

COTTENHAM PARISH COUNCIL

Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd December 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Morris, Nicholas, Ward, Wotherspoon, Young, CCC Cllr Jenkins, SCDC Cllr Edwards, SCDC Cllr Harford and Clerk Jo Brook

In attendance: 2 members of the public (arrived at 7.30pm)

14/310. Chairman's Introduction and Apologies – Chair raised the SCDC green space consultation and notification received from County objecting to the 3rd field being designated green space. Question raised as to whether the land was being looked at for possible development. CCC Cllr Jenkins was unaware of anything but would keep an eye on the situation. Apologies accepted from Cllrs Mudd (illness), Richards (work and will arrive later), CCC Cllr Mason (personal) and RFO (personal).

14/311. Public participation – Standing Orders to be suspended – none.

14/312. To accept Declarations of Interest - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. Cllr Ward expressed a non-pecuniary interest in item 14/325 but requested to leave during discussions.

14/313. Minutes - Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th November be signed as a correct record. **RESOLVED.**

14/314. Reports

- **SCDC** – report circulated prior to the meeting. No further comments.
- **CCC** – report circulated prior to the meeting. No further comments.
- **Clerk** – report circulated prior to the meeting. Cllr Young asked for an update on the gullies on Rampton Road. Clerk spoke to Highways earlier in the day and although they had been inspected there was no update on when the work would be done. Cllr Jenkins mentioned that he has spoken to Jon Clarke and the maintenance schedule has been revised to take seasonal conditions into consideration. Clerk to chase Balfour Beatty for a date on installation of lighting column on Lyles Road.
- **Police** – No report received but Clerk reported car accident by the Co-op corner which had happened earlier in the day.

Standing Orders suspended at 7.33pm. Residents asked what they needed to do to get the lime trees replaced (item 14/316). Standing Orders reinstated at 7.34pm.

14/315. Finance

Income	Description	Net	Gross
Debbie Prince	Use of Recreation ground (Oct)	£ 32.00	£ 32.00
Michelle Plowman	Rent of village hall (July, August & Sept invoices)	£ 2,605.00	£ 2,605.00
Day centre	Rent of village hall (Sept and Oct)	£ 540.00	£ 540.00
Jane Williams	Rent of village hall (Oct)	£ 170.00	£ 170.00
HMRC	VAT repayment	£ 3,250.16	£ 3,250.16
Ladybirds	Recharged utility costs	£ 292.13	£ 292.13
Allotments	Water charges	£ 73.29	£ 73.29
Target Print	Donation towards the Christmas tree	£ 50.00	£ 50.00
Malary	Donation towards the Christmas tree	£ 100.00	£ 100.00
Dentons Carpets	Donation towards the Christmas tree	£ 25.00	£ 25.00
CI Photography	Donation towards the Christmas tree	£ 150.00	£ 150.00
		£ 7,287.58	£ 7,287.58

Expenses	Description	Net	Gross
Salaries & Settlement figure	Salaries and A. King Settlement figure	£ 7,110.80	£ 7,110.80
HMRC	Tax and NI	£ 2,821.97	£ 2,821.97
Jo Brook	Expenses re postage	£ 7.15	£ 7.15
The BC Group Trust	Maintainance of Crowlands Manor Site	£ 315.00	£ 378.00
Andrew King	Mileage costs	£9.20	£ 9.20
Andrew King	Hire of equipment	£370.00	£ 444.00
Green and Purple Ltd	Accountancy support - Changing rooms project	£ 250.00	£ 300.00
Debbie Seabright	Stamps and large envelope	£ 14.55	£ 14.55
Debbie Seabright	Printer Cartridge and paper	£ 27.58	£ 27.58
CSA	Cleaning equipment including toilet rolls at £19.95	£ 37.45	£ 44.94
Cambs County Council	Street lighting energy Oct 13 to Oct 14	£ 876.53	£ 876.53
Old West Internal Drainage	Drainage rates for 1.10.14 - 31.3.15	£ 2.28	£ 2.28
Cromwell Fire Ltd	Fire Extinguisher service charge	£ 209.82	£ 251.78
Royal British Legion	Payment for Wreath and donation	£ 35.00	£ 35.00
Martin Graves Carpentry	Repairs to seats and notice boards	£ 394.70	£ 473.64
Nick West	Cleaning of village hall: Labour £529.88 bulbs £24	£ 553.88	£ 553.88
EON	Electric bill for the Recreation Ground	£ 264.91	£ 264.91
Cambridge Water Co	Water bill for the Village hall	£ 706.11	£ 706.11
Cambridge Water Co	Water bill for Bowls club and Allotments	£ 193.85	£ 193.85
A Mappledoram	Fitting 2 new lights - outside toilet & over exit door	£ 121.09	£ 145.30
Mark Weatherhead	Morris Hydraulic oil 25 Ltr	£ 64.81	£ 77.39
King and Co	Legal costs re transfer of bit of land (Histon Road)	£ 399.00	£ 469.00
Aquarius Liquid	Routine inspection of the pumping station	£ 190.00	£ 228.00
South Cambs DC	Costs incurred in the admin of the May 14 election	£ 3,200.39	£ 3,200.39
Cottenham United FC	Reimbursed costs for the purchase of a Defibrillator	£ 250.00	£ 250.00

Cllr Nicholas asked if the street lights that we pay for had been identified. Clerk has a list from SCDC. Typo noticed on King & Co item which should read 'bit'.

Resolution to pay these invoices. **RESOLVED.**

14/316. Lime Trees – To consider replacement variety and location following information received from SCDC Trees Officer – Cllr Leeks outlined the background. Replacement trees have now been offered by County but with the stipulation that they aren't to be planted on Highways land. Cllr Collinson asked that the matter was raised by our County Cllrs and Cllr Jenkins agreed to get the matter on an agenda. It was agreed strongly that the trees should be located as close as practical to their original location. It was noted that the wall, which was allegedly being damaged by the trees, hasn't been repaired and the weeds on the verge left. A suggested location of the wider grass verge next to the previous location may be suitable. The proposed height of the new trees was queried (2.5m) and bigger ones requested if possible. Resolution that CPC would like the species of replacement trees to be lime trees and that they are located as close as practical to where the original trees were felled. **RESOLVED.** Cllr Jenkins left the meeting at 7.56pm.

14/317. Changing Rooms – To receive an update on the project - Cllrs Morris stated that since our last meeting there had been various discussions with contractors and further meetings are scheduled for this week. The final tender document should be ready this Friday which will then be sent to the grant bodies. If they accept then we will be able to sign the contracts in the next couple of weeks. Durman Stearn would start in January and be on site for approx. 2 months. Murfitts would then be onsite for 5 months so by July we should be near completion. Cllr Harford spoke

to say that the Leader had queried the length of time a number of projects given grants were taking to claim. Cllr Morris responded that we should be in a position to claim in the next couple of weeks. Following much work the estimate on the running costs has reduced from £24k to £14k. This is mainly due to the removal of a holding tank which will be replaced by connecting to mains sewerage, therefore significantly reducing our foul water costs. Running costs breakdown to be added to the next FLAC agenda.

- 14/318. Budget delegation** - To consider partial delegation of budgets to CALF and Highways Committees – Cllr Morris outlined the report sent prior to the meeting. Currently there is no delegated authority to the committees. Suggested changes were made to the proposed wording. The proposed wording would change the Terms of Reference and allow spending of up to £3k. There was a suggestion that all committee minutes were included in the full meeting for scrutiny. Standing Orders suspended at 8.15pm. SCDC Cllr Edwards stated that although approved minutes used to be presented in their main meeting they were't any more because they lengthened the meetings. Standing Orders reinstated 8.16pm. Item deferred to next financial year. Regarding the idea of a Scrutiny Committee the Chairs of the existing committees will meet to discuss.
- 14/319. Tree surgery – Brenda Gautrey Way** – Resolution that the quote for £850 is accepted for various tree works on Brenda Gautrey Way. **RESOLVED.**
- 14/320. Tree surgery – Recreation Ground** – Resolution that quote for £220 is accepted for work to the poplar trees at the recreation ground. **RESOLVED.**
- 14/321. Insurance premium for buildings** – To consider update following meeting with Ladybirds – Clerk gave an update on behalf of Cllr Mudd. Following his meeting with Ladybirds they have stated that they will budget in 2015/16 for the insurance premium.
- 14/322. Youth Provision 2015/16** – To consider ideas for future youth provision – Cllr Collier circulated a report prior to the meeting detailing various proposals. She has met with Andrea Kramp who is involved with youth provision in Histon and Milton and proposes to do something similar for Cottenham. The suggestion was that in 2016/17 a youth club could be run for approximately £7k therefore we would need to continue with the Connections Bus for a further year. The bus is providing an excellent service for those children in the village who need advice and help from trained staff. In addition to the bus in the next financial year we should look at running babysitting and first aid courses. These would be available for 15 children at a time. This provision would give more of a balance and cover a wider spectrum of children in the village. Cllr Young stated that we still need to look at ways of maximising usage of the Bus. Cllr Collier to cost the courses and provide budget figures for consideration at the next FLAC meeting in January. Andrea Kramp to be invited to the meeting. Cllr Harford left the meeting at 8.33pm.
- 14/323. Carol Concert** – To consider update on organisation for the event – Report circulated prior to the meeting. Cllr Berenger is going to organise the sweets. Meeting with lighting technician to look at what can be done to light up the green during the event. May need to consider crowd control for the arrival of Father Christmas! Cllr Bolitho mentioned that we may be able to borrow barriers from Morgan Sindall. Elf and fairy costumes being sourced.
- 14/324. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Meeting closed at 8.45pm.
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.
- 14/326. Groundsman Contract (closed item)** – To consider progression of contract negotiations. Cllr Ward left the meeting at 8.50pm.
- 14/325. Office Space for CPC** – To consider office options commencing April 2015
Meeting re-opened at 9.07pm.
- 14/327. Matters for consideration at the next meeting** – Changing rooms, skatepark, Highways report

- 14/328. Dates of next meetings** – Planning 4th & 18th December, Highways 9th December, Facilities 15th December, Finance 6th January, Full Council 13th January
- 14/329. Close of Meeting** – 9.10pm

Signed _____ (Chair) Date _____