

# 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 3<sup>rd</sup> July 2007 at 7.00pm

**Present:** Cllr's Bradney, Nicholas, Collinson, Fox, Wotherspoon, Simms, Mudd, Bristow, Warham, Norman, Hollins, Clarke (7.25) and Johnson (7.45)  
SCDC Cllr's Bolitho and Edwards

Clerk: Mrs J Groves

**Apologies:** Cllr Leeks, CCC Cllr Jenkins

1. **Chairman's Introduction and Apologies for Absence.**
2. **Presentation – Laura Razzell – Rural Housing Enabler** – See attached notes. It was decided to place a resolution on the next planning agenda to undertake a housing needs survey. Cllr Bristow thanked Laura for attending the meeting.
3. **Presentation – David Grech – Conservation and Design Officer SCDC** – See attached notes, a consultation document will be issued soon and will be available to view. Cllr Bristow thanked David for attending the meeting.
4. **Declaration of Interest** – Cllr's Bristow and Mudd, item 9 Finance.
5. **Any Questions from the Public and Press** – None present
6. **Minutes of Ordinary Parish Meeting 5<sup>th</sup> June 2007** Cllr Fox proposed a true and accurate account, seconded Cllr Nicholas, all agreed, **Planning Meeting 31<sup>st</sup> May 2007** – Cllr Bristow proposed a true and accurate account, seconded Cllr Warham, all agreed, **Planning Meeting 14<sup>th</sup> June 2007** – Cllr Johnson proposed a true and accurate account seconded Cllr Mudd, all agreed.
7. **Matters arising from these minutes not on this Agenda** – Planning Meeting 14<sup>th</sup> June 2007 – letter to be sent re S/0980/07/F 74-76 Rampton Road, Cottenham Parish Council recommended Refusal, SCDC Planning has recommended Approval and has ignored the request re S106 funding for village amenities, Clerk to query this. Reports SCDC - Cllr Wotherspoon stated that SCDC are not to challenge the Inspectors Report re Northstowe. Item 29 – Drainage Issues, the Clerk has received 2 replies and will pass these on to Cllr Bristow.
8. **Reports**
  - **SCDC** – Cllr's Bolitho, Edwards and Wotherspoon – see attached report. Cllr Wotherspoon further stated that there is a meeting of the Planning Sub Committee to discuss direct action re Victoria View and that Cllr Wotherspoon has been elected as Chair of Corporate Governing Committee.
  - **CCC** – Cllr's Bradney and Jenkins – see attached report

## 9. Finance

### *Income*

• Ladybird Pre-School – water	£130.00
• Church and Causeway Estate Charity	£2000.00
• Cricket square hire	£30.00
• Ladybird Pre-School – Electric supply	£15,000.00

### *Expenses*

• Rick Bristow – expenses – petrol/printing	£69.11
• David Mudd – additional keys for office	£8.30
• Cottenham Garden Services – July 2007 Invoice	£1108.80

• Cottenham Garden Service – Annual increase - £100.80 per month backdated April/May/June		£302.40
• Cottenham Tyre & Autocentre – Fuel		£24.60
• Business Consultancy Service – Accounts		£70.50
• Old West Drainage Board – Drainage Rate		£57.38
• Martin Graves Carpentry Ltd – Repairs play equipment		£94.28
• Finnforest UK Ltd – Ply for mock goals		£388.31
• P Samuel Auto Repairs – Repair to Ransome L.mower		£55.00
• Zurich Municipal – additional cover for spiker etc		£90.62
• Zurich Municipal – works in progress insurance		£499.07
• Cottenham Dissenters Cemetary		£1,000.00
• All Saints Church		£1,000.00
• Clerk – expenses – phone/stamps		£184.62
• Clerk – Salary – July 2007		
	Gross	£897.60
	Tax	£85.73
	NI	£50.89
	Net	£760.98
	Parish Council NI	£59.21

- Inland Revenue - July 2007 £195.83
- Resolution that the above invoices be paid. – Cllr’s Bristow and Mudd left the meeting, Cllr Johnson took the Chair, Cllr Clarke proposed payment, seconded Cllr Fox, all agreed. Cllr’s Bristow and Mudd re-joined the meeting.

**10. Code of Conduct –**

- Resolution to adopt the Parish and Town Councils Model Code of Conduct with effect from 1<sup>st</sup> September 2007 – Proposed Cllr Johnson, seconded Cllr Nicholas, all agreed.
- Resolution to Adopt the Model Code **including** paragraph 12(2) with effect from 1<sup>st</sup> September 2007 – Proposed Cllr Johnson, seconded Cllr Nicholas, all agreed.
- Resolution to accept the following Light Touch Rules ‘If a councillor with a prejudicial interest wishes to speak on an agenda item then that interest and intention must be stated immediately after Item 1 on the Agenda. The public will be allowed a maximum of six speakers who may provide information for up to three minutes only and each person may only speak once. The Chairman will look to secure a balance of public speakers. The public participation is not to be part of the debate but merely fact giving and answering questions in the same manner as the councillor with the prejudicial interest’. These rules to be readdressed in six months time – Proposed Cllr Collinson, seconded Cllr Simms, all agreed.
- Resolution to agree that CALC advertise the adoption and make advices for Cottenham Parish Council to the Monitoring Officer and the Standards Board for England at a cost of £24.00 – Proposed Cllr Nicholas, seconded Cllr Collinson, all agreed.

11. **RoSpa Report** – Cllr’s Mudd and Nicholas – See attached report. Matter to be place on next Rec Management Agenda

12. **Standards Committee Newsletter** – Resolution to respond – Resolution falls.

13. **South Cambridgeshire Local Development Framework Public Consultation on Site Specific Policies DPD Objection Sites 2** – Resolution to consider further responses – Original comments have been re-submitted – Resolution falls.
14. **Cambridge Development Strategy – Issues and Options Report** – Resolution to respond by 23<sup>rd</sup> July 2007 – Proposed Cllr Nicholas, seconded Cllr Mudd, all agreed. Cllr Mudd to study documentation.
15. **Malary/M2**
  - Feedback re meeting held on 11<sup>th</sup> June 2007 – Positive meeting with M2 with assurances made by them plus an improvement in communication.
  - Response from Environmental Health, Environment Agency re smells and noise – Not very satisfactory - further contact to be made.
16. **Village Clean Up Day** – Feedback – Matter to be placed on August Agenda.
17. **Accounts** – Advice from CALC
18. **Joint Parishes Working Group** – Update – Cllr Norman stated that a letter has been sent, also the group hope to contact other parishes that may be affected by the Northstowe development. Cllr Norman thanked the Clerk for work re the letter.
19. **Travellers**
  - Meeting held re Traveller matters with SCDC at Shire Hall 27<sup>th</sup> June 2007 – feedback – Cllr's Norman and Bristow – Cllr Bradney also attended. Various issues were discussed including the possibility of CCC land for Traveller sites and the number of Traveller children attending secondary education.
  - Resolution to respond to Planning & Gypsy Accommodation in the East of England, Issues and Options Consultation Document May 2007 by 31<sup>st</sup> July 2007 – Proposed Cllr Bristow, seconded Cllr Johnson, all agreed. Cllr Bristow to compile comments for consideration.
20. **Recreation Ground**
  - Water Supply – update – Cllr Norman has contacted Cambridge Water and they require further information.
  - CCTV – update – Clerk to obtain 3 quotes – Resolution to be placed on August Agenda stating that Cottenham Parish Council installs CCTV at the recreation ground,
21. **Traffic Issues** – Feedback from working party – After a recent meeting with the proposed developers of Northstowe it appears that there may be funding available, from them, for improving roads etc within Cottenham.
  - Safer Routes to School – update – Works on Lambs Lane will go ahead and an additional 'Unsuitable for HGV' sign will be installed. There has been a brief meeting with Tony Cooper, CVC Head, and further discussions will be taking place.
  - Letter from concerned resident – Resolution to reply/contact Highways – Proposed Cllr Bristow, seconded Cllr Fox, all agreed. Pavements to be placed on August Agenda.
22. **CALC-**
  - Liaison Meeting with SCDC June 7<sup>th</sup> 2007 – feedback – Cllr Bristow stated that this had been a good meeting with SCDC making every effort to improve working conditions between themselves and parish councils.
23. **New Office Working Party** – Update – Resolution to decide on whether or not to negotiate for new premises with existing landlord – Resolution falls.
24. **Letter from BC Group** – Resolution to reply – Proposed Cllr Bristow, seconded Cllr Mudd, all agreed.
25. **Letter from Cottenham Primary School re boundary fence** – Resolution to reply – Proposed Cllr Bristow, seconded Cllr Johnson, all agreed.

26. **The Rural Housing Trust** – Invitation – Resolution to attend – Resolution falls.
27. **South Cambridgeshire Crime and Disorder Reduction Partnership** – Resolution to attend workshops – Proposed Cllr Simms, seconded Cllr Bristow, all agreed, Cllr’s Bradney and Johnson to attend.
28. **Reading Challenge Presentation Ceremony 12<sup>th</sup> September 2007** – Resolution to attend – Proposed Cllr Johnson, seconded Cllr Bristow, all agreed, Cllr’s Mudd and Warham to attend.
29. **CVC Youth Council** – update Cllr Warham – August Agenda
30. **Parish Council Website** – possible link to new village website – Cllr Leeks – Resolution to have a new web site – to be place on August Agenda.
31. **Cottenham Feast Parade** – Information only
32. **Northstowe Rights of Way Project** – Information only
33. **SCDC – Schedule of Public Meetings** – Information only
34. **Ladybird Pre-School** – Update – A meeting on 10<sup>th</sup> July 2007 will discuss the site for the gate and electric sub station.
  - Resolution that Cottenham Parish Council empowers the Clerk to effect payments against the Ladybirds project, in accordance with instructions from the Architects, to a total value of £158,432. The schedule of payments is currently based on the valuation dates of: 24<sup>th</sup> July 2007 £35,000.00, 4<sup>th</sup> September 2007 £50,750.00, 25<sup>th</sup> September 2007 ££31,785.00 and 26<sup>th</sup> October 2007 £37,115.00 these sums total 97.5% of total build cost = £154,650.00. End of defects liability period total due £3,782.00, and that the Clerk will only meet these payments once satisfied, in all respects, that the monies are due in accordance with contractual terms. Proposed Cllr Johnson, seconded Cllr Warham, all agreed.
35. **Members of the Public and Press excluded for reasons of confidentiality for the following items**
  - CUSSC – Reports/recommendations CUSSC – Matter to be placed on Rec Management Agenda.
  - Options for the future – current usage/assistant Clerk – August Agenda
  - New Pavilion – update – Resolution to accept the quote re topographical survey from ALS at a cost of £1320.00 + VAT – Proposed Cllr Clarke, seconded Cllr Fox, all agreed. Resolution to sign off Project Brief – Proposed Cllr Johnson seconded Cllr Clarke, all agreed.
  - Townground – Advice received from solicitor - Resolution to increase the revenue from Townground with effect from 29<sup>th</sup> September 2008 – Proposed Cllr Bristow, seconded Cllr Simms all agreed.
36. Matters for consideration at the next meeting –
  - Clerk to contact CALC for advice re loans
  - Debate needed to look into financing a village hall
  - Clerk to organise a meeting of the Finance Committee.
37. Date of next meeting – Ordinary Parish Council Meeting 7<sup>th</sup> August 2007
38. Close of meeting – Meeting closed at 10.10pm.

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_