

COTTENHAM PARISH COUNCIL

Ordinary Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd September at 7.15pm

Present: Cllrs Burton (Chair), Berenger, Bristow, Brown, Collier, Collinson, Leeks, Mudd, Richards, Rowley, Wotherspoon, CCC Cllrs Jenkins and Mason, SCDC Cllr Edwards, Clerk Jo Brook and RFO Debbie Seabright,

In attendance: 3 members of the public

13/73. Any Questions from the Public or Press – Standing Orders to be suspended – Resident complained about the maintenance of the verge and trees outside his house at 333 High Street. CCC Cllrs Jenkins and Mason have been liaising with Mr Stevenson and looking at the issues. Mr Stevenson didn't dispute that the verge belonged the County Council but it was only cut 3 times a year and this wasn't adequate. Cllr Burton pointed out that owing the recent thefts the Parish didn't own any equipment so it would be impossible for us to maintain. Request that item goes on the next agenda. Background information required from County.

13/74. Standing Orders to be re-instated – Chairman's Introduction and Apologies - apologies received from Cllrs Bolitho, Heydon, Nicholas and SCDC Cllr Harford

13/75. 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 Mudd declared a pecuniary interest in item 13/78.

13/76. Minutes - To resolve that the minutes of the meeting of the Council/committee held on the 6th August (Ordinary meeting) be signed as accurate. Cllr Mudd proposed a true and accurate account, seconded by Cllr Rowley, all agreed. 8th August (Planning) Cllr Bristow proposed a true and accurate account, seconded by Cllr Collier, all agreed (clarification sought from Cllr Harford regarding what will happen to the S106 money). 22nd August (Planning) Cllr Berenger proposed a true and accurate account, seconded by Cllr Bristow, all agreed.

13/77. Reports

- **SCDC** – report circulated prior to the meeting – SCDC Cllr Edwards had nothing further to add to the report. There is no news regarding the Millfield planning application as yet. Cllr Edwards has asked for it to go to Committee should the Planning Officer be minded to approve. Cllr Collinson asked a question re. bedroom tax. Cllr Edwards stated that there was a huge increase in families going into B&Bs and there is huge pressure on the housing list which is a worry. Currently considering the discretionary housing payments.
- **CCC** – report circulated prior to the meeting – CCC Cllr Jenkins stated that the minor highways scheme for Histon Road would cost £15 and CPC have agreed to pay £5k towards the cost. Cllr Collinson raised a question re. heritage street lamps. Cllr Jenkins confirmed that there are slightly different lamps. As to which columns will be retained, Balfour Beatty has been to check which are fit for purpose. There are some areas which are deemed 'heritage zones' and these lights will be retained. Unclear as to what areas of Cottenham are within these heritage zones. Cllr Jenkins to follow up and confirm. CCC Cllr Mason stated that CPC should have had a chance to comment on the proposed changes. Cllrs Collier and Nicholas have headed up the project on behalf of the Council and are aware of the situation. Regarding the Transport Delivery Plan, both Oakington Road and Cottenham High Street schemes have work scheduled for the second half of the financial year. Cllr Bristow queried the situation on Smithy Fen.
- **Police** – PCSO Fuller was unable to attend. Clerk reported that ASBOs are being considered for the scooter riders on the rec ground. Cllr Berenger reported that the police have been checking a unit on The Maltings for drugs.
- **Clerk** – report circulated prior to the meeting. Cllr Mudd commented on the poor repairs to the embankment slide. It was agreed that the bank was too steep and more soil needed to build it

up. Cllr Bristow said that he had been informed by the cricket club that they would be sending a letter of complaint regarding the condition of the square.

13/78. Finance

| Income | Description | Net | Gross |
|-------------------------|---|------------------|------------------|
| Jane Williams | July invoice | 200.00 | 200.00 |
| Buggy Boot Camp | July invoice | 32.00 | 32.00 |
| Cottenham Day Centre | July invoice | 300 | 300 |
| Kids only | June invoice | 724 | 724 |
| Ladybirds | Quarterly rent paid (April,May,June) | 1554.96 | 1554.96 |
| William Prideaux-Brune | Kettlebell sessions on the Green | 24 | 24 |
| Came and Company | Insurance payment re Ride on mower | 5,710.00 | 5,710.00 |
| SCDC | Remittance S106 re 136 High Street | 5,023.35 | 5,023.35 |
| EON | Credit re Xmas lights on the green | 51.80 | 51.80 |
| | | 13,620.11 | 13,620.11 |
| Expenses | Description | | |
| Collier Turf Care Ltd | Paint for Rec (PO 008) | 1,566.60 | 1,879.92 |
| HMRC | August/September 2013 tax/NI | 2913.69 | 2913.69 |
| Salaries | August Salaries 2013 | 4054.32 | 4054.32 |
| The BC Group | August invoice | 423 | 518.4 |
| LAWs | Fertiliser for Rec | 1020 | 1224 |
| David Mudd | Expenses for David Mudd re postage to FA | 13.61 | 13.61 |
| Loan payment | United Kingdom Debt Management Office | 3058.19 | 3058.19 |
| Fleet | Paint | 312.33 | 374.8 |
| Nick West | August invoice plus expenses | 874.72 | 874.8 |
| Curve Design Solutions | June website maintenace | 50 | 60 |
| Curve Design Solutuions | July website maintenance (notice period) | 50 | 60 |
| Curve Design Solutions | August website maintenance (notice period) | 50 | 60 |
| CSA | Cleaning equipment and toilet rolls | 32.9 | 39.48 |
| HAGs SMP | Surfacing for playground - revised invoice | 4380 | 5256 |
| AJ King | Hire of equipment for use on rec | 828 | 828 |
| AJ King | Exps for A King re Petrol for Mower & Mileage | 47 | 47 |
| EON | Electricity re Recreation ground (DD) | 306.53 | 367.84 |
| | | 19,980.89 | 21,630.05 |

Cllr Leeks queried whether equipment hire could be claimed for under consequential loss from insurers. Cllr Mudd said it would be difficult to find cover for this but would investigate. Cllr Leeks queried invoice from Nick West. RFO confirmed that it was for 2 months and not the usual 1. It was suggested that a proper contract be put in place to confirm his hours. RFO/Clerk to draft contract. Cllr Richards raised a complaint re. the state of the hall when hired at the weekend. This will be followed up with other users. Cllr Leeks queried why the Curve Design invoice for June had been re-submitted. Cllr Burton confirmed that a tiny bit of work had been done during that period but nothing that would take more than a few minutes and worth the figure invoiced. Cllr Leeks also raised concerns about the 2 month notice period; none of our other contracts have such a notice period. Cllr Bristow agreed but urged caution when refusing payments for 'handshake agreements'. It was agreed that it was foolish of the supplier not to get an agreement in writing. All against paying the 3 Curve Design invoices due to poor service received and unenforceable notice period. Cllr Bristow proposed payment of the remaining invoices, seconded by Cllr Berenger. 10 votes for and 1 abstention. Resolved.

Resident raised request for more information on agendas regarding invoices. Cllr Bristow responded to say that information would be available from the RFO on request.

- 13/79. Internet banking** – to receive and consider setting up internet banking – RFO explained the rationale for having internet banking. There are 2 options: just to have bank statements or also be able to do payments. The second option would need 2 Cllrs to approve payments online. It was agreed that we look at this option at a later date. Resolution: That the RFO proceeds with obtaining online banking for statements. Proposed by Cllr Leeks, seconded by Cllr Bristow. Resolved unanimously.
- 13/80. Insurance renewal** – to receive and consider recommendation that CPC renews insurance with Came & Co at a cost of £4716.36 – Cllr Mudd explained that the renewal had gone up beyond the usual 3% due to the additional play equipment and fidelity cover. He has checked that the recent losses won't affect the premium (motors insured separately). We are also still within our 3 year discounted agreement. Resolution: That CPC renews insurance with Came & Co at a cost of £4716.36. Proposed by Cllr Bristow and seconded by Cllr Rowley. Resolved unanimously.
- 13/81. Street Trading Licence** – to receive and consider recommendation for suitable location for Kebab/Burger van following previous unsuccessful applications - Cllr Burton outlined the background to this item which revolved around several previous locations being rejected due to unsuitability. A trial period of 28 days at the rec ground was previously suggested. Cllr Rowley wanted to know if this was a realistic long-term location. Cllr Richards thought that with the bins already in place and with someone locking the gates it would be acceptable. Cllr Collinson raised concerns given previous damage at the rec and given that the entry road was narrow. Cllr Collier stated that she had been approached by several residents in favour of having this food service in the village. It was pointed out that the police regularly patrol at the rec ground and providing that the bowls club gate was closed (to restrict traffic movements to just the one area) it would just be a case of closing the main gate; no key necessary. CCC Cllr Mason queried whether we would charge for the use of our land and this is something that would need consideration. SCDC Cllr Harford has previously confirmed that trading licences can be very flexible so a 28 day trial is possible. Cllr Burton stated that we were trying to avoid a series of refused applications and this would be a more controlled approach. By repeatedly applying there was a likelihood that eventually Street Trading would tell us where the van should be located. By working with the applicant we can avoid this. Whilst seeing the merit in a trial Cllr Collinson thought that it was fraught with difficulties. Cllr Bristow pointed out that Highways could still refuse the application due to access issues. Cllr Richards commented that if the road could cope with the school run traffic then it should be able to cope with any traffic generated by customers of the kebab van. In terms of location it is a lot further from residential properties than other suggested locations. Cllr Wotherpoon said that there would be no issues with pre-determination but that it would be a good way of monitoring litter/noise/traffic/ASB. He also thought that it was an example of how community engagement should work. Cllr Burton proposed a 28 day trial, 6-10pm, Monday to Saturday located in the car park at the recreation ground, seconded by Cllr Richards. 6 votes for, 3 against (Cllrs Collinson, Leeds & Mudd), 2 abstentions (Cllrs Rowley and Brown). Resolved. NB: Licence would still need to be applied for through the normal channels and we would need to invite neighbours to any full licence application meeting. CCC Cllr Jenkins left the meeting at 8.53pm.
- 13/82. Traffic safety suggestions** – to receive and consider ideas for traffic safety improvements - Cllr Rowley circulated a document detailing suggestions prior to the meeting. The proposed 20mph limit was as a result of resident request. It was worth noting that the police wouldn't enforce this. Highways won't pay for signs so we would need to do this ourselves and signs would be needed throughout the village. Most suggestions have been from the areas between Broad Lane and the green. Cllr Rowley would like to take the ideas further, get some costings and take the ideas to the village. No traffic calming would be required. Cllr Brown asked for consideration to be given to reducing the speed limit on the Twentypence Road from 40mph but Cllr Bristow thought this might involve having to expand the village framework. Cllr Rowley will come back with costings and put proposals to the village. Cllr Collier asked regarding the possibility of having a zebra crossing nearer

the church end of the village. A proper pedestrian crossing outside the Co-op was being looked into by the Co-op themselves. Regarding Histon Road, an island wouldn't be possible due to wide vehicles (combines); other possibilities are being investigated.

13/83. Recreation Ground equipment – to receive and consider recommendation for purchase of new maintenance equipment at a cost of approx. £26k (money to come from existing reserves & insurance claims) – Prior to the meeting Cllr Bristow circulated figures for purchase of equipment should the groundsman remain as an employee. Cllr Bristow will speak to Mike Overall regarding costs for security enhancements. Cllr Leeks raised the question of whether we should check costs re. outsourcing our ground maintenance. It was confirmed that Andrew would rather stay as an employee and there would be legal implications of him going self-employed, although Cllr Leeks still maintained that it was good financial judgement for us to check the costs involved of outsourcing. Cllr Bristow stated that previous contracting arrangements hadn't worked and that the sports clubs had been unhappy with the maintenance levels. To enable us to maintain things to our current standard would require us to purchase the equipment. Cllr Richards mentioned that Andrew had been specifically trained to look after a rec ground which is very different from maintaining the village green; this isn't something that a 'run of the mill' contractor may have experience of. Cllr Richards asked whether we needed to look at better storage facilities. Cllr Burton stated that to satisfy our duty of care as an employer we need to provide Andrew with the necessary tools. Additionally we need to use our expenses data better to do a proper analysis of the costs for maintaining the different areas of the village; this could also help in negotiating S106 agreements. Leasing equipment would be an expensive route. As per our Financial Regulations 3 quotes are required for the new equipment. Cllr Bristow will look at main distributors for most items but alternative routes for tractors. Also need to beef up security on the 3rd field. Resolution: That CPC purchase equipment up to the cost of £26k. Proposed by Cllr Bristow, seconded by Cllr Mudd. 10 votes for and 1 abstention (Cllr Leeks). Resolved.

CCC Cllr Mason left the meeting at 9.20pm.

13/84. Village hall hire & Rec Ground contracts – to review and consider current contracts for all users – Finance Group to meet and discuss. RFO to organise meeting date.

13/85. Website – to receive update on new website - Cllr Burton gave details of the new website (address slightly different – no '.uk' on the end). Everything from the old site has been uploaded with the exception of planning agendas/minutes. Request that all Cllrs check their contact details and mail the Clerk with any amends. Further work is needed on the site and Clerk will proceed with this.

13/86. Winter gritting routes – to receive and consider gritting route proposals by County Council – Clerk previously circulated a document from County prior to the meeting. It was agreed that we should press for Beach Road to be included in the main gritting route and that the road should be given a higher priority.

13/87. Local Plan – to receive and consider update – Cllr Bristow circulated a recommended response regarding Travellers prior to the meeting and is now focussing on the flooding paragraphs of the Plan. Some clarification needed from CCC Cllr Mason and Cllr Bristow will liaise with him directly. AN Others need to pick up matters to do with whether we are upgraded to a rural centre. In the absence of a Neighbourhood Plan then maintaining our minor status would be more beneficial. Cllr Wotherspoon said the key points regarding the number of houses do refer to development within the existing framework. He didn't see much practical difference in changing status from minor to rural. NB: the policies are only a guideline. Cllr Wotherspoon mentioned that there was a time extension on the consultation. He considered that the huge amount of detailed work that had gone into Cllr Bristow's response was exemplary. There are still other areas that need a response and there are still 6 weeks left and there are still grounds for CPC to make its thoughts known on areas of the Plan. Cllr Bristow thought that we should make our thoughts clear given feedback from forms re. the Neighbourhood Plan. Cllr Brown suggested a Localism Committee meeting. Cllr Collinson cautioned that an inspector may overturn a SCDC position should a developer challenge the reason why they couldn't build.

- 13/88. Dissenters Cemetery** – Cllr Berenger gave an update on improvements to the Cemetery including a temporary new fence. The Heritage Lottery Fund may be able to assist with a permanent new fence. The War Commission are cleaning up 3 of the graves. Currently trying to find out ownership of the fence on Harlestons Road.
- 13/89. Trees on The Pond** – Cllr Mudd outlined the nature of the complaint. Residents have raised concerns regarding cracking on their houses since removal of 2 trees earlier this year. Clerk has been in contact with SCDC and CC Tree Officers and they are both satisfied that due care was taken when the trees were removed (due to disease) and it would be highly unlikely that the work was to blame. Cllr Mudd has also contacted our insurance company to check cover.
- 13/90. NALC publication** – to consider and receive recommendation that CPC purchase at least one copy of ‘Local Councils Explained’ at a cost of £57.50 each. Resolution: that CPC purchase 2 copies of ‘Local Council’s Explained’ at a cost of £57.50 each. Proposed by Cllr Collinson, seconded by Cllr Rowley. 10 votes for, 1 abstention (Cllr Wotherspoon). Resolved.
- 13/91. Matters for consideration at the next meeting** – removal of church pews (at request of resident)
- 13/92. Dates of next meetings** – Planning Meeting 5th September (P1), Planning Meeting 19th September (P2), Ordinary Meeting 1st October. NB: there won’t now be a meeting with the architect after the planning meeting on 5th September.
- 13/93. Close of Meeting** – 10.30pm

Signed _____ (Chair) Date _____