



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

FINANCE AND POLICY COMMITTEE

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 20th October 2009

Present:

Cllr P Drake
Cllr C Hudson
Cllr R Hume

Cllr Mrs R. Poulton
Cllr J O'Dwyer
Cllr Mrs S Germundsson

In attendance: John Vickery Parish Clerk.
There was one member of the public in attendance.

CHAIRMAN

It was resolved that Cllr R Hume be appointed to chair this meeting.

1. APOLOGIES

Apologies for absence were received from Cllr D Tilley.

2. MINUTES OF PREVIOUS MEETING

The minutes of the Meeting held on 21st July 2009 be approved as a correct record and signed by the Chairman. Subject to item 9 being adjusted to match the confidential minute as follows.

“It was:

RESOLVED that the adverts and Job description be agreed subject to minor amendments and the post being changed to Grounds Maintenance Operative.”

3. MEMBERS DECLARATION OF INTEREST

Cllr R Hume declared a personal interest as a trustee of Cambourne Youth Partnership.

4. CHAIRMAN'S ANNOUNCEMENTS

The chairman made no announcements.

5. FINANCIAL STATEMENT

5.1 **Bank Reconciliations:** to consider approving the Bank reconciliations as at the 1st September 2009 and 1st October 2009.

it was:

Resolved: that the report on the Bank reconciliations as at the 1st September 2009

Signed

Dated 17th November 2009

and 1st October 2009 be approved and signed.

6. ANNUAL RETURN 2008-2009

To report receipt of the Annual Return from the External Auditors and to agree any actions required (Copy attached).

The Parish Clerk should be congratulated for getting the accounts through the audit process.

it was:

Resolved: that the Annual Return is received and no further actions are required to be taken.

7. LAND TRANSFERS

The Parish Clerk reported that:

- The allotment transfer has been confirmed by the developers, but they have identified there is a water main that crosses the allotments for which a drawing is being produced for inclusion in the transfer documentation. This is likely to take a couple of weeks.
- Cricket Wicket the transfer documents are being progressed.
- They are also starting to work on the documents for the transfer of the Entrance Park and part of School Lane that has not been transferred to the County Council.

It was:

RESOLVED that the report be received.

8. GROUNDS MAINTENANCE

To consider a report from the Parish Clerk and Charge hand (Copy Attached)

There was a debate on the report and the following recommendations were made:

It was

Recommended that the Parish Council should not proceed with the appointment of a third Grounds Maintenance Operative.

This was approved on the chairman's casting vote.

Cllr C Hudson and Cllr R Hume wished their vote for the recommendation above be recorded.

Cllr P Drake wished his vote against the recommendation above be recorded.

and

It was

Recommended that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment as listed with the exception of the Tiller/Rotovator.

9. NATIONAL PAY AWARDS

To receive a report from the Parish Clerk (Copy Attached).

It was:

Signed

Dated 17th November 2009

RESOLVED that the report be received and the national cost of living pay award of 1% be agreed and back dated to the 1st April 2009.

10. BUDGETS 2010-2011

To consider projects for 2010-2011

The following items should be considered for inclusion in the budget exercise for 2010-2011.

- Baby Swing for Lower Cambourne play area.
- Stage, lighting and Store.
- Youth Grant for Cambourne Youth Partnership the Parish Council should investigate the budgetary implications of increasing the youth budget to £10,000.00
- Youth Council Grant separate to Youth Grant.
- A second storage container in the Trailer Park.

**11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
EXCLUSION OF THE PRESS AND THE PUBLIC**

it was:

Resolved 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.

CONFIDENTIAL ITEMS

12. STAFFING MATTERS;

To receive a report from the Parish Clerk on the steps taken to fill the vacancy for a Grounds Maintenance Operative.

The Parish Clerk went through the report (attached to confidential minutes).

It was:

RESOLVED that the report be received and the actions of the interview panel be approved.

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

it was:

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

14. DATE OF NEXT MEETING – 17th November 2009

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

FINANCE & POLICY MEETING 20th October 2009 **Annual Return for the Year ended 31 March 2009**

Please find attached the Annual Return for the Year ended 31 March 2009 which has been signed off by the External Auditors Moore Stephens, The Parish Council has to consider any matters which cause concern or other matters which need to be brought to the attention of the Council, these are listed on page 4 of the return (Copy Attached).

The notice required has been posted on the Parish Council notice board and web site (Copy Attached).

Recommendation

That the Annual Return be received and no further actions are required to be taken.

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

FINANCE & POLICY MEETING 20th October 2009

GROUNDS MAINTENANCE

To consider a report from the Parish Clerk and Charge hand;

BACKGROUND

The Parish Clerk and Charge Hand held a review of the work carried out on areas owned by the Parish Council. The Parish Council maintain a wide range of land from small verges up to the Playing fields.

I have attached a copy of the schedule of land owned or maintained by the Parish Council.

Ideally during the Summer Months

The Sports Pitches

- Are cut weekly
- Marked weekly
- Surface dressed annually
- Fertilizing quarterly
- Moss twice a year
- Aerating scarifying fortnightly
- The allotment common areas are cut fortnightly
- Compost bins manage and maintain as required clear annually
- Litter picks are carried out twice dedicated plus when cutting.

Playgrounds

- Cut and strim weekly
- Inspections three times a week during the summer
- Repair and maintenance as required.

MUGA

- Drag net weekly
- Litter Pick daily
- Inspection daily
- Muga and tennis court fence maintenance monthly

The Hub:

- Maintenance and weeding of flower beds at The Hub Car Park is carried out monthly
- Cutting of Grass at fortnightly
- Sweeping Car park monthly

Signed

Dated 17th November 2009

Bowling Green requires:

- Cutting daily
- Edging weekly
- Scarifying fortnightly
- Aerating fortnightly
- Verti-cutting fortnightly
- Moss twice yearly
- Fertilising monthly
- Brushing daily
- Hedge maintenance twice a year
- Boarder weeding monthly
- Top dressing annually

Cricket wicket:

- Cutting twice a week
- Scarifying weekly
- Aerating weekly
- Verti-cutting weekly
- Moss twice yearly
- Fertilising monthly
- Top dressing annually
- Rolling weekly
- Marking weekly
- Brushing weekly
- Crease Maintenance weekly
- Watering daily subject to weather

Cricket Outfield:

- Cut weekly
- Strim Fortnightly
- Weed control twice a year
- Fertilising annually

Cricket Pavilion:

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping Carpark monthly

Tennis courts:

- Spraying moss twice a month
- Sweeping fortnightly
- pressure washing twice a year

Trailer Park

- Grass cutting fortnightly
- Spraying Car park access road quarterly
- General levelling of gravel to access road annually

Signed

Dated 17th November 2009

Skate Board Park

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping park fortnightly
- Inspections three times a week during the summer
- Repair and maintenance as required.

General Maintenance

- Hedge trimming annually
- Ditch maintenance annually
- Ponds twice a year
- Tree maintenance six times a year
- The verges are cut on a fortnightly basis
- The village greens are cut and strimmed weekly
- Vandalism regular basis 2/3 times a month
- General maintenance of Parish Buildings, tables, seats, bins, etc regular basis normally 2/3 times a week
- General fencing maintenance twice yearly inspections, but regular maintenance due to design.

Notice Boards

- Notice boards at least fortnightly, but often more regularly

The Eco Park requires surface dressing to improve the condition it would then need maintaining at the same level as sports pitches.

This year the grounds men struggled to achieve the number of cuts required on all the areas and were unable to carry out all the required surface dressing of the pitches to a suitable standard and are playing catch up with the pitch maintenance because of this.

The extent of the work load will increase next year with the transfer of the Second Cricket Wicket, Brace Dean Allotments, additional Verges from the County Council, additional Verges from the developers and the main entrance park area. These will bring in additional funding that will go towards covering the cost of the position.

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf

GROUNDS MAINTENANCE OPERATIVES

After carrying out a review of the work over the last year in light of the works that they are required to carry out over the summer season by the Charge Hand and the Parish Clerk it was assessed that the Ground Staff would have been more able to meet the required cutting requirements to keep Cambourne up to the standards the Ground Staff set for themselves and the residents expect. It was found that a third Grounds Maintenance Operative employed from April to October enable the Council to fulfil the expectations of the residents.

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf. This money would cover 92% of the cost of the post this would have a negligible impact on the precept of approx £600.00.

Signed

Dated 17th November 2009

It Is

Recommended that the Parish Council agree to the appointment of an additional Grounds Maintenance Operative employed from April to October.

GROUNDS MAINTENANCE EQUIPMENT

After carrying out a review of the work load over the last year in light of the works that are required to be carried out over the summer season the Parish Clerk and Charge hand carried out a review of the current equipment and what is required to make them more efficient and allow them to work to their fullest potential.

The top dressing of the sports pitches took an extended period and was not as effective as the men would have liked with the existing tractor having to be changed from the top dresser to brush to roller to do each pitch this was time prolonged the time required to carry out the work. This had a negative impact on other works that required to be done. Having two tractors would enable the pitches to be dressed more effectively with one tractor doing the top dressing with the second following on with the brush. This would free up the other Ground Staff to work on the other areas with the other equipment. The second mowing deck would also assist in cutting the second phase pitches which was not carried out to the same standard as they were being allowed to stabilise, allowing the other equipment to be used on other areas.

A second tractor	£17,750.00
Front loader for tractor	£ 4,125.00
Second cutting deck	£ 2,500.00
Tiller/Rotovator	<u>£ 1,825.00</u>
Total	£26,200.00

After setting the budget last year the Parish Council received a contribution for maintenance for the second phase of Sports Pitches and Bowling Green which can be vired to the Plant and Equipment budget:

Sports Pitches	£18,400.56
Bowling Green	<u>£ 6,307.52</u>
	£24,708.08

There is currently	<u>£ 3,577.93</u> left in the budget.
Total available	£28,286.01

It Is

Recommended that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment to allow the Parish Council to meet the expectations of the residents.

Signed

Dated 17th November 2009

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

FINANCE & POLICY MEETING 20th October 2009

Salary Scales for 2009 announced

The National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2009-10. Consequently the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full and part-time clerks be adjusted in accordance with the new spinal column points (SCP)

The pay negotiations for the year commencing 1st April 2009 have been successfully completed and as a result scale points 4-10 inclusive will be upgraded by 1.25% and scale points 11 and upwards will be upgraded by 1%.

Also included in the agreement is an increase in the minimum leave allowance for employees with less than 5 years service and the leave allowance will start at 21 days per annum.

The rates of pay should be applied from **1st APRIL 2009**,