

### Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> October 2016 at 7.15pm

**Present:** Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, McCarthy, Mudd, Nicholas, Richards, Ward, Young, SCDC Cllrs Edwards and Harford, CCC Cllr Mason, the Clerk, Assistant Clerk and RFO

- 16/215. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Collier (meeting), Hodson (work), Wotherspoon (personal) and CCC Cllr Jenkins (holiday).
- 16/216. 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.* Cllr Berenger declared a pecuniary interest in item 16/219 (major developments) and will leave the room during discussions.
- 16/217. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> September 2016 be signed as a correct record. **RESOLVED.**
- 16/218. Public participation – Standing Orders to be suspended** – no public present.
- 16/219. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Nicholas welcomed the comments from the Planning Inspector regarding affordable housing. SCDC Cllr Edwards confirmed that the ice rink project now has everything in place to go ahead. Cllr Nicholas commented on how good Franklin Gardens looks and commended residents on their recent award. Clerk to add details to Facebook and website and will write to them (SCDC Cllr Harford to provide contact details).
  - **CCC** – report circulated prior to the meeting. CCC Cllr Mason attended the Assets meeting with Cllr Morris. He is working on the City Deal proposals, particularly Histon Road, with CCC Cllr Jenkins. Suspects there will be some modifications to the plans and is scheduled to attend a workshop meeting. CCC Cllr Mason stated that he was reluctant to take part in a design meeting until assured that the proposals are accepted by residents. NB: Cllr McCarthy is drafting response on behalf of CPC and will circulate. Cllrs Bolitho and Collinson commented on the meagre time gain on bus journeys for the loss of trees and significant expenditure. Cllr Nicholas asked for clarification on the road closures. CCC Cllr Mason has made strong comments to Stagecoach regarding their lack of improvements for Cottenham bus services.
  - **Clerk** – report circulated prior to the meeting. There have been a number of Highways issues updated, mainly to state that County don't now have the funds to do the work despite originally saying they would do it. SCDC Cllr Harford thinks SCDC sweeps cycles paths but has asked for clarification re. Rampton Rd in particular. Clerk clarified recent complaints about a particular group of Traveller boys harassing parents with young children and making inappropriate remarks; residents have contacted the police accordingly. Cllr Berenger has also received several calls, about harassment and threatening behaviour. Police don't seem to do anything and it's putting people off coming to Recreation Ground to the extent that people are afraid to use the facilities. Cllr Richards has also experienced problems with the same group. It was agreed that the behaviour was unacceptable and discussions took place over the best course of action. In the first instance Cllrs Mudd, Berenger and Morris to meet with contact at Smithy Fen to discuss (Cllr Mudd to arrange). Clerk to write to the police expressing our concerns. Cllr Collinson commented on High Street bollard and nibs issues. 24 years ago they were marked with reflective paint and reflective strips and this was considered essential at the time of installation. Pelham Way footpath to Green – disagree with Highways; there are trip hazards and as a school route it need investigating further. Asst Clerk confirmed that County Highways had been sent photos. Cllr Richards to liaise with Groundsman to cut back the laurel trees at the College end of Wilkin Walk.
  - **Major developments** – Cllr Berenger left the room at 7.42pm. Cllr Morris has met with Stephen Kelly and Julie Baird from SCDC Planning; the meeting was very constructive and they want to help with major developments. The public inquiry for the first Gladman application is in May 2017. We have undertaken additional traffic measurements this week and the data is still to be analysed. County – Cllrs Morris and CCC Cllr Mason attended a robust pre-meeting of the Assets & Investment Committee. We understand they are still intending to go ahead with their proposals. We don't know what was

discussed at meeting as Cottenham items were discussed under a closed item. Chair of Committee has suggested meeting with us to discuss our options. CCC Cllr Mason emphasised that we must continue to talk with Assets Committee. It was confirmed that the Gladman appeal will be a public inquiry and Cllr Morris confirmed that Philip Kratz is being kept up to date. Cllr Berenger returned at 7.49pm.

- **Tenison Manor adoption & maintenance** – Cllr Morris reported that work has started prior to us potentially taking over. The flap valve has now been cleared and works. Persimmon are still trying to get the required money together and have approached Bovis.
- **Update on Remembrance Parade** – Cllr McCarthy is attending training course 10<sup>th</sup> Oct and is walking route with Ann Scott and Tony Cooke on 9<sup>th</sup> October, who will be present at event as well. Still waiting for TTRO.

- 16/220. Co-option** – to consider applications for co-option to the Council – Clerk reported that although there had been interest from several parties there was only one formal application. Resolution to accept application for co-option to the Council from John Wilson. **RESOLVED.**
- 16/221. Public art** – to consider using some Public Art funding to commission up to three bespoke “Cottenham Parish Council” design rustic benches for installation on WARG field and other public open spaces in Cottenham – Cllr Morris reported that we have some money left that potentially could be used for a bench for WARG Field and other open spaces. Query raised whether this would meet the criteria and confirmed yes, as long as publicly accessible. Working party formed consisting of Cllrs Nicholas, Richards and Ward to work on design and budget.
- 16/222. County Council** – to consider inviting CCC Cllr Hickford to a meeting to discuss alternatives to the proposed development on Rampton Road – Cllr Morris stated that Cllr Hickford, Deputy Chair of the County Council, has written to suggest meeting with us. Decided that the development working party (Cllrs Morris/Mudd/Nicholas/Young plus the Clerk) to meet with him. Clerk to respond accordingly.
- 16/223. Kids Only** – to consider the financial relationship with Kids Only and Cambridge Kids Club – We were surprised to learn that Kids Only had been bought by a new supplier. RFO and Chair have met with new company and contract signed (same terms as Kids Only). They will set up a standing order and pay in advance. Michelle Plowman will cover existing debts but we need to chase for payment.
- 16/224. Child-designed road signs** – to consider quotes for enlarging existing signs to A2 – It was acknowledged that the existing signs are too small and should be increased to A2. Assistant Clerk has obtained quotes. Resolution to accept quote of up to £300 inc VAT for signs and fixings. **RESOLVED.**
- 16/225. LHI Bid** – to consider 4 schemes for submission for the Local Highways Initiative bid – Cllr Morris outlined the potential projects. NB: the process is a competition so there is no guarantee of success. The projects are consistent with the Neighbourhood Plan. Cllr Ward queried the consultation process regarding the Histon Road project. Highways may change the approach to meet the goal if they feel the idea is unworkable in the current form. If we’re successful £30K will be supplemented by £10k from CC. The money would come from the 2017/18 budget. Budget for 2016/17 has got ongoing projects progressing. Concerns raised about increase in precept and the costs would need to feed into the budget process. It was pointed out that the 2016/17 Highways budget was £40k and the proposals are for £30k therefore the situation is neutral.  
Resolution to allocate £30k to support an LHI bid. **RESOLVED.**
- 16/226. Neighbourhood Plan** – to consider current progress and next steps including authorising a budget for printing hard copies of the draft plan when put to local consultation – Cllr Morris outlined. Hoping to get the plan in shape and take back to SCDC shortly. The consultation stage will then take place in the next couple of months (will need to go on our website for 6 weeks). Discussions regarding making hard copies available. We still have £3k in the budget and may be able to get a further grant. Suspect at this stage we only need to print a short form version which could go in the next newsletter as an insert.  
Resolution to print 3000 4xA4 documents at a cost of up to £1k, put in the newsletter and pay for distribution cost. **RESOLVED.**
- 16/227. Village Hall** – to consider next steps on Village Hall design – Cllr Morris ran through the plans. Had second pre-app meeting last week. Case Officer likes the design but had reservations about the height and mass. We will receive her report on 14<sup>th</sup> October then can go for planning. To get to the planning stage will incur an expenditure of £42k (approx. £30k of this has already been spent or committed) and this process is the same as when the Pavilion was built. If get permission end of January 2017 we then go into the technical spec stage which would take the total spend pre-tender to approx £220k. That would just about allow us to demolish in July 2017 (during holidays to minimise disruption to Primary School and Ladybirds) but the

timescales are tight. Suggestion: do the technical designs now (before gaining permission) which would give us between 1-3 months slack. This would involve committing to a cost of approx. £180k. Possible height issues could affect the technical design but architects are already looking at how it could be reduced. If we miss the summer holidays for demolition then we may need to wait until Christmas. Don't need to decide external colours prior to going to planning. We have enough money in reserves to cover costs up to the construction stage. Discussion about funding the build. Only reasonable decision is to take a loan via DCLG (no grants available for the build). We can't apply until planning permission obtained and the process then takes 4-6 weeks. Cllr Morris has spoken to ACRE and CAPALC and both were encouraging about a loan. Concerns raised about whether we could run into possible referendum issues with consultation currently underway which would affect large Parish Councils with precepts over £500k; this may be extended to all Parish Councils. SCDC Cllr Harford spoke as a resident to express concerns about a precept increase and whether residents were aware of the situation. Both the cost of the building and £1 per week increase to a Band D property had been widely publicised. In terms of payback FLAC have already looked at the building generating more income than the operating costs and based on nursery income alone the building is expected to be profitable within 5 years. Precept could be reduced once the Hall is profitable. It was decided before any further decisions on expenditure are made that an extra-ordinary meeting is scheduled following receipt of the pre-application report – possibly 20<sup>th</sup> October. Clerk to advise Cllrs accordingly.

**16/228. National Tree Week** – Resolution to hold an event to coincide with hedge planting at WARG Field (26<sup>th</sup> Nov to 4<sup>th</sup> Dec). **RESOLVED.**

**16/229. Feast** – to consider display materials for the Feast on 16<sup>th</sup> October – list of items to display/advertise will include Carol Concert poster, latest Neighbourhood Plan updates, Highways projects, Village Hall plans and wheelie bin stickers to give away. Clerk to circulate rota to man the stall.

**16/230. Meeting dates 2017** – to consider dates for January 2017 meetings – the first full Council meeting of 2017 will be held on 10<sup>th</sup> January, with Planning on 12<sup>th</sup> January. Clerk to circulate full list of meeting dates.

**16/231. Finance**

Income	Description	Net	Gross	
Cottenham Day Centre	August invoice payment	£ 125.00	£ 150.00	
Debbie Prince	August invoice payment	£ 21.00	£ 25.20	
Jane Williams	August invoice payment	£ 34.50	£ 41.40	
HMRC	Vat payment x 2 months	-	£ 1,678.31	
Cottenham Ploughing Society	Rent of village hall for dinner dance	£ 150.00	£ 180.00	
SCDC	Second half of the Precept	£ 103,469.50	£ 103,469.50	
Cottenham Cricket Club	Annual Cricket club invoice	£ 1,020.00	£ 1,224.00	
Roy James	Rent of village hall	£ 25.00	£ 30.00	
		<b>£ 104,845.00</b>	<b>£ 106,798.41</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for October 16	£ 3,456.57	£ 3,456.57	
HMRC	Tax £294 & NI £392.09 for Oct 16(Chq)	£ 686.09	£ 686.09	
Southern Electric	Quarterly electric bill - Village hall (DD)	£ 1,045.83	£ 1,254.99	655
Connections Bus project	Six visits from July to August 2016	£ 1,467.00	£ 1,467.00	656
Wilby & Burnett	Architectural & quantity surveying servs	£ 5,000.00	£ 6,000.00	657
PHS Group	Sanitary disposal (Oct 16 -Oct 17)	£ 673.53	£ 808.24	658
Nick West	Cleaning of the village hall - August	£ 624.38	£ 624.38	663
Greenlight Environmental Consultancy	Ecology survey, data search and report	£ 520.00	£ 624.00	664
Bury Turfcare	Installation of 5 new cricket wickets	£ 9,296.00	£ 11,155.20	665
Hanson Aggregates	Sand for the recreation ground	£ 864.00	£ 1,036.80	
Cottenham Sports & Social Club	Contract Services July - September 16	£ 1,130.00	£ 1,130.00	668

AJ King	Groundmans contract cost	£ 2,536.24	£ 3,043.48	671
Nick West	Cleaning of the village hall - September	£ 695.25	£ 695.25	672
HMRC	Clearance of pre-2013 underpayment	£ 854.56	£ 854.56	
		<b>£ 28,849.45</b>	<b>£ 32,846.56</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple Ltd	Monthly support of RFO - September 16	£ 50.00	£ 60.00	650
Screens and Graphics	BBQ sign for the Recreation ground	£ 48.85	£ 58.62	651
PHS Group	Annual Duty of Care charge	£ 73.40	£ 88.08	652
CSA	Floor cleaner for the Pavillion	£ 20.72	£ 24.86	653
Debbie Seabright	O2 bill re sim card for Pavillion alarm	£ 9.72	£ 9.72	654
BCS	Payroll processing invoice	£ 28.00	£ 33.60	659
Debbie Seabright	Excel course	£ 40.00	£ 40.00	660
Travis Perkins	Water softener tablets	£ 38.76	£ 46.51	661
SSE Southern Electric	Electricity bill for the Pavillion	£ 226.41	£ 271.69	662
Aquarius Liquid Engineering	Routine inspection of pumping station	£ 190.00	£ 228.00	666
The BC Group Trust	Work at Crowlands Manor Site for Sept	£ 404.00	£ 404.00	667
Debbie Seabright	Computer paper expenses	£ 7.98	£ 7.98	669
Sam McManners	McAfee computer virus protection	£ 18.33	£ 21.99	670
Peter Boyden	Expenses re a ladder for the Pavilion	£ 72.00	£ 72.00	673
Jo Brook	Expenses re. work mobile	£ 20.28	£ 20.28	
		<b>£ 1,297.18</b>	<b>£ 1,436.06</b>	

NB: the Hanson figure already included VAT so should be £864 gross. The Excel course was cancelled and money refunded to RFO. The Clerk expenses for work mobile were due to the new direct debit not being immediately recognised by Talk Mobile; Clerk had to pay arrears to get the phone operational.

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

- 16/232. Management accounts** – to review the monthly management accounts – no comments.
- 16/233. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy outlined the figures which reconcile with the management accounts. NB: we've now received the next portion of the precept money.
- 16/234. Matters for consideration at the next meeting** – postbox update.
- 16/235. Dates of next meetings** – Planning 6<sup>th</sup> October, CALF 18<sup>th</sup> October, Planning 20<sup>th</sup> October, FLAC 25<sup>th</sup> October, Full 1<sup>st</sup> November, Planning 3<sup>rd</sup> November, Highways 8<sup>th</sup> November.
- 16/236. Close of Meeting** – 9.30pm.

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