

# COTTENHAM PARISH COUNCIL

## Ordinary Meeting of the Cottenham Parish Council

Minutes of an Ordinary Meeting of the Cottenham Parish Council held in the Library of Cottenham Village College, High Street, Cottenham  
On **Tuesday 15<sup>th</sup> November 2005 at 7.30pm**

Present: Cllr's Mudd, Norman, Fox, Nicholas, Collinson, Buckley, Harding, Bristow, Leeks, Clarke, Allin, Johnson, Warham and Gautrey.

SCDC Cllr's Dixon and Edwards.

3 members of the public

Apologies: Cllr Wotherspoon and CCC Cllr Jenkins

1. **Chairman's Introduction and Apologies for Absence.** Cllr Norman commented on recent correspondence received by the Chair and Clerk from a resident. Cllr Norman stated that this correspondence was both unfounded and ill mannered, Cllr Norman proposed a vote of confidence for the Chair and Clerk, seconded Cllr Fox, all agreed.
2. **Any Questions from the Public/Press** – Jacky Smith requested a copy of the letter in regard to the petition re Speeding Limit on Smithy Fen. Also raised was the issue of Traveller provision at Northstowe, Cottenham Parish Council did highlight this matter in their representations. An update was requested in regard to the legality of the sub-division of plots at Smithy Fen, Cottenham Parish Council are waiting to hear from SCDC. Cllr Dixon confirmed that SCDC Cllr's living near the traveller sites need to declare an interest when traveller issues are raised.
3. **Declarations of Interest** – Cllr Norman, Item 7, Finance, Cllr Clarke, Items 21 and 22, Cllr's Buckley and Harding, Item 19.
4. **Minutes of Ordinary Parish Meeting 18<sup>th</sup> October 2005** – Cllr Bristow proposed a true and accurate account, seconded Cllr Fox, all agreed. **Planning Meeting 20<sup>th</sup> October 2005** – Cllr Mudd proposed a true and accurate account, seconded Cllr Bristow, all agreed. **Planning Meeting 3<sup>rd</sup> November 2005** – Cllr Warham proposed a true and accurate account, seconded Cllr Allin, all agreed.
5. **Matters arising from these minutes not on this Agenda** – Finance, item 7, payment to Zurich, Cllr Mudd proposed payment, seconded Cllr Fox, all agreed. Item 10, SCDC Cllr's and CCC Cllr's to meet, this has taken place. Item 14, Oil Tanks, possible problem with the installation, payment to be deferred until this is rectified. Clerk to contact contractor. Cllr Norman to contact CUSSC and Ladybird pre-school in regard to the oil left in the original tanks.  
CLLR NORMAN & CLERK
6. **Reports**
  - SCDC – Cllr's Dixon, Edwards and Wotherspoon – Cllr Dixon stated that a Pre-emptive injunction had been granted on land at Setchell Drove. An extension will be applied for on Monday 21<sup>st</sup> November. SCDC are working on a bid document for funding for additional traveller sites and traveller provision with South Cambridgeshire, Northstowe is a possible location. The Travellers Housing Needs Survey will be completed in December. Cllr Dixon stated that there is to be a meeting to discuss

financial issues in regard to the council tax being capped. There are concerns about cuts to the budget for Traveller issues. It is important that the money for Direct Action be available if required. SCDC Cllr's met with CCC Cllr Jenkins. SCDC Cllr's gave Cllr Jenkins an update on issues re Smithy Fen and highlighted the lack of CCC presence at recent Appeals. Cllr Jenkins was asked if he could contact relevant departments to request representation at future appeals. Cllr Jenkins also to look into concerns re Northstowe, Education and the ongoing issue with Highways re the emergency access. Cllr Collinson raised the issue of possible cuts in the provision in PCSO's due to financial constraints, Cllr Edwards confirmed that this will happen, also cuts in community Art and Sport projects. Cllr Bristow commented that as SCDC own their new building at Cambourne they could generate an income by selling it and then leasing it back. Cllr Edwards to look into this.

- CCC – Cllr's Bradney and Jenkins – Not present, no report.

## 7. Finance

### *Income*

|  |          |
|--|----------|
| • CUSSC – rent July/August/September     | £677.50  |
| • Ladybird pre school – rent – September | £1554.95 |
| • Donation from Cottenham Newsletter     | £100     |

### *Expenses*

|  |                   |          |
|--|-------------------|----------|
| • David Norman – fee for signing Statutory Declaration |                   | £7.00    |
| • Cottenham Garden Services – November Invoice         |                   | £1158.00 |
| • BC Group Trust – Final Stage payment                 |                   | £6251.00 |
| • BC Group Trust – Fencing & Gates at the moat         |                   | £949.00  |
| • BC Group Trust – Erecting Bat/Bird Boxes             |                   | £176.25  |
| • Alan Mappedoram – Materials for works at CUSSC       |                   | £587.50  |
| • Building Control Services – Bowls Club               |                   | £456.00  |
| • TRS(Essex) Ltd – Bunding of oil tank                 |                   | £2109.13 |
| • Grant Miller – lifting oil tank at CUSSC             |                   | £58.75   |
| • HagsPlay – New play equipment                        |                   | £8192.00 |
| • Powergen – Electric Supply – Green                   |                   | £15.04   |
| • Powergen – Electric Supply – Office                  |                   | £11.67   |
| • Polarglaze Ltd – replacement window                  |                   | £96.35   |
| • Clerk – Salary – November                            | Gross             | £819.28  |
|  | NI                | £45.54   |
|  | Tax               | £72.16   |
|  | Net               | £701.58  |
|  | Parish Council NI | £52.99   |
| • Inland Revenue                                       |                   | £170.69  |

Cllr Norman left the meeting, Cllr Nicholas proposed payment of £7 to Cllr Norman, seconded Cllr Fox, all agreed. Cllr Norman returned to the meeting. It was proposed by Cllr Nicholas that payment to the BC Group be deferred until matters are resolved with English Nature, that payment to HagsPlay be deferred until all works completed and that no payment be made to Alan Mappedoram as funding has already been made to Cottenham United Football Club for these works, seconded Cllr Buckley, all agreed. Cllr Nicholas proposed payment on remaining invoices, seconded Cllr Buckley, all agreed.

8. **Legal position in regard to additional land at the Village Green** – Ongoing.
9. **Resolution to place a rubbish bin at the Ancient Monument** – Proposed Cllr Bristow, seconded Cllr Norman, all agreed.
10. **Tree Works**, quote received from the BC Group. Recommendation from the Trees and Landscape Officer. Advice received from Eastern Landscape - Resolution that we apply for permission for these tree works. Resolution that we appoint Eastern Trees and Landscape to undertake works on the suspect Horse Chestnut and that Tree Works be placed on the Finance Agenda, proposed Cllr Johnson, seconded Cllr Bristow, all agreed. CLERK
11. **Resolution that Cllr Johnson sign the Annual Return** – proposed Cllr Warham, seconded Cllr Allin, all agreed.
12. **Resolution that Cottenham Parish Council appoint Spiral Business Services to set up new accounts and keep accounts on a monthly basis, initial set up approx £150, monthly charges £20** – Cllr Nicholas proposed an amendment that we review this at the end of the financial year and ask advice from our internal auditor, seconded Cllr Fox, all agreed.
13. **Emergency access** – update – no information
14. **Recreation Ground**
  - **Playpark update** – Cllr Allin – HagsPlay, works still to be completed, Cllr Allin will not sign the completion form until these works have been undertaken. Clerk to obtain insurance cover for new equipment. CLERK
  - **County Farms Lease** – update – The lease has been signed, Cllr's Norman, Clarke and Johnson have met with Mr Grindling who has given permission to use his land for access and also his land for equipment storage. Works will be carried out in the spring. Works on land for Education Authority needs to coincide with works by the Parish Council. Estimates received, Resolution to accept these, Drainage – Cambridge Drainage Company £12950.00 plus vat, Levelling – Dickinsons £5000 plus vat, Cllr Buckley proposed that we accept these quotes, seconded Cllr Johnson, all agreed. Seeding – Herald Contracts Services £7948 plus vat – decision deferred.
  - **Tennis Club** - Resolution that the Trustees King George V Playing Field gives permission for the re-instatement of the old grass courts – Proposed Cllr Johnson, seconded Cllr Fox, all agreed. Possible problems with tree roots, Clerk to ask Tennis Club to consult with Neville Rice. CLERK
15. **Working party - traffic issues** – Update. Resolution that Cottenham Parish Council pay for the hire of equipment to undertake a survey of vehicle speed/numbers at a cost of no more than £1000,00, proposed Cllr Warham, seconded Cllr Norman, 13 for, 1 against, carried.
16. **Traveller Issues**
  - **Update on Workshop** – Cllr Johnson - Resolution that the Parish Council lobby SCDC, ODPM, to highlight the problems of travellers having special status, that this limits provision for them. Also that there is insufficient thought given to any form of town planning within traveller sites. Cllr Bristow to look into this, proposed Cllr Norman, seconded Cllr Fox, all agreed.

- **Resolution to set up a traveller and Parish Council to meet every 4 months** – proposed Cllr Warham, seconded Cllr Collinson, 2 abstentions, 1 against 12 for, carried.
  - **Resolution to place an article in the Cottenham Newsletter** – resolution fell.
  - **Reply from Cambridge County Council** – Cllr Jenkins has been asked to look into this matter.
  - **Letter to Cambridge County Council** – Clerk to contact.
  - **Update on pre-emptive injunctive action** – already dealt with. Cllr Bristow asked if the remaining land at Setchell Drove could have pre-emptive injunctive action as they may not be fenced but they are all mapped out as 50/60 separate plots. Cllr Edwards to look into this.
17. **Feedback from the Neighbourhood Watch Executive Group Annual Conference** – Cllr's Johnson and Warham – Main emphasis was on Community Policing, ecops was mentioned, a new form of delivering information by emails, communication, anti-social behaviour and environmental issues.
18. **Notes from a Meeting re extended hours at the Primary School**, Resolution that a representative from Cottenham Parish Council attend a meeting on the 6<sup>th</sup> December 2005 – Cllr Norman proposed that Cllr Johnson attend, seconded Cllr Fox, all agreed.
19. **Request from the Bowls Club to meet**, resolution that the Clerk contact and arrange a meeting – Proposed Cllr Johnson, seconded Cllr Warham, all agreed.
20. **Ancient Monument Tenison Manor**
- **Feedback following meeting with SCDC and English Heritage** – English Heritage are pleased with the works undertaken, permission to be sought to de-silt part of the moat.
  - **Email from Rob Mungovan**
  - **Resolution to meet with SCDC/English Heritage and Adrian Scrubey** – Cllr Norman proposed that Cllr Johnson attend this meeting, seconded Cllr Clarke, all agreed.
  - **Resolution to meet with the BC Group to update and update/review the Management Plan, a draft to be sent to SCDC, English Heritage and English Nature and CCC** – Proposed by Cllr Norman, seconded Cllr Clarke, all agreed.
  - **Letters sent to Mr Curzon** – Information only
21. **Quotes received for fixing dog bins**. Martin Graves £58.75, Robert Clarke £35 plus vat, resolution to ask Robert Clarke to fix the dog bins – Cllr Allin proposed that we accept the quote from Robert Clarke, seconded Cllr Fox, all agreed.
22. **Quotes received for transporting and erecting Xmas tree**, Elveden £395 plus vat, Robert Clarke £100 plus vat. Resolution that we ask Robert Clarke to transport xmas tree – Cllr Allin proposed that we accept the quote from Robert Clarke, seconded Cllr Fox, all agreed.
23. **Request from Fen Edge Community Association re additional electric supply for the green** – It was felt that the cost would out way future usage, Clerk to reply.
24. **Letter from Colin Tucker** – request for information, Clerk to reply

25. **Invite to Cambridge Horizons public meeting** – 29<sup>th</sup> November 2005 – Resolution to send delegates – Cllr's Bristow and Allin to attend if available.
26. **Letter sent in response to Northstowe planning application** – information only – Cllr's Nicholas, Norman and Warham were thanked for all their work on this matter.
27. **Library Development Open Days** – Invitation for Cllr's to attend
28. **Letter from Ladybird Pre- school** – information only
29. **Letter of thanks from British Legion** – information only
30. **Letter and Agenda from CALC** – information only
31. **Reply to Paul Smith** – information only
32. **Complaint Handling** – information only, to be placed on December Agenda
33. **Matters for Consideration at the next meeting** – Further actions to be taken in regard to speed reduction on the roads and bridge on Smithy Fen.
34. **Date of next Ordinary Council Meeting** – 13<sup>th</sup> December 2005.
35. **Close of meeting** – 10.15pm

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_