

## COTTENHAM PARISH COUNCIL

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2<sup>nd</sup> July at 7.15pm

**Present:** Cllrs Burton (Chair), Bolitho, Collier, Collinson, Heydon, Leeks, Mudd, Richards, Rowley, Wotherspoon, Clerk Jo Brook, Acting RFO Debbie Seabright, SCDC Cllr Harford and CCC Cllr Mason

**In attendance:** 11 members of the public

**13/06. Any Questions from the Public or Press – Standing Orders to be suspended – none.**

**13/07. Paul Rawlinson, Cycling Project Manager, CCC – Mr Rawlinson gave an update** on the Histon A14 improvement scheme which is due to commence on 21<sup>st</sup> July. The work is to improve cycle access on the roundabout. Lights are being replaced and 4 Toucan crossings will be installed. The work will take approximately 10 weeks and has been scheduled to keep traffic disruption to a minimum. Cllr Bolitho queried the number of pedestrians using the crossing. Mr Rawlinson will revert with the figures. A resident reported a near miss on the roundabout today. CCC Cllr Mason also pointed out that the scheme was done following several years of information and accident statistics, of which he was one. Cllr Richards asked if the timing of the lights could be linked to the Toucans and Mr Rawlinson confirmed this was the case. The £290k for this project and Horningsea improvements has all come from S106 money. It was noted that the number of people cycling from Histon to Cambridge had doubled over the past 10 years.

**13/08. Standing Orders to be re-instated – Chairman’s Introduction and Apologies – Cllrs Berenger** (illness), Bristow (illness), Brown (work) and Rodway (work)

**13/09. To accept Declarations of Interest -** To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllrs Collinson and Richards declared a non-pecuniary interest in the planning meeting minutes of 6<sup>th</sup> June.

**13/10. Minutes –** Meeting of the Council/committee held on the 4<sup>th</sup> June (Ordinary meeting) Cllr Rowley proposed a true and accurate account, seconded by Cllr Richards, all agreed. 6<sup>th</sup> June (Planning) Cllr Mudd proposed a true and accurate account, seconded by Cllr Nicholas, all agreed.

### **13/11. Reports**

- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford reported that although there is no official report available, the applicant for the Mace shop has been recommended to withdraw. The reason being is that the EHO wasn’t aware of the accommodation above the shop and this would be deemed unsuitable. The applicant has yet to withdraw and is currently lobbying to Case Officer. Appeal for Water Lane/Orchard – the Inspector has said no further time is available for the applicant to seek funding. No date has yet been set for a hearing but the process has now started.
- **CCC** – report circulated prior to the meeting – CCC Cllr Mason is investigating FOI requests from resident on the village green. The County website details regarding ownership of the village green aren’t detailed and Cllr Mason will liaise with the Clerk where necessary. Cllrs Mason and Jenkins will meet with the resident in question. Cllr Collinson stated that there was no question that the Parish Council only owns the green and not any of the surrounding verges. However Cllr Mason reported that the County records don’t coincide with the village green registration document and he will investigate further.
- **Police** – The Clerk gave a report on behalf of PCSO Fuller. They continue to have industrial mowing equipment stolen across the panel. Parking problems outside the coop appear to be improved from observations on patrol. The next Panel meeting is being held on Tuesday July 9<sup>th</sup> Cottenham Village College 7:30pm for those who wish to attend.
- **Clerk** – report circulated prior to the meeting
- **Traffic** – report circulated prior to the meeting – Cllr Rowley is meeting with Jonathan Grant tomorrow night. No further news received about the Minor Highways grant.

## 13/12. Finance

Income	Description	Net	Gross
HMRC	HMRC Vat Repayment(4th June)	10,021.66	10,021.66
HMRC	HMRC Vat Repayment(3th June)	13,291.24	13,291.24
Kids Only (Michelle Plowman)	Rent for March 2013	780	780
Kids Only (Michelle Plowman)	Rent for April 2013	788	788
Buggy Bootcamp (Debbie Prince)	Rent May 2013	40	40
King and Co solititors	Transfer of Land (37 Brenda Gautry Way)	100	100
		<b>25,020.90</b>	<b>25,020.90</b>
<b>Expenses</b>			
EON	Recreation Ground (electricity)D/D	505.48	606.58
EON	Xmas lights on Green (electricity)D/D	63.64	66.82
Cambridge Water Company	Bowls club/Allotment D/D	86.5	86.5
Cambridge Water Company	Recreation Ground D/D	660.91	660.91
Ernest Doe and Son	Lawnmower parts	156.02	187.22
Ernest Doe and Son	Plastic Orange Fencing	39.95	47.94
Ernest Doe and Son	Plastic Orange Fencing	79.9	95.88
Old West internal Drainage Board		66.44	66.44
CAPALC	Councils affiliation fees for 2013/14	726.41	726.41
Curve design Solutions Ltd	Website maintenance	50	60
Andrew King Expenses		153.68	153.68
Andrew King Invoice	Apply Fertiliser	99.99	99.99
Talk Mobile	Mobile phone bill D/D	10.31	10.31
The BC Group	June invoice	268	321.6
Salaries	July 2013 Salaries	2914.49	2914.49
HMRC	Taxes July 2013	999.5	999.51
Nick West	Cleaning costs	485	485
Mike Overall	Building repairs	45	54
Jo Brook expenses	Easily website setup	38.98	46.78
		<b>7450.20</b>	<b>7690.06</b>

Cllr Mudd clarified that the invoice to apply fertiliser was for the hire of a tractor to spread the fertiliser. Request that in future the invoices are made out to CPC directly and not Andrew. Cllr Leeks requested non-payment of the Curve Design invoice. Proposed by Cllr Mudd, seconded by Cllr Nicholas. 9 votes for non-payment and 1 abstention. The new website is 80% completed and the link will be circulated by the Clerk. Cllr Heydon queried what the Old West Internal Drainage Board invoice was for. Clerk to check. Cllr Wotherspoon declared an interest in this invoice. Resolution to pay the remaining invoices. Proposed by Cllr Nicholas, seconded by Cllr Richards. Resolved unanimously.

**13/13. RFO update** – to receive update on finance matters - RFO/Clerk gave an update on the handover process and this was going well. One issue highlighted regarding cleaning of the village hall. Nick West is a contractor so should be providing invoices instead of timesheets. New system to be put in place going forward. Cllr Wotherspoon expressed surprise that this issue hadn't been queried by the auditors previously.

**13/14. S/1209/13/VC** – variation of conditions 2 and 4 of planning permission reference S/1808/97/F to increase the number of children at any one time from 12 to 18, to increase the hours of operation to Monday-Friday 8am-6pm throughout the year, and to include use as an extended child minding service on a domestic setting - 14 Ivatt Street, Cottenham – Standing Orders were suspended to allow the public to speak. The owner spoke regarding the extended child minding service which she had been running for the past 6 years. They are now operating a waiting list due to demand in the village which came about after Koala Kids closed. It is a domestic setting which gives a more homely feel.

Cllr Collinson asked about traffic movement on what is a very narrow road. Everyone except disabled or expectant mothers walk to the setting so no additional traffic is generated. There is parking for 5 vehicles. Cllr Nicholas queried the request to operate on a Friday. The setting doesn't currently operate on a Friday but there is a need from parents so this is something which may be considered going forward. Cllr Leeks queried whether the authorities were happy for the increase in numbers. Ofsted have stated that they are happy for an increase. Cllr Collinson asked about the proximity to neighbours. There aren't any close neighbours of either side of the setting and the closest neighbour opposite is set back quite some distance from the road. CPC recommends approval. All agreed.

- 13/15. Insurance** – to receive and consider settlement figures from Came & Co re. stolen ground maintenance equipment – Cllr Mudd gave an update on our insurance claim. Email has been circulated accordingly. Going forward we need to have clear details as to who owns what equipment. Resolution: That CPC accept the insurance figure provided by Came & Co. Proposed by Cllr Mudd, seconded by Cllr Nicholas. Resolved unanimously.
- 13/16. Recreation Ground security** – to receive and consider suggestions for improvement following recent break in - Cllr Mudd outlined details of the recent break in. The suggestion is that Cllrs Mudd and Nicholas meet with the Crime Prevention Officer. A security light and camera have been moved into the shed.
- 13/17. Erection of mobile phone mast** – to receive and consider suggestion of installing a phone mast on the recreation ground to boost mobile signal in the village - Cllr Richards outlined the frustration, mainly from Vodafone customers in the village, regarding the poor mobile phone signal. Suggestion to install a mast on the 3<sup>rd</sup> field to boost the signal in the area. Cllr Richards to investigate possible revenue from phone companies. Cllr Collinson mentioned a previous application for a mast on Lambs Lane which caused much concern in the village. There is one at the back of the college that is 25m high. Cllr Wotherspoon mentioned there had been a proposal for a mast near Coolidge Gardens. He also believed that a site had been agreed on Broad Lane. Cllr Wotherspoon to check if any operators may want to take this up. Cllr Richards to look at alternative sites in the village.
- 13/18. Balancing Pond & Little Cut** – to receive update on clarification of overall ownership and consider that King & Co be appointed to deal with the transfer – Cllr Mudd reported on the current situation. Presently there is still no clarify on who owns the Little Cut. Cllr Burton suggested getting Persimmon to find out who owns it. Not even the drainage manager at County knows the owner. CCC Cllr Mason didn't believe that CPC had seen all of the documents involved originally and advised that we be careful as to what we take on. A question was raised regarding whether Persimmon had given ownership of part of the Cut to the house owners who abut the Cut. Cllr Mudd will go back to Persimmon to request again that they check ownership and take legal advice as necessary. CCC Cllr Mason will also try to get pressure applied from County to resolve.
- 13/19. Cemetery** – to receive and consider request from resident of provision for a non-Anglican (i.e. non-conformist burial ground) - Cllr Mudd has been approached by a resident who has requested another option in the village for those who don't wish to be buried at either the church or Dissenters cemetery. There is a parish-owned area in the churchyard. Cllr Mudd will investigate further and report back.
- 13/20. Dissenters Cemetery** – to receive update – Item deferred until next meeting. Cllr Mason left the meeting at 9.15pm. Cllr Harford left the meeting 9.20pm.
- 13/21. Changing Rooms** – to receive quotations for costs involving Building Control & Drainage Survey and to consider appointing: Building Control – MLM (£1100 + VAT) & Drainage Survey – Global Surveys (£720 + VAT) as per suggestions from architect - Cllr Mudd will check how the surveys would be affected by having a cesspit/grey water storage. Cllr Mudd has requested a meeting with the architects and sports clubs to discuss the outstanding issues.
- 13/22. Village hall** – to receive and consider suggestions for 'sprucing up' the village hall - Cllr Richards outlined the issues with the hall in terms of the decorative stage and cupboard space for the Day Centre. He suggested putting doors into the existing cleaning cupboard so that the Day Centre would store their chairs there instead; this would eliminate the problem of the step into the current cupboard. The estimated costs are approx. £800-900. Cllr Richards will also contact local painters to

see if they would be willing to paint the hall on a voluntary basis. He will also get more exact figures and drawings for the suggested cupboard amends.

- 13/23. Playground surfacing** – to receive update on problems regarding eco-surfacing - Cllr Mudd reported that the damage to the surfacing had been repaired but that Hags won't do anything regarding the timber edging. An email has been sent to them but no response has yet been received due to the contact being on holiday. Cllr Mudd will follow up.
- 13/24. External complaints committee** – to review and consider make up of the committee – item deferred to next meeting.
- 13/25. RoSPA report** – to receive update on playground safety - Cllrs Mudd/Nicholas circulated the report. The Inspector was impressed with the new facilities. Cllrs Mudd and Nicholas were thanked.
- 13/26. Parish Council mileage expenses rate** – to receive and consider setting expenses reimbursement for mileage at 45p per mile for councillors and employees – It was agreed that since there is nothing currently in the 2013/14 budget for this that the matter is looked at during the next Finance Working Party meeting in October/November.
- 13/27. Minor Highways application** – as reported earlier in the meeting the grant has been successful. No further news available.
- 13/28. Strimmer repair costs** – to consider paying 50% costs (£154.16 plus VAT) for repairs to strimmer owned by Andrew King in accordance with his contract – Motion to exclude public and press from the meeting. Proposed Cllr Rowley, seconded Cllr Richards. The meeting was closed at 9.45pm. The meeting re-opened at 10.17pm.
- 13/29. Matters for consideration at the next meeting** – all matters to be emailed to the Clerk.
- 13/30. Dates of next meetings** – Planning Meeting 11<sup>th</sup> July June (P1), Planning Meeting 25<sup>th</sup> July (P2), Ordinary Meeting 6<sup>th</sup> August.
- 13/31. Close of Meeting** – 10.17pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_