

Minutes of Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st March 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, Heydon, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward and Young, the Clerk, Assistant Clerk, RFO and SCDC Cllr Edwards

In attendance: Andrew Cameron (Enventure Research), 11 members of the public

- 16/047. Chairman's Introduction and Apologies for absence** – apologies accepted from SCDC Cllr Harford (illness), CCC Cllr Jenkins (work), CCC Cllr Mason (illness).
- 16/048. Public participation – Standing Orders to be suspended** – no comments.
- 16/049. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Written request for dispensation received from Cllr Richards re. item 16/056 (Chair of CUFC). Cllr Berenger declared a pecuniary interest in item 16/055 (member of land consortium), non-pecuniary interests in 16/064 and 16/065 (Trustee of Dissenters Cemetery). Cllr Mudd declared a non-pecuniary interest in 16/065 (Trustee of Cottenham Charities). Cllr Graves declared a non-pecuniary interest in 16/065 (Trustee of British School Trust).
- 16/050. Minutes** – Cllr Collinson made minor amendment (comment attributed to him altered to read Cllr Morris). Cllr Heydon queried whether Declarations of Interest were being recorded correctly as per the Standing Orders – reason should be included. Cllr Heydon queried her representation at the Police Panel Meeting, as she recollected that she would attend out of a Speedwatch interest and not as a CPC Cllr; both Clerks recorded that Cllrs Heydon and Nicholas to attend – no mention of Speedwatch. Cllr Young asked for consistency in the recording of Cllr names (CCC/SCDC).
Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd February 2016 be signed as a correct record. **RESOLVED.**
- 16/051. Neighbourhood Plan presentation** – Standing Orders suspended at 7.25pm. Andrew Cameron, Research Manager from Enventure Research gave an outline presentation on the NP survey results. Cllr Heydon queried whether having the affordable houses better defined would have garnered a better response rate. Cllr Collinson commented that the Government had muddied the waters regarding social housing. Cllr Young asked if the number of respondents were broadly representative. A: yes, 95% confident in the figures so it's a solid set of data, 16-24 age group underrepresented. Resident asked if the report will be available online. A: yes. Cllr Collinson asked if the response rate was considered good and Andrew confirmed that it was. Andrew conceded that Christmas affected the post but taking all things into account the 20% return was good. SCDC Cllr Edwards asked if there were any surprises in the responses. A: no. Enventure haven't done any other village surveys so they can't comment on whether the findings are representative. NB: Cllrs Morris and Nicholas met with representatives from Swavesey PC yesterday and they will be asking very similar questions in their survey. Resident asked what would now happen with the data. A: this will be covered under item 16/053. Andrew was thanked for attending. Cllr Richards left the room at 7.54pm and returned at 7.55pm. Standing Orders reinstated at 7.55pm. Cllrs Nicholas and Ward left the room at 7.55pm and returned at 7.56pm. Chair brought forward items 16/053 AND 16/055.
- 16/053. Neighbourhood Plan** – update on next steps – Cllr Morris outlined the background to the NP. Cllrs Morris, Nicholas and SCDC Cllr Harford met with SCDC Officers last week and we are on track. On the 9th March we will be holding a more in depth meeting to go through the full report; we will work through the challenges and brainstorm ideas. Will be holding a meeting with CVC students to get more information from that age group (currently under-represented). On 21/23 March there will be workshops and we'll be putting ideas out on Facebook for residents to comment on. In mid-April we'll be focussing on land use and further workshops will be held towards the end of April. The information gathered will be shared at the APM. Then the process begins to bring the NP to consultation. The NP will ultimately achieve greater control over our development and will sit alongside the Local Plan. The Planning Officers have to respect what is stated in the NP and it has legal standing. Standing Orders suspended at 8.03pm. Resident 1 asked why we were producing a NP. Cllr Morris stated that he initially had an interest in the subject and whilst there are a

lot of Plans being produced there aren't many in South Cambs at the moment. It is a community-led initiative, not run by SCDC or others. The idea for NP's initially came from the Government. We have received a grant which has covered 2/3rds of the cost of the survey. Resident 2 asked about the timescales for the Local Plan. A: no idea! However as long as our plan is in line with the strategic policies of the existing and emerging Plans it is legal. Resident 3 raised concerns about the questions re. developments – there wasn't a response box for no development. A: we know that people don't want developments already. Resident 4 asked what influence the NP will have on speculative developers. A: none until it is drafted and then it would have legal status. However the developers can't ignore the data. Cllr Young clarified that if there are material factors then it would be legitimate to use them in any planning response. Cllr Collinson stated that if the speculative developers go to appeal then the data may carry some weight and the fact we have a NP in progress is better than none at all. Cllr Morris commented that there is some information in the responses which could also be used against us by the developers in terms of mitigations. Standing Orders reinstated at 8.15pm. Cllr Berenger left the room at 8.15pm.

16/055. Major Developments – to consider that CPC makes further written representation to SCDC in relation to major planning applications submitted, but not yet determined by SCDC, relating to the new information received since CPC earlier submissions – Cllr Young outlined. Felt that with additional information from the NP there may be further representations CPC could make (this has been checked with SCDC Officer). At the Highways Committee they have agreed to appoint an independent traffic consultant (ITC) to analyse the impact of the proposed major developments (up to a cost of £10k). We have now received a quote and it is well below this figure at £600 for an initial stage. Cllr Heydon raised the CSRM data source and suggested that data could also be downloaded from the roadside boxes. It was agreed that this may be useful further down the line. Cllr Morris commented that the traffic projections that have been made appear flawed and the travel plan is inadequate.

Resolution that CPC make 2 further submissions to SCDC Planning Officer to reinforce our previous objections to the Gladman and Endurance outline planning applications. **RESOLVED.**

The immediate study would cost less than £1k and we can then commission a further review if required. Cllr Graves asked if we have data from the East Cambs developments. Not yet but the immediate issue is that the Gladman data is potentially flawed. Cllr Morris reiterated that more local data was needed to give a fair comparison, TRIX database information was not local to South Cambs. The ITC could state whether or not the mitigations are adequate. Cllr Heydon queried whether 3 quotes required. Cllr Morris stated not in this instance because the costs are for professional services Cllr Young commented that there are factors, i.e. Northstowe, closure of A14 junction, which would have an impact and we'd need an opinion on. Cllr McCarthy asked how we ensure that the ITC hasn't or isn't working for the developers. Cllr Morris confirmed that they haven't.

Resolution to commission an ITC (independent traffic consultant) to review the data received from Gladman/Endurance (up to a value of £600). Will get ITC to review the Committee papers and the mitigations further (up to £10k) if they exist. **RESOLVED.**

Resolution that Cllrs McCarthy/Morris/Young to draw up representations as delegated working party. **RESOLVED.**

Persimmon have yet to submit plans to SCDC.

CCC have now formally approached CPC for representation, meeting arranged for 15th March 2016, same basis as Gladman and Endurance meetings; based on CPC's 9 planning principles.

Cllr Berenger returned to room at 8.39pm.

16/052. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Mudd raised the subject of the contact centre and whether questions could be dealt with differently. SCDC Cllr Edwards stated that the system still wasn't right but they were working on it. Currently there are approx. 14/15 people answering calls.
- **CCC** – no report
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. We have received confirmation that Beach Road will be surface dressed and several areas have been marked up for patching prior to this work being undertaken. Harlestons Road confirmed for micro-asphalt surfacing. Brian Heffenden has responded regarding queries about drainage issues on Denmark Road; Clerk to forward to Cllr Mudd for follow up in relation to taking ownership of the ditch on BGW. The Bowls Club have informed us of a tournament on 11th June which

will require additional parking. Clerk checking whether there is also a cricket match on and will liaise with the 2 clubs. Post Office – Heidi Allen to open on 8th April.

- **Office Move** – update on status – Cllrs Morris outlined the report; considered non-viable.
- **Remembrance Sunday** – update on arrangements – Cllr McCarthy stated that the application had been sent off. Still need a deputy and to organise training.
- **Update on major developments not yet submitted to SCDC** – Cllr Morris stated that we haven't heard anything further from Persimmon. County have now contacted us and a fact-finding meeting has been arranged for 15th March.
- **Police Panel** – report from meeting – Cllr Nicholas reported that approx. 25-30 people attended. The main points raised related to traffic issues. The Inspector informed residents about the high-visibility patrols which they were undertaking. The Bad Wolf test was mentioned; Clerk confirmed that this had been advertised on our website and Facebook.

16/054. Youth Provision – to consider setting up a working party to take forward youth projects – Item deferred.

16/056. VH hire requests – to consider requests for Village Hall hire – Assistant Clerk provided list of booking requests. Cllr Richards was unsure why the bookings were coming to full council. Cllr Morris said that as part of the new contract process we have to review the bookings. The S&SC also have the right to veto evening bookings. Cllr Richards couldn't understand why CUFC and other sports clubs were now being charged for their bookings. Cllr Morris stated that there was no right to free bookings in the agreements but Cllrs Richards highlighted that CUFC have not yet signed an agreement. Furthermore there has always been a verbal agreement for the sports clubs to have 2 free bookings of the Village Hall for fundraising each year. It was never mentioned to the clubs when the agreements were being drawn up that this agreement was being withdrawn and CUFC have had 2 free bookings since at least 1981. Clerk to add item to CALF agenda for further review.

Resolution that CPC waive their fee for the CUFC race night booking on a one-off basis. **RESOLVED.** NB: £50 would still be payable to the S&SC.

Resolution to accept all remaining bookings with the exception of Scouts and 18th birthdays. Two bookings for 18th birthday parties to be reviewed further with S&SC. **RESOLVED.**

Cllr Berenger left the meeting at 9.27pm. Assistant Clerk left the meeting at 9.30pm.

16/057. Festival – to consider CALF request for £1200 for running of the Festival on 2nd July – Resolution to grant £1500 for the running of the Cottenham Festival on Saturday 2nd July 2016. **RESOLVED.**

16/058. S106 agreement – Resolution to sign indemnity for development of land at Rosemary Farm, Long Drove (£3104.38 public open space and £513.05 community facility space). **RESOLVED.**

16/059. Councillor training – Resolution to spend up to £300 for outreach Councillor training sessions. **RESOLVED.**

16/060. Clerk training – Resolution that the Clerk takes the iLCA online course at a cost of £99 + VAT. **RESOLVED.**

16/061. WARG Field – Resolution to accept quote for £702 + VAT (for 120m) to fence the WARG field (including proprietary materials and labour). **RESOLVED.**

16/062. RoSPA Inspection – Resolution to accompany Inspector during annual playground/skatepark inspection at a cost of £42 + VAT. **RESOLVED.**

16/063. Village Green – to consider permission for a commercial advertising sign for Speed Taxis on the Village Green (subject to Advertising Planning Permission) – The request is inappropriate use of common land and therefore permission will not be granted. Clerk to contact applicant.

16/064. Dissenters Cemetery – to consider possible grant and associated conditions for renovation work in the Dissenters Cemetery, to be funded from Open Space reserves – Cllr Morris outlined. Cllr Richards suggested that access to the rear of the Cemetery was put in now as part of the proposals in preparation. Cllr Morris to draw up draft contract. Resolution that CPC will in principle fund proposals for 2 oak fences without the benches (includes removal of conifers and new access path) to the value of £20,604k. Funds to come from Open Space reserves. **RESOLVED.**

16/065. Finance

Income	Description	Net	Gross	
Jane Williams	December 15 invoice payment	£ 126.50	£ 151.80	
Cottenham Day Centre	January 16 invoice payment	£ 200.00	£ 240.00	
Debbie Prince	January 16 invoice payment	£ 28.00	£ 33.60	
Michelle Plowman	December 15 invoice payment	£ 585.00	£ 702.00	
		£ 939.50	£ 1,127.40	

Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for March 16	£ 3,204.44	£ 3,204.44	
HMRC	Tax and NI for March 16	£ 618.76	£ 618.76	
Eight Associates	"as built" energy modelling & EPC Lodgement	£ 420.00	£ 504.00	477
Cambs County Council	Street lighting energy Oct 14 - Sept 15	£ 940.66	£ 940.66	481
Browns of Burwell	2000 litres of heating oil	£ 579.60	£ 608.58	486
Nick West	Cleaning costs for VH & cleaning materials	£ 623.70	£ 623.70	488-490
A J King	Groundsman contract costs for Feb 16	£ 2,536.24	£ 3,043.48	492
		£ 8,923.40	£ 9,543.62	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Travis Perkins	Overhead heater	£ 149.55	£ 179.46	472
Browns of Burwell	Oil delivery	£ 319.80	£ 335.79	473
Cromwell Fire Ltd	Fire alarm service charge	£ 98.70	£ 118.44	474
Debbie Seabright	Expenses re Sim charge for the Pavilion	£ 9.60	£ 9.60	475
The BC Group Trust	Maintainance of Crowland Manor site	£ 362.00	£ 362.00	476
Cromwell Fire Ltd	Fire alarm call out fee (to be recharged)	£ 75.00	£ 90.00	478
Travis Perkins	Toilet seat fittings	£ 3.73	£ 4.48	479
Travis Perkins	Pair of basin taps	£ 39.95	£ 47.94	480
SSE Southern Electric	Electricity bill for the Pavilion - Jan 16	£ 242.53	£ 291.03	482
CSA	Floor gel/Gloves/Protective glasses for Pavilion	£ 20.64	£ 24.77	483
Travis Perkins	Sealant and Sealant gun and tap connector/valve	£ 26.17	£ 31.41	484
Acacia tree surgery Ltd	Treework on the Green	£ 375.00	£ 450.00	485
Cambs County Council	TRO for Twenty Pence Road Layby	£ 250.00	£ 250.00	
Cambs County Council	TRO for High street parking restrictions	£ 250.00	£ 250.00	
Cambs Glass and Glazing	Supply & fit safety glass to bus shelter	£ 148.00	£ 177.60	487
Green and Purple Ltd	Payroll and Accountancy services Feb 16	£ 30.00	£ 36.00	491
A J King	Tidy up Fen Reeves,remove bench & attach fence	£ 45.00	£ 54.00	493
A J King	To wash down inside/outside 5 bus shelters	£ 100.00	£ 120.00	494
		£ 2,545.67	£ 2,832.52	
Charity donations from Neighbourhood plan				
Cottenham Charities	Charity donation from the NP	£ 82.50	£ 82.50	
Community Centre	Charity donation from the NP	£ 80.00	£ 80.00	
CPS PTCA	Charity donation from the NP	£ 70.00	£ 70.00	
Cottenham Day Centre	Charity donation from the NP	£ 60.00	£ 60.00	
Mobile Warden Scheme	Charity donation from the NP	£ 51.50	£ 51.50	
The Ladybird Pre-School	Charity donation from the NP	£ 39.50	£ 39.50	
FECA	Charity donation from the NP	£ 29.00	£ 29.00	
Dissenters Cemetery	Charity donation from the NP	£ 21.50	£ 21.50	
British School Trust	Charity donation from the NP	£ 19.00	£ 19.00	
Cottenham Toy Library	Charity donation from the NP	£ 18.50	£ 18.50	
		£ 471.50	£ 471.50	

Movement of funds				
Transfer of monies from Lloyds	Money into Unity Trust to open current account	-	£ 50,000.00	
Transfer of monies from Lloyds	Money into Unity Trust to open savings account	-	£ 50,000.00	
Transfer of monies from Lloyds	Cambridge Building Soc (\$106 monies from Beach Rd)	-	£ 173,763.51	

Resolution to pay these invoices. **RESOLVED.**

- 16/066. Management accounts** – to review the monthly management accounts – Cllr Young highlighted that the carol concert costs were over what had been agreed. Cllr Morris stated that the electrician fees had been wrongly attributed and the RFO will move accordingly.
In accordance with Standing Order 1z the meeting was closed (meetings shall not exceed a period of 2.5 hours).
- 16/067. Bank reconciliation** – to review monthly bank reconciliation – Item deferred.
- 16/068. Financial Regulations** – to consider revisions to Financial Regulations related to purchase authorisations on Trade Accounts and for low-cost proprietary items – Item deferred.
- 16/069. Incidental costs** – to consider a small allowance for incidentals at the Clerks discretion and amend financial regulations as necessary – Item deferred.
- 16/070. Matters for consideration at the next meeting**
- 16/071. Dates of next meetings** – Planning 3rd March, CALF 15th March, Planning 17th March, FLAC 22nd March, Full 5th April.
- 16/072. Close of Meeting – 9.50pm.**

Signed _____ (Chair) Date _____