

COTTENHAM PARISH COUNCIL
Ordinary Minutes

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

Present: Cllrs Burton (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, Mudd, Nicholas, CCC Cllrs Jenkins, Mason, SCDC Cllrs Edwards, Harford and Clerk Jo Brook and RFO Debbie Seabright

In attendance: 3 members of the public

- 13/132. Any Questions from the Public or Press – Standing Orders to be suspended.** Julia Brand spoke to say that she feels that the December Ordinary meeting would be too late to discuss the current issues re. the Travellers site and she wants an EOM called. She also wants the Parish Council to ask for a judicial review into SCDC's incompetence on this important matter. Cllr Burton responded that CPC will look into the matter once the notes from the meeting earlier this week with Jo Mills and Nigel Blazeby from SCDC have been circulated. Graham Beckford spoke regarding the recent meeting at the rec ground between the Renegades and members of the rec group working party. Would like the matter to be discussed further at a later date.
- 13/133. Standing Orders to be re-instated – Chairman's Introduction and Apologies –** Apologies received from Cllrs Bristow (personal), Brown (professional), Leeks (personal), Richards (personal), Rowley (personal), Wotherspoon (personal).
- 13/134. 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 Bolitho declared a non-pecuniary interest in item 13/153.
- 13/135. Minutes -** To resolve that the minutes of the meeting of the Council/committee held on the 1st October (Ordinary meeting) be signed as a correct record. Following minor amends Cllr Berenger proposed a true and accurate account, seconded by Cllr Mudd, all agreed. 10th October (Planning) Cllr Collier proposed a true and accurate account, seconded by Cllr Heydon, all agreed.
- 13/136. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Edwards mentioned that District were currently conducting a survey into the number of rough sleepers in the area. If anyone knows any please let District know plus names and locations if known. Northstowe – key points: local residents should be exempt or given passes for the road toll; any increases in the toll should be capped; once the infrastructure is paid for then the toll should be lifted; funding should come from new homes bonus not Council Tax.
 - Cllr Heydon mentioned various reports that she had circulated prior to the meeting re. Northstowe and Speedwatch.
 - **CCC** – report circulated prior to the meeting. CCC Cllr Jenkins gave an update on buses. It looks like we'll lose the 106 bus. The 110 bus will remain but be routed via Rampton. He has asked for a meeting to discuss other options regarding routing for the Citi 8 to cover more of Cottenham. The issue is the turning circle and making the extra journey worthwhile but there is money in the budget to look into this topic. Re. the 106, a decision will be made in January and become effective from 1st May. The service will still run from Wilburton. Cllr Collinson asked a question re. heritage street lights around the village green. These will be remaining. CCC Cllr Mason mentioned a problem with the real time bus displays which aren't indicating properly. This is due to a software issue. The software provider is being pressured for a resolution to the problem. Regarding the independent review of the guided bus, both Cllrs Jenkins and Mason agreed that it doesn't cover all the issues but their wishes have been ignored and the review will go ahead as it is.
 - **Police** – update. PCSO James Fuller was unable to attend the meeting. Cllr Berenger reported that there had been several burglaries at the Maltings (Millfield).

- **Clerk** – report circulated prior to the meeting. Clerk updated: the quote for the additional disabled parking bay had come in considerably higher than expected and negotiations were on-going with the supplier. Regarding the Aquarius inspection report, Cllr Bolitho queried what the float indicator was and why it needed replacing. CCC Cllr Jenkins left the meeting at 7.35pm.

13/137 Finance

Income	Description	Net	Gross
Day Centre	Rent- Sept 13	240.00	240.00
Jane Williams	Rent for Aug 13 and Sep 13	230.00	230.00
SCDC	Precept	98100	98100
Cricket Club	Rent and Utilities	923.79	923.79
Debbie Prince	Buggy Bookcamp – Sept 13	32	32
CUSSU	Donation for War Memorial Fund	2057.5	2057.5
Ploughing Society	Purchase of Plywood	60.00	60.00
Richard Parrott	Purchase of tractor	2,022.00	2,022.00
Michelle Plowman	Rent for May 13 and July 13	1,390.00	1,390.00
Ladybirds	Quarterly Rent	1,554.95	1,554.95
All Saints Church	Annual payment to the Parish Council	3,000.00	3,000.00
Les Rouse	Re Athletic Boom	205.19	205.19
CUSSU	Quarterly Rent	2,075.00	2,075.00
		111,890.43	111,890.43

Expenses	Description		
The BC Group	Crowlands Manor maintenance - Oct	391.00	469.20
Works Loan	Loan	3,058.19	3,058.19
HMRC	November Tax/NI	1165.68	1165.68
RJW Machinery	Kubota Rotary Mower	8000	9600
Travis Perkins	Socket/tap/Gutter bolt and nuts/Postfix	101.96	122.36
MD contractors	Reach Flailing	120	144
CVC	Donation towards CVC 50th anniversary	100	100
Nick West	Cleaning VH & expenses	604.13	604.13
AJ King	Mileage and Hire of equipment	683.6	683.6
Salaries	Salaries November 13	3485.36	3485.36
G Griffiths	Supply of exterior plywood	60	60
CSA	Cleaning materials	37.80	45.36
CSA	Cleaning materials	172.18	206.62
EON	Electricity - Village Green/Recreation ground	349.18	418.96
Fleet	Marker Wheel	71.48	85.78
Goode Bequest	Donation	1,500.00	1,500.00
Dissenters			
Cemetary	Donation	1500	1500
Peter Dann Limited	Consulting engineers for the changing room	3,465.00	4,158.00
Universal Fencing	Repair of rec ground fence	413.00	495.60
	Concealed door closer & Lever sink taps for		
Travis Perkins	VH	39.99	47.99
Talkmobile	Clerks phone bill - DD	8.97	10.77
JRS Roofing			
services	Emergency work on roof at village hall	525.00	525.00
Fen End Nurseries	Flowers for the war memorial	100.70	120.84
Online Playgrounds	Set of replacement swing chains	50.00	60.00
		26,003.22	28,667.44

Cllr Mudd queried why there was no payment showing from Kids Only. RFO reported that this had previously been received. Cllr Mudd also queried why the Peter Dann invoice was less than the quote. The reason is due to the invoice only being for 70% at this stage. Cllr Heydon queried what would happen to the location of the running track in light of possible space issues at the rec ground. Cllr Mudd responded that this was one of several issues that needed to be looked into. Cllr Bolitho thought that the Fen End Nurseries figure was high (see item 13/151). Resolution to pay these invoices. Proposed by Cllr Heydon and seconded by Cllr Berenger. Resolved unanimously.

- 13/138. Co-option** – to consider that Graham Beckford is co-opted onto the Parish Council – Clerk circulated letter of application from Mr Beckford prior to the meeting. Resolution to co-opt Graham Beckford to the Parish Council. Proposed by Cllr Berenger and seconded by Cllr Nicholas. Resolved unanimously. Cllr Beckford joined the meeting.
- 13/139. Equipment storage** – to consider boarding out of storage shed on rec ground to improve security – Cllr Bristow reported prior to the meeting that this matter had already been dealt with as part of the agreed budget for equipment replacement and security improvements.
- 13/140. Connections Bus** – to receive and consider supporting the project for 2014/15 at an increased cost of £237 per session (based on booking for a full year minus holiday periods) – Cllr Collier recently attended the Connections AGM which was very worthwhile and she came away with ideas that we may want to implement in years to come. Cllr Collier reported that attendance numbers for the bus were up and looked promising. If we continue with 15 children per session it works out at £15 per person. With 25 children this figure would be £9. The service that is offered is far more than we could offer ourselves. It was widely agreed that the project is worthwhile regardless of attendance. Resolution that CPC support the Connections bus for 2014/15 at an increased cost of £237 per session for 42 sessions. Proposed by Cllr Collier and seconded by Cllr Collinson. Resolved unanimously. Cllr Beckford queried if CPC had approached any local companies to sponsor the sessions. This isn't something we have looked into but are looking into it for the skate park. We would also need to look at the technicalities of sponsoring the bus. Cllr Mudd reported that he would look into direct sponsorship with Alan from Connections.
- 13/141. Beach Road S106 Agreement** – to consider that CPC support SCDC Cllr Harford in trying to get the Beach Road 106 money to fund a pedestrian crossing near Wilkin Walk (High Street end) and to support the idea of CPC providing some limited extra funding (if required) to ensure a pedestrian crossing, rather than zebra crossing, is implemented – In the absence of Cllr Rowley SCDC Cllr Harford reported that Cllr Rowley was asking for a buffer since we don't currently know what the £65k is going to be used for. Keen to have a pelican crossing at the College High Street/Wilkin Walk location. They are now in contact with the right Officer to discuss further. CPC to top up the £65k if necessary but don't know what the current costs are at this time. Cllr Harford said there was no time urgency so the item will be deferred to December meeting when more information should be available. Cllr Nicholas mentioned that revised cost information is available and we'd be looking in the region of £50k upwards for a pelican crossing. Cllr Bolitho queried the location and Cllr Harford said this was still to be decided. By removing the island near the College it would help agricultural vehicles. Cllr Nicholas supported the idea of a controlled crossing since it would also help slow the traffic in this area. County do have a criteria for crossings however Cllr Burton thought this wouldn't come into consideration if CPC were paying directly. Cllr Harford clarified that it is how the money is being spent that is up for consideration.
- 13/142. Traveller Appeal 10th December for 3 days** – to consider that Cllrs support the efforts of Philip Kratz in his presentation of PC's case at the appeal. One Cllr per day those being: 1, 2, 3 - Cllr Burton outlined. A volunteer is required for each of the 3 days. Cllrs Bristow, Nicholas and Mudd (reserve). There will probably be a briefing before the appeal to assist those attending.
- 13/143. Tree on BGW** – to receive and consider update on tree issue near 44 Brenda Gautrey Way following meeting with SCDC Trees Officer, Roz Richardson and Mr Thomas (resident) - Cllrs Mudd outlined the situation whereby resident wants to cut down a parish-owned tree due to leaves

falling on his car. The tree appears healthy and branches appear to have already been removed so the tree is lop-sided; no branches physically hang over the area where Mr Thomas parks his car. Cllr Nicholas circulated photos prior to the meeting. If we did choose to remove then need to be aware of honey fungus which is already in the vicinity (this in itself may cause a threat to the trees on our land). Clerk reported that tree removal costs are in the region of £500 + and if we were to remove the tree in question then there was a possibility of also being asked to remove a second tree by another neighbour. Following suggestions by Roz Richardson the Groundsman will embark on a tidy up of the main 'clump' of trees in the middle of the area in question; it was felt that this would hugely improve the look of the area. Cllr Heydon felt that given the tree was healthy then there was no need to remove and there were better things we could do with the money. Another suggestion was to give the resident permission to remove the tree but at his own cost. Resolution that CPC removes the tree. Proposed by Cllr Mudd and seconded by Cllr Nicholas. 3 votes for, 3 against and 2 abstentions. Chair's deciding vote: against. Resolution fails. Clerk to contact Mr Thomas.

CCC Cllr Mason and SCDC Cllr Harford left the meeting at 8.40pm.

- 13/144. Trees** – to receive and consider report from Tree Warden - Cllr Bolitho reported on a problem regarding an ash tree on Males Close. The person who owns it wants it to stay however the tree is dead, dangerous and branches have already fallen off into a neighbour's garden. SCDC Cllr Edwards to investigate what powers District has to assist. Cllr Bolitho also wants to campaign for people not to cut down trees along the High Street with proper permission. Clerk reported that she had written a piece in the latest village newsletter advising of the process for tree works in the conservation area.
- 13/145. Recreation Ground 3rd Field** – to consider obtaining quotes for ground drainage improvement – Cllr Mudd reported that it was being investigated as to whether the Renegades Rugby Club could use the 3rd field at the rec ground, however the drainage needs addressing. Groundsman has suggested using a groundbreaker which may help. Need to obtain quotes to properly resolve the issues and budget for 2014/15. Cllr Mudd to obtain information.
- 13/146. Equal Opportunities policy** – to receive and consider adoption of EO policy – Clerk circulated the policy prior to the meeting. We also need this in place for our grant application to Amey Cespa. Resolution that CPC adopts EO policy. Proposed by Cllr Heydon and seconded by Cllr Bolitho. Resolved unanimously.
- 13/147. Child Protection policy** – to receive and consider adoption of child protection policy – Clerk circulated the policy prior to the meeting. This is also needed for the Amey Cespa grant application. Title to be amended to 'child and vulnerable adult protection'. Signature section to be removed and replaced by when adopted and under resolution '13/147'. RFO mentioned that the responsible person could attend a short course on the topic and this information disseminated to the rest of the Council. Currently the Cllrs and employees have very little contact with children. Need to ensure that those regular hirers of the village hall have proper policies in place and this will be checked when hire agreements are renewed. Cllr Heydon asked if children's parties were included but this isn't the case. Section 2.5 amended to remove 'have signed'. Resolution that CPC adopt Child and Vulnerable Adult Protection policy proposed by Cllr Berenger and seconded by Cllr Collier. Resolved unanimously.
- 13/148. Insurance** – to receive and consider settlement figures from Came & Co re. stolen ground maintenance equipment – Cllr Mudd reported that following negotiations with the insurers they had now offered £11k as opposed to £8.4k in settlement. Resolution that CPC accepts settlement figure of £11k proposed by Cllr Mudd and seconded by Cllr Heydon. Resolved unanimously. NB: Cllr Nicholas wasn't present for the vote.
- 13/149. Verge outside 333 High Street** - to receive and consider maintenance of County Council owned verge and trees by CPC (update). Standing Orders were suspended to allow CCC Cllr Mason to speak. He has been in touch with various people at County. As we know, County currently only cut the verges 3 times a year. Cllr Mason has spoken to the Clerk at Histon PC who have taken over the work for their parish. CPC would need to approach County to reverse their decision re.

ownership, the area would be surveyed and a sum of money would be offered to the Parish for upkeep. The County Officer thought that it would be 'messy' to take out just one verge and would prefer it if we took them all on or not at all. The only other options are for CPC to do the work under a 'cultivation licence' but at our own cost or do nothing and leave it to County to maintain under their current regime. The cost to Histon is approx. £14k per year and County give them £2k. CPC needs to work out the costs of maintaining the area around the village green. The 3 cuts a year is just for the grass and not the trees. Cllr Mason thought that County only do the trees as and when requested. If Mr Stevenson has concerns re. the epicormic growth then he would need to speak directly to County. Need to refer this item to a future meeting once costs obtained.

- 13/150. Carol Concert** – to receive and consider update on plans for 2014 event – Clerk gave an update. Need a Council representative to do the welcome on the night and Cllr Burton will take on this duty.
- 13/151. Planting around village sign** – to receive and consider planting of perennial herbs instead of annual flowers – Clerk made the suggestion that we move away from the planting of annuals around the village sign. This would a) save money b) save the groundsman time c) be more drought resistant due to lack of water in the area and d) could offer the opportunity for a community herb garden. Cllr Bolitho suggested planting roses in addition to the herbs however it was pointed out that there were prone to pests and may cause problems due to their prickly nature. Cllr Berenger suggested hebes since these would provide colour and attract bees/butterflies. Resolution that CPC plants perennial/herbs at the village sign location. Proposed by Cllr Bolitho and seconded by Cllr Heydon. Resolved unanimously. Cllrs Bolitho and Collinson to look into suitable plants.
- 13/152. S106 Agreement** – To receive and consider signing of S106 agreement for r/o 22 Rampton Road, Cottenham. Cllr Collinson declared a pecuniary interest and left the room whilst discussions took place. Resolution that CPC signs S106 agreement for r/o 22 Rampton Road proposed by Cllr Mudd and seconded by Cllr Nicholas. Resolved unanimously. NB: Cllr Berenger wasn't present for the vote.
- 13/153. Remembrance Day wreath** – to consider a donation of £35 towards the wreath – Cllr Bolitho declared a non-pecuniary interest and left the meeting. Resolution that CPC donates £35 to the British Legion for the remembrance wreath proposed by Cllr Berenger and seconded by Cllr Nicholas. Resolved unanimously.
- 13/154. Matters for consideration at the next meeting** – Beach Road S106, Smithy Fen planning issues, skate park.
- 13/155. Dates of next meetings** – Planning Meeting 7th November (P1), Planning Meeting 21st November (P2), Ordinary Meeting 3rd December.
- 13/156. Close of Meeting** – 9.24pm.

Signed _____ (Chair) Date _____