

# COTTENHAM PARISH COUNCIL

## Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> June at 7.15pm

**Present:** Cllrs Burton (Chair), Berenger, Bolitho, Bristow, Brown, Collinson, Heydon, Leeks, Mudd, Rowley  
Clerk Jo Brook, CCC Cllr Jenkins

**In attendance:** 2 members of the public

- 972. Any Questions from the Public or Press – Standing Orders to be suspended** – Dr Matthew Lavis gave a presentation about the Foodbank project. The aim is to provide short term relief only. Since November 2012 the Ely Foodbank has collected 11 tons of food and 8 tons has been distributed. All food is packed into boxes to provide 3 days’ worth of meals. The support agencies hold vouchers which are handed out to those in need. The Ely Foodbank is run by the churches but Dr Lavis pointed out that it doesn’t have to be a Christian organisation. CPC need to decide if we want to join forces with other villages. All the supermarkets have been very helpful and supportive. We might just want to be a distribution centre. Would need to raise money to support the running of the project e.g. storage and distribution centre, advertising, travel expenses etc. Ely provides approximately 1000 meals per month. Dr Lavis stressed that storage is a crucial part of the project. Cllr Burton thanked Dr Lavis.
- 973. Standing Orders to be re-instated – Chairman’s Introduction and Apologies** – Cllrs Collier, Nicholas, Richards, Rodway, Wotherspoon and SCDC Cllr Harford and CCC Mason
- 974. 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.
- 975. Minutes - 7<sup>th</sup> May (Ordinary meeting)** – Amends: add Cllr Mudd to the Finance group, Cllr Nicholas to Localism, Cllr Bristow to Church & Causeway and Cllr Richards to HCV and Traffic. Sports club reps to be added to Changing Rooms. Cllr Mudd proposed a true and accurate account, seconded by Cllr Berenger, 8 agreed, one abstention: agreed. 9<sup>th</sup> May (Planning) Cllr Bolitho proposed a true and accurate account, seconded by Cllr Heydon, all agreed. 23<sup>rd</sup> May (Planning) Cllr Rowley proposed a true and accurate account, seconded by Cllr Mudd, all agreed.
- 976. Reports**
- **SCDC** – no report this month.
  - **CCC** – Cllr Jenkins visited the primary school yesterday to discuss expansion plans; they are ambitious but currently under wraps. Plans will be going public on 3<sup>rd</sup> July. Despite the new investment the school will be too small again in 5 years or so. CCC Cllr Jenkins to keep CPC informed of developments. The school planning officers have said that they would object to any significant development in the village. Tenison Manor adoption: a maintenance schedule was signed in 2010 and CCC Cllr Jenkins will push for resolution on full adoption. It was pointed out that the sewers would also need adopting. The main sticking points against adoption previously had been the raised brick areas on the roads. S106 bus service: meeting tomorrow.
  - **Police** – no report this month.
  - **Clerk** – report circulated prior to meeting.
  - **Chair** – nothing to report.

**977. Finance**

Income	Description	Net	Gross
Tony’s Ices	Donation – play area opening	10.00	10.00
Whyatts	Green Hire – Rent	500.00	500.00
Ladybirds	Rent	1554.95	1554.95
Michelle Plowman	Hall Rental Feb 13	745.00	745.00
Day Centre	Hall Rental Apr & May 13	540.00	540.00
<b>Total</b>		<b>2809.95</b>	<b>2809.95</b>

## Expenses

Heelis & Lodge	Internal Audits 11/12 & 12/13	510.00	510.00
Fen End Nurseries	Flowers for War Memorial	113.95	136.74
Cutting Edge PC	Clerk – Email problems	30.00	30.00
Jo Brook	Expenses for playground opening	31.43	31.43
Fleet Line Markers	Athletic boom for white line machine	215.49	258.59
Cambridge Water	Water bill Memorial	34.80	34.80
Curve Design	Website maintenance May 13	50.00	60.00
BC Group Trust	Crowlands Manor maintenance	268.00	321.60
Cromwell Fire Ltd	Fire Alarm inspection @VH	194.34	233.21
Connections Bus	Use of bus 12 <sup>th</sup> May @ play area	215.00	215.00
G& J Peck Ltd	New strimmer for the rec	300.00	360.00
Eon	Elec bill Rec Ground (D/D)	226.26	271.51
Eon	Elec bill Green (D/D)	34.66	36.39
Birmingham Fuel Oils	Heating Oil & Red Diesel for Rec	1855.00	1947.75
Nick West	Cleaning VH & expenses May 13	360.90	360.90
Andrew King	Expenses May 13	373.51	373.51
Salaries	Jun 2013	3401.98	3401.98
HMRC	Taxes Jun 2013	1117.90	1117.90
<b>Total</b>		<b>9333.22</b>	<b>9701.31</b>

Resolution to pay these invoices. Proposed by Cllr Bristow and seconded by Cllr Mudd. Resolved unanimously. Cllr Bolitho queried the water supply at the war memorial. Cllr Mudd confirmed that there is a separate water supply at the memorial. Cllr Mudd queried whether Kids Only were behind with their payments; Clerk confirmed that they were but that the RFO was chasing. CCC Jenkins left the meeting at 8.05pm.

- 978. Appointment of new RFO** – to consider appointment of replacement RFO following resignation from Fiona Gooch – Fiona was thanked for the work that she has done whilst in the post. Clerk to advertise as appropriate. Cllr Bristow requested that everything would be up to date and the need for the Finance group to meet to discuss a handover. Clerk to find reasonable resource in the interim. Member of the public present who was interested in taking on the role.
- 979. Internal audit** – to receive report from the audit – Clerk reported that the audit went well but that we are required to have a separate asset register. Cllr Bristow inquired why this was needed in addition to the list we already have in place. Clerk informed that the current list was incomplete and more detail was necessary. Cllr Heydon queried whether it was possible to export the information from Sage although this seemed to be beyond what the package was capable of. Clerk to compile document. Cllr Collinson recommended speaking to Robert Clarke to discuss historical assets.
- 980. CAPALC** – Resolution: that we renew our CAPALC membership for 2013/14 at a cost of £726.41. Proposed by Cllr Bristow and seconded by Cllr Collinson. Resolved unanimously.
- 981. Smartwater** – to consider renewing our licence on arrangements for 12<sup>th</sup> May – Clerk to investigate costs involved. Item deferred.
- 982. Strimmer repair costs** – to consider paying 50% costs (£154.16 plus VAT) for repairs to strimmer owned by Andrew King– it was noted that the cost was the same as the new strimmer. Cllr Burton suggested that we ask Andrew not to use his own equipment going forward with the exception of the truck and trailer. CPC to buy any other items that are needed. Clerk to check Andrew’s contract and will speak to Pecks regarding the repair invoice. Defer invoice payment until this has happened. Cllr Mudd also advocated updating our risk assessment. Cllr Berenger said that we need to ensure all equipment is up to the required service levels so that we don’t run into any health and safety issues.
- 983. Changing Rooms** – to receive and consider architects charges and to approve consulting

engineer's fees – Cllr Mudd outlined the email which he had circulated prior to the meeting which detailed the quotes from various engineers. We need to appoint the engineers before the detailed plans can be drawn up. The costs would be £37.5k for Wilby & Burnett (architects) plus the engineers fees (£54,860 in total). Cllr Heydon queried if we had fees in place and Cllr Mudd confirmed that these had been taken into account as part of the overall project costs. Cllr Burton stated that we need to get the plans in place before we can organise the Public Works Loan. We are confident that we have the revenue in place. Discussion took place of the financial risk associated with this step. Essentially without this step the project will stall so it is necessary. Cllr Bristow queried why we need to pay full structural engineers fees. None of the fees will be paid immediately, it is purely to give them to go ahead for these forthcoming costs. Cllr Heydon raised concerns that the figures involved weren't mentioned on the agenda. The overall project figure is however already in the public domain. Resolution: that Cllr Mudd contacts the architects and tells them to proceed with a budget not exceeding £47,725. Proposed Cllr Burton and seconded by Cllr Bristow. Resolved unanimously.

- 984. Play equipment** – to receive and consider update on surfacing issues – Cllr Mudd reported that no further progress had been made with the surfacing company and that we are still waiting for the contractors to contact us.
- 985. Review of groundsmans workload** – to review and consider review of Andrew King's workload following CPC taking ownership of additional land – Clerk to meet with Andrew to work out his hours. Need to assess whether there is space for an apprentice. Cllr Collinson suggested looking into possible apprentice funding. Cllr Bristow also suggested looking at the draft S106 agreement for Beech Road to see what figures are mentioned for maintenance.
- 986. Balancing Pond** – to receive and consider report as to how to proceed – Cllr Mudd reported that we have been asked by Anglian Water to look at the grant of deed of easement for the pond. However the agreement doesn't include the Little Cut and we need to check ownership. CCC Cllr Mason will be approached to meet with Cllr Mudd to go through the finer details given his knowledge in this area. With the Little Cut included we would need extra money to maintain. Anglian is also asking us to dredge more often than is done currently and this has been queried.
- 987. War Memorial** – to receive and consider recommendation for Hibbitts to carry out restoration work to railings and paving as per planning permission – Cllr Mudd reported that we are approximately £5k short on funding this project. He has looked at the Shared Heritage Fund but there was a considerable amount of work to be done. Cllr Leeks suggested doing some fundraising in the village towards the costs. Cllr Collinson also suggested asking the Cottenham Feast to make it their charity for the year. Resolution: that we ask Hibbitts to go ahead with the restoration work. Proposed by Cllr Mudd and seconded by Cllr Berenger. 5 votes for, 4 abstentions. Resolved.
- 988. External complaints committee** – to review and consider make-up of the committee – item deferred until next meeting.
- 989. 37 Brenda Gautrey Way** - to consider invoice of £100 to Jonathan Copping for purchase of open space adjacent to 37 Brenda Gautrey Way – Cheque has now been received from Mr Copping via King & Co solicitors.
- 990. Foodbank** – to receive and consider joining the Foodbank scheme - Further to the presentation from Dr Lavis Cllr Bolitho acknowledged the need to investigate the project more. He requested permission to go and speak to organisations already involved with Foodbank. Cllr Collinson advocated the need to see if the churches in Cottenham were prepared to get involved. It may be appropriate for us to provide some funds towards the project but not run it as a Council project. Resolution: that CPC supports the idea of setting up a Foodbank and for Cllr Bolitho to contact various organisations already involved. Proposed by Cllr Bolitho and seconded by Cllr Collinson. Resolved unanimously.
- 991. Kids Only** – to receive and consider query from Kids Only (after school club) regarding installation of climbing holds on one of the internal walls in the village hall - Following discussion it was considered that this would be unsafe. Clerk to contact Kids Only.

- 992. **Matters for consideration at the next meeting** – external complaints committee, Dissenters cemetery, web update.
- 993. **Dates of next meetings** – Planning Meeting 6<sup>th</sup> June (P1), Planning Meeting 20<sup>th</sup> June (P2), and Ordinary Meeting 4<sup>th</sup> July.
- 994. **Close of Meeting** – the meeting closed at 10pm.

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