

COTTENHAM PARISH COUNCIL

Cottenham Parish Council AGM
held in the Village Hall, Lambs Lane, Cottenham
On Tuesday 7th May 2013

MINUTES

- 938. Election of Chairman** – Cllr Bristow proposed Cllr Burton and this was seconded by Cllr Nicholas. All agreed.
- 939. Signing of the Acceptance of Office as Chairman** – Cllr Burton signed the acceptance.
- 940. Election of Vice Chairman** – Cllr Nicholas proposed Cllr Bristow but he declined. Cllr Collinson proposed Cllr Rowley, seconded by Cllr Mudd. Cllr Rowley accepted the role and signed the acceptance.
- 941. Reminder to all Councillors that they need to check their Declarations of Interest and amend as necessary, Clerk to witness amendments and send to SCDC** – given that there were several queries it was agreed that all questions on clarification on what needs to be declared should be sent to the Clerk.
- 942. Parish Council representatives:**
- **Changing Rooms** – Cllrs Mudd, Richards, Leeks, Heydon, Burton
 - **Cottenham Charities** – Cllr Mudd
 - **Church and Causeway Charity** – Cllrs Berenger and Bristow
 - **Cottenham Community Centre** – Cllr Collier was proposed by Cllr Mudd, seconded by Cllr Bristow. Cllr Leeks was proposed by Cllr Heydon, seconded by Cllr Bolitho. By a show of hands Cllr Collier was voted in. Cllr Leeks was thanked for the huge amount of work he had done since the inception of the Centre.
 - **Finance Working Party** – Cllrs Leeks, Rowley, Heydon, Burton, Bolitho, Bristow, Berenger and Mudd
 - **Mobile Warden Scheme** – Cllr Collinson
 - **Neighbourhood Plan/Affordable Housing** – recommendation to change this to a committee and rename as Localism. All agreed. Cllr Burton will chair the committee. Suggested to the committee to get villagers on board too and this would need to be publicised. Cllr Collinson mentioned an organisation called Locality who have produced a guidance document which would be worth reading. Cllrs Leeks, Mudd, Burton, Heydon, Brown, Bristow, Collinson, Berenger
 - **Recreation Ground Working Party** – previously there was a committee and working party (the committee was set up when the changing rooms project began). The committee will now be disassembled. Group will now be merged with the changing rooms project. Cllrs Leeks, Richards, Mudd, Heydon, Burton
 - **Skatepark (new)** – Cllrs Leeks, Collier, Rowley, Berenger, Brown
 - **Sustainable Cottenham** – Cllr Berenger
 - **Traffic Group** – Cllrs Rowley, Heydon, Nicholas. CCC Cllr Mason was asked if he would like to join but he felt unable to take on the role at the current time. Cllr Collinson thought there could also be a possible conflict of interest. Cllr Mason to be kept in the loop with the group.
 - **HCV / Environmental Monitoring Group** – Cllr Rowley. Cllr Berenger stood down.
 - **Planning groups** – Clerk to distribute names
- Cllr Collier proposed setting up a youth provision group. It was decided to rename the skatepark group and merge the two groups.
- 943. Any Questions from the Public or Press – Standing Orders to be suspended** – none.
- 944. Standing Orders to be re-instated – Chairman’s Introduction and Apologies** - apologies received from Cllrs Richards, Rodway, Wotherspoon, SCDC Cllr Edwards and CCC Cllr Jenkins.

- 945. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none received.
- 946. Minutes** - 9th April (Ordinary meeting) Cllr Berenger proposed a true and accurate account, seconded by Cllr Nicholas. All agreed. 23rd April (APM) – signing will be deferred until the 2014 APM.
- 947. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford apologised for the error in the report: under Cabinet it should read ‘employment’ and not ‘unemployment’. Regarding the blank attendance records for parish councillors shown on the SCDC website this link has now been removed. Cllr Harford has chased for an update regarding The Lakes – the 28 day period for returning the building to its original use has now expired. Cllr Harford also informed that the planning application for the Mace shop will be heard at committee in June and that the officer will recommend approval. If anyone wishes to speak at the committee then names would need to be submitted by 3rd June. Cllr Bristow asked for an update on queries that he had previously sent via email and Cllr Harford will respond under separate cover.
 - **CCC** – report circulated prior to the meeting. CCC Cllr Mason reported that both he and CCC Cllr Jenkins will be meeting with Graham Tweed and Robert Lewis next week to discuss the primary school extension. Cllr Heydon pointed out that the CC Cllr’s hadn’t updated CPC regarding the figures from their budget meeting in February. Cllr Burton requested clarification on why this information hadn’t been passed on.
 - **Police** – no report received.
 - **Clerk** – report circulated prior to the meeting. Clerk to follow up litter pick date with SCDC Cllr Harford with a view to advertising at the playground opening this weekend.
 - **Chair** – report circulated prior to the meeting. Cllr Bristow sought clarification on the figure for the Brenda Gautrey Way ditch.
 - **Traffic** – report circulated prior to the meeting. No questions.
- Cllr Heydon also circulated reports prior to the meeting from Speedwatch and the Northstowe forum.

948. Finance

Income	Description	Net	Gross
Cambs District Council	1st Instal of precept	98100.00	98100.00
Cambs District Council	Grant portion of precept	9078.00	9078.00
Jane Williams	Hall Hire Mar 13	200.00	200.00
Buggy Bootcamp	Rec Hire Mar 13	32.00	32.00
Allotments	Water usage 2012	46.04	46.04
Day Centre	Hall hire Mar 13	240.00	240.00
CUSSC	Rent Jan-Mar 13	1875.00	1875.00
CUSSC	Hall bookings Jan – Mar 13	200.00	200.00
CUSSC	Portion of PPL licence	112.86	112.86
Ladybirds	50% of boiler service at VH	81.00	81.00
SCDC	Rental of hall for elections 2/5/13	75.00	75.00
Colts Football	Pitch fees 2012-2013	1250.00	1250.00
Ladybirds	Oil & water usage	597.37	597.37
Total		111887.30	111887.30
Expenses			
Dave Mudd	Phone & travel costs	64.88	64.88
Eastern Landscapes	Picus test on lime tree on green	339.50	407.40
A Mappedoram	New light fitting at VH	71.61	85.93
Playsafety Ltd	Annual playground inspection	175.00	210.00
Mark Weatherhead Ltd	Parts for rec vehicles	4.86	5.83
Eon	Elec bill for Rec ground (D/D)	394.78	473.74
Eon	Elec bill for Green (D/D)	45.11	47.37

BC Group Trust	Crowlands Manor Apr 13	443.00	519.60
Curve Design	Website maintenance Apr 13	50.00	60.00
Chubb	Annual contract on alarm	723.42	868.10
Cottenham Comm Centre	Annual licence fee for office	520.00	520.00
Nick West	Cleaning VH & expenses Apr 13	543.58	543.58
Andrew King	Expenses Apr 13	65.60	65.60
Salaries	May 2013	3430.83	3430.83
HMRC	Taxes May 2013	1128.49	1128.49
Total		8000.66	8431.35

Cllr Mudd left the room at this point and took no further part in any discussions about his expenses. Proposed by Cllr Bristow and seconded by Cllr Nicholas. Cllr Mudd returned to the room. RFO amended some of the published figures (full information wasn't available previously due to a computer hard drive failure): salary amounts now £3632.72, tax amounts now £1265.27, RFO expenses for £110.40 for repairs to laptop. Amended totals: Net 8449.73 & Gross 8880.42.

Cllr Bolitho queried the alarm costs and suggested that we get quotes for a new contract (current one runs out in May 2014). Cllr Bolitho to contact suppliers accordingly. Cllr Nicholas queried whether the Playsafety report had been received and the Clerk confirmed that it had. Resolution to pay these invoices proposed by Cllr Nicholas and seconded by Cllr Rowley. Resolved unanimously.

- 949. Annual Return 2012/2013** – Resolutuion that the Chair signs the Annual Return – proposed by Cllr Berenger and seconded by Cllr Bristow. Resolved unanimously.
- 950. Internal auditor** – Resolution to the appoint Heelis and Lodge – proposed by Cllr Rowley and seconded by Cllr Bristow. Resolved unanimously.
- 951. Playground opening** – to receive and consider update on arrangements for 12th May – Clerk to check S&SC public liability insurance for bouncy castle. It was agreed that Cllr Mudd will introduce Howard Chapman at the ribbon cutting. Clerk asked for volunteers on the day to help with setting up/packing away.
- 952. Revised Code of Conduct** – Resolution to adopt the revised Code of Conduct as recommended by SCDC – proposed by Cllr Bristow and seconded by Cllr Mudd. Resolved unanimously.
- 953. Complaints Committee** – to consider representatives for the Committee – Cllr Burton reported the need to replace former Cllr Warham on the committee. Cllr Burton will chair the committee with Cllrs Bristow and Heydon + 2 independents (to be decided by the 3 CPC members). Clerk to check details of the working party for dealing with external complaints.
- 954. Street naming** – to consider a name for the new Beach Road Development – three suggestions were put forward: Pepys Close, Rayment Way and Racecourse View. Following a show of hands Pepys Close will be submitted with Racecourse View as a second choice.
- 955. Youth provision & Connections Bus** – to receive and consider questionnaire for pupils at CVC – Cllr Collier distributed copies of the results. The overriding comments were that people hadn't heard of the Connections Bus or the previous college youth club. Cllr Collier recommended booking the bus for a 6 month period and advertise it well. We also need to work with the college going forward. Cllr Brown also suggested speaking to the PSHE teacher at the college and asking them to advertise. Resolution: To book the Connections Bus for a 6 month period starting asap. Proposed by Cllr Collier and seconded by Cllr Brown. Resolved unanimously. Cllr Collier was thanked for her work on the questionnaire. CCC Cllr Mason left the meeting at 8.40pm
- 956. Neighbourhood Plan** – to receive and consider results of the questionnaires – Cllr Burton reported that only 144 responses had been received to the 5 questions which was disappointing given the level of interest at the exhibition. There were 2 areas of support: affordable housing and option 1 (500 houses). The majority of respondents were against a bypass. The biggest challenge going forward is to engage the village and find out what people want. The next Local Plan consultation starts in July. Adoption would be submitted at the end of the year but would then take time to go through the Inspectorate. Until there is an adopted plan there is still a danger due to the

5 year housing shortage. The newly formed Localism committee will consider how to communicate the results.

- 957. Strimmer** – to consider quotes received for replacement equipment – Cllr Mudd emailed the recreation ground group prior to the meeting regarding the strimmer which belongs to Andrew. It now needs repair or replacing. Three quotes were sought with the cheapest being £318+ VAT. RFO confirmed that there are financial reserves available for equipment. Resolution: That a strimmer be purchased from Pecks at a cost of £318+ VAT. Proposed Cllr Mudd and seconded by Cllr Collinson. Resolved unanimously.
- 958. Matters for consideration at the next meeting** – review of groundsmans workload (in light of CPC taking over the maintenance for additional land), Foodbank (Cllr Bolitho), external complaints committee, maintenance of the green prior to the FEFF.
- 959. Dates of next meetings** – Planning Meeting 9th May (P1), Planning Meeting 23rd May, Ordinary Meeting 4th June.
- 960. Close of Meeting** – 9.10pm