

AGENDA REPORTS PACK

ORDINARY MEETING

SEPTEMBER 2016

Item 16/195.



Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd August 2016 at 7.15pm

Present: Cllrs Morris (Chair), Collier, Collinson, Graves, Mudd, Ward, Wotherspoon and the Clerk

In attendance: 1 member of the public

- 16/170. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Berenger (holiday), Bolitho (work), Hodson (personal), Richards (personal), Young (holiday), Assistant Clerk, RFO, SCDC Cllr Harford, SCDC Cllr Edwards, CCC Cllr Jenkins and CCC Cllr Mason. Cllr Heydon has resigned since the last meeting. If there is no legal demand for an election by close 2nd August then the Clerk will initiate the co-option process on 3rd August. Former Cllr Heydon was thanked for her contribution during her long service.
- 16/171. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* None received.
- 16/172. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5th July 2016 be signed as a correct record. **RESOLVED.**
- 16/173. Public participation** – Standing Orders suspended at 7.20pm. Resident asked what the plans were for the Denmark Road phone box. Cllr Morris confirmed that once we had someone to refurbish the phone box we would look at potential uses. Current suggestions include a book exchange and home for defibrillator. Standing orders reinstated at 7.21pm.
- 16/174. Reports**
- **SCDC** – Cllr Wotherspoon reported that Jean Hunter had retired and SCDC will be looking for a shared replacement. An application for the new sporting village has been received. Application for 92 houses received from Bloor Homes for Northstowe. Working on the development framework for Waterbeach.
 - **CCC** – Cllr Collinson queried whether CPC had made a formal response re. the City Deal. Add item to next Highways Committee agenda. Devolution: deadline is 23rd August. The new suggestion seems more sensible; the Mayor only has limited powers with Cambridge and Peterborough having more powers. Add item to 18th August Planning Committee agenda. Cllr McCarthy arrived at 7.30pm.
 - **Clerk** – Have liaised with groundsman regarding pruning of tree on the Village Green. Concerns raised about a branch on the same tree and Clerk to contact tree surgeon accordingly. Rampton PC have been in touch regarding a cycle path to Northstowe. Cllr Wotherspoon confirmed that there may be a section of the existing route which may be worth exploring jointly with regards to putting in an application to the A14 Community Fund. The subject of lighting studs has been raised again by parents re. safety of school children during the winter. Add both items to next Highways Committee agenda.
 - **Update on Neighbourhood Plan** – Not much change since last month. SCDC has responded to our draft policies and the feedback needs reviewing by the working party. Cllr Young attended a NP workshop and will circulate notes on his return. Cllr Nicholas arrived at 7.40pm.
 - **Major developments** – Endurance: no news regarding a full application. Gladman: appeal being looked at on 4th August by our Planning Committee. Persimmon: Highways have agreed with a lot of our data and have placed a holding objection on the application. If Gladman came back with an acceptable re-design for the roundabout then Highways would remove the objection and it won't come back to us. County: no news but a group is meeting with County rep tomorrow regarding the purchase/rent of additional amenity land so the subject may be raised.

NB: It was confirmed that the traffic effects of the developments were being looked at cumulatively.

- **Village Hall** – There have been several more versions of the internal design and the working party need to give final approval. Designs have been shown to main users.
- **Tenison Manor adoption & maintenance** – Persimmon have now appointed a local contractor to do some of the maintenance work required. Another contractor has been contacted regarding clearance of the pond. Persimmon are being more proactive about getting the land issue resolved.
- **Amey Cespa community liaison group** – Cllr Mudd stated that the next meeting of the liaison group would be 12th October. There had been concerns about recent odour problems, some of which is being blamed on 2 weekly collections during hot weather (which causes contents of green bins to ferment).

- 16/175. Electricity contract** – Resolution to accept quotes from LSI for renewal of electricity from British Gas subject to due diligence. **RESOLVED.** Cllr Morris to conduct due diligence and will liaise with RFO.
- 16/176. Summer Reading Challenge** – Resolution that Cllr Collier attends presentation ceremony on 22nd September. **RESOLVED.**
- 16/177. City Deal** – to consider response to correspondence regarding potential sites for transport ‘hubs’ – Suggestion that we informally suggest that the County owned land north of the Church/next to the industrial estate would be suitable location for a ‘bus hub’. It would appear to meet the criteria laid down and would benefit users by extending the bus route to the far end of the village. Cllr Morris to send response to Francis Burkitt.
- 16/178. Traffic monitoring** – Resolution to conduct additional real-time traffic measurements at three locations to support the sustainability arguments against large-scale planning applications (cost around £1,000). **RESOLVED.** NB: Survey to be carried out on 26th September.
- 16/179. Feast 2016** – Resolution to have a display stand at the event on 16th October and allocate a budget of up to £100 for materials. **RESOLVED.**
- 16/180. Litter pickers** – to consider the ability to lend litter grabbers to other community groups – Cllr Ward suggested that the grabbers could be loaned out to other groups in the village rather than only being used twice a year. The grabbers have been marked but will need numbering too. Would need a disclaimer and a booking out spreadsheet setting up. Resolution that CPC are happy for Cllr Ward to lend out the litter grabbers to community groups in Cottenham. **RESOLVED.**
- 16/181. BBQ pit** – Resolution to accept quote for £460 + VAT for the installation of a BBQ pit at the Recreation Ground. Signage to be updated accordingly at a cost of up to £50 + VAT. **RESOLVED.**
- 16/182. S137 requests** – Resolution to set Tuesday 11th October as the deadline for applications for S137 grant applications. **RESOLVED.**
- 16/183. Laptop** – Resolution to spend up to £600 + VAT for the purchase of new laptop + software for the Assistant Clerk. Machine to be similar spec to existing laptops. **RESOLVED.**
- 16/184. Waste shredding** – Resolution to spend up to £100 for the secure disposal of documents. **RESOLVED.**
- 16/185. Dropbox** – Resolution to purchase additional Dropbox capacity (Business package) for the storage of electronic documents at a cost of up to £9.17 + VAT per month. **RESOLVED.** NB: a 30% discount will be applied to the monthly fee.
- 16/186. Finance**

Income	Description	Net	Gross	
Day Centre	June 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	June 16 invoice payment	£ 7.00	£ 8.40	
Jane Williams	March - June 16 invoice payment	£ 368.00	£ 441.60	
HMRC	VAT payment	-	£ 949.52	
CUFC	Annual invoice payment	£ 1,041.67	£ 1,250.00	
Festival				

Band ticket sales	Ticket sales for band in the evening	£ 120.00	£ 120.00	
Kids Only	Stall at the festival	£ 16.67	£ 20.00	
Fair	Donation to the PC from the fair at the festival	£ 25.00	£ 25.00	
		£ 1,678.34	£ 2,934.52	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs	£ 3,292.84	£ 3,292.84	
HMRC	Tax £278 and NI £370.41 (Cheque)	£ 648.41	£ 648.41	
Legal and General	Pension cost for August 16 (DD)	£ 48.73	£ 48.73	
Sports & Social Club	Quarterly invoices for contract services Apr-June 16	£ 1,230.00	£ 1,230.00	612
Andy Ward	Reimburse band fee for Festival (£250 online payment/£500 cheque)	£ 750.00	£ 750.00	617
A J King	Monthly contract costs plus additional work on Zip wire & Tenison Manor	£ 2,796.24	£ 3,355.48	622-624
Nick West	Village Hall cleaning for June & July 16	£ 1,171.13	£ 1,171.13	625-626
Nick West	Air fresheners x7, batteries x3 & Light bulbs x20	£ 58.76	£ 58.76	627
		£ 9,996.11	£ 10,555.35	
Expenses under £500	Description	Net	Gross	code
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	608
Chris Richards	Tableware for festival	£ 24.90	£ 24.90	606
Sam McManners	Mobile phone top-up	£ 8.84	£ 8.84	607/613
Debbie Seabright	O2 sim card for pavilion alarm system	£ 9.72	£ 9.72	609
Dealership Events	PA system for Cottenham Festival	£ 202.50	£ 243.00	610
Southern Electric	Electric bill for the Green	£ 50.89	£ 53.43	611
Business Consultancy Services	Payroll cost	£ 28.00	£ 33.60	614
The BC Group Trust	Work at Crowlands Manor Site	£ 360.00	£ 360.00	615
Cromwell Fire Ltd	Fire alarm and Emergency Lighting service	£ 103.63	£ 124.26	616
Staples	Ink Cartridge	£ 45.83	£ 55.00	618
Southern Electric	Electric bill for the Pavilion (DD)	£ 235.90	£ 283.00	619
Bridgeman Maintenance	Renew picnic tables and treat wood/Clean mildew and remove graffiti	£ 285.00	£ 285.00	620
Survey solutions	Topographical Survey re Village Hall	£ 575.00	£ 690.00	621
AC Leigh	Sigma Cylinder keys and postage	£ 197.75	£ 237.30	628
		£ 2,177.96	£ 2,468.05	

It was noted that there were no Kids Only payments.

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

- 16/187. Cottenham Festival** – to review finance report from the Festival 2016 – It was noted that the sports clubs were not as engaged with this event compared to the previous one. The event also clashed with a lot of other local events which could account for the reduction in attendance.
- 16/188. Management accounts** – to review the monthly management accounts – The different S106 figures have now been separated out. No further comments.
- 16/189. Bank reconciliation** – to review monthly bank reconciliation – Report issued in pack. No further comments.
- 16/190. Matters for consideration at the next meeting**

- 16/191. Dates of next meetings** – Planning 4th August, Planning 18th August, FLAC 1st September, Full 6th September.
- 16/192. Close of Meeting – 8.45pm.**

Signed _____ (Chair) Date _____

Item 16/197. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils August 2016

To follow

Monthly report for parish and community councils July 2016

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

To follow

CLERKS REPORT – August 2015

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and **site visit done on 29th July and we're waiting on update.**
- **Harlestones Road, Lyles Road, Franklin Gardens** – At least 3 of the gullies have been blocked which has caused issues during the recent heavy rain. Has been reported but won't be cleared until September.
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. **Awaiting quote from county (Graham still waiting as of 28/07).**
- TROs have been submitted for double yellows on Lambs Lane, no overnight parking in layby on Twentypence Road, waiting restrictions by new PO layby and TTRO for Remembrance parade. **Following formal advertising one objection has been received regarding the PO layby which has now been withdrawn.**
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. **Has been reported again and will be inspected shortly.**
- Leopold Walk – overgrown shrubs/trees. **Graham will order works post-nesting season.**
- Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. Asst Clerk has contacted Highways accordingly. Graham will order works post-nesting season.
- Blocked gullies on Beach Road have been reported again and will be inspected shortly.
- Trees outside 300 High Street are overhanging the pavement so you have to duck to avoid. AC has written to resident by no response. **Resident has now submitted application for tree works.**
- Rear of Dissenters - (fallen tree/bush) - photographed and reported to County 28/7/16
- **Grass cutting undertaken w/c 22nd Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is awaiting comment.**
- **Histon Road cycle path swept 1st Sept.**
- **Broken streetlight on The Linnets reported to Balfour and mended the same day.**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair.
- Need to give kitchen keys to Bowls Club and Kids Only.

Recreation ground

- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- **Pump inspection taking place on Tuesday 6th September.**
- **Pest control have attended to treat wasps nest in the playground (£60 emergency spend).**
- **Big problem with rubbish on the skatepark.**

Misc admin

- August Issues log distributed separately.

- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. The kissing gate – she has appointed a contractor to install a new gate, lay stone and add a geotextile layer in the hope that this will ensure the entrance stays a bit drier and cleaner. Would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? The dog bin- she is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- **Cllr Morris has chased Royal Mail regarding response to our request for additional letter box.**
- List of Tenison Manor maintenance issues has been passed to Persimmon and they have instructed local contractor to do the works. **Contractor to clear pond have also now been appointed.**
- Exercise sessions are being advertised on the Village Green 3 times a week without gaining permission for use. AC trying to contact.
- **Meeting attended 1st September with Ian Lorman (SCDC Trees Officer), Julie Baird (SCDC Head of Development), Richard Rice (CCC Trees & Landscape Officer - Education) + Cllrs Bolitho, Morris and Mudd. Discussed issues of tree works undertaken in the Conservation Area without permission and methods for improving process/better informing residents.**
- **Newsletter article submitted inc. item about Remembrance road closures.**

Facebook

- 637 likes.

Update on Neighbourhood Plan – Cllr Morris

- Draft pre-submission plan being prepared following consultation with SCDC and WP review

Major developments – Cllr Morris

- “Gladman 225+70” going to Inquiry, probably in 2017
- “Gladman 200+70” probably at SCDC Planning Committee in October or November
- “Persimmon 126” probably at SCDC Planning Committee in October or November
- “County 154” possible consultation flyer distributed in September followed by application

Village Hall – update on plans - Cllr Morris

- Internal design finalised for Planning Application purposes
- Various studies being arranged in preparation for planning application
- Building size (<1000m²) adds complexity to the application

Update on land ownership at rear of Dissenters Cemetery

- Essentially split between owners of 44 Wilkin Walk and (probably) Persimmon

Tenison Manor adoption & maintenance

- Scope of restoration works agreed with and contracted by Persimmon
- Negotiation over maintenance programme and “commuted sum” in hand

16/198. Cricket strips

We have provisionally set aside £15000 for the laying of extra wickets on the main cricket square to accommodate juniors following the loss of the remainder of the ‘old’ square on the King George V field. This is very important as the current square is suffering from overuse at the moment with a consequent knock on effect on the quality of playing surfaces that Andrew can provide, especially as the season wears on. An additional 5 extra strips are really needed to enable the Cricket Club to operate properly.

They have consulted with Mel Pooley (the CCA’s grounds adviser) and he recommended two companies who could do this work. It would involve the use of a Koro machine to remove the top couple of inches of earth, then scarification of the surface followed by the application of the necessary quantity of loam and seed to generate the new wickets.

Quotes:

Fineturf - £2500 per strip so for five strips = £12,500 exc VAT. NB: they are booked up for autumn 2016 so would be unable to do the work.

Bury Turf - £1666 per strip so for five strips = £8,330 exc VAT + haulage and diesel costs (haulage charged at £1.50 per mile per lorry to/from site). They have also offered to have a look at the existing square and do some work to improve it in collaboration with Andrew if we wish

Time is very much of the essence at this time of year if we want the new grass to grow and the work should ideally be done in September. It is hoped that the juniors could play on the new strips next year. It might take another year or so of bedding in before the seniors would play on them.

16/199. Malary

In the Cambridge News on 19th August there was an advert from Malary in relation to an application for a licence to operate 20 goods vehicles and 8 trailers from Brookfields Business Park. Any responses must be submitted by 9th September. Any views?

16/200. Additional recreational land

- Item is expected on Assets & Infrastructure agenda in September
- Should we make representations at that meeting?
- Should the representation include a complaint about earlier failure to respond to our request?

16/205. Recreation Ground

- Last season's trial without sand backfill achieved some success
- Suggestion is to prepare one 3rd field pitch with sand backfill or extend the life of the improvement

16/206. Carol Concert

Based on expenses for 2015 we need a budget of £1500 exc VAT to cover costs for the carol concert. This is broken down:

Tree £415

Reindeer £350

PA system £300

Electrics £386 (including putting up the Christmas lights)

Sweets £50

Gifts £50

16/207. BT phone box consultation

Dear Parish Clerk (copied to Ward Councillors),

We have received the attached letter from BT regarding its proposal to remove 71 payphones in South Cambridgeshire. This includes the following kiosks in the North area:

01954250201	PCO1 HIGH STREET COTTENHAM CAMBRIDGE	CB24 8RX	18	15/08/2016
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As part of the process BT has erected a notice in each of the kiosks which asks for comments within 42 days of the proposal to be sent to South Cambridgeshire District Council. I will be collating the responses to this consultation for your parish.

Following the 42 day initial consultation the District Council must send its draft decision as to whether we agree or object to the removals to the Secretary of State and then consult for a further period on the draft decision (likely to be approximately 25 days). A final decision will then be made and sent to both BT and the Secretary of State.

Should you wish to object to the removal, we need to build an argument based upon the following points in the Ofcom guidance, which I am happy to discuss with you:

- **Who lives there?**
The type of local housing around a phone box may say how important it is to the area. If it's surrounded by people who own their homes, there's a fair chance they have home phones or mobiles as well. However, if the neighbourhood has mainly rented properties, social housing or residential-care homes, it could be that there are people on low incomes who need that phone box.
- **Emergency calls**
Many people feel reassured that phone boxes are available if there's an emergency. This can range from 999 calls to being able to call for help if your car breaks down. The local organisation needs to think about whether a particular phone box is more likely to be used for emergency calls than another. If, for example, the call box is near a known accident blackspot, it may strengthen the argument for it to be kept.
- **What are the takings?**
Whether it's a shop, a pub or a phone box, the amount of money people spend on a local service is a sign of whether it's important to them. BT may be able to show how much business a particular phone box is getting. If it's a very low figure, this may support their case to remove it.

We will be looking into each of these points, however, any information you have to support an objection (if you would like to object) will be very welcome. **If you would like to respond to this part of the consultation please let me have your views by 5pm on 10 October.**

A third option available is for the parish council to request to **adopt the kiosk** for £1, which will result in the telephone box remaining in situ, but the telephony equipment being removed. This will also need to be indicated through this consultation process <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

Please do get in contact if you have any questions or would like to discuss making an objection.

Kind regards,
Kirstin

16/208. Tenison Manor treebelt

- The underlying ditch used to be part of OWIDB's Catchwater drain
- It was disconnected from the OWIDB's system some decades ago and is mostly dry
- It continues to be connected to the Little Cut and could flood as a result
- This extensive tree-belt is seriously overgrown
- Recommend removing 75% of the trees initially between Broad Lane and the Tenison Manor access gate
- Suggested Resolution:
 - Consider obtaining competitive quotes and, if within £10K+VAT, proceeding with this section.

16/211. Bank reconciliation

Bank reconciliation (to the end July 2016)

Council's Bank Accounts at end of June 16 were reconciled to our Sage system and are in order.
In summary:

£638,967.73	Cash at Bank
-£12718.09	creditors
+ 6446.40	Debtors
£632,696.04	Net balance on bank reconciliation

+ VAT owed £1350
+ Prepayments £1300
Minus: £2000 Accruals
Minus: £608 PAYE
Net assets: £632,739

Creditors

AC Leigh
AJ King
Andy Ward
BC Group
Bridgeman Maintenance
BCS
Calor Gas
Chris Richards
Cromwell Fire Ltd
CSA
CUSSC
Debbie Seabright
Sam McManners
Event Hire Services
Green and Purple Ltd
Nick West
PKF Littlejohn
Staples

TOTAL £12718.09

Debtors

CUSSC
Michelle Plowman
John Thurston
Jane Williams
Keith Carpenter
Cottenham Day Centre
William Prideaux Brune
Debbie Prince

TOTAL £6446.40