



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at the Hub Community Centre on Tuesday 5th October 2021. Meeting commenced at 19:15

Present:

Cllr J O'Dwyer (Chairman)	Cllr F Panrucker
Cllr R Poulton (Vice Chairman)	Cllr G Thompson
Cllr A Ahmed	Cllr J Patel
Cllr S Bhattacharya	Cllr P Gavigan
Cllr S Drew	Cllr Jones
Cllr K McIntyre	Cllr J Simpson

In attendance: John Vickery - Town Clerk

2 members of the public was in attendance.

1. APOLOGIES

Apologies for absence were received from Cllr N Akhter, Cllr P Hedges, Cllr T Hudson, Cllr S Krintas, Cllr D Sharma and Cllr A Fisher. Acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr N Akhter, Cllr P Hedges, Cllr T Hudson, Cllr S Krintas, Cllr D Sharma and Cllr A Fisher had been received and approved.

2. MINUTES OF LAST MEETING

To approve as a correct record the minutes of the Council Meeting CTC/M215 held on 7th September 2021.

It was:

RESOLVED that the minutes of the Council Meeting CTC/M215 be approved and signed.

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

There were no Declarations of Interests or Requests for Dispensation.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

5. POLICE MATTERS

The Chairman confirmed that a letter had been sent to the Police and Crime Commissioner and a meeting is being arranged with his representative.

It was:

Signed

Date 2nd November 2021.

RESOLVED to receive the report and correspondence.

6. CLERKS UPDATE

To receive an update from the Town Clerk.

The Town Clerk went through the report and gave some additional information.

It was:

RESOLVED to receive the report.

13. CORRESPONDENCE

Town Clerk to report on any correspondence needing to be brought to the Council's attention.

13.1 Picnic in the Park

It was

RESOLVED to suspend the meeting to enable Danny White to speak on this item.

There were some questions around the running and funding of the event.

The meeting was reconvened.

The event needs more discussions between the Cricket Club, the Town Clerk and Community Development Officer prior to the Council considering a more detailed proposal.

It was:

RESOLVED that they agree to supporting the event in principle.

It was also agreed to receive the correspondence as listed.

7. COUNTY COUNCIL MATTERS

To receive a report from the County Councillor for Cambourne Ward.

Cllr Mark Howell gave his apologies.

It was:

RESOLVED that an email be sent to Cllr Howell requesting a report for the next Council meeting.

8. DISTRICT COUNCIL MATTERS

To receive reports from Cllr Clayton a District Councillors for Cambourne.

Cllr Ruth Betson and Cllr G Clayton gave their apologies.

A report was received from Cllr Clayton.

There was a discussion on Cllr Claytons report.

It was agreed to place the item 2 in his report on a future Council agenda.

Scrutiny Cttee Chair is picking up the task and finish group activity looking at Gypsy, Roma and Traveller provision once again. I have my own priorities in this area, but it would be useful to have an idea of where the Town Council sits regarding provision of temporary stopping sites and also the promotion of more positive communications

Signed

Date 2nd November 2021.

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within social media sites that serve communities in Cambourne and across South Cambs. Please either email me the position and priorities of Town Council re GRT or let's arrange to talk it through so I can share your views with Scrutiny Cttee.

The Council should contact South Cambs District Council for more background information on the item for the meeting.

It was:

RESOLVED to receive the report and it be considered at a future meeting.

It was also agreed that an email be sent to the other District Councillors requesting a report for the next Council meeting.

9. FINANCIAL STATEMENT

9.1 To receive the schedule of payments attached

It was:

RESOLVED to approve the schedule of payments.

9.2 To receive a report on the current financial position

It was:

RESOLVED to receive the report.

9.3 To receive the Bank Reconciliation

It was:

RESOLVED to receive and approve the Bank Reconciliation.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

To receive a report from PKF Littlejohn LLP on the Annual Governance Accountability Return for the year ending 31st March 2021.

It was:

RESOLVED that the Annual Governance and Accountability Return for the year ending 31st March 2021, External Auditor Report and Certificate Section 3 be received and note that no actions are required to be addressed by Cambourne Town Council. A vote recognising the Clerk's work was recorded.

11. OXCAM ARC

To receive a verbal report from the Town Clerk.

The Town Clerk confirmed that he had had responses in relation to the consultation. These will be used to respond to the Consultation.

It was:

RESOLVED that the report be received and a response to the consultation be made on behalf of the Council.

12. EASTGATE ACTIVE TRAVEL SCHEME

To receive correspondence from Cambridgeshire County Council.

Consideration was given to the correspondence and the Councillors could not see the benefit of the scheme on Eastgate. Councillors considered that the funding would be better used to provide permanent cycle way improvements on existing cycle routes to improve the connectivity.

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It was:

RESOLVED that the correspondence be received and a suitable response be made to the correspondence outlining the Town Councils views on the proposal.

14. LAND TRANSFERS

To receive a report from the Town Clerk.

It was:

RESOLVED that the report be received.

15. TRAFFIC MATTERS & ROAD SAFETY

To receive an update on traffic matters.

An email has been sent to the County Council for an update on the Cambourne projects. (20mph and yellow Lines) No updates were received.

It was:

RESOLVED that Town Clerk Contacts Cllr Howell to follow this up.

16. 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.

It was:

RESOLVED that the Press and Public be excluded.

17. CONFIDENTIAL MATTERS

To consider a report from the Town Clerk.

It was:

RESOLVED to receive the report.

18. STAFFING

To receive a report from the Town Clerk.

It is

RESOLVED to receive the report and confirm that Owen Baker be appointed as Sport Development Officer (Football).

19. THE HUB

19.1 Cleaning

To receive a report from the Town Clerk.

It is

RESOLVED to receive the report and the actions be approved.

19.2 Hub First Floor

To receive a report from the Town Clerk.

It is

RESOLVED to receive the report and agree the actions.

19.3 Hub Maintenance

Signed

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To receive a report from the Town Clerk.

The Town Clerk reported that the fire shutter had ceased to function and needed replacing as it could not be repaired.

It is

RESOLVED to receive the report and confirm the supply of a replacement shutter with Briar Security Systems LTD

The Town Clerk reported that the current door access system for the Hub and Blue School were no longer supported by the manufacturer or supplied with security updates. The preferred Option 3 would be capable of linking in with the system proposed for the new Youth Building.

It was:

RESOLVED to receive the report and confirm that an order be placed with Briar Security Systems LTD for the installation of option 3 to the Hub and Blue School.

20. 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.

It was:

RESOLVED that the Press and Public be re-admitted.

21. DATE OF NEXT MEETING – 2nd November 2021

The meeting closed at 20:30

SCHEDULE OF PAYMENTS Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
23-Aug-21	DD	194.23		194.23	Everflow	Water - sports buildings	1810	M
23-Aug-21	DD	24.15		24.15	Everflow	Water - Public open spaces	1011	M
23-Aug-21	DD	1,734.83		1,734.83	Everflow	Water - Community buildings	1414	M
31-Aug-21	DD	230.73	46.14	276.87	Southern Electric	Electricity - Cambourne Sports Pavilion	1806	M
31-Aug-21	DD	1,067.20	266.80	1,334.00	Scottish Power	Electricity - MUGA	1202	M
31-Aug-21	B1946	1,067.96	213.59	1,281.55	Agrovista	Line marking machine, line paint	1201	
31-Aug-21	B1947	23,317.53	2,798.10	26,115.63	Came & Company	Insurance renewal	205	A
31-Aug-21	B1948	575.00	115.00	690.00	CamFire	Maintenance of fire equipment	1201	A
31-Aug-21	B1949	154.00	30.80	184.80	G B Sport & Leisure	Wet pour repair kit	1107	
31-Aug-21	B1950	18,169.64	3,633.93	21,803.57	Lindum	3rd payment New Youth Building	2004	
31-Aug-21	B1951	174.01	34.80	208.81	Scamblers	Battery, tyre and labour	1103	
31-Aug-21	B1951	179.34	35.87	215.21	Scamblers	Service and repair of hedge cutter	1104	
31-Aug-21	B1951	226.16	45.23	271.39	Scamblers	Service of Grasshopper 400D	1104	
31-Aug-21	B1951	226.16	45.23	271.39	Scamblers	Service of second Grasshopper 400D	1104	
31-Aug-21	B1952	76.14	15.21	91.35	Screwfix	Angle brace, entry fill valve, mixer tap	1809	
31-Aug-21	B1953	379.00		379.00	SLCC	SLCC membership renewal JV	207	A
31-Aug-21	B1953	234.00		234.00	SLCC	SLCC membership renewal HND	207	A
01-Sep-21	DD	38.47	0.00	38.47	Pennon Water	Water - New Cricket Field	1810	Q
01-Sep-21	DD	38.65	0.00	38.65	Pennon Water	Water - Lower Cricket field	1810	Q
01-Sep-21	DD	76.72	0.00	76.72	South Staffs Water	Water - New Cricket Pavillion	1810	Q
01-Sep-21	DD	90.00	0.00	90.00	SCDC	Rates - Cemetery	906	M
01-Sep-21	DD	104.00	0.00	104.00	SCDC	Rates - Lower Cricket Pavillion	1811	M
01-Sep-21	DD	167.00	0.00	167.00	SCDC	Rates - New Cricket Pavillion	1811	M
01-Sep-21	DD	302.86	0.00	302.86	Pennon Water	Water - Brace Dein Allotments	1011	Q
01-Sep-21	DD	265.11	53.02	318.13	Shire Leasing	Telephone equipment rental	403	Q
01-Sep-21	DD	464.00	0.00	464.00	SCDC	Rates - Muga	1206	M
01-Sep-21	DD	574.00	0.00	574.00	SCDC	Rates - Sports Pavillion	1811	M
01-Sep-21	DD	599.00	0.00	599.00	SCDC	Rates - Trailer Park	1711	M
01-Sep-21	DD	649.00	0.00	649.00	SCDC	Rates - The Hub	1415	M
01-Sep-21	DD	892.00	0.00	892.00	Pennon Water	Water - Blue School	1414	M
01-Sep-21	DD	1,081.67	0.00	1,081.67	SCDC	Bin waste collection	1422	M
06-Sep-21	DD	48.45	0.00	48.45	Barclaycard STLO	Refund booking - The Hub	1423	

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07-Sep-21	DD	71.42	0.00	71.42	BarclayCard	Commission	203	M
10-Sep-21	DD	33.80	2.76	36.56	Barclays	Bank Charges A/C 93936082	203	M
10-Sep-21	DD	159.00	31.80	190.80	BT	Mobile Phones	403	M
13-Sep-21	DD	76.00	15.20	91.20	SGW Payroll	Payroll processing	110	M
13-Sep-21	DD	677.06	135.41	812.47	Southern Electric	Electricity - Blue School	1407	Q
14-Sep-21	DD	987.80	197.51	1185.31	Fuel Genie	Petrol & Diesel	1109	M
15-Sep-21	DD	144.71	28.94		BT	Rental Charges	403	M
15-Sep-21	DD	21.76	4.35	26.11	Barclaycard	Filters	413	
15-Sep-21	DD	21.66	4.33	25.99	Barclaycard	Kettle	413	
15-Sep-21	DD	788.94	157.79	946.73	Barclaycard	Lincat water boiler - The Hub	1413	
15-Sep-21	DD	375.00	0.00	375.00	Barclaycard	Keys	1419	
15-Sep-21	DD	32.00	0.00	32.00	Barclaycard	Card fee	207	A
15-Sep-21	DD	23.37	4.67	28.04	Barclaycard	Desk Fans, Key tags	408	
15-Sep-21	DD	38.59	0.00	38.59	Barclaycard	Food - Community Development	1412	
15-Sep-21	DD	297.00	59.4	356.40	Barclaycard	Flags, poles and base - Sports Fund	1209	
15-Sep-21	DD	32.00	0.00	32.00	Barclaycard	Card fee	207	A
17-Sep-21	B1954	3,876.34	719.00	4,595.34	Agrovista	Turf dressing, wicket seed, loam	1201	
17-Sep-21	B1954	1,564.00	312.80	1,876.80	Agrovista	Play sand bulk bag	1107	
17-Sep-21	B1955	277.63	55.53	333.16	Amev	Skip	1107	
17-Sep-21	B1956	98.50	19.70	118.20	Briar Security	Hub - UPS beeping, replace battery	1419	
17-Sep-21	B1957	150.00		150.00	Cambridge Bouncy Castles	Bouncy Castle hire	414	
17-Sep-21	B1958	500.00	100.00	600.00	Cambridge Security	Fete - Overnight security for 2 nights	414	
17-Sep-21	B1958	120.00	24.00	144.00	Cambridge Security	Unlock Blue Space and Hub - August 2021	1419	M
17-Sep-21	B1959	17,387.07		17,387.07	Cambridgeshire County Council	Zebra Crossing work	2007	
17-Sep-21	B1960	218.50	43.70	262.20	Camb's Lock & Safe	Supply and fit locks	1419	
17-Sep-21	B1961	34.86	6.97	41.83	CBS	Stationary	405	
17-Sep-21	B1962	237.15	47.43	284.58	CCL Supplies	Compactor bags	1105	
17-Sep-21	B1962	115.50	23.10	138.60	CCL Supplies	Toilet roll, hand soap, sanitizer	1417	
17-Sep-21	B1963	136.83	4.17	141.00	DT Architects	Disbursement fees	208	
17-Sep-21	B1964	250.00		250.00	Event Medical Solutions Ltd	Medical Cover Fete	414	
17-Sep-21	B1964	450.00		450.00	Event Medical Solutions Ltd	Medical Cover 10K [R]	1209	
17-Sep-21	B1964	450.00		450.00	Event Medical Solutions Ltd	Medical Cover Football Tournament [R]	1209	
17-Sep-21	B1965	238.70	47.74	286.44	GB Sport & Leisure	Fast cure resin	1107	
17-Sep-21	B1966	456.16	91.23	547.39	Huws Gray Ridgeons	Plywood, paint	1107	
17-Sep-21	B1967	2,083.34		2,083.34	Inclusive Development	Autumn Term 2021 fee	1412	

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17-Sep-21	B1968	12.74	2.55	15.29	Madingley Mulch	Primer, undercoat	1107	
17-Sep-21	B1969	140.00		140.00	MMC Pest Control	Wasp nest treatment x 3 - Hub	1417	
17-Sep-21	B1970	58.00	11.60	69.60	NC Plumbing	secure and test saniflow system	1413	
17-Sep-21	B1971	806.40	141.00	947.40	Newmarkey Plant Hire	Niftylift hire	1107	
17-Sep-21	B1972	500.00	0.00	500.00	Off The Chart Promotions	PA and Technician for Fete	414	
17-Sep-21	B1973	120.00	24.00	144.00	Premier Logos	Uniform	106	
17-Sep-21	B1974	1,300.00	260.00	1,560.00	Quadrant	Site inspection fee	2011	
17-Sep-21	B1975	69.00	13.80	82.80	Rexel	Black dustbins x 12	1107	
17-Sep-21	B1975	24.00	4.80	28.80	Rexel	Marker aerosol	1107	
17-Sep-21	B1976	0.00	271.90	271.90	radar	Vat only - Fee insurer reference	208	
17-Sep-21	B1977	750.00	150.00	900.00	S&C Slatter	Bi Monthly Sports Champ	1201	
17-Sep-21	B1978	0.00	15.22	15.22	Trade UK	Vat from outstanding amount	1107	
17-Sep-21	DD	131.28	6.56	137.84	Crown Gas & Power	Gas - The Blue School	1416	M
17-Sep-21	DD	89.07	4.45	93.52	Crown Gas & Power	Gas - The Hub	1416	M
22-Sep-21	DD	7,527.77	0.00	7,527.77	PAYE		102	M
22-Sep-21	DD	201.56	0.00	201.56	Everflow	Water - Sports buildings	1810	M
22-Sep-21	DD	23.60	0.00	23.60	Everflow	Water - Public open spaces	1011	M
22-Sep-21	DD	1,788.64	0.00	1,788.64	Everflow	Water - Community buildings	1414	M
23-Sep-21	DD	65.80	13.16	78.96	Shift F7 Ltd (Brightvision)	Office 360	404	M
23-Sep-21	DD	142.75	7.13	149.88	Southern Electric	Electricity - Lower Cricket Pavilion	1806	M
23-Sep-21	DD	181.62		190.70	Southern Electric	Electricity - Land between back lane and E Cambourne	1806	M
24-Sep-21	DD	27.72	1.38	29.10	Southern Electric	Electricity - Lower Cricket bollard	1102	M
24-Sep-21	DD	25,186.20	0.00	25,186.20	Payroll		101	M
24-Sep-21	DD	9,320.03	0.00	9,320.03	Pension		103	
27-Sep-21	DD	63.39	3.16	66.55	Southern Electric	Electricity - Trailer Park	1705	M
27-Sep-21	DD	435.83	87.16	522.99	Southern Electric	Electricity - The Hub	1407	M
27-Sep-21	DD	1,067.20	266.80	1,334.00	Scottish Power	Electricity - MUGA	1202	M

Signed

Date 2nd November 2021.
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CAMBOURNE TOWN COUNCIL

BANK RECONCILIATION AT 1st September 2021

Prepared by John Vickery Parish Clerk and RFO

09/09/2021

Total Receipts of the Council up to 31st August 2021	380,577.92
Total Receipts of the Council up to 31st March 2021	1,172,664.02
Total Receipts of the CPEF up to 31st August 2021	1,264,692.39
Total Payments by the Council up to 26th February 2021	596,691.85
Total Payments by the Council up to 31st March 2021	792,314.13
Total Payments by the CPEF up to 31st August 2021	961,329.68
Balance	A
	467,598.67

Barclays Bank PLC

Account No

93936082

Statement from Bank dated 1st September 2021

1,000.00

Account No

90496049

Statement from Bank dated 1st September 2021

£ 214,940.41

Account No 23365964 CPEF

Statement from Bank dated 1st September 2021

£ 303,362.71

Total

519,303.12

Unpresented cheques at 31st August 2021

Barclays

B1946	1,281.55
B1947	26,115.63
B1948	690.00
B1949	184.80
B1950	21,803.57
B1951	208.81
B1951	215.21
B1951	271.39
B1951	271.39
B1952	91.35
B1953	379.00
B1953	234.00

TOTAL £ 51,746.70

Unrecorded income at 26th February 2021

TOTAL 42.25

Balance **B** **£ 467,598.67**

Check A-B -0.00

Petty Cash Total 142.48

Balance including Petty Cash Total **467,741.15**

Signed

Chairman

Independent Councillor Check

Clerk

Date

Date

Signed

Date 2nd November 2021.