

### Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 4<sup>th</sup> July 2017 at 7.15pm**

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Graves, Hodson, McCarthy, Mudd, Ward, Wilson, the Clerk, and Assistant Clerk

**In attendance:** 2 members of the public

**17/145. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Collier (personal).

**17/146. To accept Declarations of Interest and Dispensations** – None received.

**17/147. Minutes** – Minor typos amended. Amendment made to sentence under 17/121 (Clerk's report). Cllr Nicholas arrived at 7.20pm. Resolution that the amended minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> June 2017 be signed as a correct record. **RESOLVED.** Resolution that the minutes from the EOM held on 29<sup>th</sup> June 2017 be signed as a correct record. **RESOLVED.**

**17/148. Public participation** – Standing Orders suspended at 7.22pm. Resident 1 made a statement: At a previous meeting, the Chair had stated that each side in a Judicial Review meets own costs; this is incorrect and costs will be sought from CPC. Questions: Should a Cllr that has a personal interest in an item to be discussed declare it? The Cllr concerned lives opposite the Gladman site and/or on same road of application site. Were Cllrs told that costs for the JR would exceed £100K when they voted? Were Cllrs told at the meeting that the 9 grounds for the JR weren't to be the grounds being used for the JR process? Resident 1 stated that he had received an unsatisfactory response to a Freedom of Information request. He has a copy of the SCDC report which states the Clerk reported that a CPC Cllr saw him fly posting; are CPC all comfortable that Clerk has implicated one of Cllrs in something the resident claims he didn't do? Wants matter discussed as Any Other Business. Cllr Morris pointed out that we aren't allowed to have AOB items and we can only discuss items on agenda. Cllr Young arrived at 7.25pm. Standing orders re-instated at 7.28pm. Cllr Bolitho commented that he would like members of the public to declare any vested interest in an item being discussed.

**17/149. Reports**

- **SCDC** – report circulated prior to the meeting. Cllr Collinson asked why external cladding insulation work appears to have stopped on SCDC properties on Rampton & Oakington Roads; are there issues with safety? SCDC Cllr Edwards stated that he was not aware of any safety concerns and all cladding on SCDC properties conforms to the highest safety requirements. Cllr Morris queried if they should have planning permission.
- **CCC** – report circulated prior to the meeting. Cllr Collinson queried if Cottenham Library was to be closed as part of the new Library Transformation programme. CC Cllr Wotherspoon said he didn't believe this was the case but would fight hard to retain. Cllr Young asked if the combined authorities included highways. CC Cllr Wotherspoon said that highways have not been defined yet and are under discussion. Cllr Young raised concerns about condition of Beach Road and whether there was any recourse from the contractors who did the original work. CC Cllr Wotherspoon has surveyed areas and will be discussing with CC Highways. Cllr Bolitho reported the poor state of Coolidge Gardens and asked whether it would be resurfaced; CC Cllr Wotherspoon will ask Highways.
- **Clerk** – report circulated prior to the meeting. Cllr Nicholas raised question of street nameplates in Wilkin Walk and will forward photos and exact locations to CC Cllr Wotherspoon. CC Cllr Wotherspoon is also meeting with the Clerk to look at some ongoing issues i.e. Wilkin Walk and Leopold Walk. Cllr Mudd queried tree works on the Green and BGW; Clerk confirmed that 5 of the worst trees had dead wood removed before the FEF but still waiting for quote for the additional work required. Need to get quotes for BGW work.
- **Major developments** – Cllr Morris outlined report. NB: some of the comments received under item 17/148 relate to advice received from our lawyer. Meeting has taken place with Manor Oak (site off Beach Road). Although mentioned in the Neighbourhood Plan and independently assessed the site is outside of the village framework. Reserved Matters application for the Endurance (now Bellway) site is expected in August. Noted that the Prime Crest site for 100% affordable homes is in the greenbelt. Ref

email received relating to Manor Oak development - Chair to respond to semi anonymous email stating the facts and Cllrs can then quote this should they wish to respond individually.

- **Neighbourhood Plan** – As part of the consultation we have received feedback from Sport England, Historic England, Gladman and Persimmon. Site assessment has been done which covered the original SCDC SHLAA sites plus our 13 'x' sites. SCDC have provided a report from an Inspector which highlights further areas that need working on. Will be hard to produce a Neighbourhood Plan which meets NPPF requirements. Meeting on 19<sup>th</sup> will be pushed back. SCDC are offering more help but Cllr Wotherspoon must be present at meetings. Working party to meet and go through the feedback received from the consultation and there is a lot of work to do. Cllr Mudd queried costs to date against the grant received. Cllr Morris said costs to date amounted to only a few hundred pounds (mainly printing and room hire). Cllr Nicholas noted it appeared that the speculative developers who have commented seemed to like the combined Village Hall.
- **Update on Highways projects** – Cllr McCarthy outlined the report. Consultation re. double yellow lines has received more complaints than proper responses. Residents have been invited to the next Highways Committee meeting. Important to check if there are some smaller areas that could be re-consulted on.

- 17/150. Co-option** – to consider applications for co-option to the Council – Clerk outlined that following Cllr Richards resignation a co-option notice was issued and there was 1 candidate - Tom Dewey. Standing Orders suspended at 8.02pm. Mr Dewey introduced himself and gave an outline of his background and reasons for wishing to become a Parish Councillor. Standing orders reinstated at 8.04pm. Clerk confirmed that Mr Dewey met the co-option criteria. Resolution to co-opt Tom Dewey onto the Parish Council. **RESOLVED.** Mr Dewey signed the Acceptance of Office form and took his place on the Council.
- 17/151. Finance Committee** – Resolution that Cllr Wilson joins the Finance Committee. **RESOLVED.**
- 17/152. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson was open to ideas of what else could be done. Asst Clerk left the room at 8.10pm. Cllr Morris confirmed that Heidi Allen MP was unable to offer further help. Asst Clerk returned to the room at 8.12pm. Defer pending further information from Audrey Brownlow.
- 17/153. SLCC membership** – Resolution to renew Clerk membership to the SLCC. **RESOLVED.**
- 17/154. Electricity costs** – to consider passing on of electricity costs for use of Village Green during the FEF – RFO outlined background. Should pass on costs going forward – estimated at approx. £100-200.
- 17/155. Fly posting** – to consider undertaking weekly removal of posters on telegraph poles along the High Street (Conservation Area) – Cllr Morris asked if we should start thinking about intervening given an increased amount of fly posting in the village. Cllrs Collinson/Mudd/Nicholas looked at this issue several years ago. Clerk clarified it's an actual offence but that some councils tolerate charity events. Clerk to put item in next newsletter. It was agreed that commercial adverts should be removed when noted.
- 17/156. Village noticeboard** – to consider purchase and location of new village noticeboard – Cllr Morris posed the question of whether a lack of noticeboards was part of the reason for increased fly posting. Board on Coolidge Gardens is broken and SCDC have no funds to replace – will pay for installation only. Resolution to offer £600 + VAT towards a replacement noticeboard on Coolidge Gardens. **RESOLVED**
- 17/157. Freedom of Information requests** – to consider adoption of FLAC recommended revised policy – Following concerns raised by Cllr Bolitho FLAC has looked at amendments to our FOI policy however the suggestion wasn't legal. What we can do is that if a request becomes more frequent/complex it may be considered vexatious. Cllr Bolitho queried how SCDC handle FOI requests. SCC Cllr Edwards stated that they receive hundreds of FOI but wasn't sure how many staff dealt with those requests; confirmed that they don't charge very often. Discussion as to whether independent person was required to assess whether requests were vexatious but the ICO are already in place to legislate. Cllr Morris and Clerk confirmed that the 5 points in the report were taken from existing legislation. Significant time to be defined as greater than 4 hours. 'Or' to be added after each point. Resolution to adopt revised policy (subject to amends). **RESOLVED**
- 17/158. Equal Opportunities policy** – to consider adoption of FLAC recommended revised policy – FLAC have reviewed our policy to include the new Equality Act. Amends made: 1. Add 'Sports Pavilion'; 2. Amend to read 'all Parish Council activities including'; 3. Remove 'by age and gender'. Resolution to adopt amended Equal Opportunities policy. **RESOLVED.** Cllr Collinson raised concerns that we need to promote this within CPC itself to represent wider community. Cllr Ward mentioned Parish elections in May 2018 and we can use the village newsletter to promote.

**17/159. Babysitting course** – to consider supporting babysitting course at a cost of £1,000 – Clerk outlined. We have previously attempted to run this course. Resolution to sponsor the Connections Bus babysitting course in Cottenham up to £1000 subject to prioritising Cottenham applicants. **RESOLVED.**

**17/160. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	June 17 invoice payment	£873.92	£1,048.70	
Debbie Prince	May 17 invoice payment	£14.00	£16.80	
Jane Williams	May 17 invoice payment	£69.00	£82.80	
Groundwork UK	Grant towards Neighbourhood plan	£4,200.00	£4,200.00	
SCDC	Hire of Village Hall as a Polling station	£165.00	£198.00	
Colts	Annual Fee plus 1 hour hire of the Pavilion	£1,615.00	£2,011.00	
		<b>£6,936.92</b>	<b>£7,557.30</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for July 17	£3,673.37	£3,673.37	
HMRC	Tax and NI for June 17 (month 3)	£1,032.58	£1,032.58	
Collier Turf Care Ltd	Materials/Loams for recreation ground	552.78	£643.14	873
AJ King	Monthly Contract cost	£2,536.24	£3,043.48	890
Eastern Landscape	Tree works on the Green	£600.00	£720.00	896
		<b>£8,394.97</b>	<b>£9,112.57</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for July 17 (DD)	£40.59	£40.59	
Green and Purple	Monthly support for RFO	£50.00	£60.00	874
CSA	Toilet rolls and Hoover bags	£55.28	£66.34	875
Old West Internal Drainage Board	Agricultural Drainage Rates	£77.04	£77.04	876
Debbie Seabright	Expenses re Sim card for the Pavilion	£8.31	£9.97	877
Cambridge Water	Water services - Rec ground/Sports & Social club (DD)	£392.50	£392.50	878
Cambridge Water	Water services - Bowls club/Allotments/Pavillion (DD)	£308.92	£308.92	879
Mark Weatherhead	Combination padlock for tennis court	£28.68	£34.42	880
Target Print Ltd	Neighbourhood development Plan Booklets	£369.00	£369.00	881
Sam McManners	Expenses re Gazebo and Lanyards	£200.06	£238.39	882/ 883
Business Consultancy Servs	Payroll processing	£46.50	£55.80	884
A J King	Additional work re Metal post at Rec ground/Fence at WARG field & Broad Lane	£355.00	£426.00	885- 887
Southern Electric	Electric bill for the Pavillion (DD)	£269.97	£323.96	888
Staples	Stationary order	£45.43	£54.52	889
Staples	Ink cartridges	£83.73	£100.48	891
Sam McManners	Expenses re FEF (Sweets and board covering)	£13.95	£13.95	892/ 893
Kompan Ltd	New table for the playhouse at the playground	£134.00	£160.80	894
Sasm McManners	Expenses re Paper cups for public meetings	£5.70	£5.70	895
		<b>£2,484.66</b>	<b>£2,738.38</b>	

Cllr Bolitho suggested we look at other suppliers for cheaper stationery. Cllr Mudd queried OWIDB invoice; RFO confirmed that it was an annual charge. Cllr Hodson queried Cambs Water invoice; RFO confirmed it covered a 6 monthly. Resolution to pay these invoices. **RESOLVED**

**17/161. Management accounts** – to review the monthly management accounts – Noted.

**17/162. Bank reconciliation** – to review monthly bank reconciliation – Noted. Cllr Wilson queried the Thurston's debt; this relates to electricity usage rather than hire of the Green.

**17/163. Matters for consideration at the next meeting:** Post box, Village Hall update.

**17/164. Dates of next meetings** – Planning 6<sup>th</sup> July, CALF 18<sup>th</sup> July, Planning 20<sup>th</sup> July, FLAC 24<sup>th</sup> July, Highways 25<sup>th</sup> July, Full 1<sup>st</sup> Aug.

**17/165. Close of Meeting** – 9.15pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_