

Minutes of the Full Parish Council Meeting

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

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Heydon, McCarthy, Mudd, Nicholas, Richards, Ward, Wotherspoon and Young and Clerk (Jo Brook), RFO (Debbie Seabright), Assistant Clerk (Sam McManners)

In attendance: 1 member of the public

- 15/157. **Chairman’s Introduction and Apologies for absence** – Apologies accepted from Cllr Collier (illness).
- 15/158. **Public participation – Standing Orders suspended** – no questions
- 15/159. **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. – Cllr Berenger declared a non-pecuniary interest in item 15/165 but will leave the room during discussions.
- 15/160. **Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd June 2015 be signed as a correct record. **RESOLVED.**
- 15/161. **Reports**
 - **SCDC** – report circulated prior to the meeting – Cllr Collinson raised concerns regarding rush of speculative plans we might expect. Cllr Wotherspoon confirmed that this was not expected.
 - **CCC** – report circulated prior to the meeting – no queries.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – 3 further items to add. Ice Cream van trading regularly in Recreation Ground Park, Clerk reported that Environmental Services have confirmed that it has no licence to trade and he should be moved on. Colts and U6s have sent thanks to Parish Councils support during recent tournament. WI has invited Parish Council to their centenary tree planting ceremony on 16th September at The Pond, Broad Lane, Cottenham.
 - **Amey Cespa Community Liaison Group** – report circulated prior to meeting - Cllr Mudd outlined main points. Cllr Ward suggested that we record dates and times of odours using Amey’s grading system. It was not known if Amey carry out official monitoring. Cllr Mudd to circulate updated Amey contacts list.
- 15/162. **Finance**

Income	Description	Net	Gross	
Michelle Plowman	Rent for April 15	£ 840.00	£ 1,008.00	
Debbie Prince	Rent for May 15	£ 28.00	£ 33.60	
Jane Williams	Rent for May 15	£ 138.00	£ 165.60	
Day Centre	Rent for May 15	£ 200.00	£ 240.00	
Ladybirds	Recouped Oil and Water	£ 1,928.58	£ 1,928.58	
HMRC	Vat repayment April	£ -	£ 13,309.56	
HMRC	Vat repayment May	£ -	£ 22,329.04	
Whyatts	Rent for the Green (funfair)	£ 572.50	£ 687.00	
Jo Brook/Alex Collier	Sale of refreshments at the recreation ground	£ 17.80	£ 17.80	
SCDC	Remittance re Skate park	£ 2,250.00	£ 2,250.00	
		£ 5,974.88	£ 41,969.18	
Expenses	Description	Net	Gross	code
Salaries	Salaries	£ 3,037.27	£ 3,037.27	
HMRC	PAYE and NI	£ 572.85	£ 572.85	
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	299
AJ King	Collect, supply & lay turf & sow grass seed in Skatepark	£ 909.00	£ 1,090.80	300

AJ King	To lay soil/Turf & fit Safagrass Safety matting - Zip wire (labour & Materials)	£ 1,250.00	£ 1,500.00	310
AJ King	To move topsoil from Building contractors to Zip wire	£ 120.00	£ 144.00	311
Green and Purple Ltd	Accounting support May and June 15	£ 500.00	£ 600.00	301/308
The BC Group Trust	Crowlands manor upkeep	£ 530.00	£ 530.00	294
Nick West	Cleaning costs for the village hall - Labour April 2015	£ 583.88	£ 583.88	309
Cromwell Fire Ltd	Fire Alarm and Emergency lighting service	£98.70	£118.44	286
Old West IDB	Annual payment	£ 77.04	£ 77.04	287
Debbie Seabright	Expenses re Print Cartridge	£ 13.99	£ 13.99	288
Debbie Seabright	Expenses - Stamps & postage cost re External Audit	£ 20.21	£ 20.21	295
Southern Electric	Quarterly electricity bill for the Rec Ground (DD)	£ 755.67	£ 906.00	290
Southern Electric	Quarterly electricity bill for the Green (DD)	£ 51.28	£ 53.83	312
Travis Perkins	Toilet seat and fittings and Sealant	£ 31.10	£ 37.32	291
C.J Murfitts Ltd	2nd Invoice (Value as per W&B Cert 2)	£ 34,331.14	41197,37	292
Staples	Ink Cartridges	£ 43.32	£ 51.98	293
Heelis and Lodge	Charge for internal audit	£ 410.00	£ 410.00	296
Wheelscape	Skatepark cost as per valuation no 2.	£ 25,985.75	£ 31,182.90	297
Anglian Water	Water connection to new premises	£ 176.00	£ 211.20	298
Histon Early Years Centre	Reimbursement of mischarged VAT	£55	£ 55.00	305
Cottenham Ploughing Society	Reimbursement of mischarged VAT	£ 10.00	£ 10.00	306
A Mappedoram	Work done on Green socket stolen from green box	£ 65.49	£ 78.58	302
McVeigh Parker	2 way Gate (Donation from Ramblers used to fund this)	£ 223.10	£ 267.72	303
SLCC	Membership renewal for the year	£ 167.00	£ 167.00	304
Browns of Burwell	Burning Oil	£ 799.60	£ 839.58	307
Glasdon	3x Metal litter bins	£ 859.05	£ 1,030.86	313
Wilby and Burnett	Employers Agent services up to Practical completion	£ 1,462.50	£ 1755.00	314
Screens & Graphics	Village sign	£ 122.34	£ 146.81	
		£ 75,797.52	£ 89,733.11	

RFO made corrections made to Wilby and Burnett gross amount, and to total. Cllr Collinson queried amount of Ladybirds recouped Oil and Water – RFO confirmed that this was for 8 months and is now being collected quarterly. Resolution to pay these invoices. **RESOLVED**

- 15/163. Management accounts** – management accounts for June reviewed by FLAC and found to be in order, no comments.
- 15/164. Bank reconciliation** – bank reconciliation for June reviewed by FLAC and found to be in order, Cllr Morris outlined process.
- 15/165. Gladman Developments –7.39pm Cllr Berenger exited meeting.** Cllrs Morris/Mudd/Nicholas and Clerk attended meeting with Gladman, report circulated prior to meeting. Cllr Collinson expressed concerns regarding drainage issues should development go ahead. Concerns also raised about traffic in addition to the Oakington Road junction. **7.50pm standing orders suspended.** Member of public queried the limited information available. Cllr Mudd stated it was Gladmans giving limited information and not the Parish Council. **7.51pm standard orders re-instated.** Cllr Morris stated that it was the builders responsibility to obtain full planning permission and not Gladman. **7.51pm standing orders suspended.** Member of public asked if this was the same procedure for the Endurance plans. Cllr Morris confirmed that it was. **7.53pm standing orders reinstated. 7.54pm Cllr Berenger re-entered meeting.**
- 15/166. Neighbourhood Plan** – consider applying to SCDC for designation of the Cottenham Parish area as the basis of a Neighbourhood Plan – Cllr Morris outlined process. Cllr Nicholas outlined village survey and commented that we should make the process as easy as possible thus encouraging residents to complete. **7.59 standing orders suspended.** Member of public queried the possibilities of making survey available to complete on line. Cllr Ward explained difficulties in obtaining valid results; difficult to alleviate multiple

entries. Cllr Morris outlined complications in data reading evidence and repercussions of data protection act. **8.05pm standard orders re-instated.** Cllr Morris outlined milestones, each one taking 2/3 months to complete. Working party to meet with Rampton Parish Council to contemplate joining forces, ensuring that this would not be detrimental to our progress and end goals.

- 15/167. Child-designed Road Signs** – consider a donation to organisations who submitted entries to the competition – Cllr Ward spoke on Cllr Collier’s behalf, Cllr Collier proposed to make donation in the form of a £25 Amazon gift card, to the 5 groups from Cottenham Chest funds. Resolution to donate £50 Amazon voucher to each group (section 137 donation). **RESOLVED.** Assistant Clerk to approach local media in respect of PR for each of the winning designers.
- 15/168. Changing Rooms** – To receive an update on the project - Cllr Mudd reported that the roof was on and although a little behind at present, all was on schedule for 18th September forecasted completion. Cllr Morris has met contractors to discuss electrics. Cllrs Morris and Richards will meet on site to discuss internal fixtures and fittings. Budget is on track. **8.32pm Cllr Harford entered meeting.** Official opening will be on 10th October, name for building to be discussed at next meeting.
- 15/169. Skatepark** – To receive an update on the project - Cllrs Berenger reported all was in place for Official Opening on 12th July. Parish Council to promote use of helmets, hazard signs to be installed. Cllr Richards won a BMX at FEFF and this will be raffled on the day. Cllr Nicholas stated that following recent inspection there was a small amount of graffiti that had been cemented over.
- 15/170. Kebab van** - to consider operating terms, fees etc. for possible formal operating licence for the kebab van on King George Playing Field – Cllr Morris outlined agreement with Kebab van that expired in 2013 and asked if there was conflict between Kebab van and Connections Youth bus which is sometimes unable to park. It was discussed that the Kebab vans presence has a positive effect on security of Recreation Ground. Cllr Richards to ask Kebab van to put out cones on Thursdays to reserve space for Connections bus. Cllr Richards confirmed that Kebab van locked up upon leaving and cleared litter. No fees to be charged. **RESOLVED.**
- 15/171. Internal audit** – To consider points raised following internal audit – Report circulated prior to meeting – RFO stated that audit was very positive. 4 recommendations were made, all of which have been actioned.
- 15/172. FECA membership** – Resolution to consider renewal of membership. **RESOLVED**
- 15/173. SLCC membership** – Resolution to consider renewal of membership. **RESOLVED**
- 15/174. Code of Conduct** – Resolution that the revised Code of Conduct be recommended for adoption by the Parish Council (reso 15S/029). **RESOLVED**
- 15/175. Complaints procedure** – Resolution that the revised Complaints Handling procedure be recommended for adoption by the Parish Council (reso 15S/030). **RESOLVED**
- 15/176. Consider the disposal of a surplus CPC Laptop** – It was agreed that due to complications in relation to sale of goods act, the surplus laptop will be donated to a deserving voluntary group/charity. Resolution that surplus laptop be advertised as a donation to a Cottenham voluntary group or charity. Entrants to apply by 30th July with 50 word statement of why they should receive it. **RESOLVED.** At the next full meeting entries will be considered.
- 15/177. FEFF feedback** – to consider feedback received during the FEFF – Cllr Morris outlined responses. It was felt to be a worthwhile exercise, although we weren’t ideally located. **9.18pm standing orders suspended.** Cllr Young asked member of public their views, who agreed it was a good idea. **9.19pm standing orders re-instated.**
- 15/178. S106 monies** – Resolution to consider signing indemnity for Beach Road development for public art – Cllr Morris outlined conditions. **9.25pm standing orders suspended.** Cllr Harford outlined possible projects. **9.26pm standing orders re-instated. RESOLVED**
- 15/179. WARG Field** – to consider an action plan – Cllr Morris outlined plan to improve area by spring 2016. Resolution to cut grass in first instance, then decide way forward. **RESOLVED**
- 15/180. Matters for consideration at the next meeting** – Northstowe update, 3rd field plans, changing rooms official opening and naming, Christmas carol concert.
- 15/181. Dates of next meetings** – Full 4th August, Planning 6th August, Highways 11th August, CALF 18th August, Planning 20th August.
- 15/182. Close of Meeting** – 9.34pm.

Signed _____ (Chair) Date _____