

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 6th November 2007 at 7.30pm**

Present: Cllr's Wotherspoon, Bradney, Norman, Nicholas, Fox, Warham, Bristow, leeks, Mudd, Collinson, Hollins, Johnson, Clarke, CCC Cllr Jenkins

Clerk: Mrs J Groves

Apologies: Cllr's Gautrey and Simms, SCDC Cllr Bolitho

- 75. Any Questions from the Public or Press – Standing orders to be suspended –**
None present
- 76. Standing orders to be re-instated - Chairman's Introduction and Apologies –**
Cllr Bristow informed the meeting that Cllr Gautrey has been re-admitted to Addenbrookes
- 77. Declaration of Interest –** Cllr Wotherspoon, Cllr Collinson Item 130, personal interest, Cllr Hollins, Item 134, personal interest. Cllr Clarke, Item 135, personal interest
- 78. Minutes of Ordinary Parish Meeting 9th October 2007 –** Cllr Johnson proposed a true and accurate account, seconded Cllr Bradney, all agreed. **Planning Meeting 4th October 2007 –** Cllr Nicholas proposed a true and accurate account, seconded Cllr Norman, all agreed. **Planning Meeting 18th October 2007 –** Cllr Clarke proposed a true and accurate account, seconded Cllr Mudd, all agreed. – Action points from Meeting 9th October 2007, awaiting reply re removal of bus shelter. Finance/RFO matter to be placed on December Agenda
- 79. Reports**
- **SCDC –** Cllr's Bolitho, Edwards and Wotherspoon
 - **CCC –** Cllr's Bradney and Jenkins

80. Finance

Income

- Townground rent 2007 £100.00

Expenses

- Cottenham Garden Services – October 2007 Invoice £1058.40
- Anglia Building Surveying – Pre School works £205.63
- BC Group Trust – September Invoice £264.38
- BC Group Trust – October Invoice £652.13
- BC Group Trust – October Invoice £310.20
- Mr T C Eade - New Web site £600.00
- Berrycroft Stores Ltd – Loam/fertilizer £422.48
- Moore Stephens – External Audit £816.63
- Collier Turf Care Limited – Ongar Loam £627.45
- CALC – Training for CiLCA & Registration fee £345.00
- Herald Contract Services – Final invoice re rec £12,393.90
- Clerk – Salary – November 2007

Gross	£1479.72
Tax	£216.18

NI	£114.92
Net	£1148.62
Parish Council NI	£133.72

- Inland Revenue - November 2007 £464.82

Resolution that the above invoices be paid (omit payment to Anglia Building Surveying this to be paid by Ladybird Pre-School) Proposed Cllr Johnson, seconded Cllr Fox, all agreed.

Resolution that an Internal Auditor be appointed – Proposed Cllr Johnson, seconded Cllr Fox, all agreed

81. Northstowe

- Northstowe Master Programme – Reply received from Cambridge Horizons
- WSP – Meeting arranged for 15th November 2007 (time and location to be confirmed)
- Letter sent to WSP re response to the Environmental Impact Assessment – Information only

82. Brenda Gautrey Way – Reply received from TDS, Clerk to reply stating that the Parish Council will not accept the inclusion of the small strip along Beach Rod as public open space and to ask that the solicitor contact the Parish Council as soon as possible.

83. Drains/Ditches – Meeting with the Old West Internal Drainage Board and SCDC to determine the extent of their joint responsibilities for ditches/drains within the Parish – Ongoing

84. Broad Lane ditch/Balancing Pond/Ransom strip – Update

- Letter received re ditch on Broad Lane – Resolution to respond – Proposed Cllr Nicholas, seconded Cllr Hollins, all agreed. **CLERK**

85. CALC – Resolution to attend meeting to be held on 21st November 2007 – Resolution falls.

86. Cambridge East Area Action Plan – Green Separation with villages – potential changes to the plan, Resolution to respond, consultation period 12th October – 23rd November 2007 – Resolution falls.

87. North West Cambridge Draft Area Action Plan – Resolution to respond – Proposed Cllr Bristow, seconded Cllr Norman, all agreed **CLERK**

88. Letter received from Cottenham Primary School – Resolution to respond – Proposed Cllr Norman, seconded Cllr Bradney, all agreed, Clerk to contact CCC re ownership **CLERK**

89. Naming/Re-naming of streets – Information only

90. New Office – Update – Cllr Leeks stated that it was hoped to sign the lease next week, provisional date for the move is 1st December 2007. Cllr Leeks and the Clerk to visit new office on 9th November to consider furniture needs.

91. Mereham – Copy of evidence – for information only

92. New Pavilion – Update – Cllr Johnson informed the meeting that the architects had reduced the required fee to enable the project to go for planning permission and that the user groups have managed to raise a substantial sum towards this fee. Cllr Johnson asked that a resolution be placed on the next agenda that the Parish Council will pay the shortfall required for this application.

93. Cottenham Village Design Group – Reply received

- Resolution to write to Cllr Bard and Cllr Wright that ‘Cottenham Parish Council supports the adoption by SCDC of the Cottenham Village Design Statement as a Supplementary Planning Document.’ – Proposed Cllr Johnson, seconded Cllr Leeks, all agreed **CLERK**

94. Joint Parishes Working Group – Update – Cllr Norman stated that a meeting had been held with Andrew Lansley and James Paice and whilst they can do very little in terms of getting the Government to take notice of the situation they are very supportive of the aims of this group and the Parish Councils involved. A meeting was held with SCDC and CCC on 2nd November 2007 and it was acknowledged by the District Council that Parishes do have expertise and knowledge that could help share the load re the planning application for Northstowe

95. Consultation result re dog/litter bins – letter received stating that SCDC will be emptying all bins in the future

96. Cambridgeshire ACRE – letter received – Resolution to respond – Cllr Nicholas to reply/contact, Proposed Cllr Bristow, seconded Cllr Norman, all agreed.

CLERK

97. Travellers

- Resolution to contact SCDC on the following matters
 - a) That SCDC up-dates the Council re problems of sewage pollution and that they keep the Council informed.
 - b) That the Council requests an explanation re the demise of Policy HG23 with no replacement policy being in place.
 - c) That the Council is up-dated in regard to the status of court action on Victoria View and kept up-dated.
 - d) That the Council asks that the Weekly up-date re Traveller issues be reinstated
 - e) That SCDC enforces the terms of licence on each of the lawful plots on Smithy Fen

Proposed Cllr Fox, seconded Cllr Johnson, all agreed.

CLERK

98. Recreation Ground

- Water Supply – update – Resolution to place item on Finance Meeting January 8th 2008 – Proposed Cllr Johnson, seconded Cllr Fox, all agreed. Resolution to approach Cottenham Charities for way-leave over the allotments – Proposed Cllr Bristow, seconded Cllr Nicholas, all agreed.
- Skateboard Park – update – Insurance company has sanctioned repairs, the Clerk has contacted Hagsplay and repairs will be done soon.
- Resolution to replace the Spring Whale – Proposed Cllr Clarke, seconded Cllr Warham all agreed, Clerk to obtain quotes. **CLERK**
- Resolution that the cost of installing fire alarm system be met by the Pre-School and CUSSC – Proposed Cllr Bradney, seconded Cllr Norman, all agreed, payment agreement needs to be drawn up with both parties, payments to be made over a period of 3 years

99. Traffic Issues – Feedback from working party – Traffic consultation is to be held on the 10th December 2007 an invitation will be delivered with the Newsletter

- Safer Routes to School – update – Cllr’s met with CCC and agreement was made as to location of flashing signs, works to be completed within 16 weeks.
- Pavements – Cllr’s Mudd & Nicholas – update – Mike Oakham has agreed to meet with Cllr’s Mudd and Nicholas week beginning 19th November 2007, Cllr Bradney asked to be informed when a date agreed.

- Letter received – resolution to reply – Proposed Cllr Fox, seconded Cllr Collinson, all agreed.
 - 100. Methodist Church** – Resolution to attend a meeting at the church on 26th November 2007 – Proposed Cllr Leeks, seconded Cllr Nicholas, all agreed.
 - 101. Remembrance Sunday 11th November 2007** – Resolution to attend a lay a wreath on behalf of the Parish Council – Proposed Cllr Clarke, seconded Cllr Nicholas, all agreed. Cllr Bristow to lay the wreath
 - 102. Carol Concert** – 18th December 2007
 - Resolution to order a tree from Elveden
 - Resolution that Cllr Clarke collects the tree
 - Resolution that a qualified electrician be employed to put up the lights
 - Resolution that gratuities and sweets be purchased
 - Resolution that charcoal be purchased for the BBQ – Cllr Johnson proposed that all resolutions be considered as one resolution, seconded Cllr Bradney, Cllr Johnson to purchase sweets, Cllr Clarke to purchase gratuities, Clerk to contact Elveden and the electrician.
- CLLR'S JOHNSON & CLARKE, CLERK**
- 103. CVC Youth Council** – Resolution to defer this matter – Proposed Cllr Bristow, seconded Cllr Bradney, all agreed.
 - 104. Parish Council Website** – Update – Resolution to place all responses to consultation documents/relevant letters onto web site. Cllr Collinson proposed an amendment to the resolution that current documents be posted on the website and that an archive be compiled as and when the Clerk has time, seconded Cllr Fox, all agreed.
 - 105. Ladybird Pre-School** – Update – Building work is near to completion, matter of new lease/proposed rent to be placed on December Agenda.
 - 106. Histon Neighbourhood Panel Meeting 16th October 2007** – Feedback – Cllr's Nicholas and Bradney attended, Cllr Nicholas stated that figures show that there appears to be a downward trend re criminal activity across this area. Priority is being given towards the issue of Anti-Social behaviour, Cllr Nicholas further stated that he had commented about the fact that few people have seen the PCSO recently.
 - 107. Jigsaw** – Community Archaeology Project Proposal – Reply awaited
 - 108. Cam Sight** – Reply awaited
 - 109. Matters for consideration at the next meeting**
 - RFO
 - Finance meeting
 - Performance v budget 8 months
 - Ladybird – lease update
 - Bus Shelter
 - 110. Date of next meetings** – Planning 14th November 2007, Planning 29th November and Ordinary Parish Council Meeting 4th December 2007
 - 111. Close of meeting** – 9.59pm

Signed _____ Chair Date _____