

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 4th April 2017 at 7.15pm**

Present: Cllrs Morris (Chair), Collinson, Graves, Mudd, Ward, Wilson, Young, SCDC Cllr Edwards, CCC Cllr Mason, the Clerk, Assistant Clerk and RFO

In attendance: 1 member of the public

- 17/062. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Hodson (work) McCarthy (sick), Nicholas (personal), CCC Cllr Jenkins (holiday). Cllrs Richards and Wotherspoon sent apologies for lateness. Cllr Collier arrived at 7.17pm.
- 17/063. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).* None given.
- 17/064. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 7th March 2017 be signed as a correct record. **RESOLVED.**
- 17/065. Public participation** – Standing Orders to be suspended 7.20pm. Resident spoke regarding the postbox. She took petition into every shop in the village. To date there are approximately 600 signatures and the Co-op and Pharmacy are still accepting signatures. Resident said it was a social duty to replace the box, not just for the elderly who are struggling to walk to the new Post Office. She has spoken to Heidi Allen's office who said they would need the Parish Council on board; now wants to know what to do next. Only 3 residents in Franklin Gardens use computers but the rest don't. Whilst it's great that we have retained the Post Office the box on the High Street should have been kept too. Resident felt that Royal Mail had a charter to provide a service and they were failing to do so. She was prepared to do the 'donkey work' to push this forward. Standing Orders reinstated 7.25pm.
- 17/068. Postbox** – Consider next steps regarding replacement for removed High Street box – item brought forward on the agenda. Cllr Collinson stated that he was pleased to see the case for the postbox put so eloquently by the resident and that the petition was an enormous credit to her. He believed that the Parish Council should go to Heidi Allen to ask if she would be willing to accept the petition and pass to Royal Mail with her backing. Suggestion of press release be sent out to media organisations with photos of residents, MP etc. Cllr Richards arrived at 7.28pm. Cllr Mudd endorsed Cllr Collinson's suggestion. Standing Orders suspended 7.29pm. SCDC Cllr Edwards agreed with what had been said and that the he could present to the District Council; Cllr Edwards to co-ordinate with resident. CCC Cllr Mason also supported the petition and will do whatever he can to assist. Standing Orders reinstated 7.30pm. Cllr Morris has also been in touch with Heidi's office about this issue and the Cambridge Independent newspaper is interested in the story. Resolution that CPC contact Heidi Allen MP asking her to support the petition for reinstatement of a postbox on the High Street (between Co-op and Cottenham Club) and organise a press event. **RESOLVED.** NB: petition to be sent to Royal Mail too. Resident to organise others from Franklin Gardens for photo; Clerk to liaise.
- 17/066. Reports**
- **SCDC** – Cllr Morris commented that there was no real mention of Neighbourhood Plans. SCDC Cllr Edwards responded that as part of the budget they have earmarked funds to assist parishes with their Plans. Not sure how it will be spent but SCDC Cllr Robert Turner could clarify. Beverly Agass is joining SCDC as new Chief Executive. Cllr Morris mentioned the shortage of Planning Officers. SCDC Cllr Edwards responded that this was always a problem and there is a national shortage; SCDC are growing their own but it will take time to get them qualified. Cllr Collinson asked if the new Chief Exec will be shared; no.
 - **CCC** – CCC Cllr Mason had a meeting on 28th March and had submitted a question regarding concerns about the awarding of private contracts; the response is on the County website and runs to 5 pages! Looks like the process hasn't been correctly observed and he is continuing to take up with the Chief Exec. Additionally the auditor still hasn't signed off the 2014/15 accounts. KPMG have been asked to look at a different method before the next Scrutiny meeting. He has also responded to Cllr Young's query regarding new train station services. Cllr Young said he was pleased but it was only half a

response; still need confirmation before May regarding services to/from Waterbeach which will affect Cottenham residents. Clerk to contact Waterbeach PC to see if they have this information.

- **Clerk** – Asst Clerk to forward information to CCC Cllr Mason regarding Rooks Street pothole. Have received several items of correspondence regarding the tennis courts and item will be tabled for next CALF meeting. Cllr Wilson asked if there was anything further that could be done regarding the Harradine lorries. Cllr Wotherspoon arrived at 7.55pm. Cllrs Morris and Mudd to arrange further meeting with Harradine. Cllr Ward asked if there was anything that could be done to vary the condition set by SCDC regarding the scale of the bunds at the Gun Club; this has previously been investigated. Cllr Wotherspoon has already addressed issues regarding muckaway movements allegedly coming from Bloor Homes site at Northstowe so we need to find out what has changed to increase movements to Cottenham. Cllr Graves mentioned that SDC lorries are dumping waste off Twentypence road illegally and this has been reported to the Environment Agency; Enforcement also aware. Cllr Collier confirmed that Harradine lorries were also coming from Wilburton and not just via Oakington/Histon.
- **Major developments** – Inquiry into S/1818/15/OL started today. At the SCDC Planning Committee meeting there was a decision not to defend the refusal decision at the appeal, based on a Statement of Common Ground, with the signed copy only appearing this morning. Gladman now want the Inspector to look at the approved application instead. SCDC have effectively given up, and proceedings focused on whether CPC could have a say instead and whether the Inspector would accept the new application. At the conclusion of the first day the Inspector still hasn't heard the opening statements. As yet he is to rule whether he will be looking at the scheme submitted for S/1818/15/OL or that submitted for S/1411/16/OL; the proceedings may be adjourned tomorrow. Cllr Wotherspoon commented that since S/1411/16/OL was only given delegated approval it may still be turned down if obligations and conditions can't be agreed/met. By using the appeal Gladman can effectively challenge the obligations and conditions that the district council might want to impose. Cllr Wotherspoon was also concerned by the attempt by Gladman to get out of doing the roundabout improvements to mitigate against the increased traffic. If the inquiry is adjourned a future date would have to be agreed and this may be several months away.
- **Neighbourhood Plan** – updated version of the pre-submission Plan is on our website. Have tactically moved the Plan to where it could potentially allocate sites for development. We have some free technical assistance for a heritage statement. About to get grant for site assessments. Not yet formally under consultation but the next version will be good enough for formal consultation.
- **Update on Village Hall Project** – Cllr Morris said that currently the project has stalled. We have provided the additional transport information required, which informally Highways seem to think is acceptable but we are waiting for written confirmation. The main issue which is proving difficult is getting 3 people in the same room to discuss the mass and scale. We have already agreed to give SCDC an extension to 28th March so were surprised to receive a request to extend to the end of April. Cllr Morris has asked our District Cllrs to find out what is going on. To date we are getting different responses to what is an acceptable design. We may want to consider taking the matter through the complaints process. Standing Orders suspended 8.17pm. SCDC Cllr Edwards hadn't seen the full email trail but confirmed that SCDC Cllr Harford had mailed Officers to find out what was happening. Cllr Morris said we required clarity on what design/size of building will be allowed. Urban Design Officer has been helpful and we re-designed the building but now the Case Officer doesn't like it. Cllr Collier said that we needed to keep residents informed about the project. Standing Orders reinstated 8.21pm.

17/067. SLCC Roadshow – Resolution that the Clerk, Assistant Clerk and RFO attend the SLCC Regional Training Seminar on 6th September. **RESOLVED.**

17/069. WARG Field – Resolution to install pedestrian gate and reconfiguration of fencing to WARG Field at a cost of £220 + VAT. **RESOLVED.**

17/070. Bowls Club – Consider permission for Bowls Club to install 1x1m advertising boards along hedge line – Further information required. Item deferred.

17/071. Pavilion hire – Consider request from Cambridge Kettlebells to use club room for weekly sessions (in blocks of 12 weeks) and hire charges accordingly – Require assurances regarding damage to floor. Item deferred.

17/072. FEAG – Consider retention of finds taken from Village Green archaeological test pits at 2009 and 2011 Fen Edge Festivals – Clerk to ask FEAG to retain items until such as that we have suitable storage.

- 17/073. Community Payback** – Consider suitable village projects to nominate to Community Payback team – Resolution to nominate Kingfisher Way/Woodlark treebelt rubbish clearance as a project for Community Payback team. **RESOLVED.**
- 17/074. Annual Parish Meeting** – Resolution to invite representatives of Cottenham-based registered charities to attend and have a poster display at the Annual Parish Meeting. **RESOLVED.**
- 17/075. Horses** – Consider action regarding abandoned / fly-grazing horses on the Old Recreation Ground – Clerk stated that we have received 3 offers of rehoming. The preference is to rehome as a pair and we need to ensure their welfare. Cllr Collier to check whether passports are required before rehoming. Resolution to rehome 2x ponies within a reputable organisation. **RESOLVED.**
- 17/079. Finance** – item brought forward on agenda.

Income	Description	Net	Gross	
Day Centre	February 17 invoice payment	£ 100.00	£ 120.00	
Cambridge Kids Club	March 17 invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	February 17 invoice payment	£ 14.00	£ 16.80	
Jane Williams	February 17 invoice payment	£ 69.00	£ 82.80	
Hope not hate Ltd	Hire of village hall	£ 25.00	£ 30.00	
HMRC	VAT payment	-	£ 4,975.86	
SCDC	S106 monies (89 Coolidge gardens & 3 Histon Road)	-	£ 6,603.63	
		£ 987.92	£ 12,877.79	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for April 17	£ 3,329.14	£ 3,329.14	
HMRC	Tax and NI for March 17 (month 12)	£ 603.05	£ 603.05	
Calor Gas	Propane delivery on 18/02 (DD)	£ 679.00	£ 712.95	808
Chubb	Annual contract costs	£ 756.34	£ 907.61	810
Lowther Forestry Group Ltd	Clearance of Woodlark/Kingfisher Way tree belt	£ 7,120.00	£ 8,544.00	815
SCDC	Trade waste fees (Annual)	£ 2,512.00	£ 2,512.00	816
Nick West	Village hall cleaning costs (February 17)	£ 641.25	£ 641.25	817
Nick West	Village hall cleaning costs (March 17)	£ 617.63	£ 617.63	818
Andrew King	Contract costs (monthly) & repairs to paddock fence	£ 2,596.24	£ 3,115.48	819/ 820
CUSSC	Contract services Jan-March 2017	£ 1,130.00	£ 1,130.00	822
		£ 19,984.65	£ 22,113.11	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for April 17	£ 25.15	£ 25.15	
CamAlarms Ltd	Callout for alarm system at the Pavilion	£ 105.00	£ 126.00	803
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	804
Green and Purple Ltd	Accountancy support	£ 50.00	£ 60.00	805
Debbie Seabright	Expenses re Sim card for the Pavilion	£ 9.72	£ 9.72	806
SSE- Southern Electric	Electricity for the Pavilion (DD)	£ 255.11	£ 306.13	807
Sam McManners	Expenses re refreshments for public meeting	£ 11.76	£ 11.76	809
Debbie Seabright	Expenses re Stamps	£ 6.60	£ 6.60	811
Debbie Seabright	Expenses re stationary	£ 13.87	£ 13.87	812
Browns of Burwell	Oil delivery	£ 449.80	£ 472.29	813
Nick West	New front lock for the village hall	£ 42.00	£ 42.00	814
Pete Boyden	Expenses re Lightbulbs for the Pavilion	£ 14.97	£ 14.97	821
		£ 1,011.98	£ 1,122.09	
Donations				

FECA	Donation (Section 145) - Fen Edge Festival entertainment	£ 1,500.00	£ 1,500.00	
Cottenham Primary School	Donation - Swimming pool cover	£ 5,000.00	£ 5,000.00	
Mobile Warden Scheme	Donation (Section 106a) - transport costs	£ 1,500.00	£ 1,500.00	
		£ 8,000.00	£ 8,000.00	

Cllr Mudd sought clarification as to whether the Calor Gas figures were as per expected. Yes. Cllr Mason left the meeting at 8.48pm. Resolution to pay these invoices. **RESOLVED.**

17/080. Management accounts – to review the monthly management accounts – Noted that FLAC have reviewed and there were no issues.

17/081. Bank reconciliation – to review monthly bank reconciliation – Noted. FLAC have decided to write off the Michelle Plowman debt.

17/076. Motion to exclude press and public – Consider the resolution to exclude press and public from the discussions related to items 17/077 and 17/078 –Cllr Morris

It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at Agenda items 17/077 and 17/078 namely legal action related to planning applications S/1818/15/OL and S/1411/16/OL it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw. Persons invited to remain Cottenham Parish Councillors and staff employed by Cottenham Parish Council. Proposed by Cllr Morris, seconded by Cllr Collier. **RESOLVED.** SCDC Cllr Edwards left the meeting at 8.53pm.

17/077. Legal advice (1) – CLOSED ITEM under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

17/078. Legal advice (2) – CLOSED ITEM under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

17/082. Matters for consideration at the next meeting – suggestions to the Clerk.

17/083. Dates of next meetings – Planning 6th April, CALF 18th April, Planning 20th April, FLAC 25th April, Full 2nd May.

17/084. Close of Meeting – 9.16pm.

Signed _____ (Chair) Date _____