

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th August 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Graves, Kidston, Mudd, Smith, Wilson, Young, SCDC Cllrs Gough and Wilson and the Clerk, Asst Clerk and RFO

In **attendance:** 12 members of the public and 2 guest speakers

- 18/148. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Dewey (work), McCarthy (work), Nicholas (illness), Ward (holiday) and Wotherspoon (holiday).
- 18/149. To accept Declarations of Interest and Dispensations** – None given.
- 18/150. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd July 2018 be signed as a correct record. **RESOLVED.**
- 18/151. Presentation: Rural Travel Hubs and Greenways** – Jason Tyrell, Greenways (Cottenham to Oakington) and James Blacow, Rural Travel Hubs. Standing Orders suspended 7.18pm. Maps were circulated to the Council. Cllr Gledhill arrived 7.22pm. £1m funding confirmed for path from Oakington to Cottenham. Still looking as to whether it's possible to get it on the road or if private land is also needed. Getting a topographical survey done and writing to residents on either side of the road. Resident mentioned that he owned land but hadn't been contacted yet. Rampton to Oakington path is planned for October (there is an existing route and a sealed surface will be added). Won't be lit but may have solar studs. Will be a formal consultation on the Hub soon. There was support for the bus turning circle but mixed views on the parking. NB: money is all for capital projects, not maintenance. Discussions regarding how the Hub would work without parking and if there would be a bus link from Cottenham. Cllr Morris mentioned developer S106 monies for community transport scheme. Query why smaller villages such as Horningsea had been identified early on but not Cottenham (yet to appear on Greenways website). SCDC Cllr Wilson suggested that the Hub consultation should include a public meeting. Clerk requested pdf copies of the maps to be shared on our website. Jason and James were thanked and left at 7.45pm
- 18/152. Public participation** – Alan Raven spoke on behalf of the Cricket Club regarding item 18/154. The Club currently have a net that they share with CVC but it is beyond repair. They would like to have their own facility behind the Pavilion. SCDC Cllr Wilson left the meeting 7.49pm. The site would be out of the way and not detract from/encroach on the pitches. It will be fully enclosed for safety. They'd like to progress the Club and the nets would aid them. Resident 2 spoke in favour of the project. Standing Orders reinstated 7.51pm.
- 18/153. Reports**
- **SCDC** – SCDC Cllr Gough gave an update on the flytipping situation. Waiting for magistrates order regarding surveillance. SCDC have contacted County regarding gating the drove who said it is in SCDC's powers but they are checking with the legal team. The site won't be cleared until all measures are in place. Gothic House – have spoken to Building Control and second opinion being obtained regarding concerns about the render; should have update this week.
 - **CCC** – Report noted.
 - **Clerk** – Tree works on Rec and Green have been done. Signs have been erected in toddler playground. LED lamp replacement works are completed. Grants have been successful from FECA (defibrillator) and There but not there (10 'invisible people' – for WW1 centenary events). Chased County Farms regarding removal of tree guards in Les King Wood and status of new bridlepath. Standing Orders suspended 8.03pm. SCDC Cllr Gough confirmed that neither he or SCDC Cllr Wilson were available to attend the Amey planning meeting. Standing Orders reinstated 8.04pm. Clerk and Asst Clerk would like to attend the SLCC September Branch Meeting (14th Sept - £30). Clerk flagged forthcoming Amey planning application hearing at SCDC. Time Banking meeting being held on 15th August – looking for attendees. Asst Clerk confirmed location of Beach Road works. Cllr Mudd unsure as to whether the fence on the third field belonged to us. Cllr Collinson thought that the District Cllrs should respond in relation to the Amey application. Also noted that the Pelham Way footpath was in poor repair; Asst Clerk to follow up.
 - **Major developments** – Cllr Morris had a meeting today at SCDC regarding planning conditions. We have been assured that more attention will be paid to flood risk going forward. Noted that This Land appear amenable to the pressures on the Recreation Ground.

- **Village Hall & Nursery** – Applications are being considered this Thursday. Cllr Morris ran through the project management process. 3 members of public left at 8.11pm.
 - **Neighbourhood Plan** – Regulation 14 consultation closes tonight. May need meeting with planning consultant.
 - **Cottenham Flood Risk Forum** – Report noted. Environment Agency have tentatively said they will upgrade the Lode in 2021.
 - **Brenda Gautrey Way ditch/trees** – Report noted.
- 18/154. Cricket nets** – Consider co-operation with Cottenham Cricket Club “practice nets” project – Standing Orders suspended 8.23pm. Mr Raven confirmed that the nets will be all weather and 7m high so need to check whether planning permission is required. Standing Orders reinstated 8.24pm. Query whether there would be floodlighting. Standing Orders suspended 8.26pm. The Club don’t practice at night and the junior training is held indoors during the winter. Standing Orders reinstated 8.27pm. Cllr Morris ran through the next steps in the process. Standing Orders suspended 8.28pm. Mr Raven confirmed that the costs were £35k + VAT (had 2 quotes so far) and that they will be looking for grants but obviously can’t apply until the project has been given PC go ahead. ECB have a small grant for up to £4k but they specify the type of project each year. The local ECB reps are supportive of this project. Standing Orders reinstated 8.32pm. Resolution to consider taking all necessary steps, with the support of Cottenham Cricket Club, to prepare a proposal to install a cricket practice facility mostly to the rear of the Sports Pavilion at the Recreation Ground for a total cost, including possible grants, of around £35,000 + VAT. **RESOLVED.** 8 members of public left at 8.35pm.
- 18/155. Picnic tables/benches** – Consider quotes for 2 additional picnic tables (£375 + VAT each) and 2 additional benches (£399+ VAT each) for the Recreation Ground (CALF project) – **Item deferred to September.**
- 18/156. Insurance renewal** - Resolution that we renew our insurance with Zurich for one year at a cost of £3527.49 on existing grounds. **RESOLVED.**
- 18/157. Annual Asset Inventory check** – Resolution to authorise Cllr Kidston and partner to carry out an inventory of fixed assets valued above £1000 and report back to FLAC/Council. **RESOLVED.**
- 18/158. Document disposal** – for council to consider whether a small lockable bin for parish council documents for disposal be kept in the office and collected on a quarterly basis in line with GDPR – RFO outlined need in light of GDPR. Resolution to obtain a small lockable bin for Parish Council documents for disposal to be kept in the office and collected every 8 weeks at a cost of £40 + VAT per collection. **RESOLVED.**
- 18/159. Financial Regulations** – Resolution to amend Financial Regulations (wording as detailed in reports pack) to allow the Parish Council to apply for a Multipay card with our current bank for use by Council staff with an individual transaction limit of £100 within a monthly limit of £300. **RESOLVED.**
- 18/160. Brenda Gautrey Way maintenance phase 1** – Consider quotes to clear drainage channels and improve access – Cllr Morris outlined the works. Cllr Graves declared an Other interest and will take no part in voting. Resolution to accept quote for tree works (£1500 + VAT) and downstream ditch clearance (£1158) and work with Taylor Wimpey to get remaining works done. **RESOLVED.**
- 18/161. The Pound** – Consider quote for Knotweed eradication in the Pound car park – Discussion regarding whether it would be possible to combine forces with neighbour, who also has knotweed, to establish the extent of the problem and check source of the issue. Resolution to accept quote for £2800 + VAT for eradication programme to Knotweed in the Pound. Clerk and Cllr Mudd to check situation with neighbouring property within next 14 days and combine resources if possible. **RESOLVED.**
- 18/162. Pitches on Recreation Ground** – Consider post-drought remedial actions for football pitches – Resolution to apply a chemical ‘stress relief’ treatment (£800 + VAT) and verti-drain (£250 + VAT) 1st pitch which should allow the pitch to be marked out and playable approx. 2 weeks later. **RESOLVED.** NB: both methods require sufficient rain in advance to soften the ground.
- 18/163. Gambling consultation** – Consider response to Gambling (2005 Act) policy consultation (by 8th Oct) – Noted. No response.
- 18/164. Licensing consultation** – Consider response to Licensing (2003 Act) policy consultation (by 8th Oct) – Resolution for Cllrs Morris and Young to prepare a response and bring back to Full Council in October. **RESOLVED.**
- 18/165. Finance**

Income	Description	Net	Gross	
Ladybird Preschool	Quarterly payment	£ 1,554.95	£ 1,554.95	
Cambridge Kids Club	Monthly invoice payment	£ 873.92	£ 1,048.70	

Aerobics instructor	Monthly invoice payment	£ 57.50	£ 69.00	
Hire of the Village Hall	Invoice for hire of the Village Hall	£ 75.00	£ 90.00	
HMRC	VAT repayment	-	£ 1,270.93	
Aerobics instructor	Kettlebells on the Green	£ 21.00	£ 25.20	
		£ 2,582.37	£ 4,058.78	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 18	£ 3,712.51	£ 3,712.51	-
HMRC	Tax and NI for July 18 (month 4)	£ 1,162.40	£ 1,162.40	-
Cottenham Sports and Social Club	Contract Services April - June 2018	£ 1,080.00	£ 1,080.00	1203
CB Creative	Graphic design work on the Neighbourhood plan	£ 1,445.00	£ 1,734.00	1204
Target Print	Neighbourhood Plan Wirebound Booklets	£ 830.00	£ 830.00	1205
Nick West	Cleaning/Maintenance of the village hall June 18	£ 513.00	£ 513.00	1206
Hayden Arboricultural Consultants Ltd	Tree inspection with Picus Tomograph and Analysis	£ 515.50	£ 618.60	1207
Wilby and Burnett	Services re Planning applications for Village Hall and Nursery buildings	£ 14,646.00	£ 15,912.00	1211
Nick West	Cleaning/Maintenance of the village hall July 18	£ 519.75	£ 519.75	1212
Arbantia Fencing	Fencing for the driveway to the recreation ground	£ 880.00	£ 1,056.00	1215
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1216
Cowan Drilling Services	Soakaway testing re Village Hall	£ 2,960.00	£ 3,552.00	1218
Bikedock Solutions	for new bus shelter and installation	£ 2,450.00	£ 2,940.00	1222
Peter Dann Engineers	Professional services re Proposed Village Hall	£ 4,250.00	£ 5,100.00	1223
Peter Dann Engineers	Professional services re Proposed Nursery	£ 1,750.00	£ 2,100.00	1224
The Connections Bus Project	Nine visits to Cottenham	£ 2,244.60	£ 2,244.60	1225
		£ 42,125.43	£ 46,874.86	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August 18)	£ 147.53	£ 147.53	
Aquarius Liquid Engineering	To fix flashing light on alarm system at the Pavilion	£ 352.00	£ 422.40	1195
Aquarius Liquid Engineering	Routine inspection of the pumps at Village Hall/Ladybirds	£ 260.00	£ 312.00	1196
AJ King	To replace hangers on swings at the playground	£ 150.00	£ 180.00	1197
Assistant Clerk	Teabags and Biscuits for meeting refreshments	£ 4.00	£ 4.00	1198
RFO	Mileage costs for two training days (CILCA)	£ 27.90	£ 27.90	1199
RFO	Expenses re Sim card for the Pavilion	£ 8.64	£ 10.37	1200
Green and Purple Ltd	Monthly support for RFO (July 18)	£ 50.00	£ 60.00	1201
Business Consultancy Services	Payroll Processing	£ 47.30	£ 56.76	1202
RFO	Printing paper	£ 2.75	£ 2.75	1208
CAPALC	Finance for Councillor training x 5	£ 175.00	£ 175.00	1209

SSE - Southern Electric	Electric Bill for the Pavilion	£ 318.92	£ 382.70	1210
RFO	Expenses re Stamps	£ 6.96	£ 6.96	1213
AJ King	Reimburse payment that Groundsman made for a baseball ring	£ 240.30	£ 288.36	1214
Nick West	Expenses re light bulbs for Village Hall/Cleaning materials	£ 39.60	£ 44.80	1217
Calor	Standing charge for the Pavilion	£ 17.13	£ 17.99	1219
Staples	Ink cartridges and toner/Office chair for Jo	£ 230.48	£ 276.58	1220
Green and Purple Ltd	Monthly support for RFO (August 18)	£ 50.00	£ 60.00	1221
Assistant Clerk	Phone top-up	£ 5.00	£ 5.00	1226
AJ King	Purchase and assembly of baseball ring	£ 198.00	£ 237.00	1227
		£ 1,898.50	£ 2,228.99	

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

- 18/166. Management accounts** – to review the monthly management accounts – Cllr Mudd queried over spend on open spaces. RFO confirmed that the trade waste costs were higher than expected but this was a one-off. Report noted.
- 18/167. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 18/168. Matters for consideration at the next meeting**
- 18/169. Dates of next meetings** – Planning 9th Aug, Planning 23rd Aug, Full 4th September
- 18/170. Close of Meeting** – 9.10pm.

Signed _____ (Chair) Date _____