

COTTENHAM PARISH COUNCIL

Full Council Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th August 2014 at 7.15pm

Present: Cllrs Mudd (Acting Chair), Berenger, Collier, Heydon, Morris, Nicholas, Ward, Wotherspoon, Young, CCC Cllr Mason, SCDC Cllr Harford, Clerk Jo Brook

In attendance: 3 members of the public

- 14/231. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Beckford (work), Bolitho (work), Collinson (holiday), Leeks (holiday), Richards (personal), RFO, SCDC Cllr Edwards (holiday) and CCC Cllr Jenkins (work).
- 14/232. Public participation – Standing Orders to be suspended** - Heidi Allen spoke just to say that she was visiting various parish councils prior to hopefully standing for election next year to replace Andrew Lansley MP.
- 14/233. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none received.
- 14/234. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 1st July be signed as a correct record. **RESOLVED.**
- 14/235. Reports**
- **SCDC** – no report for August and no questions arising.
 - **CCC** – report circulated prior to the meeting. Cllr Ward asked CCC Cllr Mason about CCC Cllr Jenkins comment re. speaking to Stagecoach and why potentially they were only looking at taking the bus as far as Broad Lane and not the Brookfield Business Park. Cllr Mason thought that Stagecoach may resist an extension of the route due to time however he was supportive of the idea and would press for action. He also mentioned the boundary changes and the consultation which starts in September.
 - **Clerk** – report circulated prior to the meeting. Several updates: the village hall sign has now been erected. The Unsuitable for HCVs sign for Telegraph Street will be installed this week. The remaining surface dressing on Histon Road is scheduled for 16/17 August (weather permitting). Ditch clearance on BGW (to alleviate Denmark Road flooding) should happen this week.
 - **Police** – Clerk reported a couple of alerts received via eCops: following an incident outside the primary school on the morning of the Tour de Cottenham a man has been sentenced. There have been 2 burglaries in the past week to business properties and the police would like people to be aware.
 - **Northstowe Parish Forum update** – report circulated prior to the meeting. Cllr Heydon thanked.
 - **Speedwatch update** – report circulated prior to the meeting. Cllr Heydon thanked.
- 14/236. Finance**

Income	Description	Net	Gross
Girlguiding Cambs East	Hire of the Village Hall for 2 hours	£ 20.00	£ 20.00
Jane Williams	Rent of village hall	£ 230.00	£ 230.00
Mitchelle Plowman	Rent of village hall - May invoice	£ 820.00	£ 820.00
Ladybirds Preschool	Quarterly rent	£ 1,554.95	£ 1,554.95
Debbie Prince	Rent for June	£ 40.00	£ 40.00
Cottenham Day Centre	Rent for June	£ 240.00	£ 240.00
CUSSC	Quarterly rent and 4 hall bookings	£ 2,275.00	£ 2,275.00
		£ 5,179.95	£ 5,179.95

Festival Income			
Voland Asphalt	Donation to the Cottenham Festival	£ 150.00	£ 150.00
CUSSC	Donation to the Cottenham Festival	£ 50.00	£ 50.00
Darts club	Donation to the Cottenham Festival	£ 64.50	£ 64.50
		£ 264.50	£ 264.50
Expenses			
Description	Net	Gross	
Debbie Seabright	24 second class stamps	£ 12.72	£ 12.72
MiJan Limited	Internal audit 2013-2014	£ 87.50	£ 92.90
FECA	Renewal of membership	£ 15.00	£ 15.00
Staples	Stationery	£ 14.16	£ 16.99
A Mappedoram	Repair to oven at the village hall	£ 187.47	£ 224.96
N Rice	Groundsman duties - holiday cover	£ 110.00	£ 110.00
Staples	Printer cartridges for office printer	£ 116.66	£ 139.99
EON	Electricity - Rec Ground (DD) Monthly	£ 390.69	£ 468.83
EON	Electricity - Green (DD) Monthly	£ 14.37	£ 15.09
The BC Group Trust	Crowlands Manor Site	£ 268.00	£ 321.60
Nick West	Cleaning costs for the Village Hall	£ 785.25	£ 785.25
Face 2 Face Legal consultancy	Advice re Contract Andrew King	£ 1,225.00	£ 1,470.00
Debbie Seabright	Mileage costs incurred for training day	£ 14.40	£ 14.40
CPALC	Clerks training days	£ 200.00	£ 200.00
CPALC	Local Councils Explained publication	£ 99.98	£ 99.98
Andrew King	Invoices re hire of equipment	£ 660.00	£ 792.00
Andrew King	Mileage costs	£ 7.20	£ 7.20
Salaries	Salaries August	£ 3,683.65	£ 3,683.65
HMRC	HMRC	£ 979.46	£ 979.46
Urban Sign Solutions Ltd	Sign for Cottenham Moat and fitting	£ 73.00	£ 87.60
Mike Overall	Guttering repairs - village hall	£ 78.00	£ 93.60
Connections Bus Project	Thirteen visits to Cottenham	£ 3,061.00	£ 3,061.00
		£ 12,083.51	£ 12,692.22
Expenses re Cottenham festival			
Graham Beckford	Binatone 2 way radios and batteries	£ 43.98	£ 43.98
Graham Beckford	Trophy and postage	£ 59.99	£ 59.99
Graham Beckford	Hessian sacks and relay race sticks	£ 44.12	£ 44.12
Graham Beckford	Space Hoppers x 4 & Bouncy eggs x 6	£ 45.79	£ 45.79
Graham Beckford	Snacks	£ 14.74	£ 14.74
Dean Minter (disco/PA)	Additional monies for equipment hire	£ 25.00	£ 25.00
		£ 233.62	£ 233.62

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

- 14/237. Co-option** – To consider co-option applications to Parish Council – Clerk received one application from Martin McCarthy. Resolution that Martin McCarthy is co-opted to the Parish Council – **RESOLVED.**
- 14/238. S106 agreement** – Resolution to sign S106 agreement for £4,962.74 for land r/o 315 High Street – **RESOLVED.**
- 14/239. Application for pavement licence, The Chequers** – To consider response to consultation from Cambridgeshire County Council for application to install 3 picnic benches outside the front of The Chequers – Cllr Mudd read out the additional information received from the applicant. Concerns

were raised re. the loss of a parking space and the uneven ground where the benches would be sited. There was a consensus that CPC should support local business. Resolution that CPC support the application to install 3 picnic benches outside the front of The Chequers – **RESOLVED**.

- 14/240. Removal of Lime trees** – To consider responses from SCDC and County to questions submitted following the removal of trees from outside 333 High Street – formal responses have not yet been received due to holidays but are expected by the end of August. CCC Cllr Mason spoke to say that it was looking into the TPO situation. He knew nothing about the trees being removed until after it happened, unlike CCC Cllr Jenkins who had known that discussions were ongoing. SCDC Cllr Harford also confirmed that the TPO in question was only a temporary one. Item deferred.
- 14/241. Appointment of members to Committee** - To consider appointment of additional member to the Standards Committee – Cllr Morris detailed the need for a 3rd member as per the Terms of Reference. Cllr Nicholas agreed to join the Committee.
- 14/242. Upgrade to phone mast** – To consider pre-planning consultation for upgrade to Vodaphone communications mast at Watsons Yard – Cllr Morris outlined the plans which are to upgrade the mast in order to provide a 3G service to O2 and Vodafone users. It was acknowledged that this would be of benefit to the village. A full planning application will be submitted to SCDC and CPC will make appropriate comment at that time.
- 14/243. Minor Highways Improvement grant** - Update on potential grant proposals from Cottenham local resident groups and/or CPC re: County Council 'Local Highways Improvements' grant (12th September 2014 deadline) – Cllr Morris outlined the initial thoughts of the Highways Committee and to date around 20 community groups and individuals had been contacted to see whether they would be interested in submitting a bid or making comments. He stated that we need to bear any potential project in mind when precept planning. Cllr Nicholas asked for clarification on the proposed crossings mentioned in the report. Some of these may be 'informal' crossings with dropped kerbs and tactile surfacing. Cllr Heydon also highlighted County's control over the Highways compared to the very minor input that a Parish is able to make.
- 14/244. Banking arrangements** – update on new banking arrangements from the Finance Committee – Cllr Young stated that the Committee are looking at splitting our funds across several institutions. This is to limit our liability since there are no statutory provisions in place to protect our money should there be a problem with the bank.
- 14/245. Changing rooms** – update from the Finance Committee – Cllr Young provided an update prior to the meeting and ran over the key points. CPC have 3 main options:
1. Continue with the project as scoped accepting the annual funding requirement and the potential indefinite nature of the need for such funding.
 2. Abandon the current plans, resulting in the loss of the grant funding currently in place.
 3. Continue with the project as scoped seeking alternative funding arrangements involving changing room user groups and/or other third parties to reduce/offset the annual funding requirement from CPC. This could include sponsorship arrangements.
- Finally there are significant time pressures on making a decision given that the FA grant funding is not guaranteed beyond November 2014 and the decision cannot be delayed. It is worth noting that if we lose the FA funding the maximum they are now giving towards projects is just £100k. Cllr Morris has been looking at the W&B contract. There is a fee proposal in place but with no underlying terms and conditions. We could argue that they have therefore accepted our terms. The tender spec is too elaborate and prescriptive by determining the suppliers. He stated that he believed the architects must have known that it wasn't possible to deliver the project within budget. Clerk to arrange a meeting with W&B in the next 10 days. Cllr Mudd will contact Sport England and Cambs FA with an update following the architect meeting. Cllr Morris stated that the tender spec needed amending to be less restrictive. Cllr Young said that the on-going support by CPC to the project after it was delivered and the operating deficit needed debating. Cllr Ward was interested in the income figures considering that they were based on the existing figures/usage.

Cllr Young confirmed that the income from the better facility would have a negligible effect on the overall picture. Cllr Berenger asked how the bidders were chosen and it was confirmed that all contractors would need to complete a PQQ beforehand to ascertain suitability for the project. Decision on the options deferred. Cllr Collier left the room at 8.53pm.

- 14/246. New skatepark facility** – update from the Finance Committee – Cllr Morris provided an update document prior to the meeting. Cllr Collier returned to the room at 8.55pm. Cllr Nicholas requested clarification of the increase in costs and it was confirmed that the £80k for the actual skatepark had been in the public domain for some time. Cllr Morris also clarified that without any grants the project would cost the Parish £90k + VAT (inclusive of contract admin fees). NB: The following resolutions were put forward to enable us to apply for grant funding; no actual contracts are being signed at this time.

Resolution that Cottenham Parish Council to enter a contract with Wheelscape Limited for delivery of a new Wheeled Sports Facility for a lump sum of £80,000+VAT over a 4-6 week period using a form of the Joint Contracts Tribunal Minor Works Building Contract (with Contractor's design) administered by a Contract Administrator and/or Contract Design & Management Co-ordinator. **RESOLVED.**

Resolution that Cottenham Parish Council to enter contracts, in accordance with CPC Financial Regulations, with various suppliers to oversee (Contract Administration and/or Contract Design and Management Co-ordinator) the Wheeled Sports Facility contract with Wheelscape to a value not to exceed £8,000+VAT. **RESOLVED.**

Resolution that Cottenham Parish Council to enter contracts, in accordance with CPC Financial Regulations, with various suppliers to supplement the Wheeled Sports Facility contract (minor variations including signage and cosmetic/durability enhancement) to a value not to exceed £2,000+VAT. **RESOLVED.**

- 14/247. Matters for consideration at the next meeting** – Clerk/RFO salaries, maintenance to land to the rear of Kingfisher Way, Highways grant, changing rooms
- 14/248. Dates of next meetings** – Highways 12th August, Standards 12th August, Facilities 19th August, Planning 21st August, Full Council 2nd September.
- 14/249. Close of Meeting** – 9.17pm.

Signed _____ (Chair) Date _____