

Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd August 2016 at 7.15pm

Present: Cllrs Morris (Chair), Collier, Collinson, Graves, Mudd, Ward, Wotherspoon and the Clerk

In attendance: 1 member of the public

- 16/170. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Berenger (holiday), Bolitho (work), Hodson (personal), Richards (personal), Young (holiday), Assistant Clerk, RFO, SCDC Cllr Harford, SCDC Cllr Edwards, CCC Cllr Jenkins and CCC Cllr Mason.
Cllr Heydon has resigned since the last meeting. If there is no legal demand for an election by close 2nd August then the Clerk will initiate the co-option process on 3rd August. Former Cllr Heydon was thanked for her contribution during her long service.
- 16/171. 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.* None received.
- 16/172. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5th July 2016 be signed as a correct record. **RESOLVED.**
- 16/173. Public participation** – Standing Orders suspended at 7.20pm. Resident asked what the plans were for the Denmark Road phone box. Cllr Morris confirmed that once we had someone to refurbish the phone box we would look at potential uses. Current suggestions include a book exchange and home for defibrillator. Standing orders reinstated at 7.21pm.
- 16/174. Reports**
- **SCDC** – Cllr Wotherspoon reported that Jean Hunter had resigned and SCDC will be looking for a shared replacement. An application for the new sporting village has been received. Application for 92 houses received from Bloor Homes for Northstowe. Working on the development framework for Waterbeach.
 - **CCC** – Cllr Collinson queried whether CPC had made a formal response re. the City Deal. Add item to next Highways Committee agenda. Devolution: deadline is 23rd August. The new suggestion seems more sensible; the Mayor only has limited powers with Cambridge and Peterborough having more powers. Add item to 18th August Planning Committee agenda. Cllr McCarthy arrived at 7.30pm.
 - **Clerk** – Have liaised with groundsman regarding pruning of tree on the Village Green. Concerns raised about a branch on the same tree and Clerk to contact tree surgeon accordingly. Rampton PC have been in touch regarding a cycle path to Northstowe. Cllr Wotherspoon confirmed that there may be a section of the existing route which may be worth exploring jointly with regards to putting in an application to the A14 Community Fund. The subject of lighting studs has been raised again by parents re. safety of school children during the winter. Add both items to next Highways Committee agenda.
 - **Update on Neighbourhood Plan** – Not much change since last month. SCDC has responded to our draft policies and the feedback needs reviewing by the working party. Cllr Young attended a NP workshop and will circulate notes on his return. Cllr Nicholas arrived at 7.40pm.
 - **Major developments** – Endurance: no news regarding a full application. Gladman: appeal being looked at on 4th August by our Planning Committee. Persimmon: Highways have agreed with a lot of our data and have placed a holding objection on the application. If Gladman came back with an acceptable re-design for the roundabout then Highways would remove the objection and it won't come back to us. County: no news but a group is meeting with County rep tomorrow regarding the purchase/rent of additional amenity land so the subject may be raised. NB: It was confirmed that the traffic effects of the developments were being looked at cumulatively.
 - **Village Hall** – There have been several more versions of the internal design and the working party need to give final approval. Designs have been shown to main users.
 - **Tenison Manor adoption & maintenance** – Persimmon have now appointed a local contractor to do some of the maintenance work required. Another contractor has been contacted regarding clearance of the pond. Persimmon are being more proactive about getting the land issue resolved.

- **Amey Cespa community liaison group** – Cllr Mudd stated that the next meeting of the liaison group would be 12th October. There had been concerns about recent odour problems, some of which is being blamed on 2 weekly collections during hot weather (which causes contents of green bins to ferment).
- 16/175. Electricity contract** – Resolution to accept quotes from LSI for renewal of electricity from British Gas subject to due diligence. **RESOLVED.** Cllr Morris to conduct due diligence and will liaise with RFO.
- 16/176. Summer Reading Challenge** – Resolution that Cllr Collier attends presentation ceremony on 22nd September. **RESOLVED.**
- 16/177. City Deal** – to consider response to correspondence regarding potential sites for transport ‘hubs’ – Suggestion that we informally suggest that the County owned land north of the Church/next to the industrial estate would be suitable location for a ‘bus hub’. It would appear to meet the criteria laid down and would benefit users by extending the bus route to the far end of the village. Cllr Morris to send response to Francis Burkitt.
- 16/178. Traffic monitoring** – Resolution to conduct additional real-time traffic measurements at three locations to support the sustainability arguments against large-scale planning applications (cost around £1,000). **RESOLVED.** NB: Survey to be carried out on 26th September.
- 16/179. Feast 2016** – Resolution to have a display stand at the event on 16th October and allocate a budget of up to £100 for materials. **RESOLVED.**
- 16/180. Litter pickers** – to consider the ability to lend litter grabbers to other community groups – Cllr Ward suggested that the grabbers could be loaned out to other groups in the village rather than only being used twice a year. The grabbers have been marked but will need numbering too. Would need a disclaimer and a booking out spreadsheet setting up. Resolution that CPC are happy for Cllr Ward to lend out the litter grabbers to community groups in Cottenham. **RESOLVED.**
- 16/181. BBQ pit** – Resolution to accept quote for £460 + VAT for the installation of a BBQ pit at the Recreation Ground. Signage to be updated accordingly at a cost of up to £50 + VAT. **RESOLVED.**
- 16/182. S137 requests** – Resolution to set Tuesday 11th October as the deadline for applications for S137 grant applications. **RESOLVED.**
- 16/183. Laptop** – Resolution to spend up to £600 + VAT for the purchase of new laptop + software for the Assistant Clerk. Machine to be similar spec to existing laptops. **RESOLVED.**
- 16/184. Waste shredding** – Resolution to spend up to £100 for the secure disposal of documents. **RESOLVED.**
- 16/185. Dropbox** – Resolution to purchase additional Dropbox capacity (Business package) for the storage of electronic documents at a cost of up to £9.17 + VAT per month. **RESOLVED.** NB: a 30% discount will be applied to the monthly fee.
- 16/186. Finance**

Income	Description	Net	Gross	
Day Centre	June 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	June 16 invoice payment	£ 7.00	£ 8.40	
Jane Williams	March - June 16 invoice payment	£ 368.00	£ 441.60	
HMRC	VAT payment	-	£ 949.52	
CUFC	Annual invoice payment	£ 1,041.67	£ 1,250.00	
Festival				
Band ticket sales	Ticket sales for band in the evening	£ 120.00	£ 120.00	
Kids Only	Stall at the festival	£ 16.67	£ 20.00	
Fair	Donation to the PC from the fair at the festival	£ 25.00	£ 25.00	
		£ 1,678.34	£ 2,934.52	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs	£ 3,292.84	£ 3,292.84	
HMRC	Tax £278 and NI £370.41 (Cheque)	£ 648.41	£ 648.41	
Legal and General	Pension cost for August 16 (DD)	£ 48.73	£ 48.73	

Sports & Social Club	Quarterly invoices for contract services Apr-June 16	£ 1,230.00	£ 1,230.00	612
Andy Ward	Reimburse band fee for Festival (£250 online payment/£500 cheque)	£ 750.00	£ 750.00	617
A J King	Monthly contract costs plus additional work on Zip wire & Tenison Manor	£ 2,796.24	£ 3,355.48	622-624
Nick West	Village Hall cleaning for June & July 16	£ 1,171.13	£ 1,171.13	625-626
Nick West	Air fresheners x7, batteries x3 & Light bulbs x20	£ 58.76	£ 58.76	627
		£ 9,996.11	£ 10,555.35	
Expenses under £500	Description	Net	Gross	code
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	608
Chris Richards	Tableware for festival	£ 24.90	£ 24.90	606
Sam McManners	Mobile phone top-up	£ 8.84	£ 8.84	607/613
Debbie Seabright	O2 sim card for pavilion alarm system	£ 9.72	£ 9.72	609
Dealership Events	PA system for Cottenham Festival	£ 202.50	£ 243.00	610
Southern Electric	Electric bill for the Green	£ 50.89	£ 53.43	611
Business Consultancy Services	Payroll cost	£ 28.00	£ 33.60	614
The BC Group Trust	Work at Crowlands Manor Site	£ 360.00	£ 360.00	615
Cromwell Fire Ltd	Fire alarm and Emergency Lighting service	£ 103.63	£ 124.26	616
Staples	Ink Cartridge	£ 45.83	£ 55.00	618
Southern Electric	Electric bill for the Pavilion (DD)	£ 235.90	£ 283.00	619
Bridgeman Maintenance	Renew picnic tables and treat wood/Clean mildew and remove graffiti	£ 285.00	£ 285.00	620
Survey solutions	Topographical Survey re Village Hall	£ 575.00	£ 690.00	621
AC Leigh	Sigma Cylinder keys and postage	£ 197.75	£ 237.30	628
		£ 2,177.96	£ 2,468.05	

It was noted that there were no Kids Only payments.

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

- 16/187. Cottenham Festival** – to review finance report from the Festival 2016 – It was noted that the sports clubs were not as engaged with this event compared to the previous one. The event also clashed with a lot of other local events which could account for the reduction in attendance.
- 16/188. Management accounts** – to review the monthly management accounts – The different S106 figures have now been separated out. No further comments.
- 16/189. Bank reconciliation** – to review monthly bank reconciliation – Report issued in pack. No further comments.
- 16/190. Matters for consideration at the next meeting**
- 16/191. Dates of next meetings** – Planning 4th August, Planning 18th August, FLAC 1st September, Full 6th September.
- 16/192. Close of Meeting – 8.45pm.**

Signed _____ (Chair) Date _____