



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre,  
Cambourne on Tuesday 7<sup>th</sup> June 2016

Present:

Cllr S Crocker (Chairman)  
Cllr Dr S Bhattacharya  
Cllr P Gavigan  
Cllr P Hedges  
Cllr T Hudson  
Cllr S Krintas

Cllr K McIntyre  
Cllr Dr G Mehboob  
Cllr Mrs R Poulton  
Cllr Mrs J Sawford  
Cllr G Thompson

In attendance:                      John Vickery Parish Clerk  
                                                 Liz Pinchen Deputy Parish Clerk

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

### 1.        **APOLOGIES**

Apologies for absence were received from Cllr J O'Dwyer and Cllr J Patel. Both had given acceptable reasons for absence.

It was:

**RESOLVED** that the apologies for absence from Cllr J O'Dwyer and Cllr J Patel be received and approved.

### 2.        **MINUTES OF LAST MEETING**

It was:

**RESOLVED** that the minutes of the Annual Council Meeting ACM 12 held on 17<sup>th</sup> May 2016 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.

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 a report to the Council (report attached).

It was noted that there was a typographic error in the second line in the number

Signed

Date 5<sup>th</sup> July 2016

of incidents.

The Chairman reported that the purchase of the electric bicycle was complete and the official handover would be taking place on Wednesday 15<sup>th</sup> June 2016. It was requested that PCSO Jackson put a link to the Police crime statistics website will be put on the report. A link will also put on the Parish Council website and Facebook page.

An update on the Police Cadet unit is awaited as it was due to commence this week.

It was:

**RESOLVED** that the report be received.

## 5. CHAIRMAN'S ANNOUNCEMENTS

- The deadline for returning election expenses has passed. The form must be completed even if no expenses were incurred and it is an offence not to do so. All Councillors must complete and return the form as soon as possible if they have not already done so.
- Congratulations are extended to Apprentice Groundsman John Smith for passing his driving test.
- A meeting was held recently regarding the provision of a Post Office in Cambourne. Tangible progress has been made with the Post Office looking at the potential provision of a temporary outreach Post Office in the old Parish Office. A scoping appointment has been made to assess the available space. Dialogue is being maintained with Heidi Allen MP who is also talking to local businesses. There is cautious optimism that this will move forward and a full report will be presented at the July Council meeting.
- Congratulations and thanks are extended to Cllr G Thompson for getting the Graffiti Squad up and running. Some work on the bus stops has already been completed and an email address [graffiti@cambourneparishcouncil.gov.uk](mailto:graffiti@cambourneparishcouncil.gov.uk) has been set up.
- As part of the reporting at the end of the municipal year councillor attendance at meetings is reviewed. Congratulations go to Cllr T Hudson for being the only councillor to have 100% attendance at all meetings he was summoned to. A certificate was presented to Cllr T Hudson.

## 6. CLERKS UPDATE

This item was deferred until after the Co-option of the new Councillors.

## 7. COUNCILLOR VACANCIES

Co-option of four new councillors.

Candidate Mark Cole was not present at the meeting. .

The four candidates present each gave a short introductory speech and the Councillors were given the opportunity to ask questions of the candidates.

First Vacancy

A ballot was held and Peter Hedges was duly co-opted to fill the first vacancy, he signed his Declaration of Acceptance of Office and joined the meeting.

Second Vacancy

Signed

Date 5<sup>th</sup> July 2016  
2-22

A second ballot was held and Kevin McIntyre was duly co-opted to fill the second vacancy, he signed his Declaration of Acceptance of Office and joined the meeting.

Third Vacancy

A third ballot was held and Shrobona Bhattacharya was duly co-opted to fill the third vacancy, she signed her Declaration of Acceptance of Office and joined the meeting.

Fourth Vacancy

A fourth ballot was held and Simon Krintas was duly co-opted to fill the fourth vacancy, he signed his Declaration of Acceptance of Office and joined the meeting.

All councillors were given a new policies and information folder and reminded that all councillors must submit a new Declaration of Interest within 28 days of signing their Declaration of Acceptance.

**Cllr Dr G Mehboob left the meeting.**

**6. CLERKS UPDATE**

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

Additional points were raised as follows:

Item 1 – An extension of time will be applied for while the transfer of the Blue School is finalised.

Item 3 – This was a productive meeting and included discussion on the provision of facilities including the phased delivery of school places. There has also been movement in the level of funding required for highway improvements with potentially only local improvements needing to be funded via s106 the balance by other developments and the City Deal.

Item 4 – This was in relation to Beaufort Road, Upper Cambourne.

It was:

**RESOLVED** that the report be received

**8. HEALTHCARE**

There was no further update on healthcare as the information requested from the dental surgery has not yet been received. This will be followed up.

It was:

**RESOLVED** that the report be received

**9. RESIDENTS CORRESPONDENCE**

There was no resident's correspondence received.

**10. COUNTY AND DISTRICT COUNCIL MATTERS**

District Councillor S Crocker was in attendance for this item. Apologies for absence had been received from County and District Councillor M Loynes.

District Councillor S Crocker reported on the following District Council matters:

Signed

Date 5<sup>th</sup> July 2016

- The annual meeting of South Cambs District Council had been held recently. Cllr S Crocker has been appointed to the Civic Affairs Committee and the Corporate Governance Committee. Cllr D O'Brien has been appointed to the Planning Committee.
- The emerging Local Plan is back with the Inspector and dates have been released for the scrutiny meetings. The dates will be circulated to councillors.

It was:

**RESOLVED** that the report be received.

## 11. FINANCIAL STATEMENT

### 11.1 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.

### 11.2 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 01.06.16

**RESOLVED** that the report on the Finance Spreadsheet as at 01.06.16 be received.

### 11.3 Bank Reconciliation

It was:

**RESOLVED** that the report be received and the Bank Reconciliation at 1st April 2016 and 3<sup>rd</sup> May 2016 be approved and signed.

## 12. ANNUAL RETURN

The Parish Clerk reported that an extension of time until 24<sup>th</sup> June 2016 had been requested and that a Special Council meeting will need to be called for 21<sup>st</sup> June 2016 to take place between the Planning and Leisure & Amenities Committees due to be held on that evening to approve and sign the Annual Return.

It was:

**RESOLVED** that the report be received and that a Special Council Meeting would be called for 21<sup>st</sup> June 2016.

## 13. COMMITTEE VACANCIES

The Chairman outlined the remit of each committee for the benefit of the newly co-opted councillors.

The committee vacancies were filled as follows:

Planning – Cllr P Hedges & Cllr K McIntyre

Leisure & Amenities – Cllr Dr S Bhattacharya

Signed

Date 5<sup>th</sup> July 2016

Finance & Policy – Cllr S Krintas

It was:

**RESOLVED** that the committee membership for 2016 - 2017 be approved and adopted (schedule attached).

**14. APPOINTMENT OF REPRESENTATIVE ON OUTSIDE BODIES**

This item was deferred to a future meeting.

**15. FETE UPDATE**

Plans for the Cambourne Community Fete to be held on Saturday 10<sup>th</sup> September 2016 are well advanced.

A number and wide variety of stalls and attractions have been confirmed, some returning from last year and some new.

All volunteers should confirm their availability to the Deputy Parish Clerk.

Donations of tombola prizes and bottles of wine for a 'Wine or Water' stall are required. All donations may be dropped off at the Parish Office. We also need donations of raffle prizes and Councillors are requested to approach any local business contacts and to liaise with the Deputy Parish Clerk or Cllr Sawford to avoid duplication of requests.

The Festival Working Party has been carefully reviewing the infrastructure costs for the Fete and considers that the current budget of £1,000 is insufficient to meet the necessary costs of running the Fete. It is therefore requested that the Festival budget be increased to £2,000 in line with the budget in previous years.

It was:

**RESOLVED** that the sum of £1,000 is vired from Balances into the Festival budget 414 for 2016—2017.

**16. AERIAL PHOTOGRAPHS**

The Chairman reported that the Cambourne Views Facebook page had some beautiful images of Cambourne and that he had contacted some of the photographers to request permission to use the images as artwork for the public buildings. Contact has also been made with a local resident who has a drone and is able to take aerial photographs of certain areas of Cambourne such as the Parish Council buildings, sports facilities and open spaces. The images would be from a sufficient height to ensure that it would not be possible to identify individual people. These images could then be turned into canvas prints to hang in the public buildings.

Due to regulations the operator of the drone is unable to accept payment for taking the photographs but he is willing to do it for free if the Parish Council makes a donation to a charity of his choice. The Parish Council could also buy a replacement battery for the drone to cover his costs. The operator's choice of charity would be the Parish Nursing Project which would benefit Cambourne. There will be a cost involved in producing the canvas prints and this will reported on at a future meeting.

It was:

**RESOLVED** that the report be received and that the operator of the drone be requested to take the images specified by the Council, that a donation is made to the Parish Nursing Project and that a new battery is purchased for the drone;

Signed

Date 5<sup>th</sup> July 2016  
5-22

the funds to come from the Chairman's allowance.

**17. 3G PITCH AND TENNIS COURTS**

The Parish Clerk reported that the Football Foundation had confirmed the offer of the grant and that a pre-start meeting had been held. Work is due to begin week commencing 11<sup>th</sup> July 2016 and the 3g is due be completed week commencing 19<sup>th</sup> September 2016. The tennis courts are due to be completed slightly later during week commencing 17<sup>th</sup> October 2016. The aim will be to try and bring this forward in line with the 3g.

The layout of the 3g has been agreed with the F.A. A meeting is to be held with the consultant who has been working on the project and Shane Railley of Everyone Active regarding proposals for managing the booking system and then with sports clubs regarding use and timeslots. A further meeting will then be held to discuss filling the remaining timeslots. The F.A has expressed interest in using the facility for daytime coaching and for training of new coaches. An income of around £40,000 per annum is required to cover the running costs. The 3g will need regular maintenance and all grounds staff will be fully trained. The cost of the first year of maintenance and all the equipment is covered under the contract.

The total cost of the project is around £870,000, none of which is coming from the ratepayers of Cambourne. The project has been funded through s106, and grants from Inspire Facilities, the LTA and the FA.

It was:

**RESOLVED** that the report be received.

**18. LAND TRANSFERS**

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

In the absence of the Vice Chairman it was requested that an additional councillor be authorised to sign the Deed of Variation for the Blue School.

It was:

**RESOLVED** that the report be received and that Cllr Mrs R Poulton as Chairman of the Leisure & Amenities Committee be authorised to sign the Deed of Variation.

**19. TRAFFIC MATTERS & ROAD SAFETY**

**19.1 Back Lane/ Sackville Way**

Concern was raise regarding the amount of gravel on the road in the area to the rear of Home Bargains. The area needs to be road swept. The works to complete the path around Sackville Way and Back Lane have still not been commenced. This will be followed up.

It was:

**RESOLVED** that the report be received.

**19.2 Broad Street junction works**

The Parish Clerk reported that he and Ed Durrant, Principal Planning Officer, South Cambs District Council have been chasing Martin Rodzian of Taylor Wimpey for a confirmed start date for the works. It is requested that the Parish

Signed

Date 5<sup>th</sup> July 2016  
6-22

Council could not consider favourably the final Taylor Wimpey planning application until such time as this matter is resolved.

It was:

**RESOLVED** that the report be received and that the Parish Council could not consider favourably Taylor Wimpey's planning application for Cells 5A (s), 5B (s) and 5C until such time as the start date for the Broad junction works is confirmed.

### **19.3 Beaufort Road**

Concern was raised that Beaufort Road is still being used as a haul road into the construction site and that this is causing issues for residents. The Parish Clerk reported that the signage is being implemented which will mean that all construction traffic will be routed off Broadway and onto the new haul road. Preparations are being made for the resurfacing of Back Lane, Lancaster Gate and Sterling Way later in the year ahead of adoption.

It was:

**RESOLVED** that the report be received.

## **20. GENERAL CORRESPONDENCE**

**Highways England** - Presentation that was given at the March round of A14 Parish & Community forums regarding A14 Cambridge to Huntingdon Improvement Scheme

It was:

**RESOLVED** that the presentation be received.

**Highways England** – Letter regarding A428 Black Cat to Caxton Gibbet Scheme: Parish Forum (Cambourne).

It was:

**RESOLVED** that the invitation to attend the forum be received the Parish Clerk and Cllr McIntyre would attend the forum subject to confirmation of the date.

**South Cambs District Council** - Parish E-Bulletin

It was:

**RESOLVED** that the E-Bulletin be received and that Cllr G Thompson would post and information from it, as appropriate, on Facebook.

**Cambridgeshire County Council** – Public Health Report

It was:

**RESOLVED** that the report be received

## **21. COMMITTEE REPORTS**

**21.1 Planning Committee** - report from 17<sup>th</sup> May 2016 PLN M245

It was:

**RESOLVED** that the Planning Committee report for 17<sup>th</sup> May 2016 PLN be

received.

**21.2 Festival Working Party – report from 12<sup>th</sup> May 2016 FWP M16**

It was:

**RESOLVED** that the Festival Working Party report for 12<sup>th</sup> May 2016 FWP M16 be received.

**22. DATE OF NEXT MEETING – 5<sup>th</sup> July 2016**

Signed

Date 5<sup>th</sup> July 2016  
8-22



Cambourne Parish Council

Police Report May 2016

Period 1<sup>st</sup> May to 1<sup>st</sup> June 2016

For this period there have been 169 Incidents for the area with 109 in Cambourne. For the same period last year there were a total of 1174 incidents reported with 123 in Cambourne, the most frequent calls received were:-

17 Domestic disputes

10 Suspicious circumstances

There have been 35 crimes reported for the area with 27 being in Cambourne, compared to 44 crimes for the same period last year, with 40 in Cambourne.

Most common offences reported were:-

7 Criminal Damage to vehicles

3 common assaults

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

I will take this opportunity of thanking the Parish Councillors of Cambourne for providing me with an electric bicycle, which will enable me to patrol the area with greater ease. I am hoping to arrange an 'official hand over' with photographs on Wednesday 15<sup>th</sup> June around 4pm.

The Police contact point in Morrison's supermarket is operating on Thursday 9<sup>th</sup> and Saturday 25<sup>th</sup> June and Wednesday 6<sup>th</sup> July 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 5<sup>th</sup> July 2016  
9-22

## **Clerks Report**

### Clerks report since the 17<sup>th</sup> May 2016

1. I have also been working with Michaela McMurtry and Ian Wilson regarding the licence to use the Blue School this has been returned signed to the County Council for their signature, we have received the Deed of Variation signed from the County ready for the Parish Council to sign. A meeting is planned to restart the Transfer process with Ian Wilson. A users meeting was held between the Children's Centre, Pre School, the Church and Parish Clerk where the recent incident was discussed and remedial action was reported.
2. 3G pitches and Tennis courts following receipt of the grant confirmation from the Football Foundation a pre start meeting was held.
3. Meeting at South Cambs District Council with Officers from SCDC, CCC and the developers to progress discussions on viability of Cambourne West this was a positive meeting and all went away to work towards meeting the time scale for the September Special Council meeting for South Cambs District council..
4. Meeting with Ben Hendry to carry out an initial inspection of Phase 1 infrastructure for the 950 and its ongoing maintenance.
5. Race review meeting for the 10k held on the 10<sup>th</sup> April 2016 once again it was a great success with over a 1000 runners. The Committee thanked the Parish Council for its invaluable support in making the event possible. A special thanks was given to the Ground Staff for their hard work during the event.
6. Meeting regarding the correspondence regarding the Mobile/temporary Post Office a report will be presented to the next Council meeting.

Signed

Date 5<sup>th</sup> July 2016  
10-22

**FINANCIAL STATEMENT**

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

**RECOMMENDATIONS:**

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

Signed

Date 5<sup>th</sup> July 2016  
11-22

**SCHEDULE OF PAYMENTS**  
**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
24-Mar-16	DD	4,302.90		4,302.90	Pension	March Pension	103	M
24-Mar-16	DD	13,800.02		13,800.02	Payroll	March Payroll	101	M
29-Mar-16	DD	558.33	111.67	670.00	Scottish Power	Muga Electricity	1202	M
30-Mar-16	B268	50.00	10.00	60.00	AmeyCespa Ltd	Journey charge	1107	
30-Mar-16	B269	1,190.00	238.00	1,428.00	Bremner Partnership	QS Services Hub Exten	2003	
30-Mar-16	B269	1,390.00	278.00	1,668.00	Bremner Partnership	QS Services Cricket Pav	2005	
30-Mar-16	B270	15.00	3.00	18.00	Briar Security	Call out to sports Pav	1812	
30-Mar-16	B271	872.00	174.40	1,046.40	Bright Visions	Network for office	404	
30-Mar-16	B272	89.91	17.98	107.89	Camb's Lock & Safe	Key cutting	1208	
30-Mar-16	B273	441.00		441.00	Came & company	Additional Insurance Cricket Pav	205	
30-Mar-16	B274	1,172.00	234.40	1,406.40	CBS	Office furniture	408	
30-Mar-16	B274	114.58	22.92	137.50	CBS	Stationery	405	
30-Mar-16	B275	78.00	15.60	93.60	CCL Supplies	Toilet Rolls	1411	
30-Mar-16	B275	54.25	10.85	65.10	CCL Supplies	Soap & Towel Dispensers	409	
30-Mar-16	B275	107.40	21.48	128.88	CCL Supplies	Soap dispensers	1809	
30-Mar-16	B276	3,355.00	671.00	4,026.00	Complete Cleaning	Cleaning services	1417	M
30-Mar-16	B276	14.80	2.96	17.76	Complete Cleaning	Paper rolls	1411	M
30-Mar-16	B277	73.55	14.71	88.26	Cooleraid	Water Cooler	1421	M
30-Mar-16	B278	71.70	14.34	86.04	Coulsons	Toilet repairs at The Hub	1413	
30-Mar-16	B279	573.75		573.75	Everyone Active	Pitch Management Fee	1207	Q
30-Mar-16	B280	230.00	46.00	276.00	Fenalnd Leisure	Safegrass mats	1107	
30-Mar-16	B281	334.00		334.00	Highline Blinds	Blinds for office & repairs	409	
30-Mar-16	B282	32.00		32.00	John Panrucker	Parish Plan Expenses	1412	
30-Mar-16	B283	798.07	159.61	957.68	Premier Logos	Staff uniform	106	
30-Mar-16	B284	1,233.50	246.70	1,480.20	Rif Ltd	QS services 3G	2004	
30-Mar-16	B285	24.99	5.00	29.99	Screwfix	Post box CYP	302	
30-Mar-16	B285	43.92	8.79	52.71	Screwfix	Maintenance Equipment	1107	

Signed

Date 5<sup>th</sup> July 2016  
12-22

30-Mar-16	B285	96.56	3.32	99.88	Screwfix	Protective Equipment	106	
22-Apr-16	DD	3,327.25		3,327.25	PAYE	March PAYE	102	M
01-Apr-16		47.64		59.31	SCDC	Hub Bin Trade waste	1422	M
01-Apr-16		13.00		13.00	SCDC	Cricket Pavilion Bin	1814	M
01-Apr-16		180.00		180.00	SCDC	Hub Licence	1420	A
01-Apr-16		295.24	14.76	310.00	SWALEC	Hub - Gas	1416	M
01-Apr-16		399.20		399.20	SCDC	Rates - MUGA	1206	M
01-Apr-16		497.00		497.00	SCDC	Rates - Hub	1415	M
01-Apr-16		579.00		579.00	SCDC	Rates - Trailer Park	1711	M
01-Apr-16		104.30		104.30	SCDC	Rates - LC Cricket Pavilion	1811	M
01-Apr-16		553.00		553.00	SCDC	Rates - Sports Pavilion	1811	M
01-Apr-16		162.29	32.46	194.75	Orange	Mobile phones	403	M
01-Apr-16		50.26		50.26	Cambridge Water	Water - New Cricket Pavilion	1810	½
01-Apr-16		193.98		193.98	Cambridge Water	Blue School	1414	½
05-Apr-16	B286	42.24	8.45	50.69	A J & R Scambler & Sons	Cable & jump leads	1104	
05-Apr-16	B286	30,000.00	6,000.00	36,000.00	A J & R Scambler & Sons	New Zero Turns	1103	
05-Apr-16	B287	52.18	10.43	62.61	Briar Security	Police Authority Admin Fee	1419	A
05-Apr-16	B288	320.00		320.00	Cambourne Crier	Delivery of Parish Plan questionnaires	1412	
05-Apr-16	B289	129.10	25.82	154.92	CCL Supplies	Cleaning supplies for new CP	1807	
05-Apr-16	B290	180.00		180.00	John Panrucker	Parish Plan expenses	1412	
05-Apr-16	B291	96.40	19.28	115.68	McVeigh Parker & Co Ltd	Fence Posts	1107	
05-Apr-16	B292	155.00	31.00	186.00	O'Sullivan Shopfitting Ltd	Lighting Repairs R	2004	
06-Apr-16		72.56		72.56	Barclays	Bank charges A/c 93936082	203	M
06-Apr-16		13.07	0.65	13.72	Eon	Trailer Park	1705	M
08-Apr-16		64.30	12.86	77.16	SGW Payroll	Payroll Processing	207	M
08-Apr-16		299.96	59.99	359.95	Eon	Cricket Pavilion	1806	M
10-Apr-16		25.40	3.08	28.48	Barclaycard	Merchant services	203	M
11-Apr-16		667.05	133.41	800.46	Ricoh	Photocopying	407	Q
13-Apr-16		352.86	70.57	423.43	Fuel Genie	Petrol & Diesel	1109	M
13-Apr-16	B293	94.94	18.99	113.93	Badgemaster	Staff, Cllr & volunteer Badges	106	

Signed

Date 5<sup>th</sup> July 2016  
13-22

13-Apr-16	B294	1,316.95	263.39	1,580.34	Gopak	Tables for New CP	2005	
13-Apr-16	B295	161.13	32.23	193.36	Initial	Additional hygiene services	1422	
13-Apr-16	B296	1,150.00	230.00	1,380.00	Landsmans	Toilets for 10K (R)	1412	
13-Apr-16	B297	117.00		117.00	Pendrill Publications	Foamex Signs - Parish Plan	1412	
13-Apr-16	B298	3,504.34	700.86	4,205.20	Sherrif Amenity	Grass seed and weed killer	1205	
13-Apr-16	B299	250.00	50.00	300.00	SJA Supplies	Defib. training unit	1209	
13-Apr-16	B300	595.00	119.00	714.00	Technical Surfaces	Match Fit Service - Pitch 1	1208	6Wk
13-Apr-16	B300	495.00	99.00	594.00	Technical Surfaces	Repairs to MUGA surface	1208	
16-Apr-16		542.29	108.46	650.75	Opus	Hub - Electricity	1407	M
16-Apr-16		123.68	6.18	129.86	Opus	New Cricket Pavilion Electricity	1806	M
17-Apr-16		32.65		32.65	Barclaycard	Fish n Chickn	415	
17-Apr-16		24.46	4.89	29.35	Barclaycard	Home Bargains	408	
17-Apr-16		60.76		60.76	Barclaycard	Post Office	406	
21-Apr-16		78.67	15.73	94.40	EE & T Mobile	Mobile Phones	403	M
22-Apr-16		461.58	92.31	553.89	Total Gas & Power	Blue Sch Gas	1416	M
22-Apr-16		167.51	33.50	201.01	British Gas	Sports Pavilion - Electricity	1806	M
22-Apr-16		368.34	73.66	442.00	Scottish Power	Muga Electricity	1202	M
26-Apr-16		72.30	14.46	86.76	SGW Payroll	Year End Payroll processing	207	A
26-Apr-16		6,056.35		6,056.35	Pension	April Pension	103	M
26-Apr-16		16,025.25		16,025.25	Payroll	April Payroll	101	M
27-Apr-16		855.29	171.05	1,026.34	BT	Hub Telephones	403	Q
28-Apr-16	B301	239.63	47.93	287.56	Ameycespa	Skip Hire	1010	
28-Apr-16	B302	63.85	12.77	76.62	Antechs	Anti virus software annual renewal	404	A
28-Apr-16	B303	1,049.10	209.82	1,258.92	Barcham	Replacement Trees on Sterling Way (R)	1107	
28-Apr-16	B304	15.00	3.00	18.00	Briar Security	Remote Reset SP	1812	
28-Apr-16	B305	402.98	80.60	483.58	British Sugar	Topsoil	1208	
28-Apr-16	B306	110.00	22.00	132.00	CamFire Protection Ltd	Fire extinguishers Hub Office	408	
28-Apr-16	B306	235.00	47.00	282.00	CamFire Protection Ltd	Fire extinguishers New CP	1807	
28-Apr-16	B307	190.04	38.02	228.06	CBS	Parish Plan Stationery	1412	

Signed

Date 5<sup>th</sup> July 2016  
14-22

28-Apr-16	B307	202.28	40.46	242.74	CBS	Stationery	405	
28-Apr-16	B308	11.50	2.30	13.80	CCL Supplies	Cleaning products	1411	
28-Apr-16	B308	251.50	50.30	301.80	CCL Supplies	Toilet roll holders SP & CP	1807	
28-Apr-16	B308	277.19	55.44	332.63	CCL Supplies	Cleaning equipment	1411	
28-Apr-16	B309	1,600.00	320.00	1,920.00	Complete Cleaning	Hub And Blue School Cleaning	1417	M
28-Apr-16	B309	1,645.00	329.00	1,974.00	Complete Cleaning	Pavilions Cleaning	1417	M
28-Apr-16	B310	39.50	7.90	47.40	Coorleraid	Water cooler	1421	M
28-Apr-16	B311	566.00	113.20	679.20	Edge It systems	Software contract	404	A
28-Apr-16	B312	20.00	4.00	24.00	ESPO	Notice Board - Parish Plan	1412	
28-Apr-16	B312	56.00	11.20	67.20	ESPO	Notice Boards Parish Office	408	
28-Apr-16	B313	43.45	8.69	52.14	lbbetts	Maintenance Equipment	1103	
28-Apr-16	B314	90.00		90.00	ICCM	Membership	207	A
28-Apr-16	B315	88.09	17.62	105.71	Maxwell Amenity	Maintenance Equipment	1103	
28-Apr-16	B316	70.00	14.00	84.00	Parker Merchanting	Steel Banding	1103	
28-Apr-16	B317	145.00	29.00	174.00	Premier Logos	Banners for Trade Fair	1412	
28-Apr-16	B317	147.00	29.40	176.40	Premier Logos	Cadet open day Banners	1412	
28-Apr-16	B317	128.75	25.75	154.50	Premier Logos	Uniform	106	
28-Apr-16	B317	262.00	52.40	314.40	Premier Logos	Parish Plan banners	1412	
28-Apr-16	B318	1,923.25	384.65	2,307.90	Rlf Ltd	QS services 3g pitch	2004	
28-Apr-16	B319	138.00	27.60	165.60	SLCC	Regional roadshow attendance	503	
28-Apr-16	B320	234.49		234.49	SLM	Pitch Management Fee	1207	
28-Apr-16	B321	80,012.12	16,002.42	96,014.54	Timberworks	Cricket Pavilion Stage 5 payment	2004	
28-Apr-16	B322	3,274.97		3,274.97	Came & Company	Motor Insurance	205	A

Signed

Date 5<sup>th</sup> July 2016  
15-22

**11.3 Bank Reconciliations:** to consider approving the Bank reconciliations as at the 1<sup>st</sup> April 2016 and 3<sup>rd</sup> May 2016.

**RECOMMENDATIONS:**

That the bank reconciliation attached be received and approved.



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

Prepared by John Vickery Parish Clerk and RFO

05/04/2016

Total Receipts of the Council up to 31st March 2016		2,418,137.90
Total Receipts of the CPEF up to 31st March 2016		1,157,062.39
Total Payments by the Council up to 31st March 2016		1,189,251.41
Total Payments by the CPEF up to 31st March 2016		797,110.29
<b>Balance</b>	<b>A</b>	<b>1,588,838.59</b>

Barclays Bank PLC

Account No

93936082

Statement from Bank dated 1st April 2016

55,508.62

Account No

90496049

Statement from Bank dated 1st April 2016

£ 1,127,406.74

Account No 23365964 CPEF

Statement from Bank dated 1st April 2016

£ 359,952.10

**Total**

**1,542,867.46**

Unpresented cheques at 31st March  
2016

Barclays

2841	25.53
DD	3,327.25

**TOTAL** £ 3,352.78

Unrecorded income at 31st March 2016

**TOTAL** 49,323.91

**Balance**

**B** £ **1,588,838.59**

Check A-B

**-0.00**

Petty Cash

Total **172.55**

**Balance** including Petty Cash

Total **1,589,011.14**

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 5<sup>th</sup> July 2016  
17-22

**CAMBOURNE PARISH COUNCIL  
BANK RECONCILIATION AT 3rd May 2016**

Prepared by John Vickery Parish Clerk and RFO

6/05/16

Total Receipts of the Council up to 29th April 2016		255,658.28
		2,418,137.90
Total Receipts of the CPEF up to 29th April 2016		1,157,065.05
Total Payments by the Council up to 29th April 2016		188,084.82
		1,189,251.41
Total Payments by the CPEF up to 29th April 2016		797,116.94
<b>Balance</b>	<b>A</b>	<b>1,656,408.06</b>

Barclays Bank PLC

Account No

93936082

Statement from Bank dated 3rd May 2016

964.68

Account No

90496049

Statement from Bank dated 3rd May 2016

£ 1,354,882.40

Account No 23365964 CPEF

Statement from Bank dated 3rd May 2016

£ 359,948.11

**Total**

**1,715,795.19**

Unpresented cheques at 29th April 2016

Barclays

B301	287.56
B302	76.62
B303	1,258.92
B304	18.00
B305	483.58
B306	132.00
B306	282.00
B307	228.06
B307	242.74
B308	13.80
B308	301.80
B308	332.63
B309	1,920.00
B309	1,974.00
B310	47.40
B311	679.20
B312	24.00
B312	67.20
B313	52.14
B314	90.00
B315	105.71
B316	84.00
B317	174.00
B317	176.40
B317	154.50
B317	314.40
B318	2,307.90
B319	165.60
B320	234.49
B321	96,014.54

Signed

Date 5<sup>th</sup> July 2016  
18-22

B322 3,274.97

	<b>TOTAL</b>	£	111,518.16
Unrecorded income at 29th April 2016	<b>TOTAL</b>		52,131.03
<b>Balance</b>	<b>B</b>	<u>£</u>	<u><b>1,656,408.06</b></u>
Check A-B			<b>-0.00</b>
Petty Cash	Total		<b>136.13</b>
<b>Balance</b> including Petty Cash	Total	<u>£</u>	<u><b>1,656,544.19</b></u>

Signed  
Chairman Clerk Date

Independent Councillor Check Date

## MEMBERSHIP OF COMMITTEES – 2016-2017

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

Cllrs  
S Crocker  
P Gavigan (Chairman)  
J O'Dwyer  
K McIntyre  
P Hedges  
T Hudson  
Mrs R Poulton  
G Thompson

**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  
S Bhattacharya  
T Hudson  
Dr G Mehboob  
J Patel  
Dr S Smith  
G Thompson

**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)  
S Krintas  
J Patel

**Authorised Signatories**

Cllr S Crocker  
Cllr J O'Dwyer  
Cllr Mrs R Poulton  
Cllr Mrs J Sawford

**CYP Representatives**

Cllr J Patel

**Parish Plan Steering Committee**

Cllr J O'Dwyer  
Cllr G Thompson  
Cllr Mrs J Sawford

**Festival Working Party**

Cllr S Crocker  
Cllr Dr G Mehboob  
Cllr Mrs J Sawford

Signed

Date 5<sup>th</sup> July 2016  
20-22

## LAND TRANSFERS

Please find below a brief summary of the position on the ongoing transactions involving the Parish Council.

As you will see, there has been no movement at all on any of the matters involving MCA and it may, therefore, be worth your while speaking to your contacts to see if some of the log-jams can be cleared.

1. Taylor Wimpey - various POS parcels (0051)

In-House – No change since my last report.

Wraggles – These Transfers are now complete and registration formalities are, therefore, being undertaken.

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

No change since my last report.

3. GC23/GC26, Greenway – MCA (58)

No change since my last report.

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

No change since my last report.

5. Cambourne Cricket Pavillion – MCA (62)

No change since my last report.

6. Cambourne Youth Centre – MCA (63)

No change since my last report.

7. Wind Turbine Site – MCA (64)

No change since my last report.

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

No change since my last report.

**Allison Hopkins**  
Paralegal  
for Mills & Reeve LLP

Signed

Date 5<sup>th</sup> July 2016  
21-22

