

COTTENHAM PARISH COUNCIL

Minutes of the Annual General Meeting of the Cottenham Parish Council

Held at Cottenham Village College, High Street, Cottenham

On **Tuesday 16th May 2006 at 7.30pm**

Present: Cllr's Fox, Gautrey, Mudd, Bristow, Norman, Collinson, Leeks, Nicholas, Hollins, Warham and Johnson. SCDC Cllr's Bolitho and Edwards. CCC Cllr Bradney, 9 members of the Public Clerk: Mrs J Groves

Apologies: Cllr Jenkins and Cllr Wotherspoon.

- 1. Election of Chairman** – Cllr Nicholas proposed Cllr Johnson for the position of Chairman, seconded Cllr Bristow, all agreed.
- 2. Signing of the Acceptance of Office as Chairman**
- 3. Election of Vice Chairman** – Cllr Norman proposed Cllr Bristow, seconded Cllr Fox.
- 4. Signing of Declarations of Interest and Acceptance of Office**
- 5. Co-option** – Two vacancies, two applicants – Mr Robert Clarke and Mr Stephen Rodway – Resolution to co-opt – Cllr Norman proposed that they be co-opted, seconded Cllr Fox, all agreed.
- 6. Parish Council representatives: Recreation Management Committee - Cllr's Clarke, Mudd, Leeks and Norman, Cottenham Charities – Cllr's Mudd, Bristow and Clarke Church and Causeway Charity – Cllr's Bristow and Warham, Twinning Group – Cllr Clarke, Mobile Warden Scheme – Cllr's Clarke and Collinson.**
- 7. Chairman's Introduction and Apologies for Absence** – Cllr Johnson welcomed the new Parish Cllr's Rodway, Clarke and Hollins also the new SCDC Cllr Nigel Bolitho.
- 8. Declaration of Interests** – Cllr Johnson - Finance
- 9. Any Questions from the Public/Press** – A query was raised re the request for a speed limit on Twentypence Road; this is still being looked into. There is no further information re extra licences issued at Water Lane, Cllr Edwards to look into this matter. Concerns were raised over the issue of placing litter bins at Smithy Fen as this could lead to further rubbish being left. A letter has been received re a helicopter landing at the rear of Dunstal Field. Clerk to contact the Civil Aviation Authority. Malcolm and Lewis Walker from Malary Environmental attended the meeting in response to a change in their Goods Vehicle Operators Licence. Concerns had been previously been raised re possible pollution and increased vehicle movements. Mr L Walker clarified these concerns stating that there would be a decrease in vehicle movements and that the site is inspected on a regular basis to ensure that they comply with all current legislation. Mr Walker extended an invitation to the Parish Council to visit the site. Cllr Clarke proposed that we accept this invitation, seconded Cllr Johnson, all agreed. Clerk to arrange a suitable date. Following various comments made by members of the public Cllr Johnson requested that all points raised be put in writing to the Clerk so that any matters may be placed on a future agenda.
- 10. Minutes of Ordinary Parish Meeting 11th April 2006** – Cllr Clarke proposed a true and accurate account, seconded Cllr Fox, all agreed. **Planning**

Meeting 6th April 2006 – Cllr Bristow proposed a true and accurate account, seconded Cllr Warham, all agreed. **Planning Meeting 20th April 2006** – Cllr Clarke proposed a true and accurate account, seconded Cllr Bristow, all agreed **and Planning Meeting 4th May 2006** – Cllr Bristow proposed a true and accurate account, seconded Cllr Johnson, all agreed.

11. Matters arising from these minutes not on this Agenda – Cllr Norman commented on a recent meeting at the Church Hall please see attached minutes.

12. Presentation of Business Plan – Sports Clubs – Mr David Tassell and Mr Andrew Simmons gave a brief summary of the current situation. Please find attached a copy of the draft business plan. Cllr Norman proposed that this document be studied by the Recreation Ground Management Group and that they report back at the next meeting, seconded Cllr Johnson all agreed.

13. Reports

- **SCDC** – Cllr’s Bolitho, Edwards and Wotherspoon – Outstanding issues – Enforcement Notices, Cllr Edwards stated that they are waiting for the next quarters report. The legal team are still awaiting judgement re Pine View. Orchard Drove – the first appeal has been dismissed. Cllr Edwards commented that whilst the date for submissions for the core strategy has passed he would still recommend that representation be made to the Inspector. Cllr Bolitho has been concentrating on local issues – vandalism to cars in Lambs Lane, loss of rubbish bin outside the newsagents and tree issues.
- **CCC** – Cllr’s Bradney and Jenkins – Please see attached reports

14. Finance

Income

- | | |
|---|------------|
| • SCDC – Precept first payment | £52,500.00 |
| • Ladybird Pre School – Rent | £1554.95 |
| • Thurstons – Green Hire Fees | £180.00 |
| • Cottenham United Colts – pitch usage | £240.00 |
| • Cottenham United Football Club – donation | £2600.00 |

Expenses

- | | |
|--|----------|
| • Paula Johnson – Expenses Petrol/telephone | £21.29 |
| • Berrycroft Stores Ltd – White Lining Chalk | £68.21 |
| • Cottenham Tyre & Autocentre – fuel | £30.00 |
| • Herald Contract Services – Fence repairs | £1703.75 |
| • Herald Contract Services – 1 st stage payment – rec | £2350.00 |
| • Berrycroft Stores Ltd – Lawn sand | £36.01 |
| • Powergen – Xmas Lights | £91.42 |
| • Powergen – Office | £98.27 |
| • Cottenham Garden Services – May Invoice | £1184.00 |
| • BC Group Trust – works at the Dunnocks | £158.63 |
| • BC Group Trust – works prior to seeding | £199.75 |
| • Glasdon UK Limited – new bins/dog bins | £741.1 |
| • BCTV – Insurance renewal – Fen Reeves | £221.54 |
| • Viking Direct – paper/pens/calculator | £44.17 |
| • Drain Doctor – plumbing works on the rec | £524.05 |
| • RoSpa – Inspection of playarea/skateboard park | £123.38 |
| • Mark Weatherhead Ltd – Tractor/lawnmower parts | £239.01 |

• Business Consultancy Services – Accounts		£76.38
• Dentons – new flooring changing rooms CUSSC		£1909.38
• A. Mappedoram – Works at changing room CUSSC		£511.49
• Moore Stephens – External Audit Fees		£834.25
• Clerk – Salary – May 2006	Gross	£939.32
	NI	£57.12
	Tax	£98.78
	Net	£783.42
	Parish Council NI	£66.47
• Inland Revenue - May 2006		£222.37

Resolution that the above invoices be paid. Cllr Johnson left the meeting, Cllr Bristow took the Chair, Cllr Clarke proposed payment of all invoices bar the one from Herald Contract Services for fence works, seconded Cllr Fox all agreed.

15. Recreation Ground

- Health & Safety Check – report from Cllr Nicholas – RoSpa Annual Inspection Report – Resolution that the Recreation Ground Management Committee look into this matter and present recommendations at the meeting in June – proposed Cllr Johnson, seconded Cllr Norman all agreed.
 - Resolution that the Parish Council reviews the leases of all buildings on the Recreation Ground –Cllr Norman to seek solicitors costs to do this.
 - Update from Recreation Ground Development Group – Cllr Johnson stated that herself and Cllr Clarke are to visit the new sports pavilion at Histon/Impington
 - Resolution to order electrical ducting for rec extension at an approximate cost of £300 – proposed Cllr Johnson, seconded Cllr Nicholas, all agreed.
 - Fencing at the rec – concerns re repairs and fence at Bowls Club – Cllr Norman proposed that this matter be looked into by the Recreation Ground Management Committee, seconded Cllr Johnson, all agreed.
 - Access to Tennis Courts – Concerns have been raised re youngsters cycling on the courts – Cllr Johnson to contact the Tennis Club re notices.
 - Resolution to order play bark for the play area – proposed Cllr Clarke, seconded Cllr Fox, all agreed.
 - Proposed Sports Pavilion – Letter from Planning – Information only
16. **Tree Works** – Resolution that works be undertaken on a Lime on the Green at a cost of £350 plus VAT – proposed Cllr Johnson, seconded Cllr Norman, all agreed.
 17. **CUSSC** – Resolution to obtain two further quotes for works needed on outer wall – proposed Cllr Johnson, seconded Cllr Norman, all agreed, matter to be placed on June Agenda. Cllr Johnson to contact the Primary School, Kidzone and the football clubs requesting that ball games are not played against this wall.
 18. **CUSSC** – Resolution that Cottenham Parish Council attend the AGM to be held on 1st June 2006 at 8.30pm – Cllr Bristow proposed that Cllr Johnson attend, seconded Cllr Clarke, all agreed.
 19. **SCDC** – Resolution to send a representative to a Briefing on Circular 01/2006 ‘Planning for Gypsy & Traveller Caravan Site’ to be held on 26th May 2006 at

- Cambourne – Cllr Fox proposed that Cllr’s Johnson, Bristow and Norman attend, seconded Cllr Nicholas, all agreed
20. **SCDC** – Resolution to send a representative to visit Woking re Sustainable/renewable energy – 22nd May 2006 – resolution fell
 21. **Traffic Issues** – Feedback from working party – Cllr Warham commented that the group had met on 6 occasions and had discussed both short and long-term solutions – see attached notes. More meetings need to be arranged with input from Cambridgeshire County Council and the Police. Cllr Norman requested that Cllr’s look at these notes and let the working party know their views. Cllr Collinson commented that the input from all agencies is vital. Cllr Nicholas asked if the people of Cottenham are to be consulted. Cllr Warham stated that this will happen.
 22. **New Office Working Party** – feedback – matter to be placed on the June agenda
 23. **Village Maintenance Working Party** – feedback – matter to be placed on the June agenda
 24. **Ladybird Pre school** – Resolution to carry out works on the guttering and works on the boiler – proposed by Cllr Bristow, seconded Cllr Johnson, all agreed. Resolution to carry out electrical works – Cllr Mudd to look into this matter further and to clarify position for June agenda. Cllr Mudd also to look into issues re drainage system.
 25. **Finance** – Resolution to arrange a pre – finance meeting in November 2006 – Item to be placed in the Cottenham Newsletter stating that any groups who wish to apply for funding need to do so by 31st November 2006. Clerk to contact any contractors asking for proposed increases for the next financial year – proposed Cllr Johnson, seconded Cllr Nicholas, all agreed
 26. **Old Village Green** – Resolution to place a dog bin at this site – proposed Cllr Johnson, seconded Cllr Norman, all agreed – Resolution to place a notice stating that dog walkers must clear up after their dogs – resolution fell, item to be placed in the Newsletter
 27. **Old Village Green** – Resolution to look into future use – Cllr Leeks to look into the issue of fencing and dog fouling laws – item to be placed on the June agenda
 28. **Dog bin** – Resolution to place a dog bin between the Pond, Broad Lane and the Church – Item deferred until June agenda, awaiting clarification.
 29. **Bins at Smithy Fen** – 3 quotes received – Resolution to purchase bins – Item to be placed on June agenda.
 30. **Malary Oils** – Resolution to look into lack of reply re concerns raised over possible pollution/noise – Item deferred until after the meeting with Malary.
 31. **Focus Group** – Audit Commission – Feedback from Cllr Norman – Cllr Norman submitted the views of the Parish Council. The comments mainly focused on the lack of monitoring planning conditions and the failure to use enforcement action.
 32. **Invitation to Market Towns Meeting 24th May 2006** – Resolution to attend – resolution fell
 33. **Emergency Access** – Feedback from Cllr Johnson re meeting with SCDC – emails received. - SCDC have contacted Persimmon and CCC and are waiting for replies
 34. **Land Adjacent to Appletrees** – Appeal Decision – letters/emails

35. **Seniors' Club** – Request for two Cllr's to join the committee – Cllr Warham and Bristow to join
36. **CALC** – Cllr Training – Resolution to contact CALC to request a training session for all Parish Councillors – proposed Cllr Johnson, seconded Cllr Nicholas, all agreed.
37. **CPRE** – LDF Workshop – Resolution to attend – proposed Cllr's Johnson and Bristow attend, seconded Cllr Fox, all agreed
38. **Cambridge and Peterborough Supplementary Planning Document** – Location and Design of Major Waste Management Facilities – Information only
39. **Cottenham Bowls Club** – Invitation to attend the opening of the new clubhouse on 21st May 2006 at 3.00pm – resolution to attend – Cllr Johnson proposed that Cllr and Mrs Clarke attend, seconded Cllr Fox, all agreed.
40. **CALC** – Resolution to attend Association Meeting May 31st 2006 – Cllr Johnson proposed that Cllr's Norman and Bristow attend, seconded Cllr Fox, all agreed
41. **Cottenham Bowls Club – Fencing** – Clarification of agreed funding – Finance meeting 2005/06 – Information only
42. **Street Art - Skateboard Park** – Update – Information only
43. **Ladybird Pre School** – Letter received – Information only
44. **Email from CCC Archaeology Department** – Information only
45. **Old West Drainage Board** – Invitation to View/tour of the District – Resolution that Cllr Johnson attend – proposed Cllr Norman, seconded Cllr Bristow, all agreed. Cllr Hollins expressed an interest in attending – Clerk to see if this is possible.
46. **Letters of thanks from Mobile Warden Scheme, Cottenham Charities and Victim Support** – Information only
47. Matters for consideration at the next meeting
48. Date of next meeting – Ordinary Parish Meeting 13th June 2006
49. Close of meeting – 10.10pm

Signed _____ Chairman Date _____