

Minutes of the Annual General Meeting of the Cottenham Parish Council

Held at the Parish Office, Ebenezer House, Rooks Street, Cottenham

On Tuesday 18th May 2010 at 7.30pm

Present: Cllr's Bristow, Wotherspoon, Geer, Heydon, Burton, Nicholas, Leeks, Norman, Collinson, Warham, Harford, Sparks and Mudd

Clerk: Mrs J Groves, **Assistant Clerk:** Ms F Gooch, **CCC Cllr Gymer**, 2 Members of the Public

222. **Election of Chairman** – Cllr Mudd proposed Cllr Bristow, seconded Cllr Norman, all agreed
223. **Signing of the Acceptance of Office as Chairman**
224. **Election of Vice Chairman** – Cllr Norman proposed Cllr Mudd, seconded Cllr Collinson, all agreed
225. **Co-option** – Vacancy for 2 Parish Councillors – Resolution to co-opt, if more than 2 people apply, co-option will be decided by ballot – 4 candidates, ballot held and verified by Cllr Gymer, Mr Simms and Mr Bolitho received the most votes and were duly co-opted onto Cottenham Parish Council
226. **Reminder to all Councillors that new Acceptance of Office and Declarations of Interest need to be signed and witnessed by the Clerk**
227. **Parish Council representatives: Finance Working Party** – Cllr's Bristow, Mudd, Sparks, Leeks, Bolitho and Simms. **Recreation Working Party (to include formally appointing Cllr Mudd as the Parish Council contact in regard to liaising with the Groundsman and the Bowls Club)** – Cllr's Bristow, Mudd, Burton, Geer, Heydon, Nicholas, Leeks and Simms. Cllr Mudd to be the Parish Council contact in regard to liaising with the Groundsman and the Bowls Club. **Traffic Group** – Cllr's Norman, Harford, Warham, Nicholas and Heydon. **JAG** – Cllr's Bristow, Norman and Warham. **Cottenham Charities** – Cllr's Mudd, Heydon and Bolitho. **Church and Causeway Charity** – Cllr's Bristow and Warham. **Twining Group** – To be decided. **Mobile Warden Scheme** – Cllr Collinson, still to be decided if a second representative is required. **Sustainable Cottenham** – Cllr Heydon. Clerk to find out if a Parish Council trustee is required for Cottenham Community Centre.
228. **Any Questions from the Public or Press – Standing Orders to be suspended**
229. **Standing orders to be re-instated - Chairman's Introduction and Apologies**
230. **Declaration of Interest** – Cllr Bristow, item 232 Finance – Prejudicial Interest
231. **Minutes of Ordinary Parish Meeting 6th April 2010** – Cllr Nicholas proposed a true and accurate account, seconded Cllr Norman, all agreed. **Planning Meeting 1st April 2010** – Cllr Heydon proposed a true and accurate account, seconded Cllr Nicholas, all agreed. **Planning Meeting 15th April 2010** – Cllr Collinson proposed a true and accurate account, seconded Cllr Bristow, all agreed. **Planning Meeting 29th April 2010** – Cllr Mudd proposed a true and accurate account, seconded Cllr Norman, all agreed.
232. **Reports**
- **SCDC** – Cllr's Edwards, Harford and Wotherspoon – Cllr Norman asked if there was any progress re Northstowe, Cllr Wotherspoon stated that there was no progress and that the situation was very negative at the moment with the new minister being against ECO towns, there is also no agreement between any potential developers
 - **CCC** – Cllr's Gymer and Jenkins – Cllr Gymer stated that a copy of the Local Transport Plan will be delivered to all for comment. Cllr Warham asked if there was

any progress re the Guided Bus, Cllr Gymer confirmed that no progress has been made.

- **Parish Council Monthly Update**

232. Finance

Income and Payments for May 2010 Agenda

Income:

Jane Williams	Village Hall Rental Feb 10	160.00
Jane Williams	Village Hall Rental March 10	200.00
Cottenham Day Centre	Rent payment for Feb 10	240.00
Cottenham Day Centre	Rent payment for Mar 10	300.00
Cambridge Childcare	Rent payment for Feb 10	384.00
Cambridge Childcare	Rent payment for Mar 10	368.00
Ladybirds	Village Hall Rental Jan – Mar 10	100.00
Ladybirds	Oil usage Feb & Mar 10	359.97
CUSSC	Village Hall Rentals	440.00
Bowls Club	£20 Cash for Neville's Retirement	20.00
Football Club	Donation for Neville's Retirement	100.00

Total **£2,671.97**

Expenses

Cooper & Sons	Cup for donation to Ploughing Society	296.00
CUSSC	Bar Bill for Neville's Retirement	157.60
Spacewise	Container for Rec Ground Storage	1527.50
Cromwell Fire Ltd	Fire Alarm Call out & Repair	106.36
Print Out	New Standing Orders	42.30
Cottenham Garden Service	Removing Old Goal, Bins, Fees for March 10	1904.00
Hewitsons	CUSSC Lease legal Fees	690.15
Frederic Smart	Grass Seed & Soil Testing	186.80
Team Flitwick	Oil for Rec Ground	1019.13
NCC Supplies Ltd	Fencing for Bowls Club	38.13
CPALC	RFO Year End Accs Training 14/04/10	55.00
CPALC	Renewal of membership for 2010-11	622.44
Wright Way Cleaning	Cleaning Village Hall Mar and Apr 10	1128.00
Eon	Elec Bill – Rec Ground Feb-Apr 10	1065.54
W E Dunnico	Buffet for Neville's Retirement	300.00
Glasdon	Replacement dog bins	430.26
Viking Direct	Misc Stationery	137.84
Martin Graves	Repairs at Play Area	70.50
Heelis & Lodge	Internal Audit Fees for 07, 08 and 09	555.00
Cutting Edge PC	Repairs to Clerk's laptop	140.00
Rick Bristow	Flowers for Frances Clarke	20.99
Centre 33	Donation for equine assisted therapy	250.00
Virgin Media Business	Phone bill April 2010 (paid by DD on 26/4/10)	47.00
Andrew King	Fuel, top soil, sprinkler, mower parts & cricket Pitch items	340.85
Andrew King	Mileage for use of personal vehicle for work	68.80
Julie Groves	Salary May 2010	859.90
Fiona Gooch	Salary May 2010	696.76

Andrew King	Salary May 2010	1462.20
HMRC	May 10 Taxes	1016.54
Total		£15,235.59

Resolution to pay these invoices – Cllr Bristow left the meeting. Cllr Leeks asked if the Parish Council were allowed to pay for the bar bill re Neville Rice’s leaving do. The Clerk stated that the bill had been met by donations received from the various sport clubs towards this party and therefore it was not Parish money that would pay this invoice. Cllr Leeks asked that this matter and his query be minuted. Cllr Nicholas proposed payment, seconded Cllr Warham, agreed. Cllr Bristow returned to the meeting.

- 233. **Annual Return 2009/2010** – Resolution that the Chair signs the Annual Return – Proposed Cllr Mudd, seconded Cllr Sparks, all agreed.
- 234. **Signatories for cheques** – Resolution to appoint 2 new signatories – Cllr Bristow proposed Cllr’s Mudd and Nicholas, seconded Cllr Heydon, all agreed.
- 235. **New Standing Orders** – Resolution to adopt New Standing Orders – Proposed Cllr Heydon, seconded Cllr Mudd, all agreed.
- 236. **Internal Auditor** – Resolution to accept Review of Internal Audit - Proposed Cllr Bristow, seconded Cllr Nicholas, all agreed
- 237. **Risk Assessment** – Resolution to review – Proposed Cllr Bristow, seconded Cllr Nicholas, all agreed – Cllr’s Mudd, Nicholas and Heydon
- 238. **Mobility Crossings** – Update – Cllr Bristow asked Cllr Warham to look at with the rest of the Traffic Working Party
- 239. **Xmas Tree on the Green** – Resolution to plant a permanent tree – feedback from working party – Resolution deferred.
- 240. **War memorial** – Update – One quote received, 2 others still to be received.
- 241. **SCDC** – new format on receiving information – Update – Cllr Wotherspoon – July meeting
- 242. **Alarm at the Village Hall** – Resolution to update current system at a cost of £1316 including VAT – Update – Clerk – Matter to be placed on July Agenda
- 243. **Neighbourhood Panel** – Feedback – Cllr Nicholas and Mudd attended along with 17 others, priorities set included speeding and parking at the Co-op corner. Cllr Mudd asked Cllr Gymer if a meeting between the police and CCC Highways re re-designing of the layout of certain roads had happened. Cllr Gymer stated that although this had not happened yet it was being organised.
- 244. **Ditch at Brenda Gautrey Way** – Update – Clerk to chase Taylor Wimpey
- 245. **Sustainable Cottenham** – Update – Cllr Heydon stated that the last meeting was held on the 11th May at Fen Edge Farm and matters discussed included organic crop rotation and pollination. Enquiries have been received re solar panels also looked into a carbon reduction initiative.
- 246. **Working Parties** – Feedback from Working Parties None
- 247. **Old Village Green** – Fence – update – Clerk to measure existing gate and send a drawing to the EA.
- 248. **Tree works Village Green** – Update – works will be done first week in June.
- 249. **The Rec** – Swings update – ordered

- Storage Container – Update – concrete pads in place, awaiting date for contractor to move containers into place.
 - Architect update re Village Hall renovations and Outline Planning for the Pavilion – Rec group to meet to discuss this.
 - Resolution to Vertidrain the new 8.5 acres at the rec – resolution deferred, Cllr Norman to look into this matter, item to be placed on July Agenda
 - Resolution to purchase a new tractor – Matter deferred, July Agenda
 - Resolution to replace red diesel tank at the rec – Matter deferred, July Agenda
 - Resolution to allow Youth Groups use of rec on 17th August 2010 – Proposed Cllr Leeks, seconded Cllr Norman, all agreed
- 250. Double Yellow Lines Rooks Street** – Update – Cllr Gymer to look into this matter
- 251. 30mph warning stickers** – Update – Stickers ordered awaiting delivery
- 252. Joint Parishes Working Group** – Update - None
- 253. Ladybirds /Village Hall** – Signs – Update - None
- 254. Dog Fouling** – Petition received – Resolution to send to SCDC – Proposed Cllr Mudd, seconded Cllr Heydon, all agreed.
- 255. Letters Received** - Information only
- Letter of thanks from Neville Rice
 - Letters from Victim Support and Cottenham Mobile Warden Scheme
- 256.** Matters for consideration at the next meeting – Website upkeep
- 257.** Date of next meetings – Planning Meeting 27th May 2010 and Ordinary Parish Council Meeting 1st June 2010
- 258.** Close of meeting – 9.45pm

Signed _____ Chair Date _____