

COTTENHAM PARISH COUNCIL
Ordinary Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st October at 7.15pm

Present: Cllrs Burton (Chair), Berenger, Bristow, Brown, Collier, Collinson, Heydon, Mudd, Richards, Rowley, CCC Cllr Mason, SCDC Cllr Harford and Clerk Jo Brook

In attendance: 4 members of the public

- 13/104. Any Questions from the Public or Press – Standing Orders to be suspended** – Resident requested additional conditions put on events on the green. There had been a lot of disturbance by generators from the recent circus. CPC already reviewing hire arrangements and this further suggestion will be taken into consideration.
Ren Pecsí spoke on behalf of the Rugby Rascals re. item 116. The rugby world cup takes place in 2015 and there is currently money available from the RFU for posts and pitches. The Rascals wanted to hold off making an application until knowing if CPC would support them. The posts would be semi-permanent and come down at the end of the season (currently looking at 2014/15 season). Re. funding, the RFU would pay for the posts and the club would need to pay for installation. The sizes of the pitches for junior players vary but generally in the region of 30x60m. Cllr Mudd highlighted the drainage issues on the 3rd field since this is the only space available. Ren will investigate whether funding may be available from the RFU for pitch improvement. A question was raised as to whether football compatible posts would be available; Ren to check with RFU. Cllr Bristow asked if showers were needed. For the juniors only catering and toilet facilities are needed.
- 13/105. Standing Orders to be re-instated – Chairman’s Introduction and Apologies** – Cllrs Bolitho (professional), Leeks (personal), CCC Cllr Jenkins, SCDC Cllr Edwards and RFO (personal).
- 13/106. 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.
- 13/107. Minutes** - To resolve that the minutes of the meeting of the Council/committee held on the 3rd September (Ordinary meeting) be signed as accurate. Following minor amends Cllr Mudd proposed a true and accurate account, seconded by Cllr Rowley, all agreed. 5th September (Planning) - Cllr Bristow proposed a true and accurate account, seconded by Cllr Brown, all agreed. 19th September (Planning) - Cllr Nicholas proposed a true and accurate account, seconded by Cllr Rowley, all agreed.
- 13/108. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford has been liaising with Cllr Rowley re. S106 money for the Beach Road development. Have finally made some headway and will continue to liaise.
 - **CCC** – report circulated prior to the meeting. CCC Cllr Mason spoke to say that the Transport Development Plan has been revised. Finalisation is on-going. A question was raised on whether CCC consult with utility companies to ensure that newly laid roads won’t be dug up shortly afterwards. Cllr Mason stated that currently there isn’t any liaison. There is an Officer who deals with this area but there isn’t much information forthcoming unless major resurfacing is involved. Drainage – Cllr Mason has been doing an investigation upstream of Cottenham. The new development at NIAB will feed in this direction. Cllr Mason is liaising with District about this and trying hard to get the developments to take downstream into account. Hoping that there will be some S106 available to make allowances for this. Local Plan – Cllr Mason has objected to the Darwin Green development on the grounds of the effect to downstream villages.
 - **Police** – no report received.
 - **Clerk** – report circulated prior to the meeting.

13/109 Finance

Income	Description	Net	Gross
John Lawson's Circus	Rent for the village green	180.00	180.00
CUSSU	Donation to War memorial fund	150.00	150.00
William Prideaux-Brune	Kettlebell rent - Aug 13	24	24
Ladybirds	Oil/Water	292.98	292.98
SCDC	Remittance	263	263
Debbie Prince	Buggy Bootcamp rent - Aug 13	24	24
Day Centre	August 13 invoice	240.00	240.00
SCDC	Remittance: Precept	98,100.00	98,100.00
Came and Co	Insurance payment re Shed repairs & Fence repairs	458.00	458.00
		99,731.98	99,731.98
Expenses	Description		
MLM	Building control – changing rooms	540.00	540.00
SCDC	Trade waste service at the Rec ground	728.00	728.00
HMRC	October Tax/NI	1194.07	1194.07
Salaries	Oct Salaries 2013	3527.52	3527.52
CAPALC	Chairmanship training course	70	70
Camline Cambridge	Village Hall car park markings	695	834
Broker Network Ltd	Insurance renewal	4716.36	4716.36
Phs Group	Annual sanitary waste charge re Village hall	69.95	83.94
EON	Electricity Bill Recreation Ground	408.46	490.15
Cambridge Water	Water bill for the War Memorial	34.8	34.8
Phs Group	Sanitary disposal Oct 13 to Oct 14	612.99	735.59
PKF LittleJohn	External Audit of Annual Return (Y/e 31/3/13)	600	720
Nick West	Cleaning Services - August	641.25	641.25
Nick West	Expenses: Fluorescent tubes and Timpsons	37.76	37.76
Northmore Associates	Consultancy Services	6,467.50	7,761.00
FECA	Membership fees	15.00	15.00
The BC Group	September invoice	556	667.2
Ladybirds	Replacement of damaged posts & wooden fence	46	46
Connections bus	5 visits to Cottenham	1150	1150
Talk Mobile	Mobile phone - September	9.64	11.57
AJ King	Mileage and invoice for hire of equipment	425	528
Jo Brook	Expenses: Stationary and Postage	50.82	50.82
		22,596.12	24,583.03

The donation to the war memorial fund has been ring-fenced. Cllr Richards mentioned that he will shortly be receiving a cheque for £1500 from Cottenham Charity Cup which will also go towards funding the memorial refurbishment. Resolution to pay these invoices. Proposed by Cllr Bristow and seconded by Cllr Berenger. Resolved unanimously.

13/110. Church pews – to consider CPC’s position on removal of pews at the church (resident request) – The resident who requested this agenda item didn’t attend the meeting. Without further information the Parish Council was unable to take a position on this item. It was noted that the Consistory Court case was due to take place in November and therefore it wouldn’t be appropriate for the Council to be involved unless any potential planning application was received.

13/116. Rugby Rascals – to receive and consider request for permanent pitch, installation of posts and agree costs for hire – Cllr Mudd felt that the only area available would be the 3rd field however a considerable amount of work was needed to the ground and this would be very expensive. The goal posts needed are a different width to football. It may be possible to get posts on wheels. In the view of the groundsman the pitch would need to run in a different direction due to the play of

the ball. Cllr Mudd has spoken to Stephen Conrad and County don't envisage taking the field back any time soon. Cllr Richards to liaise with Ren on the details and Cllr Mudd will investigate drainage. Rec group to meet. It was felt that it would be a positive investment for the village to get the additional ground playable. Resolution: That CPC agrees in principle to a rugby pitch on the recreation ground subject to further investigation of technical feasibility and costs. Proposed by Cllr Collinson and seconded by Cllr Brown. Resolved unanimously.

- 13/111. Insurance claim** – to receive and consider settlement figure of £8,350 for claim against theft of triple mower – Cllr Mudd stated that an offer had been made but challenged because it was considered too low. The insurers have asked us to come back with costings of similar machines – a new one is approx. £36k. Andrew King has spoken to Does who have said that we'd need approximately £12k for a replacement. Currently awaiting figures from other suppliers. Defer decision. Cllr Mudd to keep everyone updated.
- 13/112. Recreation Ground equipment** – to receive and consider quotes to agree the purchase for essential equipment – Cllr Bristow circulated estimates and equipment suggestions prior to the meeting. The recommended spend on hand tools was approximately £2k. The big items are the gang mower and tractor (seen 3 vehicles to date). The only example we've viewed of Andrew's preferred rotary mower was in bad condition and he has concerns of driving around the village on something that wasn't up to scratch. Ride on mower – Andrew had a preference for something with a mulching deck. Cllr Bristow stated that he will do his best to get costs down but we are likely to go over budget for the ride-on. We have had 3 sealed bids for the tractor with the highest being £2,022. Clerk to contact winning bidder. Cllr Bristow was thanked for the information provided. It was felt that we should progress matters quickly and start negotiating prices. Resolution: That CPC buys hand tools as suggested to a cost of £2,100 and negotiate on the larger items up to a maximum of £18,850. Proposed Cllr Bristow and seconded by Cllr Mudd. Resolved unanimously.
- 13/113. Traffic improvements** – to receive and consider ideas for parking restrictions and safety measures in the vicinity of Newsagents on the High Street – Cllr Rowley highlighted the traffic issues around the newsagents. We need to consider putting in parking restrictions similar to those in other areas of the High Street. The costs would be £400 for the signs and £700 for advertising. However we could advertise numerous items in one go to reduce costs and Cllr Rowley would like the Traffic Working Party to investigate suitable measures. Policing any restrictions would be a problem but this shouldn't stop us investigating the idea. Resolution: That the Traffic Working Party meet to come up with ideas to put to full Council. Proposed Cllr Rowley and seconded by Cllr Collier. Resolved unanimously.
- 13/114. The Pound** – to receive and consider request for renting/sale of the Pound (resident request) – Clerk has received correspondence from Jig Amin regarding possible purchase or rental of the Pound car park. We are currently in a position whereby if we sold or rented then 50% of the money would have to go to SCDC. Cllrs were also uncomfortable with selling since this is a historical part of the village. It does need to be better advertised as a public car park although it is used as parking by several neighbouring properties. Cllr Bristow suggested possible parking permits for residents. Cllr Nicholas raised safety issues of cars having to reverse onto the main road to exit the site. It was agreed that the site is not currently for sale or rent. Cllr Bristow did feel that we should look at the possibility of earning money from the site in the future.
- 13/115. Skate Park** – to receive a project update – Cllrs Berenger had done further research into other skate parks. Having now spoken to some experienced skaters it looks like concrete would be a better longer term option with less maintenance because the ramps are integrated. More space would be required and the costs are considerably higher. It was felt that we should do it properly and this could potentially attract events in the future. Would be looking in the region of £70k. A park of 288sqm would be less than double the current size but we would need to figure out where an extension could go. Now that BMXing and skating are recognised sports it was felt that all sports should remain on the recreation ground. Cllr Bristow wondered if we could re-utilise the area of the tennis courts if they are moved. We need to decide whether to accrue for this project

or just budget for next year. Cllr Brown asked if there was any Lottery Olympic Legacy funding that could be available. Cllr Berenger will come back with figures for submission in the November budget meeting.

- 13/117. Verge outside 333 High Street** – to receive and consider maintenance of County Council owned verge and trees by CPC (resident request) – Cllr Burton suspended Standing Orders to allow Mr Stevenson to speak. Mr Stevenson stated that it had been a year since the CPC groundsman had stopped maintaining the verge and trees outside his property. The lime trees grow very quickly and obstruct his access. He would like to see the groundsman resume his maintenance and strimming of the verge whenever other work is done in the vicinity. Mr Stevenson accepted that the trees and verge are owned by the County Council and not the Parish. Cllr Mudd pointed out that there are numerous residents in the village who maintain the County-owned verges outside their property. Mr Stevenson was asked whether he had thought about doing the work himself. He responded that he had previously maintained but now doesn't have the time. CCC Cllr Mason stated that there is a procedure whereby County can agree for the Parish to take over the maintenance but we would need to consider that if we do it for this area then whether we'd do it for other properties in the village. There may be an opportunity for the Parish Council to formalise the arrangement with County and ask for money to pay for the work. Standing Orders were reinstated. Cllr Collinson commented that he could see on one level why the request from Mr Stevenson was sensible but that we pay Council tax for the County to maintain the area and they should live up to their responsibilities. However we do recognise that the County has very little money. Cllr Mudd warned that we need to be careful from an insurance point of view – if we were to damage property whilst maintaining an area that didn't belong to us. The last time CPC did work on this verge and invoiced County it took over 12 months for them to pay. Cllr Bristow voiced concerns with whether we had the resources in place to do the work given the extra work that the groundsman was already taking on in the village. As a Council we shouldn't be giving one resident special treatment over another and we'd therefore have to look at doing maintenance for all residents with County-owned verges outside their property. Cllr Collinson highlighted the possible implications of a precept increase if the Parish were to take this work on. Additionally we wouldn't want to become responsible for the whole tree maintenance. Resolution: That CPC consider maintaining the County-owned verges around the village green and we have a dialogue with County as to how much financial support they will provide. Need to specify that the trees on the verges continue to be the property of the County Council. Proposed Cllr Burton and seconded by Cllr Collinson. 9 votes for and 1 abstention. Resolved. CCC Cllr Mason to liaise with County and report back.
- 13/118. Connections bus** – to consider extending the sessions by 6 weeks (to the end of the financial year) at a total cost of £1380 – Cllr Collier outlined. Initially we only agreed a 6 month period. Over the summer the take up was low. Thursdays have been more popular and proved beneficial plus there has been a good mixture of year groups. Cllr Nicholas said that although take up didn't appear good on paper we had to look at the bigger picture and that the project was proving beneficial to those children attending. Cllr Bristow wanted to get a target figure of attendees when the budget was set for 2014/15. Cllr Collier has been liaising with Head of ICT at CVC who has been advertising the bus and she will speak to him again. The Connections outreach team are hoping to do a school assembly. Cllr Brown asked if it was possible to advertise via Parentmail but the Head of CVC has said it would be better down via ICT. Resolution: That we increase the Connections Bus by a further 6 sessions. Proposed by Cllr Collier and seconded by Cllr Brown. Resolved unanimously. Cllr Brown left the meeting at 9.30pm.
- 13/119. Car park at rec ground** – to consider increasing the number of disabled parking bays (resident request) – Clerk has received complaints that there is not enough disabled parking available at the rec (currently only 1 bay). We still have money left over from that originally earmarked for re-marking of the rest of the car park. Resolution: that a further disabled bay is marked out to a maximum cost of £300. Proposed Cllr Burton and seconded by Cllr Collier. Resolved unanimously.

- 13/120. Remembrance Day** – to consider representative to lay wreath on behalf of CPC – Resolution: Chair to lay wreath on behalf of CPC and a donation will be made. Proposed Cllr Burton and seconded by Cllr Bristow. Resolved unanimously. Cllr Berenger left the meeting at 9.40pm.
- 13/121. CVC 50th Anniversary donation** – to receive and consider giving a donation of £100 towards the restoration of the original photos of the college opening – Cllr Mudd outlined the reason for the donation. Resolution that donation of £100 is made to CVC for their college opening – proposed by Cllr Mudd and seconded by Cllr Nicholas. 8 votes for a 1 abstention. Resolved.
- 13/122. S/137 grants** – to receive and consider criteria process – Item deferred.
- 13/123. RFO role** - To consider taking on Debbie Seabright permanently as RFO – Motion to exclude public and press proposed by Cllr Burton and seconded by Cllr Rowley. Resolved unanimously. The meeting re-opened at 10.20pm.
- 13/124. Matters for consideration at the next meeting** – Carol Concert; Traveller enquiry – need to meet with Philip Kratz to discuss.
- 13/125. Dates of next meetings** – Planning Meeting 10th October (P1), Planning Meeting 24th October (P2), Ordinary Meeting 5th November.
- 13/126. Close of Meeting** – 10.25pm

Signed _____ (Chair) Date _____