

**COTTENHAM PARISH COUNCIL**

**AGENDA REPORTS PACK**

**FULL COUNCIL**

**JULY 2014**

## Item 14/209

### COTTENHAM PARISH COUNCIL AGM Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> June at 7.15pm

**Present:** Cllrs Rowley, Beckford, Berenger, Bristow, Collier, Collinson, Heydon, Leeks, Morris, Mudd, Nicholas, Richards, Ward, Young, CCC Cllr Mason, SCDC Cllr Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 16 members of the public

- 14/158. Election of Chairman – Cllr Rowley opened the meeting and welcomed the new members of the Council.** Various suggestions were made for Chair but declined. Cllr Heydon nominated Cllr Leeks and this was seconded by Cllr Morris. There being no other nominations he was duly elected as Chair for the ensuing year. Cllr Rowley stood down.
- 14/159. Signing of the Acceptance of Office as Chairman –** Cllr Leeks signed his declaration form. He again welcomed the new members and thanked those that had stood down, particularly Rick Bristow.
- 14/160. Election of Vice Chairman –** various suggestions were made but declined. Cllrs Beckford and Morris stood. Following a ballot Cllr Beckford was voted to become Vice-Chair.
- 14/161. 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 –** reminder that Cllrs have 28 days following the election to get this paperwork sent to SCDC.
- 14/162. Review appointments to Parish Council working parties/committees -** Cllr Leeks explained the rationale for creating committees. Cllr Young suggested that the individual committees decide the Terms of Reference and present to Council at the July meeting. Cllr Collinson proposed the creation of Finance, Rec Ground and Traffic committees. Seconded by Cllrs Mudd. **RESOLVED** unanimously.
- Burial Grounds working party (new) – Cllrs Berenger, Bolitho, Collier and Collinson
  - Code of Conduct Complaints committee: Cllrs Heydon and Morris + 2 independents
  - Finance working party - Change to a committee 'Finance, Admin & Legal': Cllrs Bolitho, Heydon, Leeks, Morris, Mudd and Young
  - HCV / Environmental Monitoring working party – to fall under traffic committee
  - Employment committee – to fall under Finance, Admin & Legal Committee.
  - Recreation Ground (inc. changing rooms project) working party – Change to a committee incorporating skate park and youth provision: Cllrs Beckford, Berenger, Collier, Heydon, Mudd, Richards and Young
  - Traffic working party – Change to a committee: Cllrs Collier, Heydon, Morris, Nicholas and Ward. James Rowley to be co-opted.
  - Youth Provision (inc. skatepark project) working party – to fall under recreation ground committee
  - Planning committees – to be just 1 committee: Cllrs Berenger, Bolitho, Collier, Collinson, , Heydon, Morris, Mudd, Nicholas Richards and Young
- 14/163. Review Parish Council Representatives:**
- Cottenham Charities – Cllr Mudd gave a brief explanation as to what the group was. He will continue to be the PC rep.
  - Church and Causeway Charity – Cllr Berenger
  - Cottenham Community Centre – Cllr Collier
  - Cottenham Village College (new) – Cllr Collinson asked for clarification as to what this post was. The post is for college governor. Cllr Beckford to take this role on.
  - Mobile Warden Scheme – Cllr Collinson gave a brief explanation on the scheme. He will continue to be the PC rep.
  - Sustainable Cottenham – Cllrs Berenger and Ward.

- 14/164. Review Parish Council Officers:**
- Trees Warden(s) – Cllr Bolitho to continue.
  - Playground Inspectors – Cllrs Mudd and Nicholas to continue.
- 14/165. Setting of dates and times of ordinary meetings of the full Council and standing committees –** to be done off-line.
- 14/166. Review of complaints procedure –** Cllr Heydon asked for an amendment to the procedure and this will be looked at by the Committee.
- 14/167. Review procedure for handling FOI requests –** Defer to Finance Committee.
- 14/168. Review of asset register –** Defer to Finance Committee.
- 14/169. Review of Standing Orders –** Cllr Morris felt that by moving to a committee system we could move the non-mandatory items from the Standing Orders. Clerk suggested removing the tender standing order. Defer to Finance Committee.
- 14/170. Any Questions from the Public or Press – Standing Orders to be suspended.** Rosemary Jones spoke regarding item 14/176. SCDC can't appeal an appeal but if there are any inconsistencies in the report then it can be challenged. Cllr Mudd requested that specific info be sent to the Clerk and the Council could then respond accordingly. Cllr Leeks noted that we had 100% support from our District Cllrs. Julia Brand requested that we ask our District Cllrs if the meeting, scheduled to take place between the Cllrs and Planning had yet taken place. Cllr Harford said that the dates had only just been provided. Mrs Brand also mentioned that some of the gullies on the Twentypence Road hadn't been cleared properly; Clerk to follow up. Jackie Smith followed up on her email just to reiterate concerns regarding the relaxation of the injunction. Mike Alderton spoke re. item 14/177. The loss of amenity has gone up with significant traffic movements. His property (layby outside his house) had been damaged by vehicles going to the Maltings and traffic flow is well in excess of guidelines. The road is deteriorating and pedestrian safety is a huge issue. To put restrictions on the business isn't practical or enforceable. The residents are now doing their own traffic count manually. A camera has been installed on Rook Street which is nothing to do with Highways and it isn't located correctly to get an accurate reading on traffic flow in/out of the Maltings. Cllr Collinson said that the points would be noted.
- 14/171. Standing Orders to be re-instated – Chairman's Introduction and Apologies –** Apologies received from Cllr Wotherspoon (personal) and SCDC Cllr Edwards (work). Cllr Leeks stated that he was excited by the changes to the Council and the potential to be more dynamic. He would like to engage more businesses for example. He would also like to see a business plan for the 4 year duration of this Council to show what is achievable to present this to the village so that we are measurable. Cllr Collinson highlighted that we aren't a business and that we are a statutory authority; we can't therefore pre-empt the precept and this was understood.
- 14/172. 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 Richard declared a pecuniary interest in item 14/175 and will leave the room during discussions. Cllr Berenger declared a non-pecuniary interest in item 14/177.
- 14/173. Minutes -** To resolve that the minutes of the meeting of the Council/committee held on the 6<sup>th</sup> May (Ordinary meeting) be signed as correct – Cllr Heydon amended item 14/142 to replace 'If we put everything on the list it may be excluded later' with: 'Cllr Collier requested that the Skate Park should NOT be included in the Regulation 123 List CIL Consultation response from Cottenham Parish Council'. Cllr Morris amended item 4/134 to read 104-108 Histon Road. Proposed by Cllr Heydon and seconded by Cllr Berenger. 9 votes for and 2 abstentions (Cllrs Ward & Young weren't members of the Council at the time of the meeting). **RESOLVED.** 8<sup>th</sup> May (Planning 1) – item 14/150 amended to add "as the owner is a client of Cllr Bolitho's business" and under Tree Orders:

"Cllr Heydon acting as Chair closed the meeting without discussion of the agenda item, and advised that the meeting was no longer quorate". Proposed by Cllr Heydon and seconded by Cllr Collier. **RESOLVED** unanimously. 22<sup>nd</sup> May (Planning 2) amended to add Cllr Richards to list of attendees. Proposed by Cllr Beckford and seconded by Cllr Berenger. **RESOLVED** unanimously.

#### 14/174. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Harford was congratulated on her re-election.
- **CCC** – report circulated prior to the meeting by Cllr Jenkins. Cllr Bolitho asked about the amends to boundaries. CCC Cllr Mason confirmed that the proposal is that Cottenham will only have one member. The objective is to reduce the number of multi-rep divisions and there will be a consultation in September.
- **Police** – no report received. The police panel meeting is coming up and issues can be reported then. Cllr Heydon also highlighted eCops as being a useful tool. Cllr Collinson requested attending the panel meeting.
- **Clerk** – report circulated prior to the meeting – Clerk also circulated some updates prior to the meeting. Following the resignation of Cllr Bradford we need to fill the vacancy as fast as allowed. Cooker in village hall – Bob Hopper has been today and a temporary repair has been done however we now need to get a qualified electrician to look at it and certify the work. Icenis have invited us to an event to celebrate the start of the housing project on Histon Road; Cllr Leeks to attend. Cllr Bolitho commented that the trees on The Dunnocks had ‘recovered’ however the Clerk pointed out there was still some maintenance that needed actioning. Flat out in the Fens have approached us very late re. using the hall/kitchen but the event clashes with the Festival. It involves several hundred bikes which was a safety concern and it was suggested that the College might be able to assist them instead on this occasion.

SCDC Cllr Harford left the meeting at 8.45pm. CCC Cllr Mason left the meeting at 8.50pm.

#### 14/175. Finance

Income	Description	Net	Gross
Debbie Prince	Rent for March/April	24	24
Jane Williams	Rent for April	130	130
Michelle Plowman	Rent for Feb/March	1441	1441
War Memorials Trust	Towards restoration of the War Memorial	2500	2500
		<b>4,095</b>	<b>4,095</b>

Expenses	Description	Net	Gross
Dentons Carpets	For Supply and Fitting of flooring in changing rooms	400	480
Chris Richards	Expenses re changing rooms (Shower curtain/rail/Studds/moisture Resistant sheet)	83.97	83.97
Debbie Seabright	Ink Cartridge and Stamps	35.24	35.24
Barton Oil Burner Services	Service to Boiler in Village hall	78.5	94.2
Barton Oil Burner Services	Service to Boiler at Ladybirds	167	200.4
Green and Purple	Year end accounts and support with Audit	600	720
Berrycroft Stores	7 bags of Bark and Landscape fabric	81.32	96.11
Travis Perkins	Parts for the Changing rooms in the village hall	224.86	224.86
Cambridge Water	Water bill for Village Hall	526.84	526.84
Cambridge Water	Water bill for the Bowls Club	75.29	75.26
Shelter	for Topaz Bus Shelter	2482.83	2979.4

Fen Edge Nurseries	Mixed Begonia bedding flowers	63	75.6
EON	Electricity Bill for the Recreation Ground	394.72	473.66
EON	Electricity Bill for the green	14.8	15.54
AJ King	Expenses re Poppy Seeds	14.8	14.8
AJ King	Mileage expenses	17.6	17.6
AJ King	Invoices re Hire of Equipment	350	432
BC Group Trust	Work at Crowlands Manor Site	268	321.6
Jo Brook	Expenses re Badges for the 'Meet the Candidates' evening	14.99	14.99
Salaries	Salaries for June 14	3818.44	3818.44
HMRC	Tax/NI for June 14	1070.44	1070.44
		<b>10782.64</b>	<b>11770.95</b>

Resolution to pay these invoices

Nigel queried the water bill which he thought was high; RFO confirmed that this was for a quarter. Cllr Richards left the room at 8.53pm and took no part in the vote. Proposed Cllr Mudd and seconded by Cllr Nicholas. 10 votes for and 1 abstention (Cllr Morris). **RESOLVED.**

Cllr Richards returned to the room at 8.56pm.

**14/176. Water Lane, Smithy Fen Planning Inspectorate Decision** – To receive & consider questions to SCDC following the Inspectors decision – Cllr Collinson thought that the report from the Inspector was strange; although no weight was given to some of the arguments the Inspector had still come down on the side of the Travellers (in part). It was requested that we ask SCDC to ask Legal to write to appeal. Cllr Collinson to liaise with the Clerk and residents.

**14/177. The Maltings, Millfield Planning Appeal** – To receive & consider submitting comments in relation to this hearing (to be submitted by 17<sup>th</sup> June) – Cllr Collinson suggested the residents prepare their points and we will use them in our response. Cllr Nicholas to attend meeting with residents and SCDC tomorrow night on behalf of CPC.

**14/178. Skate Park** – To consider revoking Standing Order 30c (in its entirety) and 30b amended to exclude the need for formal tender for the purpose of, and only for the purpose of, agreeing contractual terms for the provision of a new skateboard park at the recreation ground (on advice from Ian Dewar, Chair of CAPALC) because there can be no commonality and no direct comparison, in the designs of skateboard parks – Cllr Leeks outlined. Cllr Collier stressed that the process taken had been as fair as possible. Cllr Young requested clarification on the process and it was confirmed that the 3 quotes were for exactly the same amount. Cllr Berenger stated that it looked as if planning permission wouldn't be needed but this will be confirmed shortly. Proposed Cllr Beckford and seconded by Cllr Collinson. **RESOLVED** unanimously.

**14/179. Cottenham Festival** – to consider that CPC supports the Cottenham Festival on the 21<sup>st</sup> /22<sup>nd</sup> June; details as outlined in supporting document circulated to Cllrs prior to the meeting – Cllr Beckford outlined the figures. The main items are now booked i.e. first aid and total costs are £798.36. Cllr Collinson asked if there was a separate cost code; RFO can set up a new nominal code and the income would then be explainable to the auditors. She will also be at the event to handle any cash, in the presence of 2 Cllrs. It was accepted that the money couldn't be ringfenced. Cllr Morris raised concerns regarding going over the £200k income threshold which comes with increased scrutiny. He was also worried about the Council underwriting the event. He objected to the question re. raising the precept. Cllr Heydon pointed out that we had already crossed the £200k threshold. Cllr Collinson raised concerns regarding the questionnaire and the supporting document.

Resolution that CPC supports the Festival on 22<sup>nd</sup> June and will, if necessary, underwrite the financial commitment to a figure not exceeding £800. Proposed by Cllr Beckford and seconded by Cllr Collier. **RESOLVED** unanimously.

Cllr Collinson wondered whether the Vision Plan needed to come to full Council for approval. The Plan won't need to come to Council until the autumn, which is when it will be produced (following the questionnaire feedback). The Vision Plan logo will be at the top of the questionnaire. Cllr

Young suggested that the Recreation Committee define their terms of reference so that they can discuss.

Regarding the questionnaire, any amendments would be needed by this Friday (6<sup>th</sup> June). Cllr Beckford confirmed that the questionnaire was on behalf of the Vision Plan working group and not the Parish Council. Cllr Ward said that it may not be possible to take on board all of the suggested changes to the questionnaire.

- 14/180. 2<sup>nd</sup>/3<sup>rd</sup> field hedge** – To receive & consider removing approx. 10 yards of hedging to open up the two fields (from gap to school fence) – Item deferred to the Recreation Committee.
- 14/181. Crowlands Manor** – To receive & consider new signage for the Moat following name change – Cllr Mudd went back to the Wildlife Trust regarding the name for the moat following our last meeting. We now need to produce a new sign however the Trust won't contribute financially. We could apply for a Community Chest grant from SCDC. Cllr Mudd to get 3 quotes for the sign and refer back with the figures.
- 14/182. Painting of existing changing rooms** – To consider setting up a working party of volunteers to paint the existing changing rooms following their recent refurbishment – Cllr Richards requested permission for a group of volunteers to paint the existing changing rooms. It was felt that since permission had already been given for the work to amendments to the changing rooms that no further permission was necessary.
- 14/183. Community Herb Garden** – To consider proposal from BV Services to sponsor plants for the new community herb garden (under village sign) to the value of £150 – Cllr Collinson raised concerns re. advertising. Proposed Cllr Morris and seconded by Cllr Collinson. 11 votes for and 1 abstention (Cllr Bolitho). **RESOLVED**. NB: Cllr Richards is looking at repairs to the sign itself but had been hindered due to time constraints.
- 14/184. Colts football tournament** – To consider issues arising from use of rec ground for car parking and arrange a meeting of the recreation ground working party in this connection – Clerk outlined that during the Colts recent tournament, for which they hadn't sought permission from CPC, they charged for car parking on the rec ground. The groundsman had voiced concerns over the affect on the ground due to the heavy rain prior to the event and that verti-draining would be necessary. Clerk had contacted the previous rec working party on the day to seek advice. Cllr Nicholas felt that the Colts should have sought permission for the event despite it being an annual occurrence. Cllr Mudd also mentioned that there had been a significant litter issue following the event which Andrew had dealt with. Cllr Leeks suggested that a letter should be sent outlining the issues, the correct procedure and highlighting the cost issues. Clerk to liaise with Cllr Mudd to produce the letter.
- 14/185. Connections Bus** – To consider booking sessions during the summer holidays on either a Tuesday or Friday evening (subject to availability) – Cllr Collier outlined. During the summer holidays the Bus is open as a 'taster' for those children moving up to year 7. Resolution that CPC books 5 sessions up to a maximum spend of £1250. Proposed Cllr Morris and seconded by Cllr Berenger. **RESOLVED** unanimously.
- 14/186. Cottenham Kebab van** – To consider charging rent for use of the recreation ground carpark as per resolution 13/168 – Clerk outlined the background. Cllr Bolitho thought that the item should be deferred until November. Defer to Finance Committee.
- 14/187. A14 consultation** – Resolution to agree to submit the Traffic Working Group response on behalf of Cottenham Parish Council to the current A14 Consultation (closes 16th June 2014). Report prepared and shared as a report prior to the meeting – Item deferred to Traffic Committee.
- 14/188. Kids Only** – To receive and consider proposal to share desk space in the Parish Office – Clerk outlined. It was considered that given the confidential nature of paperwork in the office that the arrangement would be impractical on security grounds. Clerk to respond.
- 14/189. RFO Training** – To consider RFO attending CAPALC New Clerk training course (as budgeted) – Cllr Leeks left the room at 9.50pm and was absent during the vote. Cllr Beckford chaired the item. Proposed by Cllr Heydon and seconded by Cllr Nicholas. **RESOLVED** unanimously (11 votes).

- 14/190. Cllr Training** – To consider arranging CAPALC outsourcing course for all Cllrs to take place over 3 separate evenings (as budgeted) – Cllr Leeks returned to the room at 9.53pm to chair this item. Proposed by Cllr Morris and seconded by Cllr Beckford. **RESOLVED** unanimously.
- 14/191. SLCC Membership** – To consider membership for the Clerk & RFO to the Society of Local Council Clerks at a cost of £147 + £12 joining fee – Proposed by Cllr Collinson and seconded by Cllr Heydon. **RESOLVED** unanimously.
- 14/192. Clerk & RFO pay scales** – To receive and consider salary recommendations from CAPALC following review of Clerk’s role (closed agenda item) – The meeting closed at 9.58pm. Cllr Leeks suggested a meeting with Cllrs Beckford and Mudd to negotiate on behalf of the Council. To be set up asap.
- 14/193. Grounds maintenance** – To consider advice given by solicitor re. contract for grounds maintenance work (closed agenda item) – Document from solicitor circulated prior to the meeting. Cllr Leeks outlined the background to the new cllrs. There were some discussions regarding HMRC issues however the solicitor has covered these in the document and given that the scope of work is different and that Andrew does work for other companies there shouldn’t be a problem. Resolution that CPC accepts option 1 (termination of employment) at a cost of £500 + VAT. Cllr Mudd proposed and Cllr Nicholas seconded. 11 votes for and 1 abstention. **RESOLVED.** The meeting re-opened at 10.12pm.
- 14/194. Matters for consideration at the next meeting** – Cottenham Charity Cup (last weekend of July/early Aug, Festival).
- 14/195. Dates of next meetings** – Planning Meeting 5<sup>th</sup> June (P1), Planning Meeting 19<sup>th</sup> June (P2), Ordinary Meeting 1<sup>st</sup> July.
- 14/196. Close of Meeting** – 10.13pm

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

## Item 14/209

### Cottenham Parish Council Planning Minutes

Held in the Parish Office, Community Centre, 250a High Street, Cottenham  
On Thursday 5<sup>th</sup> June 2014 at 7.15

**Present: Cllrs Leeks (Chair), Bolitho, Collier, Morris, Nicholas and Jo Brook (Clerk) and SCDC Cllr Harford**

**14/197. Any Questions from the Public or Press – Standing orders to be suspended** - none

**14/198. Standing Orders re-instated - Chairman's Introduction and Apologies** – Cllrs Berenger, Collinson, Heydon, Mudd, Richards and Young

**14/199. Declarations of Interest** To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Leeks declared a non-pecuniary interest in application S/1127/14

**14/200. Planning Applications for consideration**

- S/1054/14/FL – Proposed dwelling – 21 Victory Way, Cottenham. Two letters of objection had been received by the Clerk and these were circulated prior to the meeting. It was noted that the Design & Access statement said no trees were affected which contradicted comments from the neighbours. Cllr Morris queried the removal of the existing downstairs toilet and whether it would require building regulations; there is no mention in the application. Cllr Nicholas was concerned that the application took most of the existing garden away and that the dwelling would be 'shoe-horned' into the plot. Cars going past the existing property to access the proposed dwelling could cause a noise nuisance. The proposed dwelling was also very close to 58 Lambs Lane which could cause light issues and a loss of amenity for the new property. 58 Lambs Lane would dominate the new property. **CPC recommends rejection.** Agreed unanimously.
- S/0991/14/FL – Insertion of two windows and internal alterations - Oaslands, Broad Lane, Cottenham. **CPC recommends approval.** Agreed unanimously.
- S/1029/14/FL – Change of use of part of dwelling (used as home office) to office (Class B1) - 237 High Street, Cottenham. The current tenant of the office had provided a service to CPC which places the Council in the position of a pecuniary interest. CPC offers no recommendation. Agreed unanimously.
- S/1127/14/LB – Demolition of conservatory and single storey rear extension, 6 replacement windows and replacement entrance gates. Conversion of barn to utility room, form opening to utility room (revised design) - 87 High Street, Cottenham. It was considered that the application was an improvement on the existing extension. **CPC recommends approval.** Agreed unanimously.
- S/1133/14/RM/ - Reserved matters submission for 'access from the B1050' strategic engineering pertaining to outline planning application for phase 1 of Northstowe - Land south of Longstanton P&R and adjacent to B1050 Station Road & Hattons Road, Longstanton. No paperwork had been received relating to this application. **CPC offers no recommendation.** Agreed unanimously.
- S1134/RM/ – Reserved matters application for 'surface water pumping station & rising main' strategic engineering element pertaining to outline planning application for phase 1 of Northstowe - Land south of Longstanton P&R and adjacent to B1050 Station Road and Hattons Road, Longstanton. No paperwork had been received relating to this application. **CPC offers no recommendation.** Agreed unanimously.
- S/1131/14/RM - Reserved matters submission for 'primary roads & dedicated busway' pertaining to outline planning application for phase 1 of Northstowe - Land south of Longstanton P&R and adjacent to B1050 Station Road & Hattons Road, Longstanton. No paperwork had been received relating to this application. **CPC offers no recommendation.** Agreed unanimously.



- S/1116/14/DC - Discharge of Conditions 17, 22, 23, 24, 26, 38, 41 & 43 pertaining to outline planning application for phase 1 of Northstowe comprising up to 1,500 dwellings; a primary school; a mixed-use local centre (including a community building, & provision for non-residential institutions, financial & professional services, shops, cafes and restaurants, drinking establishments, & hot food take-aways); leisure, community, residential institutions, cultural, health, & employment provision (business, general industry and storage & distribution) including a household recycling centre; formal & informal recreational space & landscaped areas; & infrastructure works including site re-profiling & associated drainage works, foul & surface water pumping stations, 2 flood attenuation ponds on land east of Hattons Road; & associated works including the demolition of existing buildings & structures - Land south of Longstanton P&R and adjacent to B1050 Station Road & Hattons Road, Longstanton. No paperwork had been received relating to this application. **CPC offers no recommendation.** Agreed unanimously.

**14/201. Close of Meeting – 7.52pm.**

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

**Cottenham Parish Council  
Planning Minutes**

Held in the Parish Office, Community Centre, 250a High Street, Cottenham  
On **Thursday 19<sup>th</sup> June 2014 at 7.15**

**Present: Cllrs Leeks (Chair), Berenger, Collinson, Heydon, Morris, Mudd, Nicholas and Jo Brook (Clerk)**

It was agreed to re-order the meeting so that the Terms of Reference were discussed before a Chair was appointed.

**14/197. Setting of Terms of Reference for Planning Committee** – Members: it was clarified that ex-officio can vote but don't chair the meeting; they have the option of attending the meeting. Other Cllrs can attend meetings but don't have the power to vote. Frequency – amended to 'twice' a month. It was confirmed that bullet a) is just to highlight any issues i.e. appeals. Minutes: the 3 day deadline may need to be re-visited. Rex proposed that the word 'normally' was added in front of 3 days. It was voted to keep the wording as it is for the moment. Voting figures won't be recorded going forward. Areas of responsibility: bullet h) to be added: monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority.

**14/198. Appointment of Chair for Planning Committee** – Cllr Mudd was proposed as Chair. Cllr Leeks left the meeting at 8.03pm.

**14/199. Any Questions from the Public or Press – Standing orders to be suspended** – none present.

**14/200. Standing Orders re-instated - Chairman's Introduction and Apologies** – apologies received from Cllrs Beckford, Collier, Richards, Young and SCDC Cllr Harford. It was agreed that a letter of complaint be submitted to SCDC regarding the removal of the lime trees outside 333 High Street.

**14/201. Declarations of Interest** *To receive disclosures of pecuniary and non-pecuniary interests from*

*Councillors on matters to be considered at the meeting* – none received.

**14/202. Planning Applications for consideration**

- S/1269/14/FL – Two storey side extension replacing existing garage– 23 Corbett Street, Cottenham – **CPC recommends approval** with a condition that obscure glass is used in the bathroom window. Agreed unanimously.

**14/203. Date of next meeting** – 3<sup>rd</sup> July 2014

**14/204. Close of meeting** – 8.09pm

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

## Item 14/210

### South Cambridgeshire District Councillors' Report to Parish Councils June 2014

The new municipal year sees very little change in the administration at South Cambridgeshire District Council [SCDC]. Membership of the cabinet remains unchanged although there have been some changes to responsibilities. The different aspects of planning which were previously the responsibility of two cabinet members are now brought together in one portfolio, that of Cllr Pippa Corney, and our own local member Tim Wotherspoon adds responsibility for transport to that he already held for Northstowe. Local member, Simon Edwards remains at the helm of Finance & Staffing where his steady hand on the tiller has seen SCDC strive to weather the financial storms of recent years. At the *annual general meeting of Council on 05 June*, members voted to approve Cabinet's recommendation [reported last month] of the re-appointment of Stephen Hills as Director of South Cambs Limited alongside his role as Director of Housing for the Council. The annual establishment of committees and allocation of seats and appointments for the forthcoming year was also approved. Full details: <http://bit.ly/1ZAJlb> with supplement: <http://bit.ly/1q41p5Q>

The *Corporate Governance Committee met on 27 June* and considered reports on both internal and external audit as well as the annual governance statement. Agenda pack: <http://bit.ly/THjUAD>

#### *Planning Committee - 04 June*

Although last month I only highlighted one of the green belt applications that were considered by the planning committee at its June meeting, that for Hacker's Fruit Farm, there were two. Approval was given for the new football stadium at Sawston whilst that for the garden centre and World War I museum at Dry Drayton was refused. The debate seemed to indicate that the committee considered the football stadium to be good re-use of land that is currently quite an eye-sore and in keeping with the NPPF which allows use of green belt land to be considered for recreational purposes. There was a great deal of enthusiasm expressed for the World War I museum element of the other application but the dominance of the commercial aspect, the garden centre, seemed to be the reason for the marginal majority of councillors who voted [6-5] to refuse the application.

The next meeting of the **planning committee** is scheduled for **Wednesday, 02 July**.

There are two items of local interest:

S/0767/13/FL: Cottenham, [Units 13-22 The Maltings, Millfield]

S/0638/14/FL: Cottenham, [1-5 Pine Lane, Smithy Fen]

At his meeting on 11 June [the last at which he will have responsibility for planning - see first paragraph] the planning and economic development portfolio holder considered recommendations to review planning fees. He approved the revised fee structure for preapplication advice, the revised hourly rates for sites where planning performance agreements are used and fee charging for some services that were previously free. The two former revisions will apply from 01 July 2014 but there is a 6 week consultation period with agents on the proposal for the latter. A report on the consultation responses and evidence of improved service provision will come to the new portfolio holder before a commencement date [probably 01 October 2014] is approved for these new fees. The portfolio holder rejected the proposal that fees should be charged for applications by parish or community councils. Agenda pack: <http://bit.ly/1k1Eti3> and decisions: <http://bit.ly/TtT5iX>

### *Northstowe*

At its meeting on 25 June the NJDCC again deliberated long and hard on the application by Gallagher to discharge condition 17 which relates to B1050 highway improvements; so long in fact that the other items on the agenda had to be deferred to the next meeting. Concerns remain notwithstanding about the capacity of this road which reflected in the majority vote [1 vote against and 2 abstentions].

Under the influence of Tim Wotherspoon with his Northstowe and Transport hat on and who most will know is a keen cyclist himself, SCDC's response to the county council's consultation on improvements to the A14 stresses the needs of cyclists and walkers. It specifically states that "the new route must deliver segregated cycle provision of high quality" and that the needs of non-motorised users should be 'considered throughout the design process, rather than as an after thought' to help build on the success of the cycle route next to the guided busway." The response also highlights the importance of addressing improvements to the A14 as soon as possible to improve safety, journey times and unlock growth in the area [on sites such as Northstowe]. The Highways Agency is also urged to fully consider and address environmental issues as the scheme is progressed.

### *City Deal*

On 19 June the Rt Hon Greg Clark, Minister for Cities and the leaders of all 3 collaborating councils [which include SCDC] signed the initial deal document for the Greater Cambridgeshire City Deal. Representatives of the Local Enterprise Partnership and Cambridge University also participated. This is the latest step to securing potentially hundreds of thousands of pounds of extra money that will be invested in improving transport and facilitate housing delivery in the Cambridge and South Cambridgeshire area. News release: <http://bit.ly/1sOpXU2>

### *Nominations for the Queen's Honours List*

There are many unsung heroes serving our communities. The opportunity is there to make nominations for the recognition of such people. DCLG [Department for Communities & Local Government] is inviting nominations for the Queen's Birthday 2015 Honours List. Details are available at: <http://www.local.gov.uk/local-government-honours>  
As always you can contact your district councillors about these and any other local or strategic issues:

Simon Edwards  
[cllr.edwards@scams.gov.uk](mailto:cllr.edwards@scams.gov.uk)  
07711 079089

Lynda Harford  
[cllr.harford@scams.gov.uk](mailto:cllr.harford@scams.gov.uk)  
01954 251775/07889 131022

Tim Wotherspoon  
[cllr.wotherspoon@scams.gov.uk](mailto:cllr.wotherspoon@scams.gov.uk)  
01954 25210

I look forward to seeing you at your respective meetings and to receiving your comments/questions. My apologies in advance to Oakington & Westwick and Rampton Parish Councils. Again both your meetings are to be held on the same evening, Monday 07 July, so regrettably I shall have to leave one early and arrive late at the other.  
Lynda

## Monthly report for parish and community council June 2014

For the Cottenham, Histon and Impington (CH&I) division of Cambridgeshire which also includes King's Meadows, Oakington & Westwick, Orchard Park and Rampton.

David Jenkins [www.chilibdems.co.uk](http://www.chilibdems.co.uk) 07739 748859 [ccc@davidjenkins.org.uk](mailto:ccc@davidjenkins.org.uk) 01223 236232

### Full Council meeting

There was no council meeting during the month.

### General Purposes

The committee met early in June but has not yet posted the minutes. There is an item on the July agenda (<http://bit.ly/1ohk909>) relating to a Northstowe joint venture whereby CCC and the Homes & Communities Agency might work together after phase 1 (which is just Gallagher).

No new issues have been raised on [www.shapeyourplace.org](http://www.shapeyourplace.org) during the month. There were just 2 issues for the whole of South Cambs.

### Adults & Wellbeing

The committee met for the first time in May. The minutes are now available on-line. There was one key decision relating to the Section 75 agreement with the Cambridgeshire and Peterborough NHS Foundation Trust relating to adult mental health provision. There was no meeting in June and the agenda for the July meeting has not yet been published.

### Children & Young People

The committee met twice in June. The minutes of the first meeting have been published and there was only one key decision relating to residential children's homes. The minutes of the second meeting have not yet been published.

### Economy & Environment

The committee has an interesting agenda for its July meeting (<http://bit.ly/1z1sdbd>) and includes secondary education in the City and South Cambs, revisiting the Huntingdon Road and Hill's Road cycle schemes and lighting the Guideway maintenance/cycle track.

A meeting has been set for councillors to be briefed on problems on the Guideway. It's a confidential meeting but there's no super-injunction so it can be known that there is to be a meeting. It will take place Thu 24 Jul 14.

I met Bob Menzies to better understand the options relating to the connection of the guided bus to Chesterton Station. It has been decided that this will be controlled by a 'guided' entry feature and there's not much in it cost wise but I'm still of the opinion that the rising bollard option would offer advantages. Target date for the opening of the station is May 2016.

I 'accidentally' attended a CCC 'taster' workshop regarding the use of social media by small businesses. It was delivered under the umbrella of Connecting Cambridgeshire's Destination Digital. I was not impressed.

I attended a meeting of the Northstowe Joint Development Committee meeting at which the committee approved the discharge of the condition regarding B1050 highway improvements for phase 1. I abstained because the evidence presented was not sufficient for me to make a decision. The meeting ran late and we were unable to complete the agenda.

I joined a meeting of representatives of H&I and Milton parish councils and the City's North Area Committee to prioritise projects to receive Northern Corridor Growth Fund Section 106 money in 2014/15. Two H&I projects are on the list.

I attended a meeting of the Planning Committee. It was due to consider the Ely Southern Bypass but that was postponed to allow planners to do a little more homework.

## Health

There was no substantive meeting in June. The agenda for the July meeting has not yet been posted.

## Highways & Community Infrastructure

There was no committee meeting during May. There were no decisions of note taken at the June meeting. The agenda for the July meeting has not yet been posted however it is expected that sometime soon the idea of charging for parking at Guided Bus P&R sites will come up.

## More local matters

I have twice joined meetings with parish and county officers and Balfour Beatty to explore ways forward regarding new lighting for Histon Green.

There is concern in Cottenham about the removal of trees outside 333 High Street. Due process does appear to have been followed but there is some understandable disappointment.

The forthcoming Tour de Cottenham which will result in the village's roads being closed for a part of the day on Friday, 11 Jul 14, seems to have taken people by surprise and although due process again seems to have been followed communication has been poor and lessons must be learnt.

## Diary (public meetings)

1 Jul 1000 General Purposes Committee Shire Hall, Cambridge

8 Jul 1000 Economy and Environment Committee\* Shire Hall, Cambridge

8 Jul 1400 Adults and Wellbeing Committee Shire Hall, Cambridge

10 Jul 1400 Health Committee\* Shire Hall, Cambridge

15 Jul 1000 Highways & Community Infrastructure Committee Shire Hall, Cambridge

17 Jul 1000 Planning Committee\* Shire Hall, Cambridge

22 Jul 1030 Full Council\* Shire Hall, Cambridge

29 Jul 1400 Children & Young People Committee Shire Hall, Cambridge

30 Jul 1400 Northstowe Joint Development Control Committee\* SCDC, Cambourne

\*I am a member of these committees

And finally ... along with food and shelter those of us with high speed broadband take it for granted these days and then when it's not available we wonder how on earth we are going to survive. It wasn't quite that bad for me but I lost my upstairs broadband last week. I noted that the lights on a 'powerline adapter' were not blinking so figured that maybe I needed a new one. I've used CPC Farnell (<http://cpc.farnell.com/>) as an online supplier for such stuff and I called. I can recommend them. They are responsive and patient and seem to give good advice. I ordered my replacement on Wednesday and on Friday, thanks to 'plug and play', I was up and running again. And this is not my first experience of CPC. Check them out. They are the acceptable face of on-line retailing!

Police report – to follow  
Festival report – to follow

## Item 14/210

### CLERKS REPORT – July 2014

#### Highways

- Drain problems on Denmark Road – these have now been inspected the action is being taken to clear the problem area which connects to BGW. Highways have confirmed that the issue is to do with the drainage ditch on BGW and they will be following up with the owners.
- Denmark Road – Anglian Water are coming out to do a permanent repair to the collapsed drain on 1<sup>st</sup> July which requires a road closure. CPC and residents have not been informed. Waiting further news from Streetworks.
- Village-wide road closures – waiting further information from Streetworks re. how the closures for the Primary School Tour de Cottenham are going to work.
- Lambs Lane work – still waiting for gully near Cottenham Club to be cleared.
- Histon Road – surface dressing to be done 13/14 July. Stop/go only with no road closure.
- Telegraph Street - unsuitable for HCV's sign to be installed by the end of June; not yet in situ.
- Broad Lane – Loose railings on the Cut bridge are currently being repaired/replaced.
- Footpath from Cut bridge to Smithy Fen is currently impassable; waiting response.
- High Street – blocked gullies near Frameworks – awaiting date from Highways
- Lambs Lane – blocked drain at the end of Crowlands – awaiting date from Highways.
- Highways have been requested to come out again to complete work on clearing gullies on Twentypence Road.

#### Village Hall

- Road sign has been ordered from Highways. Have chased this up with Highways but no response yet.
- Signs have been put in the kitchen to request that it be kept clean and foyer to state no studded boots allowed.
- New catch has been put on the outside toilet.
- Waiting for brick layer to make changes before new fan can be fitted in kitchen
- Electrician has been called to undertake necessary repairs to wiring for cooker following call out to Bob Hopper last month.
- Issues reported with cleaning whilst Nick West was on holiday. Unfortunately there was no cover for the Festival weekend.
- Kids Only have been contacted regarding paint/crayon on the outside of the building.

#### Recreation ground

- Hags Play have now provided a 'd-ring' for the broken chain but it appears to be the wrong piece and hasn't come with any fixings.
- The chain for the seat on the aerial runway has been broken. Approx. replacement cost is £52 + VAT.
- Inclusive boat seat has been taken down on safety grounds. Approx. replacement cost is £518 + VAT.

#### Misc admin

- June Issues log distributed separately.
- Still waiting for District to replace missing dog bin on Coolidge Gardens and Rampton Road. Have chased Balfour who had agreed to replace the missing bin on Rampton Road but this has yet to be done.



- Acacia have undertaken trees work in BGW to remove Ash tree. Mr Thomas has written to thank us for doing the work.
- Co-option has been advertised.
- Aug/Sept newsletter article has been submitted.

### **Correspondance**

- Emails received from Eddie Murphy, Dave Partridge (cricket), Glen Clarke (Bowls), Simone Edwards and Emma Morel (Twinkle Star) thanking us for the Festival + numerous Facebook comments.
- Richard Parkes from Stop Berry Fen Wind Farm has contacted us re. speaking at a meeting or having a separate public meeting to discuss the issues. He has provided a superimposed photo of the view of the turbines from Rampton Road.



### **Facebook**

282 likes.

## Item 14/210

### Cottenham Parish Council Update on the Northstowe Parish Forum, Kate Heydon.

#### **19 March 2014. Key points from agreed minutes:**

Primary school – 2-storey by busway to give presence. Single storey beyond. Potential for a pop-up library in the cafe area (additional to a school library). Community shared space.  
Rampton Drift involved with community engagement on drainage and traffic. Local knowledge.  
Ongoing conversation with A14 works.

#### **16 April 2014. Key points from agreed minutes:**

A14 Consultation. Bar Hill Dry Drayton & Swavesey junctions. Highways Authority took the presentation to 12th May Northstowe Joint Development Control Committee (NJDCC)

#### **Primary school proposals, summary of public response:**

KH notes: Planning end July 2014. Built end Jan 2016. End Q1 first students.

#### **Phase 2 update:**

HCA considering combined delivery. Outline end July 2014. Detailed application for one road access close to Bar Hill.

#### **Phase 1 update:**

First houses aim at the end of Q1 2016. Ongoing submissions to discharge S106 planning matters (NB 25 June 2014 NJDCC Agenda published looks to discharge planning matters relating to the B1050 access).

#### **AOB:**

Discussion of the Highways Authority A14 consultation, and the supporting documents relating to B1049 Bridge Road traffic volumes at Impington with or without the impact of Northstowe at full or partial delivery, alongside the A14 improvements delivery. And the changes to the local roads in place of the Dry Drayton A14 junction. All predictions show a large increase in traffic volume.

#### **2014 meetings:**

16 Jul (KH apologies), 20th Aug, 17th Sep, 22nd Oct, 19th Nov, 10th Dec, (CVC 7pm).

#### **Other:**

Item 24. A14 from the NJDCC Printed Minutes for 12th May 2014:

HIGHWAYS AGENCY PRESENTATION ABOUT THE A14

The Northstowe Joint Development Control Committee received a presentation from Mike Evans of the Highways Agency about proposals relating to the A14.

Mr Evans explained that work would be carried out at the Bar Hill junction sufficient to cater for Phase 1 of Northstowe (1,500 dwellings) and Phase 2 (3,500 dwellings), He added that the Highways Agency would also install the earthworks and other infrastructure needed to upgrade the junction when the remaining build out of 5,000 dwellings went ahead, but would not provide the tarmac at this stage in the interests of financial management.

#### **Additional links:**

<https://www.scambs.gov.uk/content/northstowe-news>, Twitter @NorthstoweTown

Facebook: [facebook.com/Northstowe](https://www.facebook.com/Northstowe)

## **Item 14/212**

Planning application and background report supplied by SCDC on 30<sup>th</sup> April. The report stated that CPC had been consulted in December 2013 however this turned out not to be the case and we had been omitted in error. The TPO was due to lapse on 2<sup>nd</sup> May and therefore CPC would have been legally unable to convene a meeting. The matter was due to be discussed on 8<sup>th</sup> May at the planning meeting however due to a pecuniary interest the meeting became inquorate and was immediately closed. NB: The decision to remove the trees had already been decided before that meeting took place.

CPC and neighbours were unaware of the background to the removal of the trees and no contextual documentation has been supplied from County. In the SCDC report it states that “the trees posed historical management issues both to the adjacent properties (plural), pedestrians and those using the bus stop”. Nothing has been reported to this Parish Council during the past 2 years regarding multiple properties having issues with the trees nor inconvenience to pedestrians and bus stop users.

## **Cottenham Parish Council**

### **Terms of Reference**

#### **Amenities Committee**

##### **1 Membership**

- a) Membership is 7 members of the Parish Council + Ex Officio
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee
- e) The Committee can co-opt up to 5 ad-hoc members from the main users of the facilities (currently After-School, Pre-School, Sports & Social Club, Football and Cricket); co-opted members do not have a vote
- f) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

##### **2 Quorum**

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

##### **3 Frequency of meeting**

The Committee shall normally meet monthly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee's quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee's annual report to the Parish Council

##### **4 Notice of meetings**

###### **a) ordinary meetings**

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the Committee meeting .

###### **b) extra ordinary meeting**

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

##### **5 Minutes of meetings**

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked "draft, subject to amendment") on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

## **6 Areas of responsibility**

The Amenities Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village
- b) consider and make representations to the appropriate authorities on any matter or document that may affect the Parish from a leisure, recreation or sport perspective
- c) review annually the rent and/or fees for hiring out Parish Council-owned rooms and/or grounds
- d) ensure all hirers and lessors of Parish Council-owned rooms and/or grounds have written contracts, based on templates provide by Finance, Legal and Administration Committee, in place before the relevant event
- e) discuss, review (at least annually) and manage the safe and cost-effective operation of all Parish Council owned or managed equipment, facilities and land
- f) discuss, review (at least annually) and manage provision of allotments
- g) prepare an annual bid for consideration by the Finance, Legal and Administration Committee for precept assessment process

## **7 Delegation of powers**

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services, with the knowledge of the Committee and Responsible Financial Officer (RFO), but without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

## **8 Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

# **Cottenham Parish Council**

## **Terms of Reference**

### **Planning Committee**

#### **1 Membership**

- a) Membership is 10 members of the Parish Council + Ex Officio
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee
- e) The Committee has only Councillors as members
- f) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

#### **2 Quorum**

The quorum necessary for the transaction of any business shall be 4. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

#### **3 Frequency of meeting**

The Committee shall normally meet twice a month, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee's quarterly report to the Parish Council
- b) at least one meeting shall be called to draft the Committee's annual report to the Parish Council

#### **4 Notice of ordinary meeting**

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

#### **5 Minutes of meetings**

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked "draft, subject to amendment") on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

## **6 Areas of responsibility**

The Planning Committee has delegated authority to:

- h) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements within the village landscape and infrastructure
- i) make representations to the appropriate planning authority on applications for planning permission
- j) make representations to the appropriate authority on applications for tree orders
- k) make representations in respect of appeals against the refusal of planning applications
- l) identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- m) consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective
- n) review possible and planned future developments and advise the Highways Committee, Parish Council and other relevant authorities
- o) monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority

## **7 Delegation of powers**

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services, with the knowledge of the Committee and Responsible Financial Officer (RFO), but without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

## **8 Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

# Cottenham Parish Council

## Terms of Reference

### Standards Committee

#### 1 Membership

- a) Core membership is 3 members of the Parish Council + Ex Officio
- b) Core membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee
- e) The Standards Committee has only Councillors as members
- f) When required, the Standards Committee will nominate additional Councillors to form the necessary 5-stong Complaints Committee to investigate complaints about actions by the Parish Council
- g) When required, the Standards Committee will co-opt two non-Councillor residents to form a Code of Conduct Committee to investigate complaints about actions by any Parish Councillor

#### 2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

#### 3 Frequency of meeting

The Committee shall normally meet twice a year, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting shall be called to review and recommend for adoption by the Parish Council, the Terms of Reference of the Standards Committee, policies and procedures for handling complaints against the Parish Council and/or the conduct of any Parish Councillor
- b) at least one meeting shall be called to prepare an annual report of the Committee's activities to the Parish Council

#### 4 Notice of meetings

##### a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

##### b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

#### 5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes, where not restricted by confidentiality or privacy issues, shall be published



(clearly marked “draft, subject to amendment”) on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

## **6 Areas of responsibility**

The Standards Committee has delegated authority to:

- a) review (at least annually) the Code of Conduct, recommending any necessary changes to the Parish Council
- b) review (at least annually) the Complaints procedure, , recommending any necessary changes to the Parish Council
- c) conduct, with co-opted independent members, formal procedures properly brought against a Parish Councillor under the Code of Conduct
- d) conduct, with co-opted independent members, formal procedures to handle any complaints properly brought against the Parish Council
- e) review and make recommendations for the training status of all Parish Councillors and staff to assure familiarity with correct practice

## **7 Delegation of powers**

- c) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

## **8 Precedence**

The Parish Council’s adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

# Cottenham Parish Council

## Terms of Reference

### Highways Committee

#### 1 Membership

- a) Core membership is 7 members of the Parish Council + Ex Officio
- b) Core membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee
- e) The Committee can co-opt up to 3 ad-hoc members from residents

#### 2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

#### 3 Frequency of meeting

The Committee shall normally meet 6 times per year, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- b) at least one meeting per quarter shall be called to draft the Committee's quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee's annual report to the Parish Council

#### 4 Notice of meetings

##### a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

##### b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

#### 5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked "draft, subject to amendment") on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

## **6 Areas of responsibility**

The Highways Committee has delegated authority to:

- p) develop a 4-year strategic framework, (reviewed at least annually) for desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village
- q) monitor traffic management and speeding issues within the village; and report to the relevant authorities
- r) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities
- s) co-ordinate with Highways Division and County Council Traffic Management
- t) make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
- u) report matters associated with Highways projects and consultations, e.g. A14, HCV, Double Yellow line request, speed limit issues and new and proposed traffic control schemes to the relevant authorities
- v) formulate bids for schemes; noting these require budget clearance by Finance, Legal & Administration Committee and/or Parish Council prior to submission
- w) monitor and report (at least quarterly) progress on all current traffic-related projects for which the Parish Council bears some or all the costs, including specifically any deviations from planned cost, functionality or timescale profiles
- x) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities

## **7 Delegation of powers**

- d) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- e) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services, with the knowledge of the Committee and Responsible Financial Officer (RFO), but without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

## **8 Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

# Cottenham Parish Council

## Terms of Reference

### Finance, Legal & Administration Committee

#### 1 Membership

- a) Membership is 5 members of the Parish Council + Ex Officio
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee
- e) The Committee has only Councillors as members

#### 2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

#### 3 Frequency of meeting

The Committee shall normally meet quarterly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting shall be called to draft the budget for the following financial year and recommend a precept level to the Parish Council
- b) at least one meeting shall be called to consider the end of year accounts and Audit requirements

#### 4 Notice of meetings

##### a) ordinary meeting

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

##### b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

#### 5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked "draft, subject to amendment") on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

#### 6 Areas of responsibility

The Finance, Legal & Administration Committee has delegated authority to:

##### Policy & Regulation

- f) review the Financial Regulations at least annually, recommending any amendments to the Parish Council

- g) review the Standing Orders at least annually, recommending any amendments to the Parish Council
- h) recommend, and produce where necessary, policy documents for adoption by the Parish Council
- i) ensure that the Parish Council meets its internal and external audit requirements and receives and considers internal and external audit reports
- j) respond to consultations and requests regarding financial or legal matters

#### **Financial Strategy & Planning**

- k) formulate medium and long term financial strategies
- l) prepare a rolling 4-year plan to be reviewed quarterly
- m) submit to the Parish Council consolidated estimates of income and expenditure for the next financial year so as to recommend budgets and the required annual Precept

#### **Financial Review & Monitoring**

- n) review the accounts and estimates as necessary throughout the year
- o) review and make prioritised recommendations on the financial implications of any matters raised by Committees and Working Groups
- p) monitor quarterly expenditure against plan, including any necessary detailed reconciliations

#### **Assets, Risk & Insurance**

- q) ensure the Asset Register is properly managed and up to date (at least annually and as required)
- r) oversee legal aspects of assets e.g. registration, insurance
- s) conduct strategic Asset Management, including acquisitions, write-downs and disposals
- t) review the Risk Management Plan, ensuring insurance cover is adequate, at least annually
- u) review and update the detailed Risk Assessment at least quarterly
- v) oversee matters related to Parish Council acquisition or disposal of land and property assets

#### **Contracts & Legal**

- w) review terms of existing and proposed contracts and report issues to the Parish Council
- x) provide contract templates for use by Committees, when requires

#### **Office & Employment**

- y) ensure appropriate contracts of employment and job descriptions are in place for all employed staff
- z) ensure that PAYE and pension provision are administered in accordance with regulations
- aa) oversee office management issues related to finance or services

#### **Information & Communication**

- bb) review information management and communication and report to the Parish Council (at least annually), including, when necessary, registration of the Parish Council with the Information Commissioner's Office under the Data Protection Act

#### **Donations & Grants**

- cc) oversee, within an agreed process, requests for donations and grants
- dd) follow up outcomes of grants and donations

### **7 Delegation of powers**

The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 of any one quarter and report back to the Parish Council at its next meeting.

### **8 Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.



Cottenham Skate Park					
Item	Description	Quantity	Unit	Rate	Total
<b>A</b>	<b>General items</b>				
	Preliminaries- site costs skate park	1	Item	£ 15,000.00	£ 15,000.00
	Track mats for access	1	Item	£ 8,640.00	£ 8,640.00
	<b>Section total</b>				<b>£ 23,640.00</b>

<b>B</b>	<b>Demolition and site clearance</b>				
	General site clearance	1	Item	£ 500.00	£ 500.00
	Strip Tarmac and cart to spoil no more than 50m, retain for use in bottom of mounds (assume 50mm thick)	150	m2	£ 0.90	£ 135.00
	General excavation not exceeding 1m deep	75	m3	£ 5.00	£ 375.00
	<b>Section total</b>				<b>£ 1,010.00</b>

<b>C</b>	<b>Filling</b>				
	Preparation of excavated surfaces to receive stone platform layer	250	m2	£ 0.25	£ 62.50
	Filling over platform layer with graded Mot clean stone size 30mm to 50mm various thickness to provide a working platform	50	m3	£ 50.00	£ 2,500.00
	<b>Section total</b>				<b>£ 2,562.50</b>

<b>D</b>	<b>In situ Concrete based on take off</b>				
	<b>Placing of concrete including mesh, formwork, day joints, saw cuts and concrete</b>				
	Supply and lay concrete design mix with 10mm stone 150mm thick to flats including all reinforcement mesh, form work and concrete	50	m2	£ 140.00	£ 7,000.00
	Supply and lay concrete design mix with 10mm stone 150mm thick to bowl floors including all reinforcement mesh, form work and concrete	40	m2	£ 210.00	£ 8,400.00
	Supply and lay concrete design mix with 10mm stone 150mm thick to higher level flats including all reinforcement mesh, form work and concrete	50	m2	£ 176.60	£ 8,830.00
	Supply and lay concrete design mix with 10mm stone 150mm thick to flat banks and other Incline areas including all reinforcement mesh, form work and concrete	50	m3	£ 180.00	£ 9,000.00
	Supply and lay concrete design mix with 10mm stone 150mm thick to upstands and surface features including all reinforcement mesh, form work and concrete	10	m2	£ 200.00	£ 2,000.00
	Supply and lay concrete design mix with 10mm stone 150mm thick to transitions including all reinforcement mesh, form work and concrete	40	m2	£ 250.00	£ 10,000.00
	<b>Section total</b>				<b>£ 45,230.00</b>





## Item 14/216

### Quote 1 – Urban Sign Solutions Ltd

Wouldn't it be cheaper for you to simply replace the graphic on the face of the aluminium panel rather than going to the extreme of replacing all? I assume that the existing is a digital print with a clear laminate which has been applied to the face of the panel? Should this be the case then the cost to set up and print a new graphic with clear laminate would be £48.00 plus VAT

If you wish for us to remove the existing print/clean up and apply the new graphic would be £50.00 extra. +VAT

Alternatively we could mount the graphic to a piece of aluminium then this can be stuck to the panel using strong double sided adhesive or riveted to the panel

Cost for ali panel and graphic £68.00

Fix £20.00

Plus vat

Hope this helps?

To get a panel made/folded/powder coated would be in the region of £110.00 plus the graphic and fix.

### Quote 2 – Algar Signcraft (Services) Cambridge Ltd

Good Afternoon David, Further to our conversation last Friday 6<sup>th</sup> June i have pleasure i submitting our quotation.

To supply only 1no reverse printed 5mm Perspex panel 590mm x 420mm with text as you supplied and a picture of a great crested newt.

@ £165.20. plus vat.

### Quote 3 – Screens & Graphics

#### Re : Parish Council sign - Crowlands Moat

Many thanks for your enquiry, please find our quotation detailed below...

Item	Qty	Pack	Description	Unit Price Total
A	1	Units	Artwork for Parish Council sign: Crowlands Moat  Print sign onto MPI2800 s/a vinyl, apply DOL2800 laminate and mount onto 3mm foamex board. Cut to size 580mm x 410mm: 1 off	
				<b>Sub Total</b> £69.39
				<b>VAT</b> £13.88
				<b>TOTAL</b> £83.27

**Payment: 30 days from date of invoice**

**This quotation is valid for 60 days from the date of this document**

**Item 14/221**

Via email:

Subject: PC appointed trustees to Cottenham Charities

Dear Jo

We have three Trustees nominated by the PC, namely David Mudd, Lynda Harford and Rob Clarke. The 4 year term of office for both Lynda and Rob will expire on 31st Dec 2014. We would very much like the Parish Council to re-appoint them for a further 4 years and hope the PC will approve. Please note they do not need to be Parish Councillors, only appointed by the PC.

Best wishes  
Malcolm Dee