



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 2nd June 2015

Present:

Cllr S Crocker (Chairman)

Cllr Ms R Betson

Cllr G Cooper

Cllr Mrs L Doidge

Cllr P Gavigan

Cllr T Hudson

Cllr S Masters

Cllr Dr G Mehboob

Cllr J Patel

Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

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

1. APOLOGIES

Apologies for absence were received from Cllr J O'Dwyer, Cllr Mrs R Poulton and Cllr Mrs L Selway.

It was:

RESOLVED that the apologies for absence from Cllr J O'Dwyer, Cllr Mrs R Poulton and Cllr Mrs L Selway be approved.

2. MINUTES OF LAST MEETING

It was:

RESOLVED that the minutes of Annual Council Meeting AC M11, held on 19th May 2015 were confirmed as a correct record and duly signed by the Chairman.

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

There were no declarations of interest or requests for dispensation for items on the agenda.

4. POLICE MATTERS

PSCO David Jackson had sent his apologies for being unable to attend the meeting and for being unable to submit a report due to annual leave.

It was:

RESOLVED that the apologies be received.

Signed

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5. CHAIRMAN'S ANNOUNCEMENTS

- Congratulations are extended to the Parish Clerk and the office team for preparing the year end accounts and obtaining a very good internal audit report and for meeting the deadline.

Cllr Dr G Mehboob joined the meeting at this point.

Cllr Mrs L Doidge joined the meeting at this point.

- Newly elected MP for South Cambridgeshire Heidi Allen has held her first constituency surgery in the Hub on Friday 29th May 2015. She was also taken on a tour around Cambourne by the Parish Clerk to see the extent of the work of the Parish Council.

6. CLERKS UPDATE

The Parish Clerk reported on the following activities since the last report on 19th May 2015.

1. 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.
2. A meeting with Cambourne Crescent with regard to provision of a place of learning and prayer see later agenda item.
3. Cambourne 3g Meeting with Joe Goude, County Development Officer, Cambs FA, Danny White, Regional Pitch Advisor (East), IOG. Caroline Smith, Castele Consultancy, project Manager to make the funding bid etc. for up to £100,000 from the Football Foundation. With going for under £100,000 it is dealt with by officers rather than going through the committee system.
4. Meeting with Heidi Allen to give a tour of Cambourne and what the Council does. There was also an initial briefing on Health Care in Cambourne prior to holding a meeting with the other parties.
5. Meeting with the Internal Auditor to review the Councils processes over the year and review the Annual accounts and supporting documentation.

7. HEALTHCARE IN CAMBOURNE

No updates had been received from Ian Burns.

The Chairman reported that an initial meeting has been held with Heidi Allen MP to request that she become involved in helping to resolve the issues with the discrepancy between the funding for staff and the funding for premises. Heidi Allen has agreed to push for a change in the funding formula and meetings will be set up with representative of the Parish and District Councils and the NHS. Heidi Allen will also talk to other local MPs with potentially similar issues.

It was:

RESOLVED that the report be received

8. RESIDENTS CORRESPONDENCE

No resident's correspondence had been received.

9. COMMITTEE REPORTS

9.1 Planning Committee - reports from 19th May 2015 PLN M223

It was:

RESOLVED that the Planning Committee reports for 19th May 2015 be received.

9.3 Festival Working Party – report from 14th April 2015 FWP M4

It was:

RESOLVED that the Festival Working Party report for 14th April 2015 be received.

10. COUNTY COUNCIL MATTERS

No County Councillor was in attendance and no apologies had been received.

11. DISTRICT COUNCIL MATTERS

District Cllr Des O'Brien was in attendance.

Cllr O'Brien reported that he had now been in office 3 weeks so was only able to give a brief report on the following issues:

- The suspension of the Local Plan – The Inspector has sent a letter to the planners at South Cambs District Council detailing two issues that need to be addressed before further examination of the Local Plan can take place. The first is that the development strategy which is the bed rock of the Plan needs to be reviewed as not enough fairness is given to sustainability and the methodology of the Green Belt review. Secondly, the 19,000 homes proposed for South Cambridgeshire is not likely to be enough and there is suggestion that this number will need to be raised to 43,000. New evidence will be required and a further period of consultation which will require a longer timescale.
- The City Deal money for Madingley Hill has resulted in proposals for 3 or 4 possible bus routes; however this may be thrown into doubt due to the suspension of the Local Plan.

Cllr O'Brien is now on the SCDC Planning Committee.

Concern was raised regarding the continued absence of District Cllr David Morgan. Cllr O'Brien confirmed that the three District Councillors for the Bourn Ward are in the process of arranging a rota to ensure attendance of at least one District Councillor at Parish Council meetings. Cllr O'Brien will aim to attend as many Cambourne Parish Council meetings as possible.

The Parish Clerk will arrange to take Cllr O'Brien on a tour of Cambourne to show him the extent of the Parish Council's responsibilities.

It was:

RESOLVED that the report be received

12. FINANCIAL STATEMENT

Current Financial Statement

This item had been deferred from the previous meeting due to an error on the

spreadsheet that had been circulated. The spreadsheet had been corrected and recirculated (copy attached)

The Parish Clerk answered queries that were raised.

It was:

RESOLVED that the Financial Statement at 14/05/15 be received.

13. ANNUAL RETURN

Section 1 – Accounting statements 2014/15

The Parish Clerk gave clarification on the level of variances over 15%.

Box 6 - this was approximately 47% higher in 2014/15 than the previous year. This was due to s106 monies passed onto Cambourne Village College for Arts of £63,044, expenditure on the Skatepark of £70,005, safety surfacing of £25,203, tender documentation for projects of £7,500 and inflationary rises.

Box 7 -- The reserves are high as we have s106 monies for the following projects; The Hub extension, Cricket Pavilion and 3g pitch totalling £1, 191, 214 which is due to be spent in 2015/16. The Council also received £237, 793 for a new youth building and holds £356,154 in the Parish Energy Fund.

It was:

RESOLVED that the Chairman and the Parish Clerk sign Section 1 of the Annual Return.

Section 2 – Annual Governance statement 2014/15

1. The Council considers that the accounts have been prepared in the way prescribed by law.

It was:

RESOLVED that Statement 1 be agreed.

2. The Council considers that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. The Council has updated its Financial Regulations and Risk Assessment.

It was:

RESOLVED that Statement 2 be agreed.

3. The Council considers it has only done what it has the legal power to do so and has complied with proper practices in doing so. The Council has updated its Financial Regulations and the Bank Reconciliation is checked in detail by an independent councillor.

It was:

RESOLVED that Statement 3 be agreed.

4. The Council considers that during the year it has given all persons interested the opportunity to inspect and ask questions about the Council's accounts. The Notice of Appointment of Date for the Exercise of Electors' Rights has been displayed on the specified date in four locations around Cambourne.

It was:

RESOLVED that Statement 4 be agreed.

5. The Council considers that it has considered the financial and other risks it faces and has dealt with them properly. The Council has regularly reviewed its insurance cover and updated the Risk Assessment.

It was:

RESOLVED that Statement 5 be agreed.

6. The Council considers that it has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council. The Council appoints an independent Internal Auditor and produces a monthly Bank Reconciliation which is checked by an independent councillor.

It was:

RESOLVED that Statement 6 be agreed.

7. The Council considers that it has responded to matters brought to its attention by internal and external audit. The Minutes will show the approval of the individual items on the Annual Return separately.

It was:

RESOLVED that Statement 7 be agreed.

8. The Council considers that it has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. Debtors and creditors are shown on the year end accounts.

It was:

RESOLVED that Statement 8 be agreed.

9. The Council does not manage any trusts.

It was:

RESOLVED that Statement 9 is not applicable.

It was:

RESOLVED that the Chairman and the Parish Clerk sign Section 2 of the Annual Return.

Internal Auditors Report

The Internal Auditors Report was presented to the Council (Copy attached).

The Chairman reported that each item on the report is scored from 1 to 4 with 1 being the highest level. All sections were scored as level 1 with the exception of two sections that scored level 2, due to items being omitted from the Minutes. This will be addressed in the coming year.

The Chairman congratulated the Parish Clerk and the office staff for producing the documents which should achieve an unqualified audit.

It was:

RESOLVED that the Internal Audit Report be received and that the necessary steps will be taken to resolve the issues highlighted.

It was:

RESOLVED to delegate authority to the Finance and Policy Committee to review internal and external auditors for next year.

Statement of Income and Expenditure for the year 2014/15

The Parish Clerk presented a summary of the accounts for the year 2014/15 to the Council (attached). The report is a summary of the accounts approved throughout the year with the addition of year end creditors and debtors.

It was:

RESOLVED that the Statement of Income and Expenditure for 2014/15 be received and approved.

Year End Bank Reconciliation for the year 2014/15

The Parish Clerk presented the Year End Bank Reconciliation to the year 2014/15 to the Council (attached).

It was:

RESOLVED that the Year End Bank Reconciliation for the year 2014/15 be received and approved.

14. BOUNDARY REVIEW

The Chairman reported that meetings have been held with Jean Hunter, Chief Executive, South Cambs District Council and Andrew Francis, Electoral Services Manager, South Cambs District Council regarding the possible boundary change to incorporate the area of West Cambourne in Cambourne Parish as it currently sits within Caxton Parish. An informal meeting has also been held with the Chairman of Caxton Parish Council.

In order for a boundary change to take place the Civic Affairs Committee at SCDC need to conduct a Community Governance Review. Cambourne Parish needs to submit a letter to SCDC, detailing the proposal for the boundary change, by 22nd June 2015 in order for this to be considered at the next Civic Affairs Committee to be held on 9th July 2015.

Caxton Parish Council will be invited to co-sign the letter. District Cllr Des O'Brien confirmed that he is in favour of the proposal and is happy to provide support as necessary.

It was:

RESOLVED that the report be received and that the Chairman and the Chairman of the Planning Committee would produce a letter, Caxton Parish Council will be offered the opportunity to co-sign, by 22nd June 2015 in time for the Civic Affairs Committee on 9th July 2015. A copy of the letter will be circulated to all Councillors, District and County Councillors, Heidi Allen MP and The Local Boundary Commission for England.

15. CAMBOURNE CRESCENT

Syed Shah, Chairman, Cambourne Crescent was in attendance for this

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item.

The Parish Clerk reported that meetings have been held with Cambourne Crescent to discuss a proposal for Cambourne Crescent to build a community hall on the area of land next to The Hub adjacent to the Parish Office extension. Concern was raised regarding the impact on available parking and additional traffic. Syed confirmed that they would submit a green travel policy as part of the application.

Concern was also raised there is currently not enough community space for all the groups that operate in Cambourne. Syed confirmed that his will be taken into account once the capacity of the building has been established and what the overall needs are. There is also an idea to create a coffee shop in the building in order to encourage the wider community in to the building. Concern was raised that this would create too much competition with Café 19 and create segregation.

Cambourne Crescent would also like to request that the bike rack is moved from its current location to the other side of the path in order to create space for a slightly larger hall. This will need to be considered in the context of a wider planning application.

The land is owned by the Parish Council and a suitable lease would need to be drawn up for the use. Concern was raised as to what a 'suitable' lease is but also that before Cambourne Crescent can progress any plans some indication of the lease requirements would be required.

At present the land has no other earmarked use.

It was:

RESOLVED to agree in principle to the use of the land for additional community space.

Cllr Mrs L Doidge voted against the resolution.

It was:

RESOLVED to approach MCA to obtain agreement on the use of the land.

Cllr Mrs L Doidge voted against the resolution.

16. SCOUT/GUIDE LAND

The Parish Clerk reported that he had held 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. Subsequent to the meeting the local representatives of each group have been meeting to agree how they would work with the reformed building committee to formulate a proposal for a new building on the land.

Consideration will need to be given to the nature of lease to be produced for the land. This can be progressed once the Parish Clerk has met with the building committee.

Once this has been progressed there will be a report for consideration by the Council.

It was:

RESOLVED that the report be received.

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17. BLUE SCHOOL

The Parish Clerk reported that the Council agreed to enter into a Licence for a year to allow the retention of the Pre-School on site when the Blue School relocates to its new premises and the mobiles are removed.

Discussions are ongoing with all parties, but we are awaiting a reply from the County Council on the Licence.

There has been substantial interest in utilising space in the Blue School and the Parish Clerk is in the process of bringing this together to maximise usage and the benefit to the Community. Some of the uses, which will increase the services and provision to the community, can only be committed to when the transfer of the building to the Parish Council has been agreed by Cambridgeshire County Council as they will be provided through outside sources of funding.

Proposed uses of the building include:

- A Disability Hub in Cambourne which is fit for purpose. Currently Cambourne Children Centre is the Hub, but there is insufficient space to effectively provide the services.
- Adult Learning and Family Learning. The additional space will enable more effective provision for running courses with an adjacent room for a crèche. The absence of this has curtailed the number of courses that have been run.
- Office space. We have had a number of requests for sharing the space and also to meet the needs for Young Peoples Workers to be available for drop in's and for face to face work with young people. There is no suitable space at Sackville House. The Parish Council will need temporary accommodation while the new office is being constructed.

A broader more detailed report is being prepared, but it is dependent on the input of Rob Lewis at the County Council

It was:

RESOLVED that the report be received.

18. PARISH PLAN

A report from the Parish Plan Steering Committee had been circulated prior to the meeting (report attached).

It was:

RESOLVED that the report be received.

19. LAND TRANSFERS

The Parish Clerk presented a report to the Council (report attached).

It was:

RESOLVED that the report be received.

20. TRAFFIC MATTERS & ROAD SAFETY

The Parish Clerk reported that the yellow line consultation is still in progress, the

deadline having been extended. A date for the resident's meeting needs to be confirmed.

As yet there is no definite start date for the Broad Street junction works though it is anticipated that the works will take place during the school summer holidays.

Concern was raised that the hard standings at the bus stops that were agreed by MCA have not yet been completed.

It was:

RESOLVED that the report be received.

21. GENERAL CORRESPONDANCE

Caroline Hunt – Planning Policy Manager, South Cambs District Council

Local Plan Examination – Letter from the Inspectors.

The suspension of the Local Plan inspection had been reported on by District Cllr O'Brien.

It was:

RESOLVED that the letter be received.

22. DATE OF NEXT MEETING – 7th July 2015

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2015		
A Appropriate books of account have been properly kept throughout the year		
Check cash book properly written up and balanced	As before accounts are kept on a spreadsheet. Print-out examined and appears in order. Transactions of October 2014 (cheques 2301-2333 plus BACS payments) inspected in more detail.	1
Verify selection of items against bank statement	Above payments matched to bank statements	1
B The Council's Financial Regulations have been met		
Standing Orders formally adopted and correspond to the latest good practice	No change	1
Financial Regulations formally adopted and correspond to the latest good practice	Reported to Annual Meeting of the Council that the FRs had been fully reviewed. Copy attached and initialled by the Chair of the Council. Minute 16 of 5 March 2015 reports that the FRs were additionally reviewed to allow for electronic banking.	1
Has the Council considered the provisions of Appendix 10 of the Practitioners Guide 214 (Safeguarding Public Money)?	-	
RFO appointed and clear duties listed	J Vickery Clerk and RFO	1
Check selection of large or unusual purchases to ensure FRs followed	Skatepark equipment (£20,681.17) paid on 13/1/15. This followed receipt of a number of quotations approved in the confidential minutes of 5 August, 2014.	
B Payments were supported by invoices, expenditure was approved and VAT properly accounted for		
Check selection of payments to ensure properly authorised.	The schedule of payments seems to be erratically included with the minutes. It is desirable that it should be included with the minutes of every meeting. In the case of the transactions selected for further examination these were, in fact, included with the minutes of the November meeting and properly initialled by the Chair of the meeting.	2
Check vouchers relating to above	Vouchers in order.	1

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Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2015		
Check VAT has been properly accounted for (for income, see below)	VAT in analysed in separate column in the cash book.	1
Additionally check random selection of large payments in cash book	Large payments for skatepark. Voucher in order	1
If electronic banking is used ensure that proper procedures are in place as provided for in the new model Financial Regulations.	Not in use during 2014-2015	
Check any s137 for amount, validity	Council now has GPC	-
Check VAT reclaim(s) during the year or, if Council is registered, check that VAT returns correspond with the underlying records.	Quarterly returns. Council is registered	1
C The Council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these		
Formal risk assessment documents available for inspection	Comprehensive set of RAs kept under continuous review.	1
Do the minutes record the council carrying out an annual risk assessment?	Reviewed by F&P committee on 24 March 2015	1
Is the insurance cover appropriate and adequate – see also H below	Council minute 15 of 3 March 2015 reports that insurance cover is under continuous review.	1
Are internal financial controls documented and reviewed?	Documented with FRs	1
D The annual precept requirement resulted from an adequate budgetary process		
Has the Council prepared an annual budget in support of its precept?	Budget prepared by the Clerk presented to Finance Committee on 16 December, 2014 and recommended for approval by the Council. Note that a copy of the budget is in the Agenda file but there is no note on the actual document to show that it is the one actually approved by the Council.	2
Is the precept based upon realistic assumptions including evaluation of	Precept of £416,588 approved on 13 January, 2015. The balances are clearly shown on the budget	1

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Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2015		
required balances?		
D Progress against the budget was regularly monitored and reserves were appropriate		
Review existence and adequacy of budgetary reports	Budget reports presented to each Council meeting.	1
Are there any significant unexplained variances?	None noted in the minute	1
E Expected income was fully received, based upon correct prices, properly recorded and promptly banked; and VAT was properly accounted for		
Precept paid as requested and banked properly	Precept paid by BACS	1
Is other income properly accounted for and are adequate procedures in place?	Two Hub rentals checked – ‘Baby and Me’ October 2014 Tripti Garg – 12 October 2014. Romsey Mill invoice SP92 checked. SPR95 (individual booking) paid by card machine.	1
If appropriate, is the Council VAT registered and, if so, is VAT being properly charged?	Council is registered and VAT is charged on sports lettings	1
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT properly accounted for		
Is all petty cash expenditure supported by VAT receipts?	Reported as in previous years	1
Is petty cash expenditure regularly reported back to the Council?	Reported when cheque raised	1
Is reimbursement carried out regularly?	As needed	1
G Salaries to employees and allowances to members were paid in accordance with council approvals		
Do all employees have properly drawn up contracts of employment?	Standard contracts as in previous years	1
Has the Council approved all salaries and do payments correspond with these	Salary changes following the publication of new national pay scales were approved in the confidential section of the minutes of 2 December	1

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Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2015		
decisions?	2014.	
Are other payments (e.g. expense payments) reasonable and properly approved?	None	-
G PAYE and NI requirements were properly applied		
Check PAYE and NI records including P11, P46 or P45, notices of coding, etc. Alternatively, if a bureau is used, check the records of payments.	Payroll carried out by bureau. Records appear to be in order	1
Check end of year returns including P35, P14 or, if a bureau is used, check that the documentation is in order.	As above	1
H Asset and investment registers were complete and accurate and properly maintained		
Does the Council have an Asset Register and is it regularly maintained?	Kept on Everything I Own. Note the provisions of the Practitioners Guide which states that any revaluation should be properly evidenced	1
Ensure assets purchased during year (see minutes) are recorded	Skatepark equipment included together with various other small items	1
Do asset insurance values correspond to values in the asset register?	Buildings insurance checked and adequate	1
I Periodic and year-end bank account reconciliations were properly carried out		
Check for regular (monthly / quarterly) bank reconciliations for all accounts	Bank reconciliations carried out regularly and reported to each monthly meeting of the Council	1
Are reconciliations accurate and do they contain no unexplained items?	No issues reported	1
Are investments recorded on the reconciliations?	None	-

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Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2015		
J Year-end accounts were prepared on the correct accounting basis, agreed with cash book, were supported by an adequate audit trail from underlying records		
Are year-end accounts produced on the correct basis R&P or I&E)?	Income and expenditure	1
Verify accounts to cash book	Verified	1
Is there an audit trail from underlying financial records to the accounts?	Working papers seen	1
Verify debtors and creditors (I&E only)	Satisfactory explanations	1

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CAMBOURNE PARISH COUNCIL

STATEMENT OF INCOME AND EXPENDITURE FOR THE FINANCIAL YEAR 2014/2015

The Council was Incorporated on 19th March 2004 under the Parish Council of Cambourne Order 2004
by South Cambridgeshire District Council

INCOME	2013-2014 £	2014-2015 £	Previous years adjustments £	Current years adjustments £	I+E	£	Notes on compilation from the receipts and payments account	
Precept	366,525.00	385,688.00	0.00	0.00	385,688.00			385,688 Square 2
Balance carried forward	201,808.49	1,216,183.24	0.00	0.00	1,216,183.24			
Balance in Petty Cash	101.50	131.40	0.00	0.00	131.40			
Total balance carried forward	201,909.99	1,216,314.64			1,216,314.64			1,216,315 -131 Petty Cash
Receipts								1,216,183 Square 1
Allotments	2,521.94	2,415.34	0.00	0.00	2,415.34		Receipts in advance	
Community centre	34,237.88	32,344.80	-2,588.23	2,123.98	31,880.55		Debtors	
			1,201.32	-856.72	344.60		Receipts in advance	
MUGA rental	10,047.64	20,557.93	0.00	0.00	20,557.93		Debtors	
			0.00	0.00	0.00		Receipts in advance	
Grant for youth	0.00	0.00	0.00	0.00	0.00		Debtors	
Maintenance for transferred land	0.00	0.00	0.00	13,112.88	13,112.88		Receipts in advance	Proportion of 1st Year maintenance
Maintenance	54,265.53	50,721.49	-13,662.74	12,323.69	49,382.44			
Miscellaneous	12,020.83	57,809.98	0.00	918.80	58,728.78		Debtors	
Sports Pitches	0.00	0.00	0.00	0.00	0.00		Debtors	
			0.00	0.00	0.00		Receipts in advance	
Trailer Park	8,143.53	8,281.75	-311.83	379.23	8,349.15		Debtors	
			0.00	0.00	0.00		Receipts in advance	

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Sport Pavilions	9,072.89	9,053.21	-366.20	294.08	8,981.09	Debtors	
			1,971.85	-541.88	1,429.97	Receipts in advance	
Capital Works	0.00	0.00	0.00	0.00	0.00		
Cambourne Parish Energy Fund	465,685.24	33,633.92	0.00	0.00	33,633.92		
Lease of Land	35,000.00	35,000.00	0.00	0.00	35,000.00		
Section 106 Funding	581,089.21	978,002.35	0.00	48,160.54	1,026,162.89		
LCTSS Grant	20,071.00	0.00	0.00	0.00	0.00		
Bank interest	298.45	1,246.29	0.00	0.00	1,246.29		
TOTAL RECEIPTS	1,800,787.63	2,830,938.30	-13,755.83	75,914.60	2,893,097.07		1,291,226 Square 3
		1,229,067.06				1,229,067.06	
Expenditure	2013-2014	2014-2015					
	£	£					
Employees	204,349.39	219,646.25	0.00	0.00	219,646.25		219,646 Square 4
Loan Repayment	33,905.72	33,905.72	0.00	0.00	33,905.72		33,906 Square 5
Financial	26,141.98	25,861.45	8,161.38	-9,363.34	24,659.49	Prepayments Insurance & Subscriptions	
Grant (Section 137)	0.00	0.00	0.00	0.00	0.00		
Grant	1,800.00	1,200.00	0.00	0.00	1,200.00		
Youth Support Grant	30,753.06	32,258.90	0.00	0.00	32,258.90		
Community Development Grant	0.00	1,698.14	0.00	0.00	1,698.14		
Sport Development Grant	0.00	808.00	0.00	0.00	808.00		
Parish office	9,356.83	15,138.68	0.00	0.00	15,138.68		
Health & Safety, Training & Conferences	4,077.67	1,049.48	0.00	0.00	1,049.48		
Cemeteries	28.60	35.67	0.00	0.00	35.67		
Allotments	1,409.17	5,241.32	0.00	0.00	5,241.32		
Public Open Spaces & Play Areas	71,195.15	161,257.33	0.00	0.00	161,257.33		
Sports Services	32,278.91	25,638.69	0.00	0.00	25,638.69		
Community Centre	36,552.00	34,954.03	2,117.50	-2,117.50	34,954.03	Prepayments Insurance	
Trailer Park (Section 137)	9,844.49	9,455.33	180.00	-180.00	9,455.33	Prepayments Insurance	
Sports Pavilions	26,437.85	25,575.31	195.00	-195.00	25,575.31	Prepayments Insurance	
Capital Schemes	38,140.74	23,935.29	0.00	0.00	23,935.29		
Section 106 funding	97,185.06	52,814.94	0.00	0.00	52,814.94		
Cambourne Parish Energy Fund	1,736.23	150,030.60	0.00	0.00	150,030.60		
VAT	5,744.00	0.00	0.00	0.00	0.00		565,751 Square 6

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TOTAL EXPENDITURE	630,936.85	820,505.13	10,653.88	-11,855.84	819,303.17		
VAT	0.00	0.00					
RECEIPTS LESS PAYMENTS	1,169,850.78	2,010,433.17			2,073,793.90		
Previous years adjustment	21,922.75	-24,409.71					
Balance Carried Forward , Monies held in Bank as at 31st March 2013	1,191,773.53	1,986,023.46			2,073,793.90	2,073,794	Square 7
Balance in Petty Cash	101.50	131.40			131.40		
Total Cash and Investments	1,191,875.03	1,986,154.86			2,073,925.30	1,986,155	Square 8
CHECK CALCULATION							
Balance carried forward	1,216,183.24	2,073,793.90					
Cash	1,191,773.53	1,986,023.46					
Debtors	16,929.00	-1,398.60					
Receipts in advance	-3,173.17	77,313.20					
Creditors	0.00	0.00					
Prepayments	10,653.88	11,855.84					
Stock	0.00	0.00					
Provisions	0.00	0.00					
VAT	0.00	0.00					
	1,216,183.24	2,073,793.90					
Check	0.00	0.00					
Signed by							
Chairman		Clerk			Date		

Signed

Date 7th July 2015
18-23

**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		2,328,158.28
Total Receipts of the CPEF up to 31st March 2015		1,132,591.42
Total Payments by the Council up to 31st March 2015		720,231.08
Total Payments by the CPEF up to 31st March 2015		776,437.32
Balance	A	1,964,081.30

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
Bacs		2,764.93

TOTAL £ 38,939.55

Unrecorded income at 31st March 2015

TOTAL 16,997.39

Balance **B** £ **1,964,081.30**

Check A-B **0.00**

Petty Cash Total **131.40**

Signed

Date 7th July 2015
19-23

Balance including Petty Cash	Total	1,964,212.70
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Signed Chairman	Clerk	Date
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Independent Councillor Check		Date
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Parish Plan Steering Committee Report

Report as of 31st May

Fourth meeting of the PPSC held on 11th May 2015 (next meeting on 1st June) at which 11 members attended, plus 2 guests. Apologies received from remaining members (2 residents and 2 councillors). Minutes were issued on 18th May 2015.

- SC meetings remain at three week intervals with calendar dates planned through to April 2016.
- In line with the terms of reference, the Chairman & Secretary put themselves forward to continue in their roles for another year. This was unanimously supported by the committee.

- Key areas further discussed and acted upon:
- Research Questionnaire Exercise: work continues to absorb input for various sources, including the incorporation of the data from the Cambourne Community Project.
A subsequent workshop was undertaken and half of the 700+ interviews with residents have been analysed and merged into the data collected to date. One final workshop will take place on 8th June to complete the exercise.
- Project Plan: a comprehensive project plan detailing all of the activities required to complete the project has been written & refined by some of the committee members. Target dates for each section are to be discussed and agreed at the next meeting.
- Parish Plan Branding: The logo, title & strapline have been agreed and shared with the committee & Parish Council
 - Logo: Parish Logo Clock
 - Product name: "Cambourne Parish Plan"
 - Strapline: "Your Say For The Future"
- Publicity/ PR: A marketing and publicity strategy to ensure wider community awareness of the project is to be reviewed and discussed further at the next meeting, and merged into the overall Project Plan.
- Roles & Stream Ownership: The project has progressed sufficiently now that roles are being defined that stretch across the project, together with ownership to be agreed for the various topics that will make up the different sections of the questionnaire. After agreement has been made, the plan is to then invite some of the volunteers to join the smaller groups to increase the diversity of each sub-team.
- A number of SC members continue to attend the "Residents' Meetings", the most recent being on 30th May 2015 and another "Meet The Neighbours" event in Upper Cambourne on 25th May 2015. The SC will attend such meetings where appropriate as part of its publicity initiative. It is also planned that the SC Members will host a stand at the Village Fete in September.
- Next SC meeting is scheduled for Monday, 22 June 2015 at The Hub. Agenda to issued w/c 15 June.

Signed

Date 7th July 2015
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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)

As no progress has been made on this transaction for some months now, I propose submitting an Invoice for the fees I have incurred to date and will then place my file in storage until matters get under way once again.

2. GC26 LAP - Metropolitan Housing Trust (0056)

Subject to payment of my costs, I am in a position to complete this transaction,

The Housing Trust's lawyer is awaiting funds and authorisation to complete.

3. Taylor Wimpey - various POS parcels (0051)

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

I do, however, await an additional plan for one of the land parcels from TW and am chasing this.

Wragges – You have executed the engrossments of certain of the Transfers and have provided details of the commuted sums relevant to the same, thus, subject to payment of these sums (as necessary) and my costs, I will proceed to completion with Wragges.

You have, of course, retained certain Transfers due to outstanding works on the relevant land parcels.

Bpha – Subject to payment of my costs and the commuted sum, I am in a position to complete and am in contact with the Bpha's lawyer in this regard.

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

I have advised Laytons that the Parish Council will not accept the introduction of a covenant "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."

I await hearing further on this, which is the last point before engrossments can be issued.

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

I have returned the engrossments of the Transfer to you, as there were, unfortunately, incorrectly executed by the Parish Council.

Once the Transfers are returned to me, subject to payment of my costs, I should be in a position to proceed to the completion of this Transfer, it being understood that all payments due to the Parish Council in respect of the same have been paid.

6. GC23/GC26, Greenway – MCA (58)

I am still waiting to hear from Laytons that the draft Transfer is in an agreed form and am chasing again.

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

I am still awaiting an engrossment of this Transfer and have chased Laytons again.

Signed

Date 7th July 2015
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8. Licence – DRT Layby (Bus Shelter) – MCA (55)

This matter is now complete.

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

I have submitted an Invoice in relation to this transaction, as I am not aware that anything further is required from me at this time.

10. Cambourne Cricket Pavillion – MCA (62)

I have reported to you on the draft Transfer received from Laytons and await your instructions thereon.

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 7th July 2015
23-23