

MINUTES OF COTTENHAM PARISH COUNCIL

Annual General Meeting

Held in the Library of Cottenham Village College, High Street, Cottenham

On **Tuesday 1st May 2007 at 7.30pm**

Present: Cllr's Johnson, Warham, Bristow, Clarke, Gautrey, Nicholas, Wotherspoon, Mudd, Collinson, Fox, Norman, Leeks, Bradney, Hollins and Simms.

SCDC Cllr Bolitho

Pete Carter – Accountant

1 Member of the Public

Apologies: CCC Cllr Jenkins

1. **Election of Chairman** – Cllr Mudd nominated Cllr Bristow, seconded Cllr Fox – carried. Cllr Norman proposed a formal vote of thanks to Cllr Johnson for all her hard work as Chair, all agreed.
2. **Signing of the Acceptance of Office as Chairman**
3. **Election of Vice Chairman** – Cllr Johnson nominated Cllr Mudd, seconded Cllr Nicholas - carried
4. **Signing of Declarations of Interest and Acceptance of Office** – All Cllr's to check that all details are correct.
5. **Parish Council representatives: Recreation Management Committee** - Cllr's Johnson, Norman, Mudd, Leeks, Clarke, Bristow and Simms.
Cottenham Charities – Cllr's Bristow, Clarke and Mudd. **Church and Causeway Charity** – Cllr's Bristow and Warham. **Twinning Group** – Cllr Clarke. **Mobile Warden Scheme** – Cllr's Clarke and Collinson.
6. **Chairman's Introduction and Apologies for Absence** – Cllr Bristow stated that he would like to add his personal thanks to Cllr Johnson for all her work as Chair during the past two years.
7. **Any Questions from the Public and Press** – A complaint was received re gravel from drives spilling onto pavements causing potential problems for pedestrians. Matter to be mentioned in the Newsletter. A request was made in regard to a 'village clean up day'. Cllr Collinson mentioned that Cottenham did have one several years ago and that it was supported by the Community Association. Cllr Bristow suggested that this matter be looked into and placed on June Agenda.
8. **Minutes of Ordinary Meeting 3rd April 2007** – Cllr Mudd proposed a true and accurate account, seconded Cllr Bradney, all agreed. **Planning Meeting 5th April 2007** – Cllr Nicholas proposed a true and accurate account, seconded Cllr Norman, all agreed. **Planning Meeting 19th March 2007** – Cllr Johnson proposed a true and accurate account, seconded Cllr Collinson, all agreed.
9. **Matters arising from these minutes not on this Agenda** – Item 9 – BC Group, still no response to letter sent. Item 27 – Youth Council, Cllr Warham still to contact CVC item to be placed on June Agenda.
10. **Accounts 2006/2007** – Peter Carter – Cllr Bristow asked that all Cllr's look at the accounts and if there are any questions for Peter Carter that these be made via the Clerk. Peter Carter stated that there needed to be some corrections, this will be done and emailed to the Clerk for circulation. Resolution to be placed on June Agenda for acceptance of these accounts, signing of the Annual Return and appointment of Internal Auditor.
11. **Reports**
 - **SCDC** – Cllr's Bolitho, Edwards and Wotherspoon – see attached report. Cllr Mudd asked for clarification re Unit J Broad Lane Industrial Estate. Cottenham Parish Council has received further complaints from residents but as yet, no new planning application has been received. What is the current position? Cllr Wotherspoon stated that no application has been

received and that shortly Environmental Health are due to carry out a sound test at this site. PC Paul Rodgeron has recently been promoted and due to this he will be leaving the Cottenham area. Comments were made that the village whilst lucky to have had a series of very good beat officers now face an uncertain future. Flap valve – Cllr Wotherspoon has been in contact with the Planning Department at SCDC in regard to the drainage system at Tension Manor and suggested that the Council meets with Old West Internal Drainage Board. Clerk to contact. Cllr Wotherspoon has been in contact with Mark Howell from Environmental Services re possible overcrowding at Setchell Drove but as yet has had no reply.

- CCC – Cllr’s Bradney and Jenkins – see attached report.

12. Finance

Income

• SCDC – Precept	£62250.00
• Cottenham Cricket Club – Water/Pitch usage	£365.82
• Thurstons Fair – Green Hire	£180.00

Expenses

• Cottenham Garden Services – May 2007 Invoice	£1008.00
• Cambridge Water Company – Memorial supply	£56.00
• AC & EL Lawrence – Office Insurance	£62.41
• Mark Weatherhead Ltd – Lawnmower parts	£42.16
• BTCV – Fen Reeves membership/insurance	£226.54
• Cottenham Tyre & Autocentre – Fuel	£31.00
• Business Consultancy Service – Accounts	£164.50
• Roger Driver Partnership – Structural Survey CUSSC	£1175.00
• Powergen – Electric Parish Office	£23.72
• Powergen – Electric The Green	£76.19
• ABCO – Manhole repairs Village Green	£326.25
• Clerk – Salary – May 2007	
	Gross £1234.20
	Tax £159.56
	NI £87.91
	Net £986.73

Parish Council NI £102.30

- Inland Revenue - May 2007 £349.77

Resolution that the above invoices be paid, payment to ABCO to be deferred until cause of new damage to the manhole is ascertained, Cllr Leeks proposed payment, seconded Cllr Clarke, all agreed.

13. Quality Status – June Agenda

14. Townground – June Agenda

15. Old Village Green –

- Fencing/Hedging – Matter to be placed on next Recreation Management Committee Agenda

16. Recreation Ground

- Water Supply – A meeting was held with Mel Pooley, Cricket Association, in regard to the condition of the cricket squares. The supply is inadequate and further investigations need to be made re possible purchase of a new more powerful pump. Further clarification is also needed re future costs.

- New Pavilion – No update
 - CCTV – Resolution to look into this again due to recent vandalism, proposed Cllr Bristow, seconded Cllr Clarke, all agreed
17. **Traffic Issues** – Feedback from working party
- Minor Traffic Management Measures – Meeting with Richard Preston – As stated in the letter there is very little money available for any Highway improvements and none for any minor road improvements. Cllr Warham stated that if any works were requested then Parish Council's would have to pay for them. Cllr Norman further stated that in addition to funding of any projects CCC would require monies for maintenance for a period of 20 years. A very costly exercise. Cllr Warham commented that at a recent meeting with Phillip Kratz, Planning Lawyer, and several other Parish Council's from surrounding villages, it was highlighted that Parishes need to be involved in any planning of new developments i.e Northstowe from the very beginning. And to look at any potential impact that such a development may have on any village, even those not directly affected, and to look for agreement on improvements to roads/traffic calming etc.
 - Safer Routes to School – Cllr Norman stated that the scheme for Lambs Lane is still ongoing, but there has been no confirmation that CVC will also be included.
 - Petition re Histon Road – Resolution to support this petition – Cllr Johnson has been approached by CEN and has made a brief statement which stated that the Parish Council supports all efforts of the residents of Cottenham in raising the profile of traffic issues. Clerk to reply with these comments in addition to comment on the need for a co-ordinated effort and request that these residents meet with the Traffic Group, proposed Cllr Bristow, seconded Cllr Clarke, 14 for, Cllr Leeks against, carried.
18. **Northstowe Member Briefings** – 8th May 2007 – Resolution to attend – Resolution falls. 22nd May 2007, proposed Cllr Johnson, seconded Cllr Wotherspoon, all agreed. Cllr's Johnson and Wotherspoon to attend. 12th June 2007, proposed Cllr Bristow, seconded Cllr Johnson, all agreed, Cllr's Bristow and Wotherspoon to attend.
19. **Independent Examinations LDF South Cambridgeshire** – Resolution to attend PEM on 31st July 2007 – Proposed Cllr Bristow, seconded Cllr Johnson, all agreed, Cllr's Bradney, Norman and Bristow to attend.
20. **TDS** – Resolution to reply, proposed Cllr Johnson, seconded Cllr Clarke, all agreed.
21. **Provision of Litter & Dog Bins** – Resolution to reply, Cllr Norman proposed support of Option 1 plus comment that the Parish Council owns and empties all litter bins, seconded Cllr Mudd, all agreed.
22. **Request for additional Dog Bins** – Resolution to reply, Cllr Warham proposed that one dog bin, seconded Cllr Norman, all agreed.
23. **CALC**- Resolution to attend meeting to be held on 30th May 2007, proposed Cllr Bristow, seconded Cllr Norman, Cllr Bristow to attend.
- Resolution to book training sessions re Workshop for Chairman 6th July 2007, Cllr Norman proposed that Cllr Bristow attend, seconded Cllr Johnson, all agreed.
 - Resolution that Cllr's to attend Councillor Professional Development stages 1, 11, 111 (various dates) Stage 1 cost £35 then discount for 11 & 111, proposed Cllr Johnson, seconded Cllr Nicholas, all agreed. Clerk to provide further details and interested Cllr's to contact the Clerk.
24. **New Office Working Party** – June Agenda
25. **Emergency Access** - update –
- Section 38 agreement re roads at Tension Manor – no response
 - Resolution to consider solutions to use of this access by mopeds, resolution falls.

26. **Plastic Recycling** – Update – due to lack of a site for this facility no further action to be taken.
27. **Ladybird Pre-School** – Update – Cllr's Clarke and Mudd – CCC are to fund this project with an additional £70,000.00. Works can now proceed. Utteridge and Grainger have been appointed as builders and works should commence in two weeks time. Thanks were given to Cllr Bradney for his help and assistance in gaining this additional funding. Cllr Clarke stated that the electric supply needs to be in place end of August/mid September, Cllr Johnson to speak to Bill Miller re this as he is Project Manager.
28. **Drainage Issues**
 - Flap Valve – Letter from Environment Agency – Information only
29. **Malary** – Response received – Resolution to arrange a meeting, proposed Cllr Bristow, seconded Cllr Clarke, all agreed, Clerk to contact Malary.
30. **Traveller Issues**
 - Regional Gypsy and Traveller Public Engagement Event – Resolution to attend, proposed Cllr Nicholas, seconded Cllr Fox, all agreed.
31. **Parish Council Web site** – possible link to new village web site – June Agenda
32. **Report from Cottenham Primary School** – Information only
33. **Cambridge and Peterborough Minerals and Waste Plan** – Changes to the Timetable for Plan Preparation – Information only
34. **SCDC** – Grounds Maintenance Contract – Information only
35. **Letter received from Shrievalty Trust** – Information only
36. **Letter from Cottenham Mobile Warden Scheme** – Information only
37. **Letter from Roller Hockey Club** – Information only
38. **Revised Code of Conduct** – Information only
39. **Members of the Public and Press excluded for the following items**
 - CUSSC – Reports/recommendations – Recreation Management Committee to meet 8th May 2007 to discuss the implications of these reports.
 - CUSSC – Options for the future – to be discussed in conjunction with decisions re Reports/recommendations – June Agenda
40. Matters for consideration at the next meeting
41. Date of next meeting – Ordinary Parish Council Meeting July 3rd 2007
42. Close of meeting – 9.50pm

Signed _____ Chair Date _____