

Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th April 2015 at 7.15pm

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

In attendance: 2 members of the public + PCSO James Fuller

- 15/077. Chairman's Introduction and Apologies** – apologies accepted from Cllr Leeks (holiday), CCC Cllr Jenkins (work) and CCC Cllr Mason (ill)
- 15/078. Public participation – Standing Orders to be suspended** - no questions.
- 15/079. 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.
- 15/080. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 3rd March be signed as a correct record. Item 059 amended: removed 'in lieu' and replaced with 'on the basis of the perceived'. Resolution to accept amended minutes of meeting held on 3rd March as a true record. **RESOLVED.**
- 15/081. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Bolitho asked for an update on Northstowe. Cllr Harford commented that there was further work to be done and that it couldn't currently be confirmed whether burial/police/fire services were being included because the S106 agreement was not yet signed. Cllr Heydon confirmed that the burial ground in particular had been discussed at the meeting. There is a legal obligation for the locality to provide burial space. 1 Lambs Lane has been deferred for Highways to look again and a better light survey has been requested. Cllr Young was thanked for the extensive notes he sent following his attendance at the Committee hearing.
 - **CCC** – report circulated prior to the meeting. Cllr Heydon asked whether the information provided about the Health Committee was relevant to Cottenham. Cllr Morris to confirm with Cllr Jenkins.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Updates: swing seats have now been installed. Cllr McCarthy queried why the HCV sign on Telegraph Street is being moved and not added to. Cllr Collier was applauded for her recent award of SCDC Parish Cllr of the Year.
 - **Police** – report on Operations Oaklands – PCSO Fuller started by providing an update on a recent assault. There is a lot of forensic work ongoing and the vehicle believed to be involved has been found. More generally, the police are now using Twitter to get real-time information out to people. They are providing daily crime updates at the moment but the frequency may be tweaked. Now using tablets and local wi-fi. PCSO Fuller provided information on local crime figures over the past 12 months. Operation Oaklands: the village will be targeted for 3 weeks. During daylight hours they will knock on doors and if now answer they check doors/windows/sheds for security. If found to be unsecure they will leave a note to inform householder. In evenings will be looking at vehicles and checking for items on display. There has been a recent spike in vehicle crime. The police are offering small shed alarms for £7, window alarms for £3 and Smartwater kits for £10 (usual price £60). Cllr Richards asked

specifically about Ford van burglaries. PCSO Fuller confirmed that a specialised locksmith tool was used in some cases but this item is easily available on the internet.

15/082. Finance

| Income | Description | Net | Gross |
|------------------------|--|--------------------|--------------------|
| Michelle Plowman | Rent for January 15 | £ 704.17 | £ 845.00 |
| Debbie Prince | Rent of rec ground for bootcamp for Jan & Feb | £ 20.00 | £ 24.00 |
| Came and Company | Refund due to cancellation of Motor insurance | £ 87.98 | £ 87.98 |
| Cottenham Day Centre | Rent for Feb 15 | £ 150.00 | £ 180.00 |
| SCDC | Grant towards the new changing rooms | £ 36,000.00 | £ 36,000.00 |
| SCDC | Community Chest grant 2013/14 | £ 200.00 | £ 200.00 |
| | | £ 37,162.15 | £ 37,336.98 |
| | | | |
| Expenses | Description | Net | Gross |
| Salaries | Salaries | £ 2,298.24 | £ 2,298.24 |
| HMRC | PAYE and NI | £ 513.63 | £ 513.63 |
| BC Group Trust | Monthly invoice | £ 518.00 | £ 621.60 |
| AJ King | Contract cost | £ 2,536.24 | £ 3,043.48 |
| AJ King | Extra work - Work at the play area & grass seed | £ 311.50 | £ 356.50 |
| Nick West | Labour costs for the cleaning of the village hall | £ 617.63 | £ 617.63 |
| Green and Purple | Accounting support | £ 250.00 | £ 300.00 |
| SCDC | Discharge of planning conditions fee | £ 97.00 | £ 97.00 |
| Browns of Burwell | Oil delivery to the recreation ground | £ 839.58 | £ 839.58 |
| Atlas Tree Surgery Ltd | Phase 2 of the Tenison Manor work | £ 800.00 | £ 960.00 |
| Amazon Tree Surgery | Trimming poplar trees of rec and work on BGW | £ 1,070.00 | £ 1,070.00 |
| Durman Stearn Ltd | Works carried out on New Pavillion | £ 67,587.65 | £ 81,105.18 |
| Denton Carpets Ltd | Coir matting to 2 matwells in the village hall | £98.00 | £117.60 |
| PHS group | Administration costs | £ 20.00 | £ 24.00 |
| Online Playgrounds | Cradle swing seat for the playground | £ 142.00 | £ 170.40 |
| UK Power Networks | Rerouting of power cables re the Skate park | £ 2,040.15 | £ 2,448.18 |
| Birmingham Fuel oils | 1000 litres of Kerosene | £ 502.00 | £ 527.10 |
| Debbie Seabright | Expenses re stamps and envelopes | £ 14.72 | £ 14.72 |
| Staples | Ink Cartridges for the Clerk | £ 65.81 | £ 78.97 |
| Staples | Ink cartridge and ring folders for RFO | £ 32.07 | £ 32.07 |
| Travis Perkins | Hazard warning tape & fillcrete expansion joint brickfill roll | £ 26.93 | £ 32.32 |
| Chubb | Annual contract with Chubb re Fire and Security | £ 741.51 | £ 889.81 |
| Community Centre | Licence fee | £ 1,300.00 | £ 1,300.00 |
| | | £ 82,422.66 | £ 97,458.01 |
| GRANTS | | | |
| FECA | Towards an entertainment event at the FEFF | £ 1,000.00 | £ 1,000.00 |
| C'ham Primary school | For resources at the new primary school library | £ 1,000.00 | £ 1,000.00 |
| Oblique arts | Towards the travellers literacy programme | £ 200.00 | £ 200.00 |
| C'ham mobile warden | General running and upkeep of the scheme | £ 1,500.00 | £ 1,500.00 |
| 1st C'ham Brownies | Running costs and badge work | £ 100.00 | £ 100.00 |
| C'ham roller hockey | New team kits | £ 400.00 | £ 400.00 |
| | | £ 4,200.00 | £ 4,200.00 |

Resolution to pay these invoices. **RESOLVED.** NB: minor amends needed to 2 items to include VAT.

- 15/083. Management accounts** – to review the monthly management accounts – Cllr Young outlined. The estimated underspend is as predicted with income higher than expected (due to S106, precept and insurance claim). Expenditure is lighter mainly due to Highways projects not progressing quickly and there being no need for a changing rooms loan. RFO to circulate accounts to full council going forward.
- 15/084. Bank reconciliation** – to review monthly bank reconciliation – Cllr Morris outlined report shared in the agenda pack.
- 15/085. S106 agreement** – Resolution to sign S106 agreement for 108-122 Histon Road. **RESOLVED.**
- 15/086. Picnic tables/benches** – to consider installation of 2 picnic tables/benches at the Moat at a cost of £220 + VAT each – Cllr Mudd outlined. Originally discussed at the February CALF meeting. Resolution to install 2 secured picnic tables/benches on the Moat at a cost of £220+ VAT each. **RESOLVED.**
- 15/087. Changing Rooms** – To receive an update on the project - Cllrs Morris outlined. Cllr Bolitho left the room at 8.11pm. The trench for the electrics is being started this week and fencing has been erected. Murfits have started today. Met contractors/architect last week and everything in on stream. Cllr Bolitho returned to the room at 8.14pm. Need to look at the options for the access road. Worst case scenario is that it is an extra £20k on top of the budget. Cllr Richards mentioned an offer to decorate the building at cost price but this is already incorporated into the works. Travis Perkins may be able to supply white goods. Cllr Morris to work with Cllr Richards to compile a 'shopping list' of fixtures and fittings required.
- 15/088. Skatepark** – To receive an update on the project - Cllrs Morris outlined. The Wheelscape manager will be on site later this week. The project will start without using the track matting which will save £10k but can get it to site with 2 days notice if required. Work starts properly on Monday 13th April. Cllr Berenger to put ramps etc. on ebay and Clerk will advertise on Facebook.
- 15/089. APM** – to consider arrangements for the APM on 21st April – Clerk ran through the event and display materials will be made available to show current projects. Resolution to purchase refreshments for the APM up to a value of £50. **RESOLVED.**
- 15/090. Village Hall working party** – to consider initial ideas for refurbishment of the village hall – Cllr Richards outlined initial suggestions. Cllr Berenger highlighted funding opportunities, particularly for renewables. Initial plans were circulated. Cllr Heydon mentioned a previous village needs survey which was done several years ago which may contain useful information. A ballpark figure on the initial plans is £400k. We may be able to obtain £100k of grants + renewables + increased revenue and lower running costs. Resolution that the VH working group develop a Business Plan by September, including: obtaining pre-planning advice from SCDC, obtaining limited architect input on alternative approaches and likely costs (up to a cost of £5k) and Identifying major financial and construction milestones. **RESOLVED.**
- 15/091. Dogs on Recreation Ground** – to consider relaxing rules to allow dogs on leads only + installation of up to 2 dog bins (following creation of circular walk from LK Wood) – Cllr Morris outlined. Concerns raised about health issues, particularly if dogs were to wander onto the playing pitches or around the playground areas. General consensus that no dogs should be allowed, even in the car park area. Cllr Nicholas provided information about public spaces orders. Resolution to investigate legal powers to enforce the prohibition of dogs on the Recreation Ground. **RESOLVED.**
- 15/092. FEFF** – Resolution that CPC have a stall on Saturday 20th June at the Fen Edge Festival. **RESOLVED.** NB: Clerk to request volunteers to man the stall off-line.
- 15/093. Aerial slide** – to consider quotes for ground works to aerial slide – Resolution to accept quote 2 at a cost of £1370 + VAT. **RESOLVED.**

- 15/094. Tree works** – Resolution to accept quote for tree works on the village green at a cost of £100 + VAT. **RESOLVED.**
- 15/095. Model aircraft** – to consider allowing model aircraft to fly on the recreation ground, restricted to 3rd field only (resident request) – Clerk outlined the request. Signage suggested to warn of aircraft flying on the 3rd field. Resolution that CPC in principal allow the flying of model aircraft on the 3rd field of the Recreation Ground subject to a suitable agreement drawn up by CALF. **RESOLVED.**
- 15/096. Cottenham Foodbank**– Resolution to send representative to attend launch event on 29th April. **RESOLVED.** NB: Cllr Collinson to attend information event on 23rd April and Cllr Morris to attend launch event on 29th April.
- 15/097. A14 consultation** – for information only: delegated powers, an urgent request was made, supported by Cllr Morris, Cllr Leeks, Cllr Heydon, to make representation on behalf of CPC to A14 Planning Inspectorate Reference TR010018 inquiry for a deadline of 112/3/15.
- 15/098. Matters for consideration at the next meeting** – Refuse collections, 2013/14 Highways projects, resident concerns re. Traveller use of CVC Sports Centre showers. Standing Orders suspended at 9.18pm. Cllr Berenger thanked Cllrs Harford, Edwards, Morris and Nicholas on behalf of the residents of Millfield. To address resident concerns about use of the CVC Sports Centre Mr Hunt confirmed that it closed at 10.30pm and that Travellers have been banned from using the showers since Christmas 2014. Standing Orders reinstated at 9.30pm.
- 15/099. Dates of next meetings** – Planning 9th April, Highways 14th April, Facilities 16th April, APM 21st April, Planning 23rd April, Finance 28th April, Full Council (Annual meeting) 5th May
- 15/100. Close of Meeting** – 9.24pm.

Signed _____ (Chair) Date _____