

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd October 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, McCarthy, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Clerk and Assistant Clerk

In attendance: 3 members of the public

- 18/192. Chairman's Introduction and Apologies for absence** – Cllr Morris noted the resignation of Cllr Gledhill for personal reasons. Vacancy notice has been posted accordingly. Apologies accepted from Cllrs Mudd (sick), Nicholas (sick), Young (sick) and SCDC Cllr Wilson (holiday).
- 18/193. To accept Declarations of Interest and Dispensations** – none received.
- 18/194. Minutes** – Minor typos amended. RFO arrived at 7.17pm. Resolution that the minutes of the meeting of the Full Council held on the 4th September 2018 be signed as a correct record. **RESOLVED.**
- 18/195. Public participation** – Standing Orders suspended 7.17pm. Resident 1 has made suggestion to Traffic & Transport Group regarding improvements to traffic control, an initiative he's calling 'consideration watch'. Wanted to know how many Cllrs have seen the information and agree that support shouldn't be given to the project. Cllr Morris added as background that the T&TG had reviewed the suggestions and recommended that until the resident has spoken to the police and asked for their feedback CPC can't be associated with the proposed scheme. This is consistent with previous decisions. NB: In accordance with Standing Order 3g a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Standing Orders reinstated 7.19pm.
- 18/196. Reports**
- **SCDC** – Report noted. SCDC Cllr Gough handed round a leaflet regarding plastic recycling. They are looking at reducing fines due to bins being contaminated and will be doing a door-to-door leaflet drop as well as monitoring figures before and after the pilot scheme. Cllr Smith queried whether SCDC was going to be more stringent with planning applications? SCDC Cllr Gough responded that they were coming out of a chaotic period but are now more in control, so the future should be better managed. Cllr Morris commented that they won't get under control until there are enough staff and if too stringent it will slow up planning thus encouraging speculative developments again. Universal Credits – support will be available for residents who aren't online and SCDC Cllr Gough will provide Clerk with the phone number.
 - **CCC** – Report noted. Clerk asked if there were problems with This Land. CCC Cllr Wotherspoon stated that there was an EOM of the Commercial and Investment Committee on 10th October 2018.
 - **Clerk** – Report noted. There's an alleged drug dealer operating from the Rec. Defibrillator has arrived but electrician currently having problems regarding the supply. Allotment gap to be reinstated – resolution unworkable. Fence has been damaged between Rec and allotments during the closure. Village sign – if we purchase a standpipe for the supply of water (£67 + VAT + £6 key) then groundsman will purchase flowers (to go on next CALF Agenda). Still a lot of outstanding Cllr admin which needs addressing. CCC Cllr Wotherspoon to follow up delays to Beach Road repairs. Pelham Way path – Asst Clerk confirmed that the CCC footpath budget had already been used up. Cllr Smith queried whether we should look at installing better car park lighting as a deterrent to illicit behaviour.
 - **Major developments** – Gladman site appears to be sold subject to contract. Noted that CCC has planning permission on Local Green Space but we're unable to get similar permission for the nursery. Bellway traffic lights not being manned.
 - **Village Hall & Nursery** – Village Hall has been approved. There are no objections to the nursery but it is on Local Green Space which is causing problems at SCDC. Standing Orders suspended 7.49pm. Cllr Gough confirmed that he is making sure it is getting dealt with quickly and that him and Cllr Wilson will be in attendance for the SCDC planning committee. Standing Orders reinstated 7.50pm. Cllr Smith thanked working party on behalf of the Council. Cllr Morris talked through the Village Hall plans and next steps. Standing Orders suspended 8.23pm. SCDC Cllr Gough said he believed the nursery would be on the November not October District Planning Committee agenda. Resident 2 asked how big the

nursery would be; 50 places. Standing Orders reinstated 8.24pm. Cllr Morris meeting with architects tomorrow.

- **Neighbourhood Plan** – Report noted.
- **Armistice Centenary event on 11th November** – Report noted. Discussion regarding location of oak tree on the Green – need to ensure sufficient space.
- **Brenda Gautrey Way ditch/trees** – Work ongoing. Banks have been flailed but more to do.
- **Timebanking** – Report noted.
- **Amey Waterbeach Community Liaison Group** – Cllr Morris and SCDC Cllr Wilson attended recent meeting. Amey are trying to hide behind GDPR regarding reporting complaints and have been asked to be more transparent and prompt. Will continue to press this matter. A lot of people aren't reporting problems and until they do nothing will change. Standing Orders suspended 8.32pm. Resident 2 thought Amey should show they don't have a problem rather than the other way round. SCDC Cllr Gough commented that he'd attended the previous meeting and was appalled at their reporting. He has sent them a template to use but has never received a response; SCDC Cllr Wilson tried to follow this up but Amey tried to ignore. Query whether worth reporting issues to EA; yes. Cllr Graves noted that there were 2 different types of odours from the site. Standing Orders reinstated 8.36pm. RFO left the room at 8.36pm. RFO returned to the room at 8.37pm.

- 18/197. CALF Committee** – Consider membership of Committee – currently 3 vacancies – Cllrs Dewey and Kidston volunteered to join the Committee. Cllr Kidston to leave Highways Committee. CALF to look at amending Terms of Reference to decrease membership numbers. SCDC Cllr Gough left the meeting at 8.45pm.
- 18/198. External auditor report** – Review of annual external auditor report – RFO stated that we had been given a clean bill of health and that there were no 'except for' matters. RFO thanked.
- 18/199. Environment Agency 'bushing programme' consultation** – Consider response to consultation (by 10th Oct) – General agreement that we welcome the work being proposed. Clerk to respond.
- 18/200. New Life on the Old West** – consider proposals for potential improvements to community green spaces in Cottenham that could be funded by New Life on the Old West – Report noted. Discussion regarding balance between visibility and value to wildlife. Preferential order agreed of: 1. Old Rec; 2. Fen Reeves; 3. WARG Field; 4. Village Green; 5. Rec Ground; 6. The Pond. NB: Need to look at possible Fen Reeves car park improvement – should we look at using the landing stage?
- 18/201. Connections AGM** – Consider attendance at Connections Bus AGM on 22nd October – No volunteer at this stage.
- 18/202. Fen Edge Festival** – Resolution to grant permission to FECA to use the village green during the Fen Edge Festival weekend (21st-23rd June 2019) subject to prominent stall space for CPC. **RESOLVED.**
- 18/203. Cottenham Feast** – Consider materials to exhibit at event on 14th October – There But Not There silhouette to be take along with SCDC recycling leaflets. Invite SCDC Cllrs Gough and Wilson to attend.
- 18/204. Cllr Nicholas** – Consider formally granting Cllr Nicholas long-term absence, to be reviewed after 3 months – Cllr Morris stated that Cllr Nicholas was still too unwell to attend meetings and if he doesn't attend after 6 months he would lose office. Resolution to grant long-term absence to Cllr Nicholas, to be reviewed after 3 months. **RESOLVED.**
- 18/205. Church & Causeway Charity** – Consider trustee for Church & Causeway Charity (legal requirement) – Cllr Morris outlined the background to the charity. There is only one meeting per year so not a major commitment. Resolution that Cllr Bolitho represents CPC as a trustee on the Church & Causeway Charity. **RESOLVED.**
- 18/206. Pavilion Club Room hire** – Resolution to reduce rates to hire the Pavilion Club Room to £25 + VAT on a 6-weekly trial basis for baby yoga classes subject to review at the end of the period. **RESOLVED.**

18/207. Finance

Income	Description	Net	Gross	
SCDC	2nd half of precept (50%)	£164,417.00	£164,417.00	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics class	Monthly invoice payment	£80.50	£96.60	
HMRC	VAT payment	-	£6,488.58	
Community Land Trust	Invoice payments for room rental	£275.00	£330.00	
Church and Causeway	Annual pay-out from Church & Causeway Estate charity	£3,000.00	£3,000.00	
Ploughing Society	Invoice payment for hire of the Village Hall	£75.00	£90.00	
		£168,721.42	£175,470.88	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 18	£4,021.04	£4,021.04	-
HMRC	Tax and NI for September 18 (month 6)	£816.54	£816.54	-
SSE- Southern Electric	Electric bill for the recreation ground (Quarterly) DD	£2,314.12	£2,776.94	1249
Goode Bequest	Annual payment	£1,500.00	£1,500.00	
Dissenters Cemetery	Annual payment	£1,500.00	£1,500.00	
Connections Bus	Five visits during the summer holidays	£1,247.00	£1,247.00	1254
ECO Control Solutions	1st visit - re Work in the Car Park	£1,120.00	£1,344.00	1255
PKF Littlejohn	Invoice for External audit	£800.00	£960.00	1256
King & Co Solicitors	Transfer of land at Harlestons Rd	£739.00	£739.00	1257
PHS	Annual cost for sanitary waste collection	£740.04	£888.05	1263
John Slater Planning	Support re Neighbourhood plan	£560.00	£672.00	1265
AJ King	Monthly contract costs	£3,166.67	£3,800.00	1270
AJ King	Additional work - Hire of Verti Drainer for 2 x football pitches	£500.00	£600.00	1271
AJ King	Additional work - Tipping charge for waste generated (Lambs Lane)	£525.78	£630.94	1272
MTC Engineering	Charges re Access road to Village Hall	£888.00	£1,065.60	1275
Nick West	July & August cleaning of the village hall	£1,299.38	£1,299.38	1277/78
		£21,737.57	£23,860.49	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October 18)	£183.10	£183.10	-
Wilby and Burnett	Local Highway Authority pre-application transport statement	£270.00	£324.00	1248
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1250
PHS Group	Annual duty of care 2018	£75.25	£90.30	1251
RFO	Ink Cartridges for printer/Stamps/Sim card for Pavilion	£28.32	£28.32	1252
Staples	Stationary items	£24.39	£29.27	1253
Wright Mechanical	To service boiler & water heater & issue certificate (Pavilion)	£180.00	£216.00	1258
Business consultancy Servs	Payroll processing	£47.30	£56.76	1259
ILIFFE MEDIA	Publication of Advert - Neighbourhood Plan	£72.00	£86.40	1260
SLCC	CILCA registration for Clerk	£250.00	£250.00	1261
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.85	£307.02	1262

Clerk	Mileage - SLCC branch meeting on 14/9/18	£10.80	£10.80	1264
Assistant Clerk	Signage/Tube Light/Refreshments/Phone top up	£40.37	£44.12	1266 - 1269
AJ King	Additional work - Remove hedge & digger hire at the rec ground	£122.50	£147.00	1273
AJ King	Additional work - Tenison Manor/Kingfisher Way - tidy fallen trees & digger hire	£200.00	£240.00	1274
MTC Engineering	Professional services - Traffic survey on Histon Road	£315.00	£378.00	1276
RFO	Black ink cartridge	£8.27	£9.93	1279
		£2,133.15	£2,461.02	

Resolution to pay these invoices with the exception of the Goode and Dissenters invoices. **RESOLVED.**

- 18/208. Management accounts** – to review the monthly management accounts – Noted.
- 18/209. Bank reconciliation** – to review monthly bank reconciliation – Noted. RFO to chase South Cambs Labour Party for room hire costs.
- 18/210. Matters for consideration at the next meeting** – Church and Causeway grant.
- 18/211. Dates of next meetings** – Planning 4th Oct, CALF 16th Oct, Planning 18th Oct, FLAC 23rd Oct, Highways 25th Oct, Full 6th November
- 18/212. Close of Meeting** – 9.29pm.