

## COTTENHAM PARISH COUNCIL

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> December at 7.15pm

**Present:** Cllrs Burton (Chair), Beckford, Berenger, Bolitho, Brown, Collinson, Heydon, Nicholas, Rowley, Richards, Wotherspoon, CCC Cllrs Jenkins, Mason, SCDC Cllr, Harford and Clerk Jo Brook

**In attendance:** 4 members of the public

- 13/162. Any Questions from the Public or Press – Standing Orders to be suspended** – Michelle Plowman, Kids Only, spoke to say that although they were happy that the hall had been redecorated they weren't aware that the boards would be touched and was upset at the damage to the paper. They were also unhappy with the choice of black for the borders around the boards. 300 children use their service and it is important that it is a nice environment. The business has grown from 25 to 40 children per afternoon session. They are lacking in storage space in the kitchen and the hall and the shared space with the Day Centre is inadequate. They would appreciate our help in trying to improve these areas. Cllr Richards responded that he had removed the paper so that the staples behind it on the boards could be removed. The black paint was for practical reasons i.e. that it doesn't show the pin holes. Eventually Cllr Richards would like to box in the heating pipes around the room; not only would this make it safer but also it would protect the pipes from damage. The Sports & Social Club are working in clear the alarm/cleaning cupboard in preparation for alterations to that the Day Centre chairs could be moved into this space. As well as creating better access for them it would give increased space in the larger cupboard for Kids Only.
- 13/163. Standing Orders to be re-instated – Chairman's Introduction and Apologies** – Cllrs Bristow (personal), Collier (work), Leeks (illness), Mudd (illness), RFO (illness).
- 13/164. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none. Cllr Brown arrived at 7.30pm.
- 13/165. Minutes** - To resolve that the minutes of the meeting of the Council/committee held on the 5<sup>th</sup> November (Ordinary meeting) - Cllr Berenger proposed a true and accurate account. Seconded by Cllr Collinson. Resolved unanimously. 21<sup>st</sup> November (Planning) - Cllr Nicholas proposed a true and accurate account and seconded by Cllr Berenger. Resolved unanimously.
- 13/166. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford spoke to say that District have bought a 10<sup>th</sup> house which is being used on a temporary basis and that currently there was nobody in B&B accommodation. The A14 toll idea has been abolished. Cllr Bolitho asked how much was being invested in the house project. £7m from SCDC Ltd and this is for 40 houses. Money is being borrowed from PWLB. The Company is run by the Chief Exec and the Director of Housing. No notice of any additional salaries being paid but Cllr Harford will check and confirm.
  - **CCC** – report circulated prior to the meeting. Cllr Heydon asked CCC Cllr Jenkins about the 2% rise in Council Tax. Cllr Jenkins thought that anything about this would cause a big fall out plus the referendum would be very costly. People are however recognising that the tax needs raising to pay for improved facilities. Questions were raised re. Healthwatch and the decrease in childcare. Cllr Jenkins said that it would be a good idea for residents to support the Early Years Centre in Histon and there is currently a consultation ongoing. Clerk to advertise. CCC Cllr Mason spoke regarding the current mud problems affecting roads and drainage. Wants to establish ownership of the field before the remainder gets harvested. Cllr Mason is speaking to Highways re. drainage issues and the general poor state of the Histon Road. Additionally in Histon the 30mph speed limit area has been extended. There is also an issue with aggressive cyclists challenging residents on the cycle path out of Histon. Cabinet have approved the culvert policy for drains. Cllr Mason is also looking for information on ownership of who has

created the new access across the ditch along the Histon Road. Cllr Rowley stated that it was done due to a bridge collapsing.

- **Police** – no report received.
- **Clerk** – report circulated prior to the meeting – Clerk updated to say that some jetting work was being done to blocked drains on the Twentypence Road.

### 13/167 Finance

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
HMRC	VAT return	1,671.35	1,671.35
EON	Refund of electricity (Village green)	38.21	38.21
Ladybirds	Oil charges	292.98	292.98
Michelle Plowman	August rent for the Village hall	680	680
Jane Williams	Rent October	200	200
Debbie Prince	Rent October	32	32
Cottenham Day Centre	Rent October	300.00	300.00
Came and Company	Received monies from Claim re Ride on Mower	10,950.00	10,950.00
		<b>14,164.54</b>	<b>14,164.54</b>
<b>Expenses</b>	<b>Description</b>		
The B C Group	November Invoice	601.00	721.20
HMRC	December Tax/NI	1,165.68	1,165.68
Salaries	Salaries December13	3565.72	3565.72
Nick West	Cleaning Services and Expenses	744.77	744.77
AJ King	Hire costs and Mileage	184.4	216.4
Debbie Seabright	Expenses - Stamps	18	18
Cutting Edge PC	Computer repairs (Clerk)	40	40
RJW Machinery Sales	Kioti DK901C Tractor/Loader/Bucket and Mower	16000	19200
Cromwell Fire Ltd	Safety checks at the village hall	61.11	73.33
Cromwell Fire Ltd	Safety service and checks at the village hall	293.28	351.94
A Mappedoram	38 watt tube for Village Hall and fitting	14.25	17.1
Aquarious Engineering	Mechanical & Electrical inspection of the Pumping station	190.00	228.00
Ernest Doe an Sons	Strimmer and Safety helmet	292	345
EON	Recreation ground electricity bill	429.17	515
A Mappedoram	Repair light in changing room & replace light fitting over Main Entrance	70	84
Rick Bristow	Expenses re Mileage for replacement machinery	68.48	68.48
Cooper Paving	Various works on the recreation ground	1,218.60	1,462.32
Online Playgrounds	Parts for the swings at the recreation ground	6.60	7.92
Mike Overall	Security work at the recreation ground	1,635.00	1,962.00
Talk mobile	Clerks mobile phone	11.31	11.31
CSA Cleaning Services	Toilet rolls	39.90	47.88
Mark Babcock	Grass cutting on Broad Lane & Fen Reeves	140	140
Mark Babcock	Cutting down/delivering/erecting Christmas tree	95	95
		<b>26,884.27</b>	<b>31,081.05</b>

Cllr Nicholas queried the Cooper Paving invoice. Clerk reported that it related to various jobs done over the summer to the playground and hall including installation of bike racks, repairs to the skate park gatepost and filling in the survey hole alongside the village hall. Cllr Beckford queried the Kids Only rates and it was confirmed that they were under review for the 2014/15 budget. Cllr Nicholas queried the 2 Cromwell Fire invoices; these related to an initial check and then a call out

following a leak in one of the extinguishers. Resolution to pay these invoices proposed by Cllr Rowley and seconded by Cllr Richards. Resolved unanimously.

- 13/168. Kebab/burger van street trading licence** – to consider granting a 12 month licence for Mr Sinan Kaya to trade at the recreation ground – Standing Orders were suspended to allow Mr Kaya to speak. Trade has been ok and he would like to extend his opening hours to reflect those on the temporary licence from Street Trading (5-11pm). Standing Order reinstated. Cllr Collinson queried why we were considering granting the licence and whether we had the power to do so. SCDC are happy to grant the licence but wanted to take our comments into consideration; no further application is being submitted and it is merely a case of whether we are happy to change the temporary licence into a 12 month licence. Cllr Richards commented that everything regarding the van had been exemplary with no complaints received. Cllr Berenger stated that she had received nothing but praise from residents for CPC allowing the service. Cllr Rowley thought that further consultation was necessary. Cllr Burton said that compared to the previous 2 applications there had been no objections from residents. Resolution to consider supporting a 12 month licence for Mr Kaya to trade from the car park of the recreation ground, Monday to Saturday from 5-11pm. Proposed by Cllr Berenger and seconded by Cllr Nicholas. Resolved unanimously. Following 6 months trading CPC to meet with Mr Kaya to discuss fees for using the car park.
- 13/169. Traveller Appeal and enforcement issues** – update regarding appeal and enforcement following meeting with SCDC – Notes were circulated prior to the meeting. The appeal has now been delayed to March and no further action is necessary at this time. CCC Cllr Mason left the meeting at 8.30pm.
- 13/170. Remedial works to pump at rec ground** – to receive and consider quote for replacement alarm float switch at a cost of £269 + VAT – Clerk reported that following the annual maintenance check it was reported that a new switch was necessary. Cllr Richards confirmed there had been problems with sewage/smells recently in the toilets. Resolution to get Aquarius Liquid Engineering to replace switch proposed by Cllr Heydon and seconded by Cllr Richards. Resolved unanimously.
- 13/171. Village hall maintenance** – to receive quotes and consider deep clean and re-polish of the floor in the main hall – Clerk reported that the floor was in a bad state of repair and with no polish left on the surface it made it extremely difficult to maintain. Resolution to spend up to £500 to get the hall floor cleaned and re-polished proposed by Cllr Richards and seconded by Cllr Berenger. Resolved unanimously.
- 13/172. Village hall maintenance** – to consider installing additional lighting at the front entrance of the hall – Clerk reported that the main entrance to the hall was very dark which was particularly noticeable during the winter months. There are children being dropped off and picked up from the building outside daylight hours and from a security aspect improved lighting would be prudent. Initial quotes have been obtained. Resolution to spend up to £300 to install new exterior lighting proposed by Cllr Richards and seconded by Cllr Beckford. Resolved unanimously.
- 13/173. Beach Road S106 Agreement** – to consider that CPC support SCDC Cllr Harford in trying to get the Beach Road 106 money to fund a pedestrian crossing near Wilkin Walk (High Street end) and to support the idea of CPC providing some limited extra funding (if required) to ensure a pedestrian crossing, rather than zebra crossing, is implemented – Cllr Rowley outlined. The £65k is to be split between Wilkin Walk and Beach Road. The S106 agreement states a zebra crossing at Wilkin Walk but we'd like the possibility to upgrade to a pedestrian controlled crossing. Cllr Rowley is meeting with Karen Lunn from SCDC on Wednesday to discuss. Cllr Bolitho queried whether an island would be safer however SCDC Cllr Harford pointed out that removing the existing island would greatly help the agricultural vehicles that currently have to go onto the pavement to get past this area. A zebra crossing would cost approx. £30k and a pedestrian crossing £50k. Cllr Beckford agreed that traffic lights would be safer given the proximity to the mini roundabout. Cllr Nicholas thought that a controlled crossing on Beach Road was also necessary given the speed of traffic coming into the village. History of zebra crossings shows that they don't have a great safety

record. Cllr Burton summarised points raised. Resolution that CPC supports the idea of upgrading proposed crossings proposed by Cllr Rowley and seconded by Cllr Berenger. Resolved unanimously. SCDC Cllr Harford left the meeting at 8.50pm.

- 13/174. Lawsons Circus** – to consider hiring the village green from 2<sup>nd</sup>-5<sup>th</sup> October 2014 – Resolution that Lawsons Circus are allowed to hire the village green proposed by Cllr Rowley and seconded by Cllr Richards. Resolved unanimously.
- 13/175. Inspired Facilities Signage** – to receive and consider ordering a sign for new changing rooms (in accordance with grant requirements) at a cost of £164 inc VAT & delivery – Item deferred in absence of Cllr Mudd. Cllr Heydon proposed resolution as it stood however it was agreed that the sign should be ordered nearer the time of the building completion.
- 13/176. Setting up of Trust for new changing rooms** – to consider forming a trust with all members of the Parish Council as trustees – This item has come up following discussions at the Finance meetings regarding business rates. If we set up a trust we get 80% discount. The rate value would be approx. £8k so there would be a considerable saving. Suggestion that we speak to King & Co to find out what setting up the trust would entail. Chairs of sports clubs could be trustees. The trust would be dormant until the building was completed and then it could be rented for a peppercorn fee. In hindsight we don't need all Cllrs to be trustees and we would need to leave a quorate of Cllrs to that matters regarding the building could be discussed. Cllr Burton suggested going down the route of a company limited by guarantee. Cllr Collinson pointed out that the trustees could be liable if there were any issues so we need to investigate the situation properly. Cllr Brown mentioned that he had been through this process and strongly advocated using a solicitor. Also need to look at liability insurance. Resolution to investigate forming a charitable trust for running the facility, taking advice from King & Co (to a maximum cost of £500). Proposed by Cllr Brown and seconded by Cllr Collinson. Resolved unanimously.
- 13/177. Recreation Ground** – to receive and consider setting up a working party to look into future plans for the recreation ground and village hall - Cllr Beckford sent out a 'vision' email prior to the meeting. He wanted permission to set up a group to look at the recreation ground with fresh eyes. What we have been doing could be viewed as disjointed (e.g. looking at one area at a time) and he would like to look at the rec as a whole project and give a presentation accordingly. Essentially he didn't think that CPC should fund improvements and if the village wants improvements then the village need to back it. Presentation in Feb/March as to how we could achieve this. Would like to get away from the sports focus and like to look at it as a wider leisure venture. Cllr Berenger expressed concerns that the skate park project wasn't delayed but Cllr Beckford stated that it wouldn't be affected. Cllr Heydon thought that it was a positive suggestion and sat well with the village plan. Cllr Beckford thought that support would be better from the village if you ask the village what they want rather than the Council saying 'this group has approached us and this is what we're doing'. Cllr Collinson supported the idea of some blue sky thinking whilst Cllr Nicholas liked the idea but was sceptical of the level of support. Cllr Burton said that with the amount of factions in the village a plan to get them together was ambitious. Cllr Richards backed the idea of doing more things to bring the village together and create a better sense of community. Resolution to set up a working party to find out what the village wants from its rec ground proposed by Cllr Beckford and seconded by Cllr Richards. Resolved unanimously.
- 13/178. Matters for consideration at the next meeting** – update from Cllr Beckford, S106 monies.
- 13/179. Dates of next meetings** – Planning Meeting 5<sup>th</sup> December (P1), Planning Meeting 19<sup>th</sup> December (P2), Ordinary Meeting 14<sup>th</sup> January 2014 (budget setting).
- 13/180. Close of Meeting** – 9.30pm.

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