

COTTENHAM PARISH COUNCIL

Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 9th April at 7.15pm

Present: Cllrs Mudd (Chair), Berenger, Bristow, Burton, Collier, Collinson, Heydon, Leeks, Nicholas, Richards, Wotherspoon. Clerk Jo Brook, SCDC Cllr Harford, CCC Cllr Jenkins

In attendance: 1 member of the public

- 911. Any Questions from the Public or Press – Standing Orders to be suspended** – Christine Ward spoke about the proposed changes to the 106/110 services and the need for the information to be published more widely. Cambridge Future Transport have offered to speak at the APM and it was felt that this was a good idea. Clerk to liaise with Christine.
- 912. Standing Orders to be re-instated – Chairman’s Introduction and Apologies** – Cllr Mudd highlighted a meeting with the primary school which was due to take place on 19th April. Cllrs Bristow, Mudd and Nicholas will attend. Apologies received from Cllrs Brown (personal), Bolitho, Rodway (business), Rowley (attending police panel), RFO Fiona Gooch (business) and CCC Cllr Gymer (attending police panel)
- 913. To accept Declarations of Interest** - To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting – none received.
- 914. Minutes** - 5th March (Ordinary meeting) Cllr Bristow proposed as a true and accurate account, seconded by Cllr Berenger, all agreed. 21st March (Planning meeting) Cllr Nicholas proposed a true and accurate account, seconded by Cllr Collinson, all agreed.
- 915. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Bristow queried whether the 17 new pitches at Chesterton were on the flood plain. Cllr Harford to check. Re. the Task & Finish Group, Cllr Bristow queried whether there would be enough staff to cover the work. Prevention – Mike Hill is heading up the task force. Planning enforcement will be included and there will be a meeting for those parishes who wish to participate. Time banking: Cllr Harford explained that it is an exchange of skills. Re. a little pick, Cllr Harford confirmed that Sustainable Cottenham members are happy to participate. Clerk and Cllr Harford to liaise and advertise the event. Cllr Harford was thanked for her information on the Lakes planning application.
 - **CCC** – report circulated prior to the meeting. Cllr Jenkins reported that there was lots of pothole work going on and that Telegraph Street, Denmark Road, Margett Street and Pelham Way were all scheduled for repair in the next few weeks.
 - **Police** – PCSO Fuller was unable to attend the meeting. However it was noted that there had been a couple of incidents involving travellers today, including offensive weapons and damage to property. PCSO Fuller, Cllr Harford and the traveller liaison officer will meet with the parents of the children in question.
 - **Clerk** – report circulated prior to the meeting. Update – the playground is now open and we have received good feedback to date.
 - **Chair** – report circulated prior to the meeting. No questions.
- CCC Cllr Jenkins left the meeting at 7.38pm.

916. Finance

Income	Description	Net	Gross
Day Centre	Hall Rental Feb 13	240.00	240.00
Jane Williams	Hall Rental Jan & Feb 13	340.00	340.00
Debbie Prince	Rec Ground rental Jan & Feb 13	40.00	40.00
SCDC	Hall Rental for elections Nov 12	75.00	75.00
Cricket Club	Pitch Fees 12-13	555.00	555.00

Peter Giddens	Refund of funds held in client account	30.00	30.00
Cambs County Council	Refund overpayment to youth club	499.00	499.00
Michelle Plowman	Hall Rental Jan 13	861.00	861.00
Total		2640.00	2640.00

Expenses

CUSSC	50% cost Alarm service @ VH	19.78	19.78
PPL	Public Performance Licence for VH	185.40	222.48
Came & Company	Insurance for increased value Play area	77.19	77.19
Came & Company	Annual insurance for rec vehicles	694.16	694.16
Playdale	New play equipment	18837.33	22604.80
Playdale	New play equipment	12639.21	15167.05
Staples	Ink cartridges	42.00	50.40
Collier Turf Care	Grass seed for Rec	273.00	273.00
Community Centre	Safety work to our entrance	100.00	120.00
BC Group Trust	Crowlands Manor	187.00	224.40
Curve Design	Website maintenance Mar 13	50.00	60.00
TP Sparks	Repairs to toilets at VH	385.00	385.00
Eastern Landscape	Tree work at Village Green	2560.50	3072.60
Eon	Elec bill @ Green (D/D)	60.67	63.70
Eon	Elec bill @ rec ground (D/D)	566.71	680.05
Cambridge Water	Water bill @ War Memorial	69.60	69.60
Laws Fertilisers Ltd	Fertiliser for the rec	879.00	1054.84
AJR Scambler	Parts for rec vehicles	16.08	19.30
Barton Oil Burners	Boiler service at VH	162.00	194.40
A J King	Trailer hire for 12/13	150.00	180.00
Fen Edge Plumbing	Plumbing at VH kitchen	115.00	115.00
Cottenham Day Centre	S137 Donation 13-14	1200.00	1200.00
Mobile Warden Scheme	S137 Donation 13-14	1500.00	1500.00
Roller Hockey Club	S137 Donation 13-14	500.00	500.00
Area Victim Support	S137 Donation 13-14	250.00	250.00
Junior Rugby Club	S137 Donation 13-14	1000.00	1000.00
Summer Reading Challenge	S137 Donation 13-14	100.00	100.00
Fen Edge Family Festival	S137 Donation 13-14	2000.00	2000.00
Community Centre	S137 Donation 13-14	2000.00	2000.00
Nick West	Cleaning VH & expenses Mar 13	543.58	543.58
Andrew King	Expenses Mar 13	84.18	84.18
Salaries	Apr 2013	3430.83	3430.83
HMRC	Taxes Apr 2013	1128.49	1128.49
Total		51806.71	59084.83

Error highlighted on Eastern Landscapes figure. Cllr Burton requested that S137's aren't paid until the precept has cleared in our account. Resolution to pay these invoices – proposed by Cllr Nicholas and seconded by Cllr Burton. Resolved unanimously. SCDC Cllr Harford left the meeting at 7.42pm.

- 917. Running track on recreation ground** – to consider suggestion for painting a running track on the recreation ground. Cllr Heydon circulated notes prior to the meeting. The idea arose out of the 2004 parish plan. Andrew King has confirmed that he's happy to do the work and that it is feasible. There is enough room for a 400m track on the 3rd field. An additional piece of equipment would be preferable to mark out 2 lines at once. It was thought that the track would be made available all year round. Suggestion made to see if the village college may have the equipment necessary which

we could borrow. Resolution that a 6 lane 400m running track is marked out on the 3rd field of the recreation ground. Proposed by Cllr Richards and seconded by Cllr Collier. Resolved unanimously.

- 918. Planning application S/0341/13/FL – Boundary treatment, 8 Foundry Close, Cottenham**
CPC recommends approval. Proposed by Cllr Collier and seconded by Cllr Nicholas. All agreed.
- 919. Outreach training** – to consider holding outreach training for Councillors. Rather than use CAPALC the suggestion was to see whether Fiona McMillan would be able to provide training on the Code of Conduct. Resolution: that Councillor training ‘of some kind’ takes place. Proposed Cllr Heydon and seconded by Cllr Richards. Resolved unanimously.
- 920. Neighbourhood Plan** – to receive and consider an update following submission of questionnaires. Cllr Bristow sent out a report prior to the meeting. Cllr Collinson raised concerns regarding the need for a plan following SCDC memo of 28th March 2013. We don’t have a Neighbourhood Plan at present and we need to know from SCDC what the process is. Need to define the planning group first i.e. CPC + others etc. Need to decide if we want to go down the route of a Neighbourhood Plan and need a formal resolution to say we want a NP. As a minimum the plan has to comply with the village framework: it doesn’t have to be expansion. Cllr Wotherspoon happy to liaise with SCDC regarding these issues. Need to advise the village of the results of the questionnaires.
- 921. Land between 108 & 122 Histon Rd Cottenham** – Consider in principle whether CPC approves the proposal by Icen Homes to build 5 affordable 2 bedroom dwellings on the site with land at the rear being offered for allotments. A number of Councillors had previously met with Icen to discuss their proposals. Cllr Wotherspoon confirmed that the site is an exception site. We can request that the houses are offered to Cottenham residents first. In principle CPC were happy with the proposals. 7 votes for.
- 922. Street naming** – to consider a name for the new Beach Road Development. Suggestions were made of Rayment (village name and mentioned on the war memorial), Groves, a field name related to the site and Pepys (historical name with strong links to education in the village). Clerk to check date for when final decision needed.
- 923. Freedom of Information** – to receive and consider a document explaining CPC’s policy on FOI requests in addition to the adopted Model Publication Scheme. Resolution to adopt document. Proposed Cllr Bristow and seconded Cllr Burton. Resolved unanimously. NB: The Clerk has received over 30 email requests for information from one resident over the period of just 3 months; this has taken up a considerable amount of time. The number of demands were considered excessive and the Clerk has already spoken to SCDC Legal Department to discuss the matter of vexatious requests. Clerk will follow up with CAPALC to see whether they have a template letter which could be sent to the resident.
- 924. Youth provision** – to receive and consider questionnaire for pupils at CVC. Cllr Collier has made amends to the form and will circulate shortly. She would like to attend the school in person to stress the importance of the form. Once results received Cllr Collier will collate the feedback.
- 925. Connections Bus** – to consider booking the bus to provide youth provision. Defer until results of youth questionnaire received.
- 926. FFFF** – to consider a possible joint venture between CPC and SPEP at the Fen Edge Family Festival. Sustainable Cottenham would like a stall at the FFFF to show DIY projects for improving energy efficiency in houses. It was considered that CPC may want to use the FFFF as a chance to engage with the village and, for example, display plans for the new changing rooms. Resolution that CPC shares a stall with Sustainable Cottenham. Proposed by Cllr Mudd and seconded by Cllr Collier. Resolved unanimously.
- 927. Village hall refurbishment** – to consider ideas for refurbishment. The Recreation Ground Committee to arrange a meeting with the users to discuss their needs for a new building. The Rec Committee will also arrange a visit to the Gamlingay Eco Hub which was originally a similar building to our own.
- 928. Recreation ground maintenance** – to consider repainting of white lines along the drive and in the car park. Also repainting of yellow barrier by front entrance. The Clerk highlighted the poor state of repair in the car park and the need to reinstate the white lining. Resolution to repaint white lines

- along the drive and in the car park at a cost of no more than £1k. Money to come from the Highways budget. Proposed by Cllr Bristow and seconded by Cllr Richards. Resolved unanimously.
- 929. Litter pick** – to consider organising a village litter pick. Clerk put forward the suggestion and it was agreed that a village spring clean would be a good idea. Resolution that a village litter pick takes place. Proposed by Cllr Berenger and seconded by Cllr Collier. Resolved unanimously.
- 930. Summer Reading Challenge** – to consider attendance at the Challenge award ceremony to be held at Cottenham Library in September. Cllr Collier volunteered to attend on behalf of CPC.
- 931. Grant application from Cottenham Bowls Club** – to receive and consider a request for funds towards new paving. Regretfully not approved as the budget for 2013/14 has already been agreed and grants allocated. CPC would welcome applications in October/November when the Finance Committee meets to discuss the 2014/15 budget. Clerk to contact Bowls Club.
- 932. Parish Councils’ Liaison Meeting** – to receive a report from recent meeting. Cllrs Bristow & Mudd stated that the meeting had been helpful, with the bulk based on parish questions. A lot of dissatisfaction was expressed about enforcement. Precept: the grant won’t be available from next year.
- 933. Changing Rooms** – to receive update on funding. Cllr Mudd confirmed that SCDC have awarded us a grant of £40k. This means we are now able to approach Inspired Facilities and Cllr Mudd will complete the form. The £250k applications form to the FA have been completed and the accompanying documents now need to be copied and sent off. We still need to contact WREN. We can’t contact Veolia at this stage unless the total cost is under £500k; can look at this again once the tenders are in. Amey Cespa will be contacted nearer the time. Cllr Mudd and Clerk to meet with the new architect, Trevor Vincent, in the morning who has taken over from Mark Hatley who has now left Wilby & Burnett.
- 934. Dissenters’ Cemetery** – to receive a report of recent meeting. Cllr Berenger and Mudd have spoken to them regarding the work that needs to be done to improve the site i.e. the fencing. Dissenters Trustees are holding a meeting to discuss the way forward and will look at the Lottery Heritage Fund for support.
- 935. Matters for consideration at the next meeting** – Foodbank.
- 936. Dates of next meetings** – Planning Meeting 18th April (P2), Annual Parish Meeting 23rd April, AGM 7th May, Planning Meeting 9th May
- 937. Close of Meeting** – 9.50pm

Signed _____ (Chair) Date _____