



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 6th March 2018 – meeting commenced at 7.00pm.

Present:

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

In attendance: John Vickery - Parish Clerk
Heather Nigbur-Day – Deputy Parish Clerk

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

1. **APOLOGIES**

Apologies for absence had been received from Cllr Dr G Mehboob. Acceptable reasons for absence had been given.

It was:

RESOLVED that the apologies from Cllr Dr G Mehboob for absence be received and approved.

2. **MINUTES OF LAST MEETING**

It was:

RESOLVED that the minutes of the Council Meeting M176 held on 6th February 2018 were confirmed as a correct record and duly signed by the Chairman.

3. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION**

No declarations were made.

4. **POLICE MATTERS**

An invitation was sent to the Police Inspector and Sergeant to attend the meeting but no response had been received. The Parish Clerk informed that there had been recent staff changes within the Police which may explain why they were unable to attend and further follow up emails had been sent.

It was:

RESOLVED that a communication be sent to Chief Inspector James Sutherland (Working in a Communications capacity) to request Police attendance at the next council meeting and an update on neighbourhood policy.

5. CHAIRMAN'S ANNOUNCEMENT

- The Chairman expressed his thanks on behalf of the Council, to all off the Grounds Team for their hard work and dedication during the bad weather and maintaining the gritting programme.
- An item appeared in the latest edition of "South Cambs Magazine" Spring 2018 – "The Swimming pool has been a long term ambition for Cambourne and the £3.5 million S106 agreement money will be the bulk of the funds required. The Parish Council are committed to raising the rest of the money required in order to build the pool on land next to the existing Sports Centre". This item is incorrect and correct information will be submitted to the Cambourne Crier and put on our Facebook page and website.
- Health working group; a meeting has been scheduled for the 11th April 2018 at 2pm at The Hub, with South Cambridgeshire District Council – Lesley McFarlane from South Cambs has discussed with members of the NHS and is just waiting for Monkfield Medical Practice to confirm. Dawn Jones, Head of Primary Care Commissioning (CCG), Diane Siddle, Contracts Manager (NSHE) and Kate Calvert, Head of Primary Care Strategy and Delivery. The meeting details will be reported back at a future Council Meeting.
- Park and ride work shop is being held on 8th March 2018, 6pm – 8pm at Harston Village Hall. The meeting will cover the potential new Park and Ride at J11 Trumpington.
- Community Chest fund opens in April 2018 for local community grants.
- GDPR training will take place on 13th March 2018 at The Hub, from 7pm.
- Mobile post office has now introduced a second day in Cambourne, this being Monday between 13.30 pm and 16.00hrs. The mobile post office will continue to attend on Wednesdays from 12.30 – 16.00hrs.

6. CLERKS UPDATE

The Parish Clerk presented a report to the Council. The Clerk listed a number of meetings he had attended this month. Report attached below.

It was:

RESOLVED that the report be received.

7. COUNTY COUNCIL MATTERS

County Cllr Mark Howell was not in attendance. No report was received.

It was:

RESOLVED that a report be requested from County Cllr Howell.

8. DISTRICT COUNCIL MATTERS

District Cllr Ruth Betson joined the meeting at 19.48hrs and presented a report.

The District Councillors will be reducing from 57 Councillors to 47. Work has been continuing on the possible Girton Interchange and trying to progress development there but with an increase from 1 – 2 lanes at the junction of the A428/ A14. There has been no decisions yet on the train line between Oxford and Cambridgeshire, D Cllr R Betson is lobbying for it to follow the A428.

The District Council are reviewing their Call Centre and changes will come in to affect in the Spring. Currently 83% of calls get answered within 2 minutes. It is hoped the changes will improve response rates.

South Cambridgeshire District Council had agreed a 5% increase in Band D Council tax rates.

District Cllr Betson left the meeting at 20.25hrs.

It was:

RESOLVED that the report be received.

9. FINANCIAL STATEMENT

9.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

RESOLVED that the schedule of payments be received and approved (attached).

9.2 Report of Current Financial Position

It was:

RESOLVED to receive the report on the Current Financial Position.

9.3 February Bank Reconciliation

The Bank Reconciliation was independently checked by Cllr P Hedges.

It was:

RESOLVED to receive the Bank Reconciliation.

10. PARISH PLAN

The Parish Clerk has updated the Parish Plan and the website has been updated to reflect the changes. It was suggested that a “What’s happening space” be introduced on to our website, to allow residents to find out the latest information quickly and clearly, Cllr G Thompson will lead on this.

It was:

RESOLVED to receive the report.

11. PARISH COUNCIL POLICIES

The Parish Clerk has been reviewing the Councils Policies in preparation for the increase of Council Numbers from 13 to 19 in May 2018.

The only Policies and Documents that require revising in preparation for the Annual Council Meeting on the 15th May 2018 is the Terms of Reference and Delegated Powers Policy and the associated documents.

In the Terms of Reference and Delegated Powers the size of the committees has been considered and the effect on the number of Councillors required to be quorate and how this has been an issue over previous years. It has been proposed that the three committees all change to 9 members this will give an opportunity for Councillors to be on at least one committee and spread the work load around all the Councillors. If the committee membership increases above 9 the quorum will increase.

The other Document needing Consideration at this moment is the Financial Regulations they have been updated to suit the minor alterations requested by the Internal Auditor have been incorporated.

A Schedule of Parish Council Policies and Guidance has been drawn up, so Councillors are aware of the Policies and when and who should review the policies.

Attached Documents:

- Terms of Reference and Delegated Powers Policy
- Financial Regulations

It was:

RESOLVED to adopt the revised Terms of Reference and Delegated Powers Policy and the Financial Regulations and note the Committee Structure, Membership of Committees and Schedule of Parish Council Policies and Guidance.

12. DISTRICT COUNCIL ENGAGEMENT WITH PARISH COUNCILS

The Parish Clerk presented a draft report. It was discussed that the document produced would be amended prior to being submitted to South Cambs District Council.

It was:

RESOLVED that the amended document is agreed and submitted to South Cambs District Council..

13. REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS: Stakeholder Consultation.

The Parish Clerk presented a report and was awaiting for NALC and SLCC before responding.

It was:

RESOLVED that the report be received and it be reconciled once a response had been drafted by the Chairman, Vice Chairman and Parish Clerk.

14. LAND TRANSFERS

The Parish Clerk presented a report to the Council (report attached). The Parish Council is awaiting funds from Bovis and the Parish Clerk had a meeting with Ben Hendry who will be liaising with Bovis to get this updated.

It was:

RESOLVED that the report be received

15 BROADBAND

Cllr K McIntyre presented a report. Correspondence had been sent to Air Broadband and Cllr K McIntyre was awaiting a reply.

It was:

RESOLVED that the report be received and an update given at the next meeting.

16. TRAFFIC MATTERS AND ROAD SAFETY

The Parish Clerk gave an update relating to the 20 mph speed limit request, for Cambourne. The process is under way but lengthy. The renewal of the bollard at the Broad Street Junction would be raised with Martyn Rodzian at Taylor Wimpey.

It was:

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

17. CORRESPONDENCE

No correspondence had been received

18. COMMITTEE REPORTS

18.1 PLANNING COMMITTEE - held on 6th February 2018 PLN M278.

It was:

RESOLVED that the Planning Committee report for 6th February 2018 PLN M278 be received.

18.2 LEISURE & AMMENITIES COMMITTEE – held on 20th February 2018 LA M74

It was:

RESOLVED that the Leisure & Amenities Committee report for 20th February 2018 LA M74 be received.

19. 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.

20. 20.1 COMMUNITY NEEDS

The Parish Clerk presented a report on Community Needs.

It was:

RESOLVED that the report be received.

20.2 Staffing

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

It was:

RESOLVED that the reports be received and the necessary recommendations and actions be taken.

21. 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.

22. DATE OF NEXT MEETING – 3rd April 2018 – The Meeting closed at 8.45pm

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire
Council Meeting 6th March 2018

Clerks Report

Clerks report since 6th February 2018

1. Meeting with Andy Cole in relation to adoption of Taylor Wimpey LAP's and POS's.
2. Meeting with SCDC, Developers and RPT to review the Travel Plan Survey results for the 3rd year for the (%) extra dwellings.
3. Meetings with Community groups to discuss their needs and how the Parish could support their ambitions.
4. Attended a meeting of the 10k committee as Jess was on Holiday.
5. Meeting with Nigel Taylor regarding accounts for 2017-18.
6. Meeting with Sam Corbin and Jessica Lydon regarding Pop up event.
7. Meeting with Larry Gray, The Parish Council Vice Chairman and Chairman of the Leisure and Amenities Committee to agree the charging structure for the next Fun Fare.
8. Meeting with Lisa Logan, Jessica Lydon regarding a new event Cambourne Summer Sports Festival.
9. Meeting with Ben Hendry of Randall Thorp and Warren Bourne regarding the transfer of open spaces including the Eastern Valley (Country Park/Golf Course) to the Parish Council. Second meeting with Ben Hendry and Ed Durrant regarding the Eastern Valley
10. Meeting with Linda Henderson regarding Blue school and two County Council officers regarding Transfer of the Blue School.
11. Discussions with Duncan Mason of New crest regarding Projects in Cambourne as reported in the Chairman's announcements.

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 5th March 2018

FINANCIAL STATEMENT

9.1 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**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
01-Feb-18	DD	14.07		14.07	Pennon Water	Water - Cemetery	905	½
01-Feb-18	DD	39.16		39.16	South Staffs Water	Water - Trailer Park	1710	½
01-Feb-18	DD	49.6		49.60	Pennon Water	Water - Cricket Pavilion - Back Lane	1810	½
01-Feb-18	DD	49.77		49.77	Pennon Water	Water - New Cricket Field	1810	½
01-Feb-18	DD	84.21		84.21	Pennon Water	Water - Brace Dein Allotments	1011	½
01-Feb-18	DD	117.71		117.71	Pennon Water	Water - Bowling Green	1810	½
01-Feb-18	DD	337.63		337.63	Pennon Water	Water - The Hub	1414	½
01-Feb-18	DD	372.95		372.95	Pennon Water	Water - Sports Pavilion	1810	½
02-Feb-18	DD	51.07	2.55	53.62	Eon	Grean, Greenhaze Lane	1108	½
05-Feb-18	DD	21.01	1.05	22.06	Eon	Trailer Park	1705	M
05-Feb-18	DD	85.51		85.51	Barclays	Bank charges A/c 93936082	203	M
12-Feb-18	DD	33.63	3.08	36.71	Barclaycard	Merchant services	203	M
12-Feb-18	DD	80.90	16.18	97.08	SGW Payroll	Payroll Processing	207	M
13-Feb-18	DD	248.91	49.77	298.68	Fuel Genie	Petrol & Diesel	1109	M
15-Feb-18	DD	89.36		89.36	Barclaycard	Gift Card, extension lead	413	
16-Feb-18	DD	552.92	110.58	663.50	Opus Energy	New Cricket Pavilion Electricity	1806	M
20-Feb-18	B875	246.82	49.36	296.18	AmeyCespa	Mixed Bulky Waste	1107	
20-Feb-18	B876	215.00	43.00	258.00	Barcham	Trees	904	
20-Feb-18	B877	141.50	28.30	169.80	Briar	Replace power supply unit	1809	
20-Feb-18	B877	76.50	15.30	91.80	Briar	Blue School call out	1419	
20-Feb-18	B878	55.30	11.06	66.36	BrightVisions Limited	IT Licences	404	M
20-Feb-18	B879	15.80	3.16	18.96	Cambridge Outdoor Living	Post Mix	2003	
20-Feb-18	B880	90.00		90.00	C G Electrical Services	Light replacement @ Sports Centre [R]	1413	
20-Feb-18	B881	70.00	14.00	84.00	Cambridge Security Services Ltd	Alarm call out	1812	
20-Feb-18	B882	40.00	8.00	48.00	CamFire	New cricket pavilion - fire equipment maintenance	1203	A

20-Feb-18	B882	110.00	22.00	132.00	CamFire	Trailer Park - fire equipment	1707	A
20-Feb-18	B882	105.00	21.00	126.00	CamFire	Cricket club pavilion - fire equipment	1203	A
20-Feb-18	B882	25.00	5.00	30.00	CamFire	Sports pavilion - fire equipment	1203	A
20-Feb-18	B883	113.14	28.29	141.43	CBS	Stationary and furniture	408	
20-Feb-18	B884	59.75	11.95	71.70	CCL Supplies	Hand Towels and toilet rolls	1411	
20-Feb-18	B884	178.45	35.69	214.14	CCL Supplies	Toilet rolls, cleaning fluids, black bags	1411	
20-Feb-18	B884	21.90	4.38	26.28	CCL Supplies	Hand Towels	1411	
20-Feb-18	B885	840.00		840.00	Charles J Rogers	Electrical work @ pavilion yard	1107	
20-Feb-18	B886	1,600.00	320.00	1,920.00	Complete Cleaning	Cleaning of Hub and Blue school	1417	M
20-Feb-18	B886	1,330.00	266.00	1,596.00	Complete Cleaning	Cleaning of Sports buildings	1820	M
20-Feb-18	B887	31.60	6.32	37.92	Cooleraid	Hub water	1421	M
20-Feb-18	B888	7,200.00	1,440.00	8,640.00	DT Architects	Planning Application Fees	207	
20-Feb-18	B889	27.74	5.55	33.29	Gibbs and Dandy	Poly Frame	1809	
20-Feb-18	B890	5,221.35	1,044.27	6,265.62	Glasdon	Shelter	2003	
20-Feb-18	B891	20.65	4.13	24.78	GR8 Hire	Cement mixer hire	2003	
20-Feb-18	B892	17.62	3.53	21.15	Madingley Mulch	Cement	2003	
20-Feb-18	B893	1,543.25	308.65	1,851.90	MTC Engineering	Professional charges for Soul Building	207	
20-Feb-18	B894	406.04	71.32	477.36	Newmarket Plant Hire	Cherry Picker for Xmas lights	1107	
20-Feb-18	B895	80.20	16.04	96.24	Ridgeons	Ballast	1107	
20-Feb-18	B895	98.37	19.68	118.05	Ridgeons	Paint and rollers	1107	
20-Feb-18	B895	29.88	5.98	35.86	Ridgeons	repair materials	1107	
20-Feb-18	B895	187.20	37.44	224.64	Ridgeons	Wood for repairs	1107	
20-Feb-18	B895	39.44	7.88	47.32	Ridgeons	Paint for the Old Cricket Pavilion	1809	
20-Feb-18	B895	266.16	53.24	319.40	Ridgeons	Sand and Cement	2003	
20-Feb-18	B895	65.81	13.15	78.96	Ridgeons	Plaster board, plaster, trowel, paint	1809	
20-Feb-18	B896	1,750.00	350.00	2,100.00	Scamblers	Snow salt spreader	1103	
20-Feb-18	B897	43.93	8.78	52.71	Screwfix	Cable ties and Lever on Rose	1809	
20-Feb-18	B897	66.57	13.31	79.88	Screwfix	masking tape, roller and resin	1107	
20-Feb-18	B897	43.42	8.67	52.09	Screwfix	Screws and pencils	1107	
20-Feb-18	B898	581.25	116.25	697.50	Sheriff Amenity	Bowgrass Elite	1205	
20-Feb-18	B899	212.23	29.71	241.94	Tudor Environmental	Protective clothing and files	106	

DRAFT

20-Feb-18	B899	34.88	6.98	41.86	Tudor Environmental	Wheel Clamp	1103	
21-Feb-18	DD	263.00	52.00	315.00	EE & T Mobile	Mobile Phones	403	M
22-Feb-18	DD	5,363.64		5,363.64	PAYE		102	M
23-Feb-18	DD	282.68	56.53	339.21	SSE	Sports Pavilion Electricity	1407	M
26-Feb-18	DD	458.17	91.63	549.80	SSE	The Hub Electricity	1407	M
26-Feb-18	DD	16,705.23		16,705.23	Payroll		101	M
26-Feb-18	DD	8,022.51		8,022.51	Pension		103	M

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 5th March 2018

9.3 Bank Reconciliations: to consider approving the Bank reconciliations as at the 1st February 2018.

RECOMMENDATIONS:

That the bank reconciliation attached be received and approved.

CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st February 2018

Prepared by John Vickery Parish Clerk and RFO 16/01/2018

Total Receipts of the Council up to 30 th January 2018	1,246,400.56
Total Receipts of the CPEF up to 30 th January 2018	1,198,349.79
Total Payments by the Council up to 30 th January 2018	864,498.55
Total Payments by the CPEF up to 30 th January 2018	852,007.37
Balance	728,244.43

Barclays Bank PLC	
Account No 93936082	
Statement from Bank dated 1st February 2016	1,294.08
Account No 90496049	
Statement from Bank dated 1st February 2016	£ 397,042.48
Account No 23365964 CPEF	
Statement from Bank dated 1st February 2016	£ 346,342.42
Total	744,678.98

Unpresented cheques at 29th December 2017

Barclays

B858	939.60	
B859	114.00	
B860	58.20	
B861	168.00	
B862	500.00	
B863	1,440.86	
B864	456.25	
B865	3,516.00	
B866	33.18	
B867	134.64	
B868	30.10	
B869	6,322.66	
B870	1,168.02	
B871	223.73	
B872	100.82	
B873	20.00	
B874	2,219.59	
TOTAL		£ 17,445.65

Unrecorded income at 30th January 2018 **TOTAL** 1,011.10

Balance **B** £ 728,244.43

Check	A-B		-0.00
Petty Cash		Total	173.41
Balance including Petty Cash		Total	<u><u>728,417.84</u></u>
Signed			
Chairman		Clerk	Date
Independent Councillor Check			Date

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 6th March 2018

LAND TRANSFERS

As you will see, despite your conversation with your contact at MCA, I have heard nothing from Laytons on the various outstanding matters involving MCA.

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

I remain in a position to complete this matter once MCA settle my costs and pay the Commuted Sums to the Parish Council.

If you have received the Commuted Sums could you please let me know.

2. GC23/GC26, Greenway – MCA (58)

No change since my last report.

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

No change since my last report.

4. Cambourne Cricket Pavilion – MCA (62)

No change since my last report.

5. Cambourne Youth Centre – MCA (63)

No change since my last report.

6. Wind Turbine Site – MCA (64)

I remain in a position to complete this matter once MCA settle my costs.

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

Signed

Dated 3rd April 2018

As you know, I have heard from Mickaela McMurty in relation to the draft Lease, however she was awaiting instructions on certain points and, to-date, has not reverted further.

I will chase on this again.

8. POS – Persimmon Homes (67)

No change since my last report.

9. Meadowsweet Close and Cherry Court – David Wilson Homes (68)

No change since my last report.

10. POS – Taylor Wimpey (69)

The Transfers remain with the Land Registry for registration purposes.

11. POS – Bovis Homes (71)

Draft Transfers are still awaited from Bovis' in-house lawyer.

12. Land Parcels LC02, LC05, LC09 and LC14 – Taylor Wimpey

I received an email from Taylor Wimpey's legal team on Friday wishing to resurrect the transfer of the above land parcels.

I will, therefore, reacquaint myself with my file and, on the assumption that you are happy for me to do so (and please let me know if not), will move matters forward with Taylor Wimpey.

Kind regards,

Allison

Allison Hopkins
Senior Paralegal
for Mills & Reeve LLP