



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 4th July 2017 – meeting commenced at 19.15pm

Present:

Cllr J O'Dwyer (Chairman)	Cllr S Krintas
Cllr Mrs R Poulton (Vice-Chairman)	Cllr K McIntyre
Cllr Dr S Bhattacharya	Cllr Dr G Mehboob
Cllr P Gavigan	Cllr G Thompson
Cllr T Hudson	

In attendance: John Vickery - Parish Clerk
Shauna Roberts – Deputy Parish Clerk

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

1. APOLOGIES

Apologies had been received from Cllr Dr S Bhattacharya for possibly arriving late.

It was:

RESOLVED that the apologies for Cllr Dr S Bhattacharya arriving late be accepted.

2. MINUTES OF LAST MEETING

It was:

RESOLVED that the minutes of the Council Meeting [CPC 167](#) held on 6th June 2017 and [CPC168](#) held on the 20th June 2017 were confirmed as a correct record and duly signed by the Chairman.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION

There were no Declarations of Interests or Requests for Dispensation.

4. POLICE MATTERS

No Police Officer was present and no report had been submitted.

The Chairman raised concerns that there was no Police representative in attendance and no reports provided at the past few meetings. The Chairman said that he hoped to have a Police Officer at the next Council Meeting in September.

The Parish Clerk reported that Cllr Mrs R Poulton will be representing the Parish Council at the South Cambridgeshire Parish Council Conference on Friday 11th August 2017 in Huntingdon. The event is organised by the Cambridgeshire and Peterborough Police and Crime Commissioner, Jason Ablewhite.

The Chairman asked that Councillors send any concerns to Cllr Mrs Ruth Poulton via email by Friday 21st July 2017 so she can raise them at the conference.

It was:

RESOLVED that the update be received and Councillors send any concerns to Cllr Mrs Ruth Poulton via email by Friday 21st July 2017 so they can be raised at the conference.

Cllr Dr G Mehboob joined the meeting before the next item.

5. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman asked for an update regarding the possibility of a Mobile Post Office coming to Cambourne, to be provided for the next Finance & Policy meeting on 18th July 2017.
- The Chairman announced that the Parish Plan should have been delivered to all residents and businesses of Cambourne and anyone aware of persons who did not receive a copy of the Plan, to contact the Parish Office for one to be provided. Also, thanks must be extended to the Parish Plan Steering Group and the Council.
- The Chairman reported that the Parish Council's new website is expected to go live on 31st July 2017.

6. COMMUNITY GOVERNANCE REVIEW

The Parish Clerk reported that he had been in contact with Jason Clarke, Development Officer, South West, South Cambs District Council regarding the meeting held by the Civic Affairs Committee to increase the Parish Councillors from 13 to 19. It was reported that the Civic Affairs Committee unanimously agreed to the increase and that District Councillor Simon Crocker who attended the meeting showed his support for the increase.

The Parish Clerk reported that the second consultation regarding the Community Governance Review of Caxton, Elsworth and Cambourne Parishes is open and it would be good for the Parish Council to put forward their agreement for that review and. It was agreed to list the names of all Parish Councillors in order to show their support for the review.

It was:

RESOLVED that the update be received and the Parish Council put forward their agreement for the Community Governance Review of Caxton, Elsworth and Cambourne Parishes review with a list of the names of all Parish Councillors to show their support for the review.

7. CLERKS UPDATE

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

It was:

RESOLVED that the report be received.

8. COUNCILLORS VACANCIES

The Parish Clerk reported that after the expiry of the notice period for the two Councillor vacancies, it has been confirmed by South Cambs District Council that an election has not been called, therefore the Parish Council can fill the vacancies by means of Co-option.

The Parish Clerk will start the process of advertising the vacancies on the Parish Council's Noticeboards, Facebook, Website and the Cambourne Crier. The Co-options will take place at the Full Council Meeting on the 5th September 2017.

It was:

RESOLVED that the report be received and the Co-options take place at the Full Council Meeting on the 5th September 2017.

9. PARISH PLAN UPDATE

The Parish Clerk reported that following the publication and delivery of the Parish Plan to Cambourne residents and businesses, the Parish Council should now consider Appendix 1 of the Parish Plan to agree how to implement the actions. (Copy of Appendix 1 attached).

The Chairman proposed that the Chairman, Vice-Chairman, Chairman of Planning, Chairman of Leisure & Amenities and the Parish Clerk be delegated to review the action items in Appendix 1 of the Parish Plan. Also, it was agreed that it would be easier to publish information regarding the outcome of the action items on the Parish Council's new website.

It was:

RESOLVED that the report be received and The Chairman, Vice-Chairman, Chairman of Planning, Chairman of Leisure & Amenities and the Parish Clerk be delegated to review the action items in Appendix 1 of the Parish Plan.

10. RESIDENTS CORRESPONDENCE

No resident's correspondence had been received.

The Parish Clerk raised concerns that recently there had been no correspondence from residents and that this agenda item be merged with the General Correspondence agenda item for future meetings.

Concerns were also raised for the General Correspondence agenda item to be moved to the beginning of the agenda, so that residents attending meetings have the opportunity to leave early.

It was:

RESOLVED that the Residents Correspondence be merged with the General Correspondence agenda item for future meetings and be moved to the beginning of the agenda if required.

11. COUNTY COUNCIL MATTERS

County Councillor Mark Howell was in attendance for this item. Cllr Howell reported on several matters arriving from meetings he attend as a County Councillor. He firstly spoke about ESPO and the plans to improve this service by introducing an automated function, which he proposed will reduce the running cost for the Council while maintaining price of the products.

He also reported that there is proposal for bigger budget cuts in child and adult care. Consideration is being given to the need for two carers to attend by the introduction of assisted technology equipment, thereby providing more savings.

Cllr Howell also reported that with reference to the Grenfell Tower fire incident, sprinklers systems and cladding were also discussed at the meeting. However, it was recognised that these were not serious concerns for the County.

The Chairman raised concerns regarding the loss of equipment which the County provides to support disabled people. He stated that in some cases the equipment could potentially be re-used.

Cllr Howell reported however, that in most cases they are unable to get risk assessments produced on second-hand equipment and also persons are not keen on using second-hand equipment.

It was:

RESOLVED that the report be received.

12. DISTRICT COUNCIL MATTERS

Apologies were received from District Councillor D. O'Brien.

District Councillor R Betson was in attendance and presented a report to the Council (Report Attached)

The Chairman asked Cllr R Betson to make a request on behalf of the Parish Council to the Greater Cambridge City Deal Board, for an extension in order to give the Council the opportunity to discuss the options for a New Park & Ride sites.

It was:

RESOLVED that the report be received and Cllr R Betson to make a request on behalf of the Parish Council to the Greater Cambridge City Deal Board, for an extension in order to give the Council the opportunity to discuss the options for New Park & Ride sites.

Cllr Dr S Bhattacharya joined the meeting during the next item.

13. ANNUAL RETURN

13.1 Section 1 – Annual Governance statement 2016/17

1. The Council considers that the accounts have been prepared in accordance with the Accounts and Audit Regulations.

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 reviewed 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 reviewed 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 five locations around Cambourne and on the Parish Council website.

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.

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 1 of the Annual Return, the Annual Governance Statement 2016/17

13.2 Section 2 – Accounting statements 2016/17

The Parish Clerk reported that the Accounting Statements for 2016/17 have been checked by the internal auditor.

It was:

RESOLVED that the Chairman sign Section 2 of the Annual Return, Accounting statements 2016/17

13.3 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. Almost all sections were scored as level 1 and a few at level 2.

It was:

RESOLVED that the Internal Audit Report be received

14. FINANCIAL STATEMENT

14.1 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.

14.2 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 30.06.17

RESOLVED that the report on the Finance Spreadsheet as at 30.06.17 be received.

14.3 Bank Reconciliation

It was:

RESOLVED that the report be received and the Bank Reconciliation at 1st June 2017 be approved and signed.

Cllr T Hudson left the meeting before this item.

15. PROMOTION OF COMMUNITY EVENTS

The Community Development Officer Liz Pinchen was in attendance and presented a report to the Council (Report Attached).

Cllr Dr G Mehboob thanked The Community Development Officer, the Parish Council, the Councillors and the Parish Clerk for attending and supporting the Eid Fair celebrations and for sending their emails of support. She also stated that she looked forward to similar events in the future.

Cllr Dr S Bhattacharya enquired whether the Community Development Officer had the information data of all the community groups in Cambourne?

The Community Development Officer reported that she was receiving and collating that information.

Cllr T Hudson re-joined the meeting at this point.

The Chairman invited the Parish Council to join him to congratulate Cllr Dr S Bhattacharya on receiving the Community Inspiration, Outstanding Leadership award for her involvement in community events within Cambourne.

It was:

RESOLVED to receive the report of the Community Development Officer and for a Facebook page to be created as well as two accounts on Timedrop; one for the Parish Council to promote the calendar of meetings and other Parish Council events, and a second one for Community events.

16. CITY DEAL

The Parish Clerk reported that the next Local Liaison Forum meeting is on 17th July 2017 and that he would circulate the agenda to the Councillors in case any Councillor can attend this meeting.

Cllr K McIntyre stated that he could potentially attend the Local Liaison Forum meeting on 17th July 2017.

It was:

RESOLVED to receive the report and the Parish Clerk would circulate the agenda of the Local Liaison Forum meeting held on the 17th July 2017.

17. LAND TRANSFERS

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

It was:

RESOLVED that the report be received.

18. TRAFFIC MATTERS & ROAD SAFETY

The Parish Clerk reported that he will get in touch with the County Councillor for feedback on the Broad Street safety audit.

It was:

RESOLVED that the report be received and the Parish Clerk to pass on the report on Broad Street safety audit.

19. GENERAL CORRESPONDENCE

No general correspondence had been received.

20. COMMITTEE REPORTS

20.1 PLANNING COMMITTEE – reports on 6th June 2017 [PLN M266](#) and 20th June 2017 [PLN M267](#).

It was:

RESOLVED that the Planning Committee reports for 6th and 20th June 2017 be received.

20.2 LEISURE AND AMENITIES held on 20th June 2017 [LA M71](#).

It was:

RESOLVED that the Leisure and Amenities report for 20th June 2017 be received.

21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

DRAFT

CPC/M169

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.

22. STAFFING

The Parish Clerk presented a report on the current staffing matters.

It was:

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

23. 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.

24. DATE OF NEXT MEETING – 5th September 2017 – The Meeting closed at 21.00pm

Clerks Report

Clerks report since the 6th June 2017

1. Helped with the organisation and running of the Parish Launch event held in The Hub. I also assisted the Chairman and Secretary of the Parish Plan Working Party to distribute the Parish Plan Summary Document to the Crier delivery team. To arrive at this, there were also several meetings and discussions with the Parish Chairman, Chairman and Secretary of the Parish Plan Steering Committee to finalise the document ready for printing and to organise the launch event.
2. Cambourne West s106 – Three further meetings have been held to progress the s106 document and associated planning conditions.

Work progressing well;

- The Boiler Plate produced by Stephen Reid has been reviewed by Neil Bucknell of Laytons on behalf of Taylor Wimpey and Bovis and is being fleshed out and is now becoming the basis of the s106 document. The County Council has produced their elements for Education, Highways, City Deal and Transport etc.
- Further drafting has been carried out on the s106 areas identified in the Heads of Terms related to the Parish Council, these have been reviewed by Mills and Reeve and myself.
- TPA have submitted further information on the transport documentation for consideration by the County Council and had a separate meeting to bring this close to conclusion. The only outstanding issue is in relation to the City Deal element within Cambourne, a meeting has been organised to finalise this.

The target is for the s106 to be completed by mid-August.

- Meeting with the Parish Chairman and follow up with him and the Vice Chairman on a request to phase the delivery of the sports pitches. It was agreed to argue against this, but to offer staggered payment of the s106 monies to suit the construction of the facilities.
3. Further meetings to organise the Village Fete for September.
 4. Preliminary meeting with SCDC regarding the development of the Exchange site (between the vets and Monkfield arms). This site currently has planning consent for a Care Home and three shops.
 5. Meeting with District Councillor S Crocker regarding the Governance Review for Caxton, Elsworth and Cambourne.
 6. Induction meetings with two Colleges to sign up Liam Jordan and Georgie Ward to their apprenticeship schemes.
 7. There have been further meetings with The Parish Chairman, Vice Chairman and representatives of the CYP which have been positive.
 8. There were two mornings with the internal auditor supported by the Office Administrator.

9. Attended the SLCC seminar on Emergency Planning which was very informative and the Council's Emergency Planning will be updated to suit.
10. Meeting with residents of Monk Drive, Vine Technical and Taylor Wimpey regarding the adoption of Monk Drive.
11. Meeting with Cllr G Thompson, Coastline and Community Development Officer to agree how the new Parish Council Web site should be progressed with a target date of the 31st July for going live.
12. Discussions have continued with Mills and Reeve and the County Council to finalise the Transfer and Lease documentation for the Blue School.
13. I have shown two of the companies tendering for the Play area upgrades, MUGA and Gym equipment around the various areas. Other companies have been booked into carry out visits prior to tendering.
14. A meeting was also held with the Programme Manager and Deputy Manager of the Diabetic Eye Screening programme to find a location for Eye Screening in Cambourne, it is hoped they will commence screening in late July using the old office temporarily.
15. I also worked With Randall Thorpe and McA on the Issue of Travelers on the entrance park.

I have also taken a days holiday.