

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd February 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collinson, Graves, Heydon, Hodson, Mudd, Nicholas, Ward, Young, the Clerk, Assistant Clerk, SCDC Cllrs Edwards and Harford and CCC Cllr Mason

In attendance: 2 members of the public

- 16/027. Chairman's Introduction and Apologies for absence** – Cllrs Bolitho (illness), Collier (personal), McCarthy (personal), Richards (illness), Wotherspoon (personal), RFO (illness) and CCC Cllr Jenkins (meeting).
- 16/028. Public participation** – Standing Orders suspended at 7.16pm. Two emergency co-ordinators, Suzanne and Peter Wolf, present regarding item 16/038. Standing Orders reinstated 7.17pm.
- 16/029. To accept Declarations of Interest and Dispositions** – Cllr Berenger declared a pecuniary interest in 16/031 (major developments) and will leave the room during discussions.
- 16/030. Minutes** – Minor amends made to typos. Resolution that the minutes of the meeting of the Full Council meeting held on the 12th January 2016 be signed as a correct record. **RESOLVED.**
- 16/031. Reports**
- **SCDC** – report circulated prior to the meeting – Cllr Mudd asked for clarification regarding how the Local Plan fits with our Neighbourhood Plan. Cllr Morris stated that the NP needs to be in line with strategic policies in the current Local Plan and align with the emerging Plan. SCDC Cllr Harford left the meeting at 7.20pm.
 - **CCC** – report circulated prior to the meeting – Cllr Nicholas asked about the Health Committee and who the 4 parties present at the meeting were. CCC Cllr Mason to find out. Cllr Heydon expressed her pleasure at reading that the school crossing patrols were to be retained. CCC Cllr Mason stated that there were a number of reversed decisions but that the situation was fluid and the final budget was due to be set on 16th February. Cllr Mudd expressed dislike of the political content in CCC Cllr Jenkins report and will take the matter up with him directly. Cllr Collinson asked for further details regarding discussions about the Primary School increased capacity. Cllr Morris stated if County want to act as a speculative developer they can do so but this is in conflict with local wishes. CCC Cllr Mason stated that the school figures were still being looked at.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – Assistant Clerk ran through some Highways updates. We have received correspondence from Balfour Beatty asking for feedback on how well they've done!
 - **Major development applications** - update on current and imminent planning applications – Cllr Berenger left the room at 7.37pm and took no part in discussions. Cllr Morris outlined the latest situation as per the report. County Highways has stated that the ball is currently with Gladman regarding the traffic report. Regarding the County Council application Cllr Mason stated that the meeting of the GPC approved the recommendation but further to discussions with CPC. Both CCC Cllrs Jenkins and Mason have received emails from John McMillan regarding setting up a meeting with CPC. Unless we become engaged the instruction of the GPC is to press ahead with the application regardless. The fear is that if CPC don't become involved we are in danger of County saying we are refusing to meet. CCC Cllr Mason urged us to meet to put our views forward otherwise they will push ahead without us. Cllr Morris said he was worried that if we speak to County it then gives the wrong impression to other developers. CCC Cllr Mason also stated that local members weren't consulted on Primary School discussions in December and he has made a complaint about this. Cllr Young took the comments on board and suggested that we could meet on a fact-finding basis only as per the other speculative developers. It was noted that as yet we have not had a formal approach from County to meet. CCC Cllr Mason will let County know that should a formal approach be made then we are prepared to meet on a fact-finding basis only. Cllr Berenger returned to the room at 7.55pm. Gladman – CCC Cllr Mason stated that they may go for non-determination and the application would therefore go straight to appeal. This would effectively mean they bypass the process and gain permission. If it only goes to written representations we may lose the right to speak. SCDC Cllr Harford will confirm the situation.

- **Neighbourhood Plan** – update on initial survey findings and next steps – Cllr Morris stated that 973 responses had been received. Thanks given to the ambassadors and working party, in particular Cllr Ward. The scale of the response and data is good and over 200 people are willing to help further. For the first time more people want a medical centre rather than swimming pool! The working party will be talking to the SCDC Officers regarding the data.
- **Northstowe public meeting** – Cllr Heydon stated there was no report however Cllr Alex Riley has provided detail which Cllr Heydon will share on condition that Cllr Riley is acknowledged as the author.

16/032. Finance

Income	Description	Net	Gross	
Jane Williams	November 15 invoice	£ 126.50	£ 151.80	
Cottenham Day Centre	December 15 invoice	£ 150.00	£ 180.00	
Debbie Prince	December 15 invoice	£ 14.00	£ 16.80	
HMRC	VAT payment for December 15	-	£ 1,743.31	
Michelle Plowman	November 15 invoice	£ 585.00	£ 702.00	
		£ 875.50	£ 2,793.91	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for February 16	£ 3,224.99	£ 3,224.99	
HMRC	Tax and NI for February 16	£ 654.36	£ 654.36	
Cambridgeshire Cricket	Completed Grounds Work for 3 pitches	£ 750.00	£ 750.00	459
Nick West	Invoices for November 15 and December 15	£ 1,113.75	£ 1,113.75	464/465
Andrew King	January invoice	£ 2,536.24	£ 3,043.48	467
		£ 8,279.34	£ 8,786.58	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Debbie Seabright	Exps re Sim card for alarm system DD	£ 9.60	£ 9.60	456
CSA	Toilet rolls x 72 for the Village hall	£ 39.90	£ 47.88	457
Aquarius Engineering	Callout and repair to boiler pumps	£ 314.00	£ 376.80	458
The BC Group Trust	For work at Crowlands Manor site - Jan 16	£ 176.00	£ 176.00	460
Southern Electric	Electric bill for the Pavilion	£ 258.46	£ 310.15	462
Debbie Seabright	Stamps and stationary	£ 22.43	£ 22.43	463
Green & Purple Ltd	Monthly accountancy support	£ 30.00	£ 36.00	468
A Mappedoram	Work re Christmas lights on the green	£ 386.00	£ 463.20	469
Calor Gas Ltd	Gas for the Pavilion - Payment by DD	£ 257.00	£ 257.00	461
Nick West	Plastic shelving/Batteries/Cleaning items	£ 111.48	£ 111.48	466
Aquarius Engineering	Routine inspection of pumping station	£ 190.00	£ 228.00	468
Jo Brook	Exps – Kettle & glasses for sports pavilion	£ 22.00	£ 22.00	
		£ 1,816.87	£ 2,060.54	

Cllr Mudd queried Calor Gas invoice since we've only just had one. Cllr Morris stated that one was for rental and the other is usage.

Resolution to pay these invoices. **RESOLVED.**

16/033. Management accounts – to review the monthly management accounts – Cllr Young confirmed that there were no issues following the checking of the accounts and bank reconciliation.

16/034. Pension scheme – to consider Pension scheme arrangements for staff employed by CPC – A scheme has been chosen. Two eligible staff have accepted auto-enrolment, one entitled has opted in and one has opted out.

16/035. Architects for new Village Hall – to consider appointment of architects to design new Village Hall building and take plans forward to outline permission stage – Cllr Morris outlined. Resolution that CPC appoint Wilby & Burnett as architects, working closely with the VH Working Party and representative users, to take

pre-application advice from SCDC, then develop and cost a creative, but cost-effective design concept on which to obtain outline planning permission from SCDC, including any necessary consultant studies.

RESOLVED.

- 16/036. Police Panel meeting** – to consider representative attending meeting at CVC on 24th February – Cllrs Heydon and Nicholas to attend.
- 16/037. Committee membership** – to consider filling of vacancies on various Committees – Resolution for Cllr Graves to join Planning, Cllr Hodson to join CALF and Highways and Cllr Collinson to join FLAC. **RESOLVED.** Cllr Mason left the meeting at 8.50pm.
- 16/038. Sandbags** – to consider purchase and storage of emergency sandbags – Cllr Ward outlined the report. The official line is that residents should make their own arrangements to protect their properties but put forward the suggestion that CPC should consider purchase of sandbags. No idea what scale and supply would be required and this would need further investigation. CCC Cllr Mason stated that if we want bags they should be kept at the most vulnerable points and we should look at past events to see where they are needed. The village is unlikely to flood from the Cut however there are areas that flood due to heavy rain. Standing Orders suspended at 8.20pm. Mrs Wolf spoke to say that the Emergency Co-ordinators meet irregularly. There are properties that have made their own provision for sandbags and the EC's are not in a position to be able to hand bags out should there be a flooding event. She believed that CPC should see which properties were at risk, see whether residents had their own bags and if not CPC should seek to provide. Bags should be kept by the householders rather than in a central point. Standing Orders reinstated at 8.22pm. Cllr Graves is Chair of the local drainage board so has an understanding of our drains/ditches. He stated that although we have 'got away' without a major flood incident the Lode is a concern to the village. The area previously widened hasn't been maintained; it has been reported but nothing has been done. Cllr Heydon mentioned a 'flood memory report' from Sass Pledger, compiled in 2011. Standing Orders suspended at 8.30pm. Mrs Wolf said that in the recent flood alert from EA the water was approx. 1-2ft from the top of the Lode. Standing Orders reinstated at 8.32pm. Cllr Morris summarised that we need to do some further investigation and an item will be added to the CALF agenda. Standing Orders suspended at 8.33pm. Mrs Wolf requested clarification of what CPC was going to do. Standing Orders reinstated at 8.35pm. Clerk to obtain copy of 2011 report as the basis of initial investigations into problem areas. Cllr Ward stated that CPC weren't saying no to the idea of sandbags, just that as a public body we need full justification for appointing funds therefore we needed to quantify the project further.
- 16/039. SLCC Roadshow** – Resolution that Clerk/Asst Clerk/RFO attend training seminar for Clerk/Asst Clerk/RFO on 20th April. **RESOLVED.**
- 16/040. Office space** – to receive update and consider next steps – Cllrs Morris and Mudd have met with the RBL and suggested alternative ways of paying for the space. Waiting for response. Cllr Ward mentioned that another party is interested in the space.
- 16/041. Assets** – to consider arrangements for management of major assets (Village Hall & Sports Pavilion) – Cllr Morris outlined. Small business relief is unavailable to us. We could however move control (not ownership) to another party. Cllr Mudd suggested CUFC for the Pavilion and S&SC for the Village Hall. If we do move control we could get most of the £5k back. If another group controlled they may qualify for statutory relief and discretionary. Parish Councils don't qualify. Add to next FLAC agenda.
- 16/042. Remembrance Sunday** – Update on arrangements for the Remembrance Sunday parade – The application form has been sent off and Durman Stearn have kindly agreed to lend signage for the event. Cllr McCarthy is looking for a deputy and suitable training course.
- 16/043. Consultation** – to consider response to consultation for changes to proposed scheme of delegation – The current offer is much cleaner and has addressed our concerns. Resolution that Cllr Morris will draft a response and circulate prior to sending. **RESOLVED.**
- 16/044. Matters for consideration at the next meeting** – Police Panel report (Cllr Heydon), Flood risk working party (Cllr Collinson), Queen's 90th birthday beacon (CALF), Architects for VH project, Office space, Neighbourhood Plan results, major developments.
- 16/045. Dates of next meetings** – Planning 4th Feb, CALF 16th Feb, Planning 18th Feb, FLAC 23rd Feb, Highways 25th Feb, Full 1st March.
- 16/046. Close of Meeting** - 9.06pm

Signed _____ (Chair) Date _____