

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th March 2017 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Graves, McCarthy, Nicholas, Richards, Wotherspoon, CCC Cllr Mason, RFO, Clerk and Assistant Clerk

In Attendance: 2 members of the public

- 17/044. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (sick), Mudd (personal), Wilson (personal), Hodson (personal), Berenger (personal), CCC Cllr Jenkins and SCDC Cllr Harford. Cllr Ward arrived 7.16pm.
- 17/045. 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.
- 17/046. Minutes** – Minor amend under 17/026 - section 'major developments'. Resolution that the minutes of the meeting of the Full Council meeting held on the 7th February 2017 be signed as a correct record.
RESOLVED. SCDC Cllr Edwards arrived at 7.18pm
- 17/047. Public participation – Standing Orders suspended 7.19pm.** Resident 1, who attended the SCDC Planning Committee in February, wanted reasons for the late withdrawal of the Gladman application from the March agenda and whether there were any other irregularities that should be highlighted? Need to ensure that the applications are being looked at fairly by SCDC.
- 17/048. Cottenham Neighbourhood Development Plan** – overview of pre-submission version – Cllr Morris gave a presentation outlining the pre-submission version of the Neighbourhood Plan. Cllr Young arrived 7.23pm. Resident 2 queried number of affordable homes, and whether 60 would be sufficient in 2031. Cllr Morris clarified that it may not be enough but we have to provide some – we currently need 100. Others may come through developments such as the Endurance approval on Oakington Road. CCC Cllr Mason asked if the document would be circulated to businesses? Cllr Morris responded that it was a public document and would be circulated to everyone previously consulted. Still need to decide whether to send everyone a full copy, a summary version or just via our website. Cllr Mason thought it important for those with commercial interests to have full copy. Resident 1 asked about the element of growth in the village. Cllr Morris clarified that it was unlikely the 60 affordable homes would be the only ones built – could have a CLT, rural exception sites or brownfield sites so may include market value houses too. Resident 1 – any limits on houses to be built over next 15 years? Cllr Collinson commented that the published plan must identify sites for possible development and their constraints. Cllr Morris ran through possible sites. Resident 1 asked if all the sites mentioned would need to be included in the Plan? No, if SCDC has a 3 year housing supply (currently has just over this) and the Neighbourhood Plan provides at least one house then the Plan is valid. Cllr Young presumed that if we have a Plan with planning principles, rather than a static policy, if land became available in the future it would be considered? Yes, but change the word principles to policy; it would give us the scope. Cllr Ward asked for clarification on what the Medical Centre would provide. Cllr Morris said the idea was to bring together the 2 current surgeries, minor surgery etc. but it will need a feasibility study. Both GP surgeries are aware of the idea. Cllr Wotherspoon said that a White Paper out for discussion, does touch on the 3 year housing supply so if we'd identified a need for 60 houses but only provide 1 then the Plan wouldn't work. CCC Cllr Mason said that CPC had a power to provide allotments and the location as important. Resident 1 mentioned that the 3 current applications all hinge on the situation with the Almshouses. If the Neighbourhood Plan mentions development on Oakington/Rampton Road it could undermine our arguments against the speculative developments. Cllr Morris responded that we must identify land for development and other Plans have been rejected for not doing so. We are only considering the sites at this stage and not recommending. The Plan can point out reasons why not to develop in certain areas. CCC Cllr Mason asked what weight the highways document would have. Cllr Morris said there was no significance in planning terms at all and it will be processed separately since it's under control of County rather than District (planning). Cllr Collinson said potentially that the 3 large applications will go to Committee in April or May. If SCDC approve what affect would that have on Plan? Cllr Morris said that in principle the policies would still apply. If the developers provide 60

truly affordable homes then we'd need to look at it and our Plan adjusted accordingly; we could still choose to have a Community Land Trust (CLT). Cllr Wotherspoon said that the Neighbourhood Plan was extremely important and not just about housing. Will traffic and transport info be published at the same time as the Plan? – this would give residents more confidence in Plan itself. NP Working Party to discuss – a lot of reading might be off putting for some people but perhaps an abridged version may be more suitable. Cllr Wotherspoon said that with the SCDC problem with 5 year housing needs, our Neighbourhood Plan would show we have thought about supply and put plans in place. CCC Cllr Mason said he presumed that County would be a consultee. Cllr Morris said we had not yet been given a list of the statutory consultees.
Standing orders re-instated at 8.05pm

17/049. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Young asked about the Cambs North station, due to open on 20th May; understands from the timetable issued that there will be service cuts at Waterbeach. Are SCDC aware of this? Heavily used by Cottenham residents and this would impact them. SCDC Cllr Edwards to investigate. Cllr Morris, Neil Gough and CCC Cllr Jenkins have met with Stagecoach, no extra services from Cottenham but more from Longstanton P&R. Oakington currently re-investigating becoming P&R. Cllr Wotherspoon thought there may be some community transport for Cottenham in future. Cllr Young asked what the rationale was for no extra Cottenham buses? Cllr Morris responded that Stagecoach say they don't make money running the daytime off-peak services. Cllr Morris outlined possibility of running a shuttle service in the village to connect with the Citi8, using a turning circle at the church end of the village and a hub near the middle of the village.
- **CCC** – report circulated prior to the meeting. CCC Cllr Mason said that network rail were reluctant to bring forward full details but County have been invited to a meeting with operators to discuss new rolling stock. Regarding the guided bus connecting service he has been trying to gauge direct route to Cambs North and Stagecoach have said they willing. Ely North Junction good few years off, there is a capacity issue currently and any shuttle services would take time to implement.
- **Clerk** – report circulated prior to the meeting. Dog poo signs have arrived but stickers missing from order; groundsman still clearing up after Storm Doris; broken glass reported in the Lambs Lane bus shelter and this will be cleared. Cllr Collinson asked about the post box situation and could we ask MP/Press to push for another mail box? Cllr Morris stated that MP looking into it but Royal Mail unlikely to change their minds. Resident has organised a petition accordingly. Cllr Nicholas requested update on Les King Wood; Clerk to do site visit.
- **Major developments** – Cllr Morris outlined why Gladman was pulled from the March Committee agenda; withdrawn by SCDC as procedures not followed regarding setting of a listed building (need to advertise in local newspaper for 21 days, can't decide until after this). Cambridge Independent News will have notices in from 8th March. Gladman 1 inquiry starts on 4th April so will overlap with the second application.
- **Update on Village Hall Project** – Cllr Morris said that all except 2 issues have been dealt with. Design - new case for the reason for the building and functions being produced. The roof design has been amended accordingly following meeting with Case Officer and Urban Design Officer. Traffic – multimodal assessment needed and we have already widened the driveway so there is a minimum width of 4.1m which meets standards. Now awaiting confirmation that we have met Highways/Design needs. Cllr Young asked about the effect of noise from the venue on residents. Cllr Morris confirmed that noise assessment had been provided with the original application which showed there wouldn't be any affect and the balcony design had been designed to limit volume. Waiting confirmation from Case Officer that they may be able to approve without going to Committee.

17/050. **Public Meeting** – Consider preferred date of Public meeting on major applications and our Neighbourhood Plan – Cllr Morris suggested holding a public meeting asap to enable residents to see where we are with the NP (pre-submission) and the major developments. To enable time to publicise sufficiently the proposed dates were 16th and 22nd March. Clerks confirmed it would be possible to design and distribute posters tomorrow. Standing Orders Suspended 8.29pm. Resident 1 asked if it would possible to provide a computer enhancement of the roundabout diagram? Cllr Morris said that an overlay had already been produced. Standing Orders reinstated 8.30pm. Events would consist of a drop in/presentation format.

17/051. **Colts Annual U6 Festival** – to consider permitting use of the Recreation Ground and facilities for a Cottenham/ Norwich Under 6's Festival at the end of April or mid-May (timing to avoid clashes with other events/planned work) – Cllr Morris said that the date for the event would need to take car park works into

consideration. A Saturday morning would be preferable in mid-May to avoid clashes with other sporting events. Clerks to suggest dates to Colts.

- 17/052. Community Safety Day** – Consider attendance at event in Cambourne on Saturday 18th March – Clerk outlined. No takers.
- 17/053. Village Green tree replacement** – Resolution to replace Weeping Ash on the Village Green with a Lime tree. **RESOLVED**
- 17/054. Fen Edge Festival** – Resolution to have a display stall at the Fen Edge Festival 2017 on the Saturday only. **RESOLVED.** Clerk to liaise with organisers.
- 17/055. Recreation Ground** – Resolution that CPC consider buying a small 15m x 12m parcel of land to the rear of 60 Lambs Lane. **RESOLVED.** Cllr Morris suggested Cllr Mudd take the lead on the project.
- 17/056. Finance**

Income	Description	Net	Gross	
Day Centre	January 17 invoice payment	£ 125.00	£ 150.00	
Cambridge Kids Club	February 17 invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	January 17 invoice payment	£ 28.00	£ 33.60	
Sports & Social Club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	
Jane Williams	Invoice payment	£ 80.50	£ 96.60	
HMRC	VAT payment	-	£ 5,149.49	
South Cambs District Council	S106 payment (18 Lambs Lane)	-	£ 2,615.90	
		£ 3,707.42	£ 12,214.29	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for March 17	£ 3,218.39	£ 3,218.39	
HMRC	Tax and NI for February 17 (month 11)	£ 575.33	£ 575.33	
Cambridge County Council	Street lighting energy (1st Oct 15 to 30th Sept 16)	£ 963.01	£ 963.01	790
Tindall Security Ltd	Installation of CCTV system	£ 6,800.50	£ 8,160.60	791
Aquarius Liquid Engineering	Callout- Manhole overflowing & to supply and install new pump	£ 968.00	£ 1,161.60	792
AJ King	Extra work re Gate to Crowlands manor & Removal of hedge from Rec drive	£ 650.00	£ 780.00	797/ 798
Wheelscape	Release of Retention for works carried out re Skatepark	£ 1,884.25	£ 2,261.10	794
Arbantia Ltd	Fencing at driveway to the recreation ground	£ 3,410.00	£ 4,092.00	795
AJ King	Groundsman monthly contract cost	£ 2,536.24	£ 3,043.48	796
Mudrock	Tree work on Tenison Manor	£ 906.25	£ 1,087.50	803
		£ 21,911.97	£ 25,343.01	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Pension costs Feb 17	Pension costs for March 17	£ 25.15	£ 25.15	
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	785
Green and Purple Ltd	Accountancy support	£ 50.00	£ 60.00	786
Debbie Seabright	Expenses re sim card at the Pavilion	£ 9.72	£ 9.72	787
Calor Gas	Standing charge	£ 17.13	£ 17.99	788
Cambridge County Council	Part Night street lighting energy for CPC (61 lights from April 16 to Dec 16)	£ 177.89	£ 177.89	789
Southern Electric	Electric bill for the Pavilion (DD)	£ 261.30	£ 313.56	793
Sam McManners	Stamps x 24	£ 13.20	£ 13.20	799

Travis Perkins	Copper tube and clips	£ 20.03	£ 24.04	800
CSA	Toilet rolls/Bleach/Mop head/Soap and Channel blocks	£ 123.33	£ 148.00	801
P Harvey and Sons Ltd	Prismatic Panels for recessed light fittings	£ 62.96	£ 75.55	802
Information Commissioners Office	Data Protection registration	£ 35.00	£ 35.00	795
Jo Brook	Black toner cartridge	£ 15.99	£ 15.99	804
		£ 839.70	£ 949.69	

Resolution to pay these invoices. **RESOLVED**

- 17/057. Management accounts** – to review the monthly management accounts – FLAC. RFO clarified that a figure of £400 for the Remembrance wreath had been wrongly labelled and should have been for Christmas lights. Cllr Young asked for projected expenditure for month 11; figures not available at the meeting. Cllr Morris mentioned that were some costs not yet invoiced i.e. Murfitts may complete snagging on the Pavilion before the end of March (£15k), Tenison Manor treebelt works (£6k). We won't overspend this year.
- 17/058. Bank reconciliation** – to review monthly bank reconciliation – FLAC. As per report amount correct, labels for creditors/debtors the wrong way around.
- 17/059. Matters for consideration at the next meeting** - Post Box (Cllr Collinson), Village Hall hire (CALF)
- 17/060. Dates of next meetings** – Planning 9th March, CALF 21st March, Planning 23rd March, Highways 28th March, FLAC 30th March, Full 4th April.
- 17/061. Close of Meeting** - 8.55pm

Signed _____ (Chair) Date _____