

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th September 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, Hodson, Mudd, McCarthy, Ward, Wotherspoon, SCDC Cllrs Edwards and Harford, CCC Cllrs Jenkins and Mason, the Clerk, Assistant Clerk and RFO

In attendance: 2 members of the public

- 16/193. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Nicholas (personal) and Young (personal). Cllrs Collier and Richards will be late.
- 16/194. 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 16/197 (developments) and non-pecuniary interest in 16/197 (Dissenters).
- 16/195. Minutes** - Under item 16/174 the word retired was amended to resigned. Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd August 2016 be signed as a correct record.
RESOLVED.
- 16/196. Public participation – Standing Orders to be suspended at 7.21pm.** Alan Raven spoke on behalf of the Cricket Club reference item 16/198. Have lost use of the junior square so all games are taking place on the main square. Currently only have 5 strips at the moment which are suffering from over use. Standing Orders reinstated 7.23pm.
- 16/197. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Collinson queried the new Planning Director meetings with local villages; SCDC Cllr Harford has already flagged the need to meet with Cottenham. Cllr Richards arrived at 7.25pm.
 - **CCC** – report circulated prior to the meeting. The Final Boundary Commission report has now been issued; there will be just one County Cllr to cover a new area of Cottenham, Rampton and Willingham. CCC Cllr Jenkins was thanked for setting up meetings with Stagecoach and the CCG. CCC Cllr Mason apologised for not being present at the past few meetings due to ill health. Cllr Collier arrived at 7.28pm. CCC Cllr Mason expressed concern about the pavement closure outside 333 High Street. An Inspector has been out to look at the site today. CCC Cllr Mason believed that the resident should have to make good the pavement however Cllr Bolitho thought that County should be responsible since it was their trees that necessitated the works to the wall. There doesn't appear to have been an order saying that the pavement would be closed and CCC Cllr Mason wanted to clarify the legal situation should a pedestrian fall into the hole. Devolution consultation – believed there would be further changes.
 - **Clerk** – report circulated prior to the meeting. Clerk ran through items of correspondence which had been received. We have also had a lot of Facebook/website traffic over the past week. Cllr Mudd queried the waiting restriction signs; Assistant Clerk confirmed that we would have to pay for them ourselves but we're still waiting for a quote from County.
 - **Update on Neighbourhood Plan** - Cllr Morris stated that the Plan was taking longer than anticipated and was more complex than assumed in terms of level of content required for pre submission. Work was being carried out to clean up and flesh out the document prior to being sent back to SCDC. It still isn't clear how much weight it would carry in light of the 5 year housing supply issue.
 - **Major developments** – Cllr Berenger left the room at 7.45pm and took no part in discussions. We have met with County regarding their plans for Rampton Road (now 154 not 300 houses). They are holding a consultation event on 14th September in the Library; Stephen Conrad was unsure when the consultation leaflet would go out to residents. NB: our lease of the 3rd field only allows a break clause for educational purposes so the County wish to build first, as indicated in their consultation information, is inappropriate. John Macmillan has agreed to put the 4th field on the Assets & Investment Committee agenda for 16th September.
 - **Update on land ownership at rear of Dissenters Cemetery** – Some time ago we commissioned legal advice regarding ownership of the land behind the Cemetery. Some is now owned by Persimmon and

we have opened up a discussion with them about this; the remainder is under private ownership. Cllr Berenger returned to the room at 7.50pm.

- **Village Hall** – update on plans – The internal layout is now fixed. Architects have been liaising with Planning and there is a long list of supplementary studies required. They will meet with the Officer in the next few weeks regarding submitted the application in late Sept/early Oct so timescales have slipped slightly. SCDC Cllr Harford confirmed that the validation takes approximately 5 days if all information has been provided.
- **Tenison Manor adoption & maintenance** – We have facilitated maintenance contracts and now need to negotiate for the commuted sum. Maintenance (Broad Lane ditch, balancing pond and Little Cut) should be done in the next 2 months. Cllr Morris is liaising with County officer regarding what else is required to finalise adoption.
- **Update on Remembrance Parade** – Cllr McCarthy is attending a training course on 10th October. We are still waiting for the TTRO.

16/198. Cricket strips – to consider quotes for obtaining 5 additional cricket strips (added to main square as replacement for ones lost on 1st field of Rec Ground) – Cllr Morris summarised the background. Essentially the juniors have now outgrown the size of the existing pitch on the 1st field and the main adult wicket cannot cope with the additional use. Standing Orders suspended at 8.03pm. Question: if we extend to a square rather than strips what would be the implications? Alan Raven responded on behalf of the Cricket Club to state that as well as part of the wicket would need relaying there would be issues with the sun/visibility and the location would be unsuitable for spectators in relation to the new pavilion. Standing Orders reinstated at 8.05pm. Query why the big difference between the 2 quotes. Standing Orders suspended 8.06pm. Bury Turf have got a new machine which wouldn't need to dig down as far. Standing Orders reinstated 8.06pm.

Resolution to accept quote from Bury Turf for the provision of 5 additional cricket strips on the 2nd field.

RESOLVED.

16/199. Malary – to consider implications, if any, of Malary Limited's application for a licence to operate 20 goods vehicles and 8 trailers from Brookfields Business Park per advertisement in Cambridge News on 19th August – Cllr Morris outlined. Further information now provided which shows that the application is a continuation of the existing licence rather than for additional vehicles.

16/200. Additional recreational land – to Consider what additional steps, if any, CPC should take in pursuing our request to buy or lease additional land from CCC – Cllr Morris outlined. We've been after either leasing or purchasing a '4th field' for some time but County have either resisted or ignored our requests. Suggestion is that we make a representation to speak at the Assets & Investment Committee meeting on 16th September. Need to ensure the item is on the agenda and John McMillan has assured us that it would. CCC Cllr Mason raised the issue of protocol. He can make an application to speak as a non-member of the Committee and would like to be in the position to support us. He is unhappy with how the discussion has progressed and didn't feel that it how gone as per the directive given by the General Purposes Committee. Cllr Morris to keep CCC Cllr Mason informed along with CCC Cllr Jenkins and SCDC/CCC Cllr Harford (not CCC member for Cottenham but on the Committee). It appears that not enough attention has been paid to our request for the land on Rampton Road and that Stephen Conrad didn't forward our request to his superiors. CCC Cllr Mason asked if we had copies of our email requests to County; Clerk confirmed that we did and that they had been forwarded to Stephen Conrad and John McMillan last week but not acknowledged. NB: Officer recommendation in the report needs to be checked prior to our response at the meeting. CCC Cllr Jenkins left the meeting at 8.15pm.

16/201. External audit – to review external audit report – Report now received from PFK Littlejohn. The report states that the information in the annual return is in accordance with proper practices and that no matters have come to their attention giving cause for concern. Their report indicates two points for further consideration under the 'except for matters' section: Firstly, that the assets have been revalued to current market value and that they should be recorded at their original cost and no adjustment is required until disposal. They do however point out that next year the Annual Return includes a change in respect of this and authorities may in future use any reasonable valuation method. Secondly the annual return had not restated the prior year figures in Boxes 2 and 3 as reported in our prior year, these figures should have read £237,641 and £155,295 respectively.

16/202. Insurance – to consider insurance renewal quote – Cllr Mudd stated that the quote had been reviewed by FLAC (a few changes had been made to the current year at no additional cost).

Resolution to accept insurance renewal quote for £3255.53. **RESOLVED.**

16/203. Village Hall booking – to consider booking request for event on 1st October – Asst Clerk has received evening booking from the Ploughing Society. Agreed to give permission. Cllr Graves took no part in the discussion.

16/204. Equipment – Resolution to purchase of an extendable ladder to enable minor maintenance activities in the Sports Pavilion at approx. £100 +VAT. **RESOLVED.**

16/205. Recreation Ground – to consider additional drainage improvement by “shockwave/sand-filling” on one pitch on 3rd field as soon as conditions allow – Cllr Morris stated that last year we did a partial treatment to some areas of the Rec as a test; this work seemed to help drainage. The proposed works would cost £1200 and would enable us to use the 3rd field for longer.

Resolution to spend up to £1200 + VAT to prepare one 3rd field pitch by using shockwave/sand filling. **RESOLVED.**

16/206. Carol Concert – to consider setting of budget for annual event on 13th December 2016 – Resolution to set budget of £1500 for the annual carol concert. **RESOLVED.** NB: Cllr Berenger is currently preparing letters to send to potential sponsors.

16/207. BT phone box consultation – to consider response to BT consultation on the removal of phone kiosks including one from Cottenham High Street – Letter from SCDC regarding consultation circulated in the reports pack. It was considered that mobile signal currently in the village is inadequate. It’s the last box in the village and still required for emergencies. NB: Cllr Ward will add details in the emergency plan. Resolution to respond to state that we wish to keep the phone box. **RESOLVED.**

16/208. Tenison Manor treebelt – to consider obtaining quotes for tree works to the tree belt adjoining Tenison Manor (phase 1: from Tenison Manor gate to the end of Kingfisher Way) – Cllr Morris outlined. The ditch to the back was used to feed the Catchwater Drain but was disconnected several decades ago. The tree belt is now seriously overgrown. Recommendation to thin the trees, clear the drainage channel and thin out on the field side of the ditch to main ongoing maintenance easier.

Resolution to obtain quotes for clearance for the area from the gate on Tenison Manor to the end of Kingfisher Way. If less than £10k then work to go ahead. **RESOLVED.** Cllr Collier abstained from the vote.

16/209. Finance

Income	Description	Net	Gross	
Day Centre	July 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	July 16 invoice payment	£ 28.00	£ 33.60	
Jane Williams	July 16 invoice payment	£ 138.00	£ 165.60	
CUSSU	Quarterly rent from March-June 2016	£ 2,600.00	£ 3,120.00	
Keith Carpenter	Rent of village hall on 17th September 2016	£ 150.00	£ 180.00	
William Prideaux-Brune	Kettle bell sessions on the green	£ 14.00	£ 16.80	
		£ 3,030.00	£ 3,636.00	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for September 16	£ 3,198.36	£ 3,198.36	
HMRC	Tax and NI for September 16(Cheque)	£ 612.61	£ 612.61	
Connections Bus	12 visits April - July 16 @ £244.50 per visit	£ 2,934.00	£ 2,934.00	636
Zurich	Annual insurance premium	£ 2,972.80	£ 3,255.23	639
PKF Littlejohn	External Audit fee	£ 1,600.00	£ 1,920.00	640
AJ King	Contract costs + work at Skate park & Tenison Manor	£ 2,606.24	£ 3,127.48	644-646
		£ 13,924.01	£ 15,047.68	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple	Monthly support of RFO for August 16	£ 50.00	£ 60.00	629

Calor Gas	Standing Charge	£ 17.13	£ 17.99	630
CSA	Cleaning Equipment & Materials & toilet rolls	£ 198.15	£ 237.78	631
Debbie Seabright	Exps re O2 Sim card	£ 9.72	£ 9.72	632
AJ King	Extra work: repair Zip wire & Tenison Manor	£ 185.00	£ 222.00	633/634
Cromwell Fire Ltd	Replace failed emergency light	£ 90.00	£ 108.00	635
Debbie Seabright	Exps - Office 365 Home renewal for RFO & Clerk	£ 79.99	£ 79.99	638
Southern Electric	Electric bill for the Pavillion	£ 236.97	£ 284.36	641
Travis Perkins	Cistern lever and sealant	£ 56.14	£ 67.37	642
Business Consultancy Servs	Payroll processing	£ 40.33	£ 48.40	643
Staples	Ink cartridge/toner and paper	£ 142.91	£ 171.49	647
The BC Group Trust	Work carried out at Crowland Manor site - Aug	£ 360.00	£ 360.00	648
Tesco	HP Pavilion laptop computer	£ 369.97	£ 369.97	649
Screens & Graphics	A3 BBQ sign for Rec Ground	£ 48.85	£ 58.62	
		£ 1,933.89	£ 2,144.42	

RFO reported that the Kids Only invoices for June and July are overdue and the August invoice has now been submitted. Expenses – the Tesco item has been paid by the RFO so payment is due to her rather than Tesco. Amount should read £379.97. No VAT number on the receipt but item was significantly cheaper than competitors. Cllr Mudd mentioned that the Zurich insurance figure included IPT not VAT. Cllr Harford left the meeting at 8.45pm. RFO stated that we'd had another email from BC Trust requesting payment of invoice for unauthorised work. Payment refused in line with policy.

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

16/210. Management accounts – to review the monthly management accounts – No additional comments.

16/211. Bank reconciliation – to review monthly bank reconciliation – Information circulated in reports pack. No additional comments.

16/212. Matters for consideration at the next meeting – Feast display, Conservation Area (Planning)

16/213. Dates of next meetings – Planning 8th September, Highways 13th September, CALF 20th September, Planning 22nd September, FLAC 27th September, Full 4th October.

16/214. Close of Meeting – 8.50pm.

Signed _____ (Chair) Date _____