

Minutes of the Full Parish Council Meeting

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th October 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collier, Collinson, Gibbs, Heydon, McCarthy, Mudd, Nicholas, Ward, Young, SCDC Cllr Harford, CCC Cllr Mason and Clerk (Jo Brook), Assistant Clerk (Sam McManners), RFO (Debbie Seabright)

- 15/235. Chairman's Introduction and Apologies for absence** – Cllr Gibbs was welcomed to the meeting. Apologies accepted from Cllrs Wotherspoon (personal) and CCC Cllr Jenkins (personal).
- 15/236. Public participation – Standing Orders to be suspended** – none present.
- 15/237. To accept Declarations of Interest and Dispensations** – Cllr Berenger declared an interest in 15/254 and will leave the room during discussions and take no part in the voting. Cllr Collinson declared a pecuniary interest in 15/244 and will leave the room during discussions and take no part in the voting.
- 15/238. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 4th August and extra ordinary meeting on 8th September signed as a correct record. **RESOLVED.** Cllr Richards arrived at 7.21pm.
- 15/239. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Heydon queried whether we should respond to the consultation on planning delegation. Clerk to add to next planning agenda. Standing Orders suspended at 7.23pm. Cllr Harford advised that SCDC can't 'auto advise' a Parish Council regarding approval by an Officer but she is hoping that we can ask for applications to come forward to Committee. Would like more local members to get involved on behalf of Parish Councils. On those applications we feel strongly about we should ask them to come forward when we submit our comments. Final decision is made by the Head of Development Control/Chair whether it will go to Committee. Cllr Collier left the room at 7.26pm and returned at 7.28pm. Cllr Nicholas asked when it will go before the Portfolio Holder: in December and then to Committee. Cllr Harford detailed the rationale behind the consultation. CPC are very effective and work well, giving good feedback but not all PC's do. The local input is important due to local knowledge. Householder applications don't immediately go to Committee. Cllr Mudd asked about the refugee situation. Cllr Harford stated that there was a difference of opinion on how SCDC can help but until there is clarity the matter is unresolved. Clerk queried street sweeping. Cottenham has an enhanced service.
 - **CCC** – report circulated prior to the meeting. Cllr Mudd queried the sentence re. possible development on County Farms land. Cllr Mason was unable to give any comment, having not written the report. Cllr Morris thought that the meeting was probably due to County wanting to develop on a significant piece of land and as one of our County Cllrs he should know. CPC have had a meeting with Steven Conrad re. a land swap where it became clear that County had aspirations to develop on the land on Rampton Road. Cllr Collinson said that neither of the County Cllrs were serving the village well by not informing us of such important matters. Cllr Mason stated that not everything goes to Committee. Cllr Collinson said that it seemed odd that with a dual member parish that one is informed and one isn't. Cllr Heydon queried if it was discussed by a working party rather than Committee. Cllr Mason responded that it wasn't a Committee. Furthermore any disposal of land would have to go to the General Purposes Committee. He will find out the status of the discussion and report back. Cllr Morris queried Cllr Jenkin's comment regarding the IT issues at Addenbrookes when County were also partly responsible. Cllr Richards asked if there was any further news regarding resurfacing of Harlestons Road: Cllr Mason waiting to hear further information but still hoping to get the new machine to do the patching work. Cllr Mason, as a resident, thanked the Parish Council on their work regarding the Gladman proposal at the public meeting. He has spoken to a number of residents who were impressed with the way that the meeting was handled. Street lighting – Cllr Mason understood our concerns and has read the correspondence with Graham Hughes. CPC were consulted in the same way as other PC's but the consultation was sent quickly. He fully understood how sensitive the subject matter was but failed to see how he had failed the PC when he didn't know the content. Cllr Mason felt the criticism of the County Cllrs leaving the previous meeting before the item was discussed was unjustified. Cllr Collinson responded that as representatives of the division they both should have stayed given that the item was on the agenda. Cllr Nicholas added

that there would have been a previous meeting at County level prior to the consultation but this had never been mentioned to us; it should have been flagged previously. Standing Orders reinstated at 8.05pm.

- **Clerk** – the drainage work on the Recreation Ground has now started so we need to monitor to see whether it has improved the situation. We have now heard that Beach Road will be included as a main gritting route.
- **Changing rooms** – the vinyl floor is still to be laid and some of the systems need checking. Still within budget. Regarding the opening event, Cllrs should arrive at 9.30am to take a tour of the building prior to VIPs arriving at 10.30am. Daniel West will officially open the building at 11am and photos will be taken. Keyholder meeting to be arranged.
- **Northstowe** – report circulated prior to meeting.
- **Speedwatch** – report circulated prior to meeting.

15/240. Finance

Income	Description	Net	Gross	
Jane Williams	Hall Hire in August 2015	£ 103.50	£ 124.20	
Day Centre	Hire of village hall - Aug 15	£ 200.00	£ 240.00	
Debbie Prince	Hire of rec ground for Buggy Bootcamp	£ 21.00	£ 25.20	
Village hall casual rent	Rent of village hall x 2	£ 70.00	£ 84.00	
Church and Causeway	Donation from the Church & Causeway charities	£ 3,000.00	£ 3,000.00	
Ladybirds	Recouped Oil and Water	£ 217.30	£ 217.30	
SCDC	S106 for Public Art - Beach Road	£ 27,684.93	£ 27,684.93	
SCDC	Precept 2nd installment	£ 102,049.00	£ 102,049.00	
		£ 133,345.73	£ 133,424.63	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Durman Stern Ltd	Works carried out as per interim certificate 4	£ 13,501.38	£ 16,201.66	351
C.J Murfitt Ltd	Value of works carried out as per certificate no 5	£ 64,014.18	£ 76,817.02	352
Peter Dann Engineers	Professional services in relation to Pavillion	£ 1,485.00	£ 1,782.00	353
PHS group	3 sanitary disposals	£ 673.53	£ 808.24	359
A J King	Contract cost for September 15	£ 2,536.24	£ 3,043.48	360
PKF Littlejohn	External audit costs	£ 800.00	£ 960.00	361
Southern Electric	Quarterly electricity bill (paid by DD)	£ 1,211.37	£ 1,453.64	363
Salaries	Salaries for October 2015	£ 3,077.26	£ 3,077.26	
HMRC	Tax and NI for October 2015	£ 676.65	£ 676.65	
Connections Bus	12 sessions	£ 2,904.00	£ 2,904.00	364
Strictly Tables & Chairs	Tables and Chairs for new changing rooms	£ 1,378.40	£ 1,714.08	366
		£ 92,258.01	£ 109,438.03	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Cutting Edge PC	Computer set up for Clerk and RFO	£ 125.00	£ 125.00	354
CSA	Floor cleaner/Toilet rolls/Mop	£ 79.70	£ 95.64	355
Debbie Seabright	Stamps	£ 12.96	£ 12.96	356
Smith & Saunders	Website hosting	£ 180.00	£ 216.00	368/369
PHS Group	1 Annual duty of care	£ 71.95	£ 86.34	358
Staples	Wireless mouse/Notepad/Envelopes	£ 21.06	£ 25.27	362
Green & Purple Ltd	Monthly accountancy support	£ 50.00	£ 60.00	365
The BC Group trust	Work at Crowlands manor site	£ 392.00	£ 392.00	366
		£ 932.67	£ 1,013.21	

Kids Only are now 3 months behind with payments. Need to arrange meeting with them to discuss as a matter of urgency. Cllr Collier queried the Connections invoice due to sessions being cancelled. RFO confirmed that any cancelled sessions aren't invoiced for and that we are invoiced in arrears. Cllr Bolitho queried Phs invoice. RFO to reduce the number of sanitary units. Resolution to pay these invoices. **RESOLVED.**

- 15/241. Management accounts** – RFO left the room at 8.20pm. It has been picked up that some of the nominal codes weren't being used so the number of codes will be slim-lined. RFO returned to the room at 8.21pm. FLAC have had their first meeting regarding 2016/17 budget. RFO looking at potential expenditure and surplus amounts.
- 15/242. Bank reconciliation** – Cllr McCarthy has carried out reconciliation with the RFO. We have £434k in the bank. Need to check net assets.
- 15/243. Neighbourhood Plan** – The consultation is now live. Hopefully we will receive formal area designation towards the end of October. SLA will then be drawn up. Cllr Ward has produced approx. 80% of the survey. Suggestions welcomed as to how we get surveys returned.
- 15/244. Public Art** – Cllr Collinson left the room at 8.45pm and took no part in the discussions or vote. Proposal from Primary School regarding a public art project circulated in the reports pack. Concerns raised about making the artwork truly accessible to the public however it was suggested that this could be mitigated by putting photos/video on the website. Cllr Young thought that there would be a lot of public engagement on a daily basis due to the nature of the artwork. It was agreed that the proposal was well thought out. Resolution that in principle CPC offer £8k to CPS for use towards public art installation in the new lobby area subject to 4 conditions: the money must be used within 12 months, ensure adequate maintenance of the artwork, suitable photo permissions of any children used, full public access to the artwork. **RESOLVED.** Cllrs Morris and Nicholas to meet with the school to discuss. Cllr Collinson returned at 9pm. Cllr Bolitho left the room at 9pm and returned at 9.02pm.
- 15/245. Village Hall refurbishment** – Cllr Richards outlined plans, consisting of disabled toilets at the front of the building, toilet access from the S&SC, removing the stage and installing new cupboard for Kids Only and the Day Centre. Subject to sorting the levels it may be possible to add toilets in the old changing rooms but some degree of exploration work was necessary first. Costs in the region of £20k for initial refurbishment works. Cllr Mudd asked if Kids Only had cleared out old items from their storage; it was presumed not. It was noted that these changes may not generate revenue. Cllr Nicholas left the room at 9.16pm. Resolution to spend £5k this financial year and £15k in 2016/17. **RESOLVED.**
- 15/246. Village Hall replacement** – The working party have now gone to PQQ and 10 of the original 52 architects have responded. 3 will be shortlisted for a proper tender to take to outline planning. We don't yet know whether the project can be implemented in the next 3 years because we don't know how quickly the money could be raised. Cllr Collinson raised concerns about disabled access with the main hall being upstairs. Cllr Richards responded that there would have to be a disabled ramp to the second floor regardless of the location of the main room.
- 15/247. Financial Regulations amendment** – Cllr Morris outlined proposed FLAC modifications. Small amendments suggested. FLAC to redraft and bring forward at next meeting. Larger grants: we have to indemnify SCDC so we must show due diligence otherwise a developer could claim money back in 10 years. NB: Community Centre don't own their building so need to check lease details.
- 15/248. S106 money** – Resolution to sign indemnity for £120,185.79 (on-site provision of public open space) and £23,415 (provision of community facilities) from Long Drove/Beach Road development. Cllr Nicholas returned to the room at 9.20pm. **RESOLVED.**
- 15/249. Community Centre request for S106 monies** – Resolution that we accept Community Centre request for a share (no more than 50%) of the Community Facilities money received as part of the Racecourse View development provided that their application is technically compliant with the rules. **RESOLVED.**
- 15/250. Harradine lorries** – Cllr Bolitho raised concerns about the significant number of lorries coming through the village. Cllr Mudd stated that currently there is no end date for the works on Long Drove due to the significant amount of work being done. The owners of the site are conscious of the problems but it is out of their hands and the works are required as part of a planning condition. Cllr Mudd confirmed that there was no access available from the A10 and the route being used is the most direct. Resolution that we write to Hobbs, Harradine and the Gun Club to see when the work will be completed. **RESOLVED.**
- 15/251. King George Vth online booking system** – Cllr Morris outlined new system which is now online.
- 15/252. Connections Bus AGM 27th October** – Cllr Collier can't attend therefore Cllr Heydon will attend in her absence.
- 15/253. WARG Field** – to consider quotes for fencing around the perimeter – Item deferred.

- 15/254. Gladman/Endurance developments** – Cllr Berenger left the meeting at 9.35pm and took no part in the discussion or vote. Cllr Morris outlined. Suggested that Philip Kratz lead for us but we need to see whether he thought it necessary at appeal stage – this isn't a public enquiry. Cllr Heydon queried whether the Neighbourhood Plan could be fed in at this stage and Cllr Morris responded that he hoped this would be possible. Standing Orders suspended at 9.40pm. Cllr Harford stated that Philip Kratz had been used by other Councils at this stage. Standing Orders reinstated at 9.41pm. Resolution that we meet with Philip Kratz to seek his advice on possible representation. Cllrs Morris, Mudd, Nicholas and Young to attend. **RESOLVED.** We have an option to meet Andrew Filmore this Thursday to discuss possible projects for S106 provision. NHS England have already confirmed they would be asking for money so we may want to suggest a medical centre, Village Hall, buy land for sports provision, swimming pool, rugby pavilion – all possible candidates. The Primary School and early years provision would be separate discussions. Standing Orders suspended at 9.47pm. Cllr Mason asked if negotiations were for the developers to give a unilateral agreement. Cllr Morris responded that as he understood it Andrew Filmore needs to build these mitigations into his report. Cllr Harford said it would be delegated approval. The report would also include figures. Standing Orders instated at 9.52pm. Cllr Morris clarified that at the moment it was just CPC providing a 'shopping list' of items and costs. Cllr Heydon mentioned the parking problems near to current shops so a second local centre may be needed plus a link to the guided busway. Resolution that meeting held on Thursday 8th October with SCDC Officers. **RESOLVED.** Cllrs Morris, Mudd and Nicholas + Clerk to attend. Cllr Berenger returned at 10.05pm. Cllr Collier left the room at 10.05pm.
- 15/255. TRO application for double yellow lines on Lambs Lane** – Cllr Morris outlined. Cllr Collier returned to the room at 10.07pm. Cllr Collinson asked if CPS had been consulted, confirmed that they had. Resolution to submit a request to County Highways for a TRO at a minimum cost of £250 plus up to another £750 in advertising fees. **RESOLVED.**
- 15/256. Church & Causeway** – Cllr Berenger left the room at 10.09pm and took no part in discussions or vote. Resolution to split the monies for Goode Bequest and Dissenters Cemetery 50/50. **RESOLVED.** Cllr Berenger returned at 10.10pm.
- 15/257. IT & Communications policy** – Cllr Collinson sought clarification that the policy referred to CPC computers only, confirmed that it did. Resolution to adopt IT and Communications policy document. **RESOLVED.**
- 15/258. Councillor expenses** – Cllr Morris outlined. Scheme would need developing whereby if someone left they would need to refund a proportion of the allowance. There may be tax implications but this needs further checking. Cllrs can choose to opt out and then claim back expenses. Cllr Harford left the meeting at 10.15pm. Resolution to provide expense allowance of up to £120 per year for paper/printer ink/phone bills. **RESOLVED.** Scheme would come into effect from April 2016.
- 15/259. Committee membership** – Resolution that Cllr Gibbs joins FLAC as Committee member. **RESOLVED.**
- 15/260. Matters for consideration at the next meeting**
- 15/261. Dates of next meetings** – Planning 8th October, Highways 13th Oct, CALF 20th Oct, Planning 22nd Oct, Full 3rd November. NB: FLAC meeting for 27th October has been cancelled and the next meeting will take place on 10th November.
- 15/262. Close of Meeting** – 10.21pm.

Signed _____ (Chair) Date _____