

COTTENHAM PARISH COUNCIL

Full Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd February 2015 at 7.15pm

Present: Cllrs Morris (Chair), Beckford, Berenger, Bolitho, Collier, Collinson, Heydon, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, SCDC Cllr Harford, Clerk Jo Brook and RFO Debbie Seabright

15/030. Chairman's Introduction and Apologies – Apologies accepted from Cllr Leeks (personal), CCC Cllrs Jenkins (meeting) and Mason (illness).

15/031. Public participation – Standing Orders to be suspended - none present.

15/032. To accept Declarations of Interest and Dispensations – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate. Cllr Berenger declared a non-pecuniary interest in item 15/042 (Dissenters Trustee).

15/033. Minutes – Amendments were made to the figures for Andrew King under item 15/035. Resolution that the minutes of the meeting of the Full Council meeting held on the 13th January be signed as a correct record. **RESOLVED.**

15/034. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Harford apologised that some text was missing from page 2 of the report: the words 'localised council tax support scheme' was missing. Cllr Bolitho queried the write off and what it was. Cllr Harford clarified that it was a debt incurred through business rates that hadn't been paid. Cllr Bolitho stated that a second report said there were no write offs in 2014; Cllr Harford to clarify.
- **CCC** – report circulated prior to the meeting. Cllr Beckford queried the format of the report which is causing formatting issues. Clerk to liaise.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Clerk gave a further update regarding the flooding on Denmark Road and a jetting team will be on site to rectify this week. Cllr Richards raised the state of Harlestons Road again. Clerk to chase Jon Clarke for an update. Balfour Beatty – we had been given the impression that outstanding issues would be done quickly but this hasn't happened. Clerk to write to Balfour and copy our County Cllrs.
- **Police** – Police Panel meeting on 25th February at the College.
- **Northstowe** – report circulated prior to the meeting.

15/035. Finance

Income	Description	Net	Gross
Day centre	Rent of village hall Dec 2014	£ 180.00	£ 180.00
Jane Williams	Rent December	£ 170.00	£ 170.00
Cottenham Church & Causeway	Annual pay-out from Church & Causeway Charity	£ 3,000.00	£ 3,000.00
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95
Michell Plowman	Rent of village hall November 2014	£ 945.00	£ 945.00
Michelle Antill	Casual hire of village hall	£ 45.00	£ 45.00
CUSSC	Quarterly rent and hall bookings	£ 2,175.00	£ 2,175.00
		£ 8,069.95	£ 8,069.95
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,369.55	£ 2,369.55
HMRC	PAYE and NI	£ 598.21	£ 598.21

Goode Bequest /Dissenters donation	£1500 each	£ 3,000.00	£ 3,000.00
ABCO construction	Clean and repair guttering at the village hall	£ 142.00	£ 170.40
Nick West	Labour cost for cleaning village hall	£ 567.00	£ 567.00
Nick West	Cleaning materials - Air Fresheners x 6	£ 34.00	£ 34.00
PPL	For entertainment license	£ 196.01	£ 235.21
Cambridge Sound	Lighting for carols on the village green	£ 250.00	£ 300.00
Jo Brook	Expenses re Ink Cartridge	£ 16.00	£ 16.00
The BC Group Trust	Monthly groundworks to the Crowlands manor site	£ 420.00	£ 504.00
The BC Group Trust	Dismantling of the roadside fence	£240.00	£288.00
Travis Perkins	Lever basin tap and Celmac Seat and cover	£ 41.88	£ 50.26
Staples	Stationary items	£ 97.48	£ 116.98
Debbie Seabright	Stationary items and Stamps	£ 17.80	£ 17.80
Andrew King	Monthly invoice	£ 2,536.24	£ 3,043.48
Andrew King	Extra work - Narrow lane	£ 100.00	£ 120.00
Andrew King	Extra work - Fen Reeves woodland	£ 80.00	£ 96.00
Wilby and Burnett	Architectural & QS services up to commencement on site	£ 8,432.43	£ 10,118.92
		£ 19,138.60	£ 21,645.81

Cllr Mudd queried late payment by Kids Only. Cllr Bolitho queried the cost of the air fresheners and lack of breakdown for the stationery items. RFO stated that valid receipts and breakdowns were available. CPC need to make a decision on the Goode Bequest before it can be agreed (see item 15/042). Resolution to pay these invoices with the exception of Goode Bequest. **RESOLVED.**

- 15/036. Changing Rooms** – To receive an update on the project – Further to the report circulated with the agenda pack Cllrs Morris confirmed that work had started on the 2nd February and the funders have been advised. A system is now in place for claiming grant monies.
- 15/037. Skatepark** – To receive an update on the project – Further to the report circulated with the agenda pack it was confirmed that the WREN contract had been received. We are still waiting for Wheelscape to resolve some issues regarding power cables. Cllr Berenger has met with the youngsters involved with the project regarding the setting up of a skatepark club. Cllr Morris clarified that there are 3 contracts for this project: Administrator, Wheelscape and WREN. It was confirmed that there will be no extra costs for the permanent path and that the £10k in the original quote for track matting is being replaced with an investment for the future. Phil Carr was thanked for removing the fencing around the existing site.
- 15/038. Scrutiny Committee** – To consider setting up a Scrutiny Committee (item deferred from January) – Cllr Nicholas queried the lack of a scrutiny committee at SCDC. Cllr Wotherspoon clarified that the scrutiny committee has not been abandoned, only that the minutes other committees were no longer included in the full meeting to save time. Item deferred.
- 15/039. August Full Council meeting** – Resolution that no full Council meeting is held during August. **Resolution FAILS.**
- 15/040. Beach Road speed limit changes** – to consider County plan for location of speed limit changes on Beach Road as part of the Pelham Grange development S106 agreement – Cllr Morris explained the background. It was suggested that the 30mph sign was moved beyond the Long Drove turning subject to adequate lighting. Clerk to contact Karen Lunn.
- 15/041. Grant applications** – to consider recommendations regarding applications received outside of the S137 guidelines – Cllr Morris explained the background to how the applications were received. A new application form has been sent out to all those who have applied. Some of the applications aren't valid for S137 money and will be brought to the March meeting for discussion. The Financial Regulations could be amended if we wanted. Cllr Wotherspoon left the meeting at 8.20pm. Need to look at possible flexibility for FLAC to agree exceptional grants during the course

of the year. Cllr Wotherspoon returned to the room at 8.22pm. There is a published process for applications in place that is compliant with our Financial Regulations. Resolution that FLAC will review the Financial Regulations to include applications in exceptional circumstances as judged by the Council. **RESOLVED.** There was then a discussion about the difficulties of changing the process. Counter resolution proposed that the Financial Regulations be amended to accept grant applications twice a year. **Resolution FAILS.**

- 15/042. Church and Causeway Estate** – to agree division of monies received from the charity – Cllr Morris outlined. Traditionally the money has been split equally between the Church and the Dissenters but it is unclear if there are any rules relating to the sharing of the funds. We need to investigate our obligations further and this will fall under the Burial Working Party. Cllr Berenger stated that this donation formed the majority of the income for the Dissenters and was needed to fund planned improvements of the cemetery. Resolution to split the £3000 Goode Bequest money equally between the Church and Dissenters cemetery. **RESOLVED.**
- 15/043. Refurbishment of village sign** – Resolution to use funds received from WISER for the refurbishment of the painting by digital retouching. **RESOLVED.** Clerk to contact WI to see what they would like doing with the original painting.
- 15/044. Committee Terms of Reference** – to consider amending ToR's FROM Membership is N members of the Parish Council + ExOfficio TO Membership is N+2 members of the Parish Council, including Chair and Vice Chair "ex-officio" - Cllr Morris outlined the report item. Resolution to amend the Committee Terms of Reference to 'membership is N+2 members of the Parish Council'. **RESOLVED.**
- 15/045. Standards Committee** – Resolution to appoint Cllrs McCarthy and Young to the Standards Committee. **RESOLVED.**
- 15/046. Dissenters Cemetery** – to consider usage of the layby for cemetery business – Cllr Berenger said that the Trustees would like CPC support for their use of the cemetery layby. It was initially constructed for their use but currently it is permanently full which is having a knock on effect for visitors and the groundsman. It was pointed out that it would be very difficult to police any parking restrictions on the layby. The Highways Committee have looked at extending the layby to create further parking along the road. Highways Committee to investigate further. The issue of the land behind the cemetery was discussed. Cllr Collinson thought that although County maintain the land they may not actually own it and this would be the same for the grassed area on Pelham Close. If they would make a statutory declaration that they don't own it then we could subsume and use for additional parking.
- 15/047. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. The meeting closed at 9pm.
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) 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 the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.
- 15/048. Sale of grounds equipment (closed item)** – To consider update on the sale of all unwanted grounds equipment
The meeting re-opened at 9.05pm.
- 15/049. Matters for consideration at the next meeting** – King George V playing field trustees (Cllr Collinson), lime trees, HC committee mechanics (amend to working party), grant applications, Highways Committee £20k budget (following Oct? resolution), APM – Highways and CALF reports for their budgetary vision for 2015/16.
- 15/050. Dates of next meetings** – Planning 5th February, Highways 10th February, Facilities 17th February, Planning 19th February, Finance 26th February, Full Council 3rd March
- 15/051. Close of Meeting** – 9.12pm

Signed _____ (Chair) Date _____