

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd October 2017 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Hodson, Mudd, Ward, Wilson, the Clerk, Asst Clerk, RFO and SCDC Cllr Simon Edwards.

In attendance: 1 member of the public

- 17/227. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs McCarthy (work), Smith (work) and Wotherspoon (personal) and Young (work).
- 17/228. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & other 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. Ian Stuchbury (CUFC rep) arrived at 7.19pm.
- 17/229. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5th September 2017 be signed as a correct record. **RESOLVED.** Cllr Graves arrived at 7.20pm.
- 17/230. Public participation** – Standing Orders suspended 7.21pm. Ian Stuchbury, Chair of CUFC, spoke re. item 17/234. The Club has previously approached CPC re. funding for mobile goal posts; these will aid training, pitch wear etc. They have supplied quotes and a business case and this has been discussed by CALF. Cllr Dewey arrived at 7.22pm. Although a steel set of posts would be cheaper, they're also heavier, making them less practical for the Colts therefore CUFC are proposing a single set of aluminium posts. The Council has previously resolved to purchase 2 sets of steel posts. The posts will be kept chained and padlocked when not in use - CUFC and the Colts will assume responsibility for looking after them. Cambs FA won't provide funding unless the existing goals are dangerous and CUFC are currently looking at a grant from FECA and SCDC. Cllr Nicholas arrived at 7.27pm. Standing Orders reinstated 7.27pm.
- 17/231. Reports**
- **SCDC** – Beech Road black bin collection missed on Friday; RFO confirmed that it had now been collected. SCDC Cllr Edwards mentioned that from 11th December the paper caddy's will be redundant however if any are retained by the refuse collectors before then residents will need to inform SCDC.
 - **CCC** – Cllr Mudd asked what the next step regarding the transport investigation will be. Cllr Morris stated that Histon weren't aware prior to the meeting of the proposed layout changes. Additionally the A10 won't become a dual carriageway however it has been identified that there isn't sufficient capacity at the Milton and Girton interchanges so some improvement works will be required.
 - **Clerk** – Lawsons Circus have been billed for damage to the Green following recent event. There were also issues relating to the use of an illegal standpipe; CALF to consider water arrangements going forward. Wooden Bollard on Lambs Lane requires repair again – Asst clerk to report. Bluebell event went well at the weekend; both Tony Fry and Ray Baldry attended and were delighted at how good the field looked. Cllr Mudd queried the status of the Rampton Road hedge; the allotment hedge will be trimmed shortly. Asst Clerk confirmed that the County Farms hedge issue is in hand.
 - **Major developments** – The report shared the possible S106 figures from the major developments. Payments won't get triggered until building has started. NB: noted that there are 28 categories of affordable housing.
 - **Update on Highways projects** – Cllr Mudd queried the N02 tubes. Cllr Ward stated that previously the levels were considered high for a village but not above healthy levels. The 4 tubes will be located between the Church and Green in the same locations as used for the previous monitoring. NB: Cllr Morris has particulates monitor which can be used if required.
- 17/234. Mobile Goalpost specification** – Resolution to improve the specification of posts to be purchased under resolution 17/186 (same budget amount) to include a chain/padlock. **RESOLVED.** Ian Stuchbury left at 7.41pm.
- 17/232. CiLCA qualification** – Consider Clerk and RFO undertaking CiLCA qualification at a cost of £250 each for registration plus an allocation of additional hours and attendance of up to 6 training modules @ £70 each per person – Cllr Morris outlined the context. If at least one member of staff is qualified and 2/3rd of

Councillors are elected to office then we will gain a general power of competence. Will require additional hours. Cllr Ward commented that it was a very large undertaking and shows dedication to CPC. Suggestion that we review progress with the HR team quarterly. The qualification is similar to an NVQ level 3, will be marked by an external assessor and lasts forever so no renewal is necessary. Resolution for Clerk and RFO undertake CiLCA qualification at a total cost of £500 for registration plus an allocation of additional hours and attendance of up to 6 training modules at £70 each per person. **RESOLVED.**

- 17/233. Reference books** – Resolution to purchase of reference books necessary for CiLCA course – Charles Arnold Baker (£73.60 – SLCC member rate) and The Parish Councillors Guide (£25). **RESOLVED.**
- 17/235. Land purchase and preparation** – Consider authorising a £15,000+VAT project to purchase and bring into use land adjacent to the Recreation ground to improve corner visibility (from OS reserve) – Cllr Morris outlined background. Owners are amenable to selling and we have had an independent valuation done. Would need to fence off and level the ground etc. The additional space, as well as improving visibility, will also give us the opportunity to use LPG for the Village Hall rather than installing mains gas which would cost approx. £10k. Discussions regarding overage clause. The access road is a separate issue. Resolution to authorise a £15,000+VAT project to purchase and bring into use land adjacent to the Recreation Ground to improve corner visibility (from OS reserve). **RESOLVED.**
- 17/236. BGW Tree works** – Resolution to accept quote from Atlas Treeworks for works to 4x pines, 1x ash, 1x birch at a cost of £280 + VAT. **RESOLVED.** NB: Cllr Collier declared an interest and took no part in the vote.
- 17/237. Neighbourhood Plan** – Consider appointing Ann Skipper as planning consultant to the NP Working Party for a fee not to exceed £5,000+VAT – Cllr Morris outlined the need for additional professional help to get the plan to regulation 14 stage. No grants are available. Don't know why the freelance planning inspector provided by SCDC now wasn't available. SCDC Cllr Edwards trying to find out. Resolution to appoint Ann Skipper as planning consultant to the NP Working Party for a fee not to exceed £5,000 + VAT. **RESOLVED.**
- 17/238. Rubbish bins** – Consider quotes for additional rubbish bins (up to 5) as required for Rec Ground and other areas of the village at cost not to exceed £900+VAT – Clerk outlined. It was suggested that any bin on the 3rd field should be post mounted which will be more fox proof. Cllr Ward said that Sustainable Cottenham were already looking at ways of encouraging more recycling in the village. It was noted that as part of the Village Hall planning application we have to have a better waste management plan in place for the Rec. Resolution for Clerk & Groundsman to purchase additional rubbish bins as required for the Rec Ground and other areas of the village at a cost not to exceed £900 + VAT. **RESOLVED.**
- 17/239. Village Hall** – Consider appointing architects to prepare documentation and apply for a pre-application report on a smaller Village Hall, cost not to exceed £5,000 +VAT (from CF reserve) – Cllr Morris outlined the background. Have met with County Highways and they won't object if the situation doesn't change i.e. we don't increase the size of the car park. Met the traffic consultant and they have suggested a reinforced grass area which can be used as an overflow car park when necessary. Some discussion as to where the access gate would be. Need to work with CPS on how we discourage car usage. Need to provide a traffic plan and event management plan; both would form part of a condition relating to the planning application. Cllr Collier suggested a 'kiss and drop' (one-way system with drop off point). By having a separate nursery, reducing the size of the building and resolving the traffic issues will remove the previous objections (drainage report had previously been submitted). Business plan needs revising to remove the nursery capital cost and revenue; the business plan isn't a material consideration. Revenue of the Village Hall shouldn't be significantly reduced and we also now know what the developer contributions will be towards the capital expenditure. In the future we may need to consider subsidising use as per the sports facilities. Cllr Collinson queried the open countryside issue; the pre-app should confirm the status. It is proposed that the new building will be less than 1000sqm, compared to the previous 1300sqm. We have been assured by the Planning Department that the main stumbling block to the previous application was the inclusion of the nursery. The pre-app should guide us as to what will be acceptable. Resolution to appoint Wilby & Burnett to prepare documentation and apply for a pre-application report on a smaller Village Hall, cost not to exceed £5,000 +VAT (from CF reserve). **RESOLVED.**
- 17/240. Nursery** – Consider appointing architects to prepare documentation and apply for a pre-application report on a stand-alone Early Years Nursery, cost not to exceed £3,000 +VAT (from CF reserve) – Similar story to the Village Hall but the recent planning approvals have put more demand on provision. The developer S106 contributions (approx. £540k) would pay for most of the capital cost of the building of a standalone nursery. As part of the application we have to look at other potential sites in the village against a set of criteria. There is now no argument that we don't need a nursery. We may also need to look at capacity

again; the proposed 50 place nursery may not be big enough given future growth. One advantage of a standalone building is the potential to extend. Cllr Ward mentioned that there is a question relating to the nursery in the NP mini consultation. Resolution to appoint Wilby & Burnett to prepare documentation and apply for a pre-application report on a stand-alone Early Years Nursery, cost not to exceed £3,000 +VAT (from CF reserve). **RESOLVED.**

17/241. Groundsman – Consider authorising Cllr Morris and the Clerk to agree scope of Groundsman contract from start of January 2018 to end December 2020, following FLAC recommendation of overall fee – Cllr Morris apologised that the numbers in the reports pack were incorrect - missed £2k for Moat, so the total should be £38k. It was agreed that the work provided was good quality and value. If the contract is for longer than 12 months then it should be index linked. Cllr Ward queried whether we could build in recycling of rubbish. Morris said that the complication is that his trailer can only carry one type of rubbish. Ward suggested use of different coloured bags for the different types of rubbish and it was agreed that this could be built in, in the future. NB: waste management must be considered as part of VH planning application. Resolution to increase Groundsman contract, from start of January 2018 to end of December 2010, to £38K + VAT + CPI Indexing – Contract to be re-assessed 6 months before 3 year expiry. **RESOLVED.** It was noted that at some point there may be a change to the contract which would incur legal fees.

17/242. Cottenham Feast – Consider display materials and manning of stall for event on 15th October – Clerk to circulate rota and list of display items

17/243. Cambridgeshire Parish Council Conference – Resolution that Cllrs Dewey, Morris and Wilson attend Parish Council Conference on 17th November. **RESOLVED.**

17/244. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	Invoice payment	£ 14.00	£ 16.80	
William Prideaux-Brune	Invoice payment	£ 98.00	£ 117.60	
Jane Williams	Invoice payment	£ 34.50	£ 41.40	
Day Centre	Invoice payment	£ 150.00	£ 180.00	
Skatepark	Annual invoice payment	£ 100.00	£ 120.00	
HMRC	VAT payment	-	£ 1,780.35	
SCDC	Precept (50%)	£ 162,144.50	£ 162,144.50	
		£ 163,414.92	£ 165,449.35	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for October 17	£ 3,622.63	£ 3,622.63	
HMRC	Tax and NI for September 17 (month 6)	£ 706.23	£ 706.23	
Connections Bus	12 visits by the Connections Bus to Cottenham	£ 1,235.00	£ 1,235.00	943
Essex Chambers	Settling detailed statement of Facts and Grounds	£ 5,000.00	£ 6,000.00	944
AJ King	Extra work re Cricket Squares	£ 325.00	£ 390.00	951
AJ King	Extra work re Tenison Manor Ditch	£ 150.00	£ 180.00	952
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	970
Alan Mappledoram	For fitting and wiring cabinet on green	£ 1,148.19	£ 1,377.82	960
Matta Products	To supply & install safety Matta to slide in play area	£ 3,739.00	£ 4,486.80	968
Arthur Peacock	Vertidrainng of 2 pitches on 2 nd field at Rec	£ 560.00	£ 672.00	969
		£ 19,022.29	£ 21,713.96	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for October 17 (DD)			
Debbie Seabright	Expenses re sim card at the Pavilion	£ 8.31	£ 9.97	945

Debbie Seabright	Mileage costs for Peterborough Conference	£ 25.20	£ 25.20	946
Debbie Seabright	2 x realms of paper	£ 4.98	£ 5.98	947
PHS Group	Annual duty of care re Sanitary waste at Village Hall	£ 73.40	£ 88.08	948
Green and Purple	Monthly support for RFO	£ 50.00	£ 60.00	949
PHS Group	3 sanitary disposal 12/10/17 - 11/10/18	£ 673.53	£ 808.24	950
Business Consultancy Services	Payroll Processing for August 17	£ 28.00	£ 33.60	953
Sam McManners	Phone top-up	£ 5.00	£ 5.00	954
Sam McManners	McAfee renewal	£ 74.99	£ 89.99	955
Start Traffic	Road signs	£ 379.35	£ 497.22	956
Fen Edge Plumbing & Heating	Replacement ballvalve on expansion tank	£ 39.00	£ 39.00	957
SSE Southern Electric	Electricity bill for the Pavilion	£ 260.86	£ 313.03	958
CSA	Cleaning materials & toilet rolls for the Village Hall	£ 107.59	£ 129.12	959
Cambridge Web Solutions	Updates to website booking form	£ 35.00	£ 35.00	961
Debbie Seabright	Expenses re annual charge for dropbox	£ 79.99	£ 79.99	962
Cambs County Council	Highways and Transport pre-application advice	£ 275.00	£ 330.00	963
Sam McManners	Stationery & Biscuits for Traffic & Transport mtg	£ 4.69	£ 4.69	964/ 965
Jo Brook	Expenses re HP Land Registry searches	£ 6.00	£ 6.00	966
Harlequin Woodcraft	for Glass fronted notice board for Coolidge Garden	£ 475.00	£ 570.00	967
Cottenham Primary School	Advert for school magazine	£ 50.00	£ 50.00	971
		£ 2,655.89	£ 3,180.11	

Pension figures of £34.56 added. Resolution to pay these invoices. **RESOLVED.**

17/245. Management accounts – to review the monthly management accounts – Noted.

17/246. Bank reconciliation – to review monthly bank reconciliation – Noted.

17/247. Matters for consideration at the next meeting – Post box; external audit.

17/248. Dates of next meetings – Planning 5th Oct, Standards 11th Oct, CALF 17th Oct, Planning 19th Oct, FLAC 23rd Oct, Full 7th Nov

17/249. Close of Meeting – 8.58pm.

Signed _____ (Chair) Date _____