u>£</u>	1,572,801.72
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Check	A-B		0.00
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Petty Cash	Total		195.66
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Balance including Petty Cash	Total	<u></u>	1,572,997.38
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Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

Date 2nd June 2015
18-22

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st April 2015**

Prepared by John Vickery Parish Clerk and RFO

06/04/2015

Total Receipts of the Council up to 31st March 2015		2,311,220.74
Total Receipts of the CPEF up to 31st March 2015		1,132,591.42
Total Payments by the Council up to 31st March 2015		717,466.15
Total Payments by the CPEF up to 31st March 2015		776,437.32
Balance	A	1,949,908.69

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 6th April 2015		2,833.68
Account No 90496049		
Statement from Bank dated 6th April 2015	£	1,627,035.68
Account No 23365964 CPEF		
Statement from Bank dated 6th April 2015	£	356,154.10
Total		1,986,023.46

Unpresented cheques at 31st March 2015

Barclays

2423	84.00
2429	83.40
2431	7.80
2432	54.00
2433	1,032.00
2434	91.97
2435	136.60
2438	25.58
2439	338.82
2441	91.01
2442	625.95
2444	394.20
2445	302.39
2450	419.00
2452	294.00
2453	7.65
2455	43.45
2456	1,500.00
Bacs	400.80
Bacs	31.17
Bacs	19.50
Bacs	1,476.00
Bacs	335.33
Bacs	28,380.00

TOTAL £ 36,174.62

Unrecorded income at 31st March 2015

TOTAL 59.85

Balance **B** £ **1,949,908.69**

Check A-B **0.00**

Petty Cash Total **131.32**

Signed Date 2nd June 2015
19-22

Balance including Petty Cash

Total

1,950,040.01

Signed
Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 2nd June 2015
20-22

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Annual Council Meeting 19th May 2015

1 LAND TRANSFERS

Please find below details of the current position on the ongoing transactions involving the Parish Council:-

1. Smithy Way LAP - Persimmon Homes (0052)

There is no change - the position remains as per my January Report.

2. GC26 LAP - Metropolitan Housing Trust (0056)

As I understand that the commuted sum has now been paid, I will progress matters through to completion.

3. Taylor Wimpey - various POS parcels (0051)

In-House – The engrossments have been executed by the Parish Council.

Whilst I await details of the various commuted sums from you, I also await an additional plan for one of the land parcels from TW.

Wragges – You have the engrossments of the various Transfers for signing by the Parish Council.

I have the commuted sums for these land parcels and payment is being arranged.

Bpha – Ready to complete once I have confirmation of the relevant commuted sum and can arrange settlement of the same, and my costs.

4. Upper Cambourne Village Green and Turf Maize – MCA (53)

I refer to my last report, the Parish Council has questioned the need for the following form of words:

“To apply for and use all reasonable endeavours to obtain a street works licence pursuant to Section 50 New Roads and Street Works Act 1991 in respect of the street known as Brace Dein. The application is to be made upon adoption of (or if necessary, prior to the adoption of) Brace Dein.”

5. Transfer of Community Hub Extension Land – MCA (57)

The engrossment of the agreed form of Transfer will be sent to you shortly for signing by the Parish Council. This has been received and it is requested that a Councillor be delegated to sign the engrossment.

6. GC23/GC26, Greenway – MCA (58)

I am dealing with a couple of outstanding points raised on the draft Transfer by Laytons.

7. Upper Cambourne Northern Greenway SIP –MCA (59)

I am awaiting an engrossment of this Transfer.

8. Licence – DRT Layby (Bus Shelter) – MCA (55)

I understand from Yichen that the Parish Council has executed its parts of the Licence and that he is waiting to hear from Laytons as to completion once MCA has also executed.

Signed

Date 2nd June 2015
21-22

9. Farmer's Market – S106 Agreement Advice – Morrisons (61)

I am not aware that anything further is required in relation to this matter at this time.

10. Cambourne Cricket Pavillion – MCA (62)

I have received a draft Transfer from Laytons, which I will endeavour to review and comment on shortly.

If you have any queries on any of the above, do let me know.

Kind regards,

Allison Hopkins
Paralegal
for Mills & Reeve LLP

Signed

Date 2nd June 2015
22-22