

**COTTENHAM PARISH COUNCIL**  
**Ordinary Meeting Minutes**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6<sup>th</sup> August at 7.15pm

**Present:** Cllrs Burton (Chair), Bolitho, Bristow, Brown, Collier, Collinson, Heydon, Mudd, Nicholas, Richards, Rowley, Wotherspoon, Jo Brook (Clerk), Debbie Seabright (RFO), SCDC Cllr Harford and CCC Cllrs Mason and Jenkins

7 Members of the public

**13/43. Any Questions from the Public or Press – Standing Orders to be suspended** – SCDC Cllr Harford spoke on behalf of the residents of Kingfisher Way, of which she is one. The residents are badly affected by an overgrown ditch to the rear of their houses - trees need pruning/pollarding and weeds are encroaching into gardens. Cllr Mudd confirmed that it was our land. Item will be added for discussion on the next agenda.

Chris Ward reported back on behalf of Sustainable Cottenham to thank CPC for their assistance with the recent litter pick.

There is another consultation from SCDC regarding localism. Cllr Burton confirmed that there are no SCDC plans for major development in Cottenham. Cllr Bristow stated that Cottenham is to be upgraded to a rural centre but that this could open us up to major ad hoc development. This was confirmed by Cllr Harford however there are no plans currently due to the size of the primary school. Any major development would need to be big enough to provide for a new primary school.

**13/44. Standing Orders to be re-instated – Chairman’s Introduction and Apologies** – Cllrs Berenger (personal) and Leeks (personal).

**13/45. 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.

**13/46. Minutes** - Minutes of the meeting of the Council/committee held on the 2<sup>nd</sup> July (Ordinary meeting) Cllr Mudd proposed a true and accurate account, seconded by Cllr Collier, all agreed. 11<sup>th</sup> July (Planning) Cllr Heydon proposed a true and accurate account, seconded by Cllr Collinson, all agreed. 25<sup>th</sup> July (Planning) Cllr Collinson proposed a true and accurate account, seconded by Cllr Heydon, all agreed.

**13/47. Reports**

- **SCDC** – report circulated prior to the meeting. SCDC Cllr Harford has received information from community assets but will read through and digest before circulating the information. Regarding the S106 money for Beach Road, the full version has now been received and there are no major amends. Highways would need to approve any upgrades to crossings. Until this is resolved we can’t agree this part of the agreement. Cllr Bristow raised the question of whether we can afford to take on the grass area in perpetuity. Cllr Harford confirmed that we are under no obligation to accept the land and are open to negotiate with the developer on this matter. Concerning the name of the development, Cllr Harford thought that Racecourse View may be adopted but this was still in consultation. Cllr Mudd raised concerns re. the number of trees/bushes on the new development. CCC Mason said that if we adopt the land as public open space then we could do what we want with it.
- **CCC** – report circulated prior to the meeting. CCC Cllr Jenkins is speaking with Highways re. the Pelham Way potholes. He urged a strong reaction to the PCSO questionnaire and the gritting notification we have received. Cllr Burton stated that Beach Road needed gritting at weekends for emergency vehicles as this wasn’t currently done. Cllr Collinson reported that some of the larger potholes on Pelham Way had now been done. Cllr Wotherspoon asked whether there was any news on the guided bus settlement. Cllr Jenkins said that he was unable to comment at this time. Cllr Mason added that the Leaders had been consulted but the details were currently

confidential. There was however a £20m difference between the claim and counter claim and there was an instruction to negotiate ahead of the court case in January 2014. Although a negotiated settlement won't be good news this could be the best possible outcome. Cllrs Jenkins and Mason have been involved with the flooding issues in the village and are working to obtain a resolution. It was reported that the Gravel Diggers Farm planning application has been granted but subject to conditions. Cllr Bristow asked for a copy of the approval to be sent to CPC for information.

- **Police** – update via the Clerk: it's been very quiet!
- **Clerk** – report circulated prior to the meeting – Clerk updated that white/yellow lining work will be undertaken this month. Regarding Hags surfacing, Cllr Mudd gave an update to state that we have been offered a £300 discount which represents the figure originally in the proposal for the replacement of the timber edging. Cllr Mudd recommended that we accept this offer and that we don't use Hags again as a supplier. Cllr Bristow requested an update on the accounts YTD against budget and this will be prepared for the next meeting. Clerk reported that a new toilet seat will be installed in the outdoor toilets and it was recommended that a push tap installed to alleviate the problem of the tap being left running. Cllr Collier has visited the Connections Bus. There were only 6 children present at the time but this was considered standard due to the summer holidays. It was pleasing to see that a good age range of children have been attending the sessions.

CCC Cllr Jenkins left the meeting at 8.07pm.

### 13/48. Finance

| <b>Income</b>                  | <b>Description</b>                              | <b>Net</b>      | <b>Gross</b>    |
|--------------------------------|---|-----------------|-----------------|
| Jane Williams (aerobics)       | Rent for Apr13/May13/June (Village Hall)        | 480.00          | 480.00          |
| Debbie Prince (Buggy bootcamp) | Rent for June13                                 | 48.00           | 48.00           |
| Cottenham United Football Club | End of season Rent (March inv)                  | 1250            | 1250            |
| Cottenham Bowls Club           | Yearly Rent (March inv)                         | 100             | 100             |
| Came & Company                 | Cheque received from Insurance company          | 1358.33         | 1358.33         |
| Cottenham Day Centre           | Rent for June 13                                | 240             | 240             |
| CUSSC                          | Rent for Apr13/May13/June (Village Hall)        | 2,175.00        | 2,175.00        |
|                                |   | <b>5,651.33</b> | <b>5,651.33</b> |
| <b>Expenses</b>                |   |                 |                 |
| N Rice                         | Empty bins on Rec and clear rubbish             | 140             | 140             |
| Debbie Seabright (Expenses)    | Stamps  | 12              | 12              |
| The BC Group Trust             | July Invoice                                    | 268             | 321.6           |
| Staples                        | Document box/folders and printer ink            | 42.67           | 51.2            |
| Salaries                       | August 2013 Salaries                            | 3780.48         | 3780.48         |
| G and J Peck Ltd               | Combi can and spout                             | 40.38           | 48.45           |
| G and J Peck Ltd               | Heavy duty staple or chain fencing              | 27.6            | 33.12           |
| G and J Peck Ltd               | Lock and 20 Ltr Jerry can                       | 151.62          | 181.94          |
| Rampton motors                 | Cheque to be given in advance to cover fuel etc | 100             | 100             |
| ABCO Construction              | Leak over green room at Ladybirds               | 64              | 76.8            |
| EON                            | Recreation Ground (electricity) D/D             | 352.02          | 422.42          |
| EON                            | Xmas lights on Green (electricity) D/D          | 36.44           | 38.26           |
| Expenses Jo Brook              | Timpsons Ltd (key cutting) and Post office      | 16.22           | 16.22           |
| Collier Turf Care Ltd          | Loam and fertiliser for recreation ground       | 645.65          | 753.78          |
| Talk mobile                    | Mobile phone                                    | 10.3            | 10.3            |
| Ben Burgess                    | 2 hedge trimmers 1 x £183.05 & 1 x £491.96      | 675             | 675             |
| Expenses- Andrew King          | Rampton motors £33.22 / Mileage £19.20          | 52.42           | 52.42           |
|                                |   | <b>6414.8</b>   | <b>6713.99</b>  |

RFO is querying the Eon invoice for the Christmas lights. Resolution to pay these invoices. Proposed by Cllr Richards and seconded by Cllr Rowley. Resolved unanimously. Cllr Bristow mentioned that we will shortly be receiving £3k from the Church Trust. £1.5k is to be paid to Dissenters and the other £1.5k is to be paid back to the Church.

**13/49. Recreation ground equipment** – Cllr Burton stated that there was clearly a gap in our duty of care as an employer for Andrew to do his job properly. Most of our significant equipment has been stolen. We either need to purchase and maintain or hire (for those items that are used less frequently). Andrew has provided a list of equipment and ranked in importance. There are some items whereby a decision would be needed whether we hire or buy but the rest is straightforward. Andrew will produce a maintenance/service log of his equipment to prove that the equipment we hire from him has been maintained. There is an option of contracting out and Andrew could go self-employed. He would then need to provide all of the equipment and we wouldn't need to purchase or provide storage and insure. Rec working party needs to meet to discuss and make a recommendation for the next meeting. Cllr Bolitho reminded that we would need to get 3 quotes for contracting and Cllr Collinson mentioned that we had always historically contracted prior to employing Andrew. This may not be a cost saving exercise but more of a simplification of the processes. Cllr Richards stated that the quality of Andrew's work was exceptional and that we need to consider what is best rather than what is cheapest. NB: Cllr Mudd has signed the acceptance form from the insurers for £5.7k for the ride-on mower.

**13/50. External complaints committee** – to review and consider make-up of the committee – Cllr Heydon made the suggestion that we keep a log of complaints and add a trigger (i.e. 3 complaints on the same item would need further investigation). There was some discussion as to what the term 'external complaints committee' actually meant. For clarification an external complaints committee would relate to our operations and staff. Cllr Heydon's suggestion would therefore need a different name. Cllr Wotherspoon felt that a committee wasn't necessary. Clerk will produce an 'Issues log' detailing nature of issue, person raising and action taken. This will be circulated monthly with the Clerk's report.

CCC Cllr Mason left the meeting at 8.27pm.

**13/51. Dissenters Cemetery** – to receive update – Cllr Berenger unable to attend so item will be deferred to next meeting.

**13/52. Changing rooms project** – to receive update – Cllr Mudd has written to W&B with a list of the outstanding issues. Trevor Vincent (architect) has been on holiday so currently no response has been received. Cllr Mudd will further raise the issues regarding the soakaway. We have received news that Sport England has offered us a grant of £50k. We will need to abide by their conditions and documents are required to be signed off at various stages. Although Sport England were 4 times over subscribed they said that our application was exceptional hence why we have received the maximum amount possible. Cllr Mudd has also met with Cambs FA to finalise that grant application. Although originally submitted in April some final tweaks were needed to the application. The FA work to a 30 week schedule but we have requested that our application is backdated to April. Cllr Mudd will be contacting Amey Cespa regarding funding but the timescales involved could prove difficult to meet. Cllr Mudd was thanked for his considerable efforts.

**13/53. Village hall** – to receive update on re-decoration the village hall - Cllr Richards has 4 painters lined up to decorate the hall for free but just need to arrange a date for the work to be done. The Parish Council will need to provide the materials. The indoor bowls mats (currently residing in the cleaning cupboard) will be sold by the S&SC. Internal fire doors will be put on the new cupboard. Cllr Richards to supply figures for the work. Mixer taps in the toilets also need to be replaced and this could be done at the same time. It was agreed that in principle the money could come from the training budget (Clerk confirmed that there is sufficient excess available).

**13/52. Potholes** – to consider the general state of the roads in the village - Cllr Nicholas highlighted that only some parts of the road repairs in an area are done each time and that the pothole team then have to return to complete the job. CPC conducted a survey of all the roads in the village back in 2007 but County never acted on it. Recently there has been a situation whereby a resident has fallen as a

result of the state of the pavement. There is a gauge as to when potholes are investigated (the deeper/bigger ones having priority). The Clerk reported that she has read the guidelines from Highways on pothole size and has now taken to measuring the holes before reporting. Cllr Bolitho stated his opinion that more work had been done to our roads than in previous years. Cllr Collinson agreed that the pavement on the left of Pelham Way needed attention between Lambs Lane and Pelham Close. Cllr Bristow highlighted that we need to start deciding how to spend the money in our traffic budget. Cllr Burton said that work should be focussed on safety issues. Cllr Rowley has met with Jonathan Clarke from Highways to discuss some of our issues but is waiting for further follow up. Agreed that we need to apply pressure on our County Councillors and Highways for improvements.

**13/54. Kids Only fees** – to receive and consider request from Michelle Plowman for reduction in rate for hall hire on Tuesday mornings – Clerk outlined situation: on a Tuesday Kids Only use the S&SC for the breakfast club due to the Day Centre using the kitchen/hall. Cllr Richards asked if it would be acceptable for the S&SC to charge and this was deemed acceptable. Resolution: That from date of next invoice the fees exclude a charge for the Tuesday morning breakfast club (£14). Proposed Cllr Mudd and seconded by Cllr Brown. Resolved unanimously.

**13/55. Memorial bench** – to receive and consider request for putting a memorial bench for Michael Taylor on the recreation ground – Cllr Richards has been asked by the family of Mr Taylor if it is possible to put a bench on the rec in memory. He was a dedicated supporter of both the cricket and football teams. Suggestion that it is located near the far end goalmouth. Resolution: To allow memorial bench to be placed on the rec (subject to position). Proposed Cllr Richards and seconded by Cllr Mudd. Resolved unanimously.

**13/56. Beach Road S106 agreement** – to review details – this item was covered under 13/47.

**13/57. Section 215 notices** – to receive update – SCDC Cllr Harford updated the various positions via her monthly report. Clerk to follow up with Enforcement re. Cottage on Smithy Fen. Concerning Setchell Drove Cllr Harford has further information but is unable to divulge at the current time. However the issues are being followed up.

**13/58. S106 agreement** – To receive and consider signing of S106 agreement for 136 High Street, Cottenham – Resolution: To sign the S106 agreement. Proposed by Cllr Collinson and seconded by Cllr Bristow. Resolved unanimously. Document duly signed by Chair and Cllr Mudd.

**13/59. Renewal of FECA Membership** – To receive and consider renewal of membership – Resolution: To renew membership. Proposed by Cllr Collinson and seconded by Cllr Heydon. Resolved unanimously.

**13/60. Matters for consideration at the next meeting** – Wilkin Walk brambles (CVC end of path), website, review of contracts for hall & green users, use of traffic budget, S137 (grant) money, local plan.

**13/61. Dates of next meetings** – Planning Meeting 8<sup>th</sup> August (P1), Planning Meeting 22<sup>nd</sup> August (P2), Ordinary Meeting 3<sup>rd</sup> September.

**13/62. Close of Meeting** – 9.45pm.

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