



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 2<sup>nd</sup> February 2016

Present:

Cllr S Crocker (Chairman)

Cllr G Cooper

Cllr T Hudson

Cllr Dr G Mehboob

Cllr J O'Dwyer

Cllr J Patel

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

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

### 1. APOLOGIES

Apologies for absence were received from Cllr Ms R Betson, Cllr P Gavigan and Cllr Dr S Smith

It was:

**RESOLVED** that the apologies for absence from Cllr Ms R Betson, Cllr P Gavigan and Cllr Dr S Smith be received and approved

### 2. MINUTES OF LAST MEETING

It was:

**RESOLVED** that the minutes of Council Meeting M148 held on 12<sup>th</sup> January 2016 were confirmed as a correct record and duly signed by the Chairman. It was noted that this was the first set of Council Minutes that had been produced by Jessica Lydon, Apprentice Office Administrator, and congratulations were extended to her for the quality of her work.

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

Cllr S Crocker declared a personal non-disclosable interest in Items on the agenda as a District Councillor.

### 4. POLICE MATTERS

4.1 PCSO Jackson had sent his apologies for being unable to attend the meeting; he had submitted two reports to the Council (reports attached).

Concern was raised that PSCO Jackson had not attended for a number of

Signed

Date 1<sup>st</sup> March 2016

months and it was questioned whether or not this was a directive from the Chief Inspector. Clarification on this will be sought.

It was:

**RESOLVED** that the report be received

**4.2 Connect:** To receive an Update from the Office of the Police and Crime Commissioner.

It was reported that the Police and Crime Commissioners role is to be extended to include the fire service.

It was felt that the newsletter should be disseminated to a wider audience.

It was:

**RESOLVED** that the newsletter be received and that a link to it be put on the website and Facebook page.

**4.3 To receive and update on the Police Cadet Unit.**

Concern was raised that the recruitment of cadets was not going well and that some youngsters were being put off because they had been told that the unit was aimed at those youngsters who were likely to become involved in crime. An additional update had been received and would be circulated to councillors. The poster has now been placed on the Parish Council website and Facebook Page. Concern was raised that the update does not mention Comberton Village College and this would be clarified.

It was:

**RESOLVED** that the update be received, clarification is sought on the absence of Comberton Village College from the list of schools and that Hannah Watson be invited to the March Council meeting.

## 5. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman made no announcements.
- Cllr T Hudson raised concern regarding junk mail that had been received to his councillor email address. The Chairman will show the Deputy Parish Clerk how to use the spam assassin to alleviate the issue of junk mail.

## 6. CLERKS UPDATE

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

Item 9 Farmers Market

The Parish Clerk reported that he considered that the latest proposal was unacceptable and had responded to South Cambs District Council.

It was:

**RESOLVED** that the report be received and the Parish Clerks response to the latest Farmers Market proposal be ratified.

## 7. HEALTHCARE

The Chairman reported that a meeting had been held between various stakeholders to discuss Primary Care Capacity in Cambourne and the impact of the Cambourne West proposal. District Councillors had not been invited to the

Signed

Date 1<sup>st</sup> March 2016  
2-19

meeting but he had sent a list of questions to which responses had been received. Concern was raised regarding the lack of representation of the views of the Parish at the meeting and a letter should be written to Clare Gibbons at SCDC requesting the Parish are represented at any such meetings in the future. It was noted that the main issue is not so much with funding but with recruitment and retention of staff. It was questioned when the point is reached where the economies of scale of a larger practice start to diminish making it viable to open a second surgery. At present there are no funds to build a second surgery and the developers preferred option is to expand the existing surgery at Sackville House as this is more viable in terms of staffing and running costs.

The exclusion of representation from Cambourne Parish Council at the meeting discussing the healthcare needs of Cambourne residents and the extra demand generated by the Cambourne West proposal, both undermines and devalues the role of Cambourne Parish Council (elected by the people of Cambourne to represent them). It is both undemocratic and patronising, to exclude Cambourne's representatives (all parish councillors live in Cambourne and have direct experience of the health services available) from meetings discussing the health issues affecting Cambourne, and its possible growth, and can only lead to speculation as to the lack of inclusion.

The Parish Council feels it is essential to have representation from Cambourne Parish Council to represent Cambourne's needs.

The following points were raised:

1. The £100,000 shortfall over four years could be resolved by establishing an efficient mechanism to significantly reduce the number of missed appointments. In November, 300 appointments were missed. A conservative estimate of 3,000 a year, which must equate to at least £30,000 per year; this would cover the shortfall.

2. The issue of double counting of the potential space at Sackville House to accommodate the demands of the current population and potential further needs, if West Cambourne development proceeds, this has not been satisfactorily resolved. The finite space available for the expansion of Sackville House has not been conclusively designated as sufficient to accommodate the demands of the 950+ homes generated by Upper Cambourne and the demands of the potential West Cambourne. This must surely be determined and agreed before any further assumptions are made.

3. Public Health England will investigate the level of demand for NHS dental services in Cambourne, and presumably the potential demand generated by the proposed development of West Cambourne; when will this research be concluded? If, as is very likely, the cost of potential High Street premises is prohibitive, what contingency plans are there to provide adequate provision for the NHS dental needs of Cambourne's residents, including potential needs generated by West Cambourne?

It was:

**RESOLVED** that the report be received and that a letter be written to Clare Gibbons, Development Officer at SCDC requesting Parish representation at future meetings and raising the three points listed above. Any further points to be sent to the Deputy Parish Clerk for inclusion.

## 8. PARISH PLAN STEERING COMMITTEE

John Panrucker and Lizzie Robertson from the Parish Plan Steering Committee (PPSC) were in attendance for this item. Ian Bavin had sent his apologies for being unable to attend.

John Panrucker presented a report to the Council.

It was originally planned that the project would take 18 months however it has become apparent that the time frame will be much longer. Following on from the pilot questionnaire there is now enough information to reorganise and progress the questionnaire for review by the Council. The questionnaire will be produced in both electronic and paper versions.

The PPSC have been working with the Library who are providing support in terms of computer use and support for residents with filling out the online Survey Monkey questionnaire. The schools are also working together and holding a competition to collect the children's views on what they would like to see in Cambourne.

The questionnaires will be distributed via the Cambourne Crier at a cost of approximately £300 which has been allowed for in the budget. There will be help points for people who need support to fill out the questionnaire and drop off points for completed forms. The requirements that need to be in place for door knocking are being progressed and the PSCO and SCDC have been consulted. Volunteers will input the information from completed paper questionnaires into Survey Monkey. There are experienced data analysts on the PPSC who will assist with analysing the data. The first draft of the questionnaire sought more quantitative data but the move is now towards more qualitative data with more free text boxes.

It was felt that a Special Council Meeting would be needed to allow time to review the draft questionnaire in detail.

The Chairman thanked John Panrucker and Lizzie Robertson for their attendance.

It was:

**RESOLVED** that the report be received and that a Special Council Meeting would be held in March (date to be confirmed) to review the draft questionnaire.

## 9. COMMUNITY RIGHT TO BID

Laura Papanikolaou was in attendance for this item.

Laura made a presentation to the Council on Community Right to Bid (summary attached).

The following questions were raised by councillors:

Q: Is there a list of criteria for assets that would improve the chances of being approved on to the list?

A: It needs to be something that is currently used by the community or could be used by the community in the future. If not then it could be refused.

Q: Could Cambourne get another health centre through this process?

A: No, that would not be possible.

Signed

Date 1<sup>st</sup> March 2016  
4-19

Q: Could the shop units be put on the list?

A: It could be argued that shops are for community use but the whole block would have to be included which would include residential units and residential properties are specifically excluded from the scheme.

Q: Could the Market Square be included?

A: Yes it could but ultimately the Parish Council would prefer that to be a Community Asset Transfer.

The Chairman thanked Laura Papanikolaou for her attendance.

It was:

**RESOLVED** that the report be received and that the Council would support the initiative. Cllr Mrs J Sawford would work with Laura Papanikolaou to progress the scheme in Cambourne.

## 10. RESIDENTS CORRESPONDENCE

There was no resident's correspondence received.

## 11. COUNTY AND DISTRICT COUNCIL MATTERS

County Councillor Mervyn Loynes had not sent his apologies for being unable to attend the meeting or supplied a report.

District Councillor Simon Crocker was in attendance for this item.

Apologies were given for there not being a written report but due to the Christmas break there was very little to report and nothing relating to Cambourne except to say that the plans for electoral reform are progressing.

It was:

**RESOLVED** that the report be received.

## 12. FINANCIAL STATEMENT

### 12.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk. It was noted that some of the payments had been duplicated from the report present to the Finance & Policy Committee meeting held on 15<sup>th</sup> December 2015 (revised schedule attached)

It was:

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

### 12.2 Current Financial Statement

The Parish Clerk reported the Council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 29.01.16.

It was noted that there was an error in one of the formulas in the Estimates of Expenditure summary. It was also noted that the Festival budget for 2015/16 should be £3,000 as the unspent budget for 2014/15 had been vired forward.

It was:

**RESOLVED** that the report on the Finance Spreadsheet as at 29.01.16 be received subject to the incorrect formula and Festival budget being amended.

### 12.3 Bank Reconciliation

It was:

**RESOLVED** that the report be received and the Bank Reconciliation at 1st December 2015 be approved and signed.

**13. GRAFFITTI AND OVERFLOWING BINS**

Cllr G Thompson reported that following frequent complaints from residents regarding graffiti and over flowing bins there were residents of Cambourne who would be willing to take some positive community action and participate as volunteers in a scheme to tackle the issue.

It was suggested that a call be put out via Facebook and the website for volunteers. The scheme would need to be sustainable and there would some costs involved for materials, equipment and insurance.

It was:

**RESOLVED** that the report be received and the existing Parish Council Volunteer Scheme be extended to include graffiti removal to be coordinated by Cllr G Thompson and that the Parish Clerk be delegated authority to make any necessary expenditure.

Cllr Thompson suggested that recycling bins could be placed adjacent to standard litter bins at targeted sites such as at the bus stops. A similar scheme is used in Cambridge City. This would encourage more recycling and alleviate the issues of overflowing bins. Concern as raised that it would need to be ensured that they are collected appropriately.

It was:

**RESOLVED** that the report be received and that a letter would be written to South Cambs District Council to ensure that if the bins were installed that they would be appropriately collected and that Cllr G Thompson would contact Cambridge City Council for more information on their scheme.

**14. BOURN AIRFIELD**

The Parish Clerk reported that the potential developers of Bourn Airfield are proceeding with their planning; this could be ahead of the Local Plan.

It was:

**RESOLVED** that the report be received.

**15. BLUE SCHOOL**

The Parish Clerk reported that he and Linda Henderson have been chasing the County Council for the release of the lease. Clarification is being sought on the agreement to use the church car park. There are issues with insurance if users are allowed to rent the space before the lease is in place.

The transfer of the building is progressing and currently the liability for the costs, including the rates, rests with the County Council

It was:

**RESOLVED** that the report be received.

**16. PARISH COUNCIL ELECTION**

The Parish Council election is due to be held on 5<sup>th</sup> May 2016. An election

timetable was circulated (attached).

Councillors will be elected initially for a two year term thence forward the term will be four years. This will enable all District and Parish elections to be brought into line.

It was:

**RESOLVED** that the report be received.

**17. GOVERNANCE REVIEW**

The Parish Clerk reported that an email had been received from Caxton Parish Council revising their position on the governance review of the land referred to as 'West Cambourne'. Previously they were only supportive of the review taking place in line with the Local Plan now they will also support the governance review if 'satisfactory development plans are approved by SCDC'

It was:

**RESOLVED** that the report be received.

**18. LAND TRANSFERS**

The Land Transfer report had be circulated prior to the meeting (Report attached)

It was:

**RESOLVED** that the report be received.

**19. TRAFFIC MATTERS & ROAD SAFETY**

**19.1 Broad Street junction works**

The Parish Clerk reported that the works have been held up by the solicitors and that an embargo on any further approval of 950 applications until the works have been completed is being enforced by SCDC.

It was:

**RESOLVED** that the report be received.

**19.2 Resident correspondence regarding large vans and trucks on Greenhaze Lane**

This is a police matter and all residents should be encouraged to ring 101 in the first instance. This is an issue throughout Cambourne and any such complaints should be forwarded on the police and to the developers and request that they write to home owners.

It was:

**RESOLVED** that the report be received and the Parish Clerk would respond to the resident.

**19.3 Correspondence regarding part night lighting.**

Clarification needs to be sought from the County Council as to what constitutes a major traffic route. The proposal includes School Lane which is a major traffic route within Cambourne.

**RESOLVED** that the report be received and that clarification be sought on what constitutes a major traffic route.

**20. GENERAL CORRESPONDENCE**  
**Cambridgeshire County Council – Parish E-Bulletin, January 2016**

It was:

**RESOLVED** that the E-bulletin be received and a link to the E-Bulletin be placed on the Facebook page and website

**Caroline Hunt, Planning Policy Manager, South Cambs District Council – Consultation on the Strategic Polices identified for Neighbourhood Planning purposes.**

It was:

**RESOLVED** that the consultation be received.

**21. COMMITTEE REPORTS**

**21.1 Planning Committee** - report from 12<sup>th</sup> January 2016 PLN M237

It was:

**RESOLVED** that the Planning Committee report for 12<sup>th</sup> January 2016 PLN M237 be received.

**22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Exclusion of the press and the public.

**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.

**23. MAINTENANCE EQUIPMENT**

The Parish Clerk gave a report on maintenance equipment.

It was:

**RESOLVED** that the report be received and that an order be placed with A J & R Scambler for two new zero turns.

**24. STAFFING**

The Parish Clerk reported on the following staffing matters:

**24.1 Caretaker**

It was:

**RESOLVED** that the report be received and the actions of the Chairman and Vice Chairman be confirmed.

**24.2 Maternity Cover**

It was:

**RESOLVED** that the report be received and the actions of the Parish Clerk and Deputy Parish Clerk be confirmed.

**24.3 Groundsperson Vacancy**



It was:

**RESOLVED** that the report be received and that the 4 candidates be given a half day trial and are then shortlisted for interview. The interview panel to consist of the Chairman, Vice Chairman, Chairman of Leisure and Amenities, Parish Clerk and Head Groundsman.

**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 – 1<sup>st</sup> March 2016**

Cambourne Parish Council

Police Report December 2015

Period 25<sup>th</sup> November 2015 to 4<sup>th</sup> January 2016

For this period there have been 226 Incidents for the area with 140 in Cambourne. For the same period last year there were a total of 207 incidents reported with 130 in Cambourne, the most frequent calls received were:-

18 Domestic disputes

13 Concerns for welfare

There have been 51 crimes reported for the area with 43 being in Cambourne, compared to 30 crimes for the same period last year, with 21 in Cambourne.

The most frequent being: -

10 common assaults

At the time of writing one three of the above have been detected, two have been 'no crimed' and enquiries are on-going for the others

The Police contact point in Morrison's supermarket is operating on Monday 4<sup>th</sup> January, Thursday 21<sup>st</sup> January, and Saturday 6<sup>th</sup> February all between 10am and Middy

Signed

Date 1<sup>st</sup> March 2016  
10-19

Cambourne Parish Council

Police Report January 2016

Period 5<sup>th</sup> January to 27<sup>th</sup> January

For this period there have been 95 Incidents for the area with 64 in Cambourne. For the same period last year there were a total of 94 incidents reported with 62 in Cambourne, the most frequent calls received were:-

10 Domestic disputes

6 Concerns for welfare

There have been 24 crimes reported for the area with 18 being in Cambourne, compared to 14 crimes for the same period last year, with 9 in Cambourne.

The most frequent being: -

6 common assaults

4 assaults causing harm

At the time of writing one of the above have been detected, two have been 'no crimed' and enquiries are on-going for the others

The Police contact point in Morrison's supermarket is operating on Saturday 6 February, Wednesday 17<sup>th</sup> February, and Tuesday 1<sup>st</sup> March all between 10am and Midday

May I invite all councillors to take the bad-wolf-test = [www.tinyurl.com/bad-wolf-test](http://www.tinyurl.com/bad-wolf-test) using code 7064

Signed

Date 1<sup>st</sup> March 2016  
11-19

## Clerks Report

### Clerks report since the 12<sup>th</sup> February 2016

1. Numerous discussions with various parties to progress the proposals for use of the Blue School. I have also been liaising with Michaela McMurtry regarding the licence to use the Blue School this is being held while they sort out the Car parking agreement and its implications.
2. Meeting of the Cambourne Project Team discussing pre apps and forthcoming sites etc.
3. 3G pitches and Tennis courts. Site meetings with the tenderers for the works.
4. Meeting with Mark Lawson Taylor Wimpey to inspect POS and verges for the maintenance and adoption in Upper Cambourne.
5. Numerous discussions and meetings regarding the construction of the Hub Extension and Cricket Pavilion including Contract meetings.
6. Meeting with the Chairman and Treasurer of Cambourne Cricket Club regarding use of pitches and the pavilions this will be further reported at the Leisure and Amenities Committee.
7. Meeting with the Cambourne Working group to try and develop better integration of adult learning to minimise duplication of provision so resources can be better used. The working group is going to be used to feed into the discussions on West Cambourne rather than set up a second group made up of the same people.
8. Attending meeting at South Cambs District Council to brief on the imminent work regarding submission of an application on Bourn Airfield. (See separate Agenda item No 14).

Discussions with Ed Durrant, Stephen Reid regarding correspondence on the outstanding variation of conditions application and the use of the square for a farmers market. The latest correspondence from the Agents for Morrisons places further restrictions on the use of the Market Square which further restricts the chances of the Farmers Market being viable. I have said to ED and Stephen that I am not in a position to recommend that the latest proposal is acceptable.

## Community Right to Bid Project

### Aims of the project

- To share information with local people about how to use the Community Right to Bid.
- To listen to local people's views about what community facilities they love and might want to safeguard
- To form a group of residents who want to nominate assets of community value in Cambourne to add to the SCDC list.

The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an Asset of Community Value.

An asset can be listed if its principal use furthers (or has recently furthered) their community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future.

When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business plan and to make a bid to buy the asset on the open market.

I am looking for councillors who would be interested in forming a group of residents to look into the potential sites in Cambourne to nominate and then to submit the list to SCDC.

Laura Papanikolaou

## FINANCIAL STATEMENT

**12.1 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.
B170	15.30	Charlene Beckett	Refund for hub booking (by bacs)	1423	
B171	900.00	College of West Anglia	apprenticeship fees	501	
B172	630.00	Complete Cleaning	Cleaning Services	1417	
B173	37.92	Cooleraid	watercoolers	1421	
B174	1,262.62	Coulson	Repairs to Hub heating	1410	
B175	19.19	CPC	Maintenance Equipment	1110	
B176	330.00	Everyone Active	Pitch Admin Fee	1207	
B177	205.00	Med-PTS	First aid for switch on event	1110	
B178	871.56	Premier Logos	Staff Uniform	106	
B179	53.98	Safety Wellingtons	Mark Weatherhead	106	
B180	420.30	Screwfix	Maintenance Equipment	1105	
B181	3,552.00	Specialised Castings Ltd	Commemorative Bench	1107	
B182	122,589.34	Timberworks	Stage 3 payment Cricket Pavilion	2004	
2480	30.60	Divya Sharma	Hub Booking refund	1423	
DD	488.10	SCDC	Maintenance Yard Bins Trade & Hub Recycling	1814	M
DD	47.64	SCDC	Hub Bin Trade waste	1422	M
DD	13.00	SCDC	Cricket Pavilion Bin	1814	M
DD	70.00	SCDC	Blue School Bins	1422	M
DD	467.00	SWALEC	Hub - Gas	1416	M
DD	398.00	SCDC	Rates - MUGA	1206	M
DD	492.00	SCDC	Rates - Hub	1415	M
DD	576.00	SCDC	Rates - Trailer Park	1711	M
DD	100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
DD	552.00	SCDC	Rates - Sports Pavilion	1811	M
DD	193.98	Cambridge Water	Blue School	1414	M
DD	196.60	Orange	Mobile phones	403	M
DD	131.04	Eon	Cricket Pavilion	1806	M
DD	14.41	Eon	Trailer Park	1705	M
DD	64.79	Barclays	Bank charges A/c 93936082	203	M
DD	28.87	Barclaycard	Merchant services	203	M
B200	50.00	Sunil Sharma	Hub booking refund	1423	
B201	263.95	Came & Company	Vehicle Insurance	1109	
DD	127.14	Fuel Genie	Petrol & Diesel	1109	M
DD	75.24	SGW Payroll	Payroll processing	207	M
DD	1,195.75	Opus	Hub - Electricity	1407	M
DD	96.14	Barclaycard	Postage	406	
DD	422.70	Southern Electric	Blue School - Electricity	1407	

Signed

Date 1<sup>st</sup> March 2016  
14-19

DD	91.20	EE & T Mobile	Mobile Phones	403	M
DD	4,101.02	PAYE	November	102	M
DD	316.05	British Gas	Sports Pavilion - Electricity	1806	M
DD	4,904.37	Pension	December	103	M
DD	14,254.36	Payroll	December	101	M
DD	670.00	Scottish Power	MUGA - Electricity	1202	M
DD	488.10	SCDC	Maintenance Yard Bins Trade & Hub Recycling	1814	M
DD	47.64	SCDC	Hub Bin Trade waste	1422	M
DD	13.00	SCDC	Cricket Pavilion Bin	1814	M
DD	70.00	SCDC	Blue School Bins	1422	M
DD	180.00	SCDC	Premises Licence Sports Pav	1420	A
DD	0.00	SWALEC	Hub - Gas	1416	M
DD	398.00	SCDC	Rates - MUGA	1206	M
DD	492.00	SCDC	Rates - Hub	1415	M
DD	576.00	SCDC	Rates - Trailer Park	1711	M
DD	100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
DD	552.00	SCDC	Rates - Sports Pavilion	1811	M
DD	195.96	Orange	Mobile phones	403	M
DD	71.30	Barclays	Bank charges A/c 93936082	203	M
DD	358.51	Eon	Cricket Pavilion	1806	M
DD	14.28	Eon	Trailer Park	1705	M
DD	180.00	Ricoh	Photocopier	407	
DD	130.87	Fuel Genie	Petrol & Diesel	1109	M
B202	780.30	A J & R Scambler & sons	Equipment maintenance	1104	
B203	87.00	Briar Security Systems	Hard Drive not working	1419	
B203	87.00	Briar Security Systems	Call to Sports Centre (R)	1812	
B204	300.00	British Red Cross	First aid at Fireworks	1111	
B205	1,538.98	C G Electrical Services	Sports Hall Lighting	2004	
B206	4,612.50	Cambridge Outdoor Living	Fencing for new football pitches	2004	
B207	47.74	CBS	Stationery	405	
B208	93.60	CCL Supplies	Cleaning materials	1411	
B209	670.00	CHMS	Painting of Hub internal doors	1413	
B210	249.58	Coulsons	Repairs to Hub Immersion	1410	
B210	334.45	Coulsons	Repairs to faulty lights at Hub	1410	
B210	181.08	Coulsons	Repairs to hub hot water	1410	
B210	823.20	Coulsons	Roof Verge Repairs	1413	
B210	57,600.85	Coulsons	Completion of Hub Works	2003	
B211	161.70	ESPO	Hand Wash & Baby changing station BS	1409	
B212	81.60	Eyre Building Services	Call out to Hub immersion	1410	
B213	230.51	John Panrucker	Parish Plan expenses	1412	
B214	139.50	Munro Building Services	Repairs to heating Blue Sch	1413	
B214	436.80	Munro Building Services	Sports pavilion boiler repair	1809	
B216	2,238.96	Real Christmas Trees Ltd	Christmas Lights ®	1110	
B218	91.87	Ridgeons	Maintenance Equipment	1107	

Signed

Date 1<sup>st</sup> March 2016  
15-19

B219	2,577.00	RLF	QS services 3g pitch	2004	
B220	665.10	Sherriff Amenity	Line marking	1205	
	464.10	Technical Surfaces	Surface Inspection Assessment & Power Sweep	1201	
B221					
	81,726.22	Timberworks	Cricket Pav Stage 4 Payment	2005	
B222					
DD	1,124.04	Opus	Hub - Electricity	1407	M
DD	75.24	SGW Payroll	Payroll processing	207	M
2481	25.53	Mr Steve White	Trailer Park refund	1713	
DD	302.02	British Gas	Sports Pavilion - Electricity	1806	M
DD	4,264.59	Pension	January	103	M
DD	12,918.89	Payroll	January	101	M
DD	1,021.32	BT	Telephones	403	Q



**CAMBOURNE PARISH COUNCIL**  
**BANK RECONCILIATION AT 1st January 2016**

Prepared by John Vickery Parish Clerk and RFO

27/08/2015

Total Receipts of the Council up to 31st December 2015		2,206,179.86
Total Receipts of the CPEF up to 31st December 2015		1,156,170.76
Total Payments by the Council up to 31st December 2015		793,159.51
Total Payments by the CPEF up to 31st December 2015		<u>790,623.60</u>
<b>Balance</b>	<b>A</b>	<b>1,778,567.51</b>

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 1st January 2015		1,664.77
Account No 90496049		
Statement from Bank dated January 2015	£	1,410,636.52
Account No 23365964 CPEF		
Statement from Bank dated January 2015	£	<u>365,547.16</u>
<b>Total</b>		<b>1,777,848.45</b>

Unpresented cheques at 31st December 2015		
Barclays	2480	30.60

	<b>TOTAL</b>	£	30.60
Unrecorded income at 31st December 2015	<b>TOTAL</b>		749.66

<b>Balance</b>	<b>B</b>	<b>£ 1,778,567.51</b>
Check A-B		<b>-0.00</b>
Petty Cash	Total	<b>246.97</b>
<b>Balance including Petty Cash</b>	Total	<b><u>1,778,814.48</u></b>

Signed  
Chairman Clerk Date

Independent Councillor Check Date

Signed

Date 1<sup>st</sup> March 2016  
17-19

# Parish Election Time Table Calculator

## Timetable of Proceedings for Thursday 5 May 2016

Publication of Notice of Election	Wednesday 30 March 2016
Receipt of Nominations	4:00 pm Thursday 7 April 2016
Withdrawal of Candidate	4:00 pm Thursday 7 April 2016
Appointment of Election Agents	4:00 pm Thursday 7 April 2016
Publication of Notice of Election Agents	4:00 pm Thursday 7 April 2016
Publication of Statements of Persons Nominated	4:00 pm Friday 8 April 2016
Last Date for Registration	Monday 18 April 2016
Receipt of Postal Vote Applications	5:00 pm Tuesday 19 April 2016
Publication of Notice of Poll	Tuesday 26 April 2016
Receipt of Proxy Vote Applications	5:00 pm Tuesday 26 April 2016
Appointment of Poll and Count Agents	Wednesday 27 April 2016
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 28 April 2016
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 5 May 2016
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 2016	5:00 pm Thursday 5 May 2016
Day of Poll	7:00 am to 10:00 pm Thursday 5 May 2016
Declaration of Candidates Expenses	Thursday 2 June 2016

## LAND TRANSFERS

Please find below an update in relation to the ongoing transactions involving the Parish Council.

### 1. Taylor Wimpey - various POS parcels (0051)

In-House – The engrossments were executed by the Parish Council some time ago. However I still await an additional plan for one of the land parcels from TW and continue to chase for this.

Wragges – Wragges have requested engrossments for some further land parcels and have also indicated that some of the plans to the existing, as yet uncompleted, Transfer are incorrect.

I am in the process of preparing the additional engrossments and hope to issue these very shortly.

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

Laytons have no further instructions on the issue of the street works licence in respect of Brace Dein.

This point has delayed matters for some months now and I wonder whether a further call to your contact at MCA might help to remove the “log jam”?

### 3. GC23/GC26, Greenway – MCA (58)

You have, of course, now supplied copies of the Invoices previously issued to MCA in relation to the commuted sums payable.

I am pressing Laytons for payment of these Invoices, following which we can complete the Transfer.

### 4. Upper Cambourne Northern Greenway SIP –MCA (59)

Engrossments are still awaited from Laytons. I continue to chase, but, again, perhaps a call to your contact at MCA might assist here?

### 5. Cambourne Cricket Pavillion – MCA (62)

I am ready to complete and am pressing Laytons in this regard.

### 6. Cambourne Youth Centre – MCA (63)

I am progressing the draft Transfer with Laytons.

### 7. Wind Turbine Site – MCA (64)

I still await a draft Transfer from Laytons and have chased once again.

Another one for your discuss with your contact at MCA perhaps?

### 8. Cambourne School Lease Variation – County Council (65)

The engrossments of the Deed of Variation have, of course, been issued for signing and I await hearing from you as to the completion of the same.

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 1<sup>st</sup> March 2016  
19-19