

# COTTENHAM PARISH COUNCIL

## Ordinary Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1<sup>st</sup> April at 7.15pm

**Present:** Cllrs Rowley (Chair), Beckford, Berenger, Bristow, Collier, Collinson, Heydon, Leeks, Mudd, Nicholas, Richards, CCC Cllr Mason, SCDC Cllr Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 16 members of the public

- 14/082. Any Questions from the Public or Press – Standing Orders to be suspended** – Frank Morris queried the need for traffic calming in the village and particularly Histon Road. When it was raised a few months ago there seemed little support so why go to the expense and would other areas be better served? Secondly the raise in precept by 21%, but worse it is more than double what it was 7 years ago and the Parish Council have extended the debt on the village. How much interest does the Council expect villagers to pay before the loan is repaid and the books are rebalanced? New resident spoke regarding the skatepark; as a former professional skater he offered to input on the new design and this was welcomed by the skate park working group. Skating is a very healthy sport (and it is now recognised as a sport) and creates good repartee between the skaters. To add such a great facility would be an asset to the village. Cllr Bristow spoke regarding NALC's notes on electronic payments. Resident spoke in reference to the overgrown hedges around the village and how they impede pedestrians. Cllr Collinson responded to say that the PC had previously got involved with any issues but that we'd need specific examples before we were able to act.
- 14/083. Standing Orders to be re-instated – Chairman's Introduction and Apologies** – Cllrs Bolitho, Brown and Wotherspoon and CCC Cllr Jenkins.
- 14/084. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllrs Bristow and Nicholas declared a pecuniary interest in item 14/087 and will leave the room during discussions.
- 14/085. Minutes** - To resolve that the minutes of the meeting of the Council/committee held on the 4<sup>th</sup> March (Ordinary meeting) be signed as a correct record. Proposed by Cllr Nicholas and seconded by Cllr Mudd. Resolved unanimously. 6<sup>th</sup> March (Planning 1) proposed by Cllr Nicholas and seconded by Cllr Collier. Resolved with one abstention (Cllr Heydon). 20<sup>th</sup> March (Planning 2) proposed by Cllr Bristow and seconded by Cllr Mudd. Resolved unanimously.
- 14/086. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Bristow sent an email prior to the meeting regarding traveller issues. No transit site has yet been provided despite the £500k funding for this project. SCDC Cllr Harford responded that the money had been spent, including purchasing sites at Chesterton, but that the money wasn't specifically for transit sites. She will continue to raise problems as they arise. Cllr Harford will also forward a copy of the Officer report to the Clerk for circulation.
  - **CCC** – report circulated prior to the meeting. In addition CCC Cllr Mason reported the period of flux that the Council was going through due to the forthcoming change in constitution. The Leader is intending to resign and there is a degree of turmoil. The City Deal has now been approved. There will be a lot of conditions stipulated but the money is primarily to bring infrastructure up the scratch and this should be seen as good news. There will be a new central governing body to administer the money which will take a couple of years to put into place. Cllr Mason also reported that he had been chasing up various Highways issues. Both Cllrs Mason and Jenkins were working on the outstanding adoption issues re. Tenison Manor and the balancing pond. Cllr Collinson asked if there was any news regarding the outstanding tree

issues at 333 High Street and Cllr Mason will contact the resident accordingly. There has also been a legal hiccup regarding the street lighting on the village green which Cllr Mason is trying to resolve. Cllr Nicholas has also been involved and attended a meeting with Balfour and County on the green. Cllr Berenger queried the extra £20m awarded for schools; if it isn't going to the schools then where was it going? Cllrs Mason and Jenkins to check and report back.

- **Police** – no report received.
- **Clerk** – report circulated prior to the meeting. Regarding the request to speak at the APM from the Stop Berry Fen Wind Farm campaign Cllr Mudd stated that this would be inappropriate and had little relevance for Cottenham. Cllr Bristow reiterated the need for 2 Cllrs to meet with the Day Centre to discuss storage issues. It was also noted that the users of the hall should be reminded that the Parish Council own the building and not the users themselves.

#### 14/087. Finance

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Came and Company	Interim insurance settlement	2,544.20	2,544.20
Michelle Plowman	December and January Invoices	1324	1324
Ladybirds	Utility costs recouped	654.06	654.06
Rugby Club	For Rugby training sessions	420	420
		<b>2,546.59</b>	<b>2,546.59</b>

<b>Expenses</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Cambridge Water Company	Water charges for the War Memorial	69.6	69.6
PHS interclean	Stripping back/ resealing floor at village hall	480	576
Travis Perkins	Plastic grab rail	6.8	8.16
Cambridge Web Solutions	Final payment for CPC Website	250	300
The BC Group Trust	Groundwork tasks on site	443	519.6
Chubb fire and Security Ltd	Annual contract payment	741.51	889.81
Cambridgeshire CC	Street lighting energy charges	415.01	498.01
Cromwell Fire Ltd	Fire extinguisher service charge	44.66	53.59
EON	Electricity - Recreation ground	532.48	638.98
EON	Electricity - The Green	92.32	96.93
Andrew King	Invoices for equipment hire	411	411
Andrew King	Mileage expenses	9.2	9.2
Nick West	Invoice for cleaning the village hall	543.38	543.38
Nick West	Expenses: Bulbs/Mirror/Bin liners/Sealant	90.75	90.75
South Cambridgeshire DC	Trade waste collection for the year 2014-2015	777.4	777.4
Travis Perkins	Brown treated featheredging x 4	5.72	6.86
Staples	Stationary - paper & toner	11.23	13.48
A1 Audio Visual Events	Sound & Lights for Christmas Carol concert	150	150
Talk mobile	Clerk Mobile phone bill D/D	10.3	10.3
Rick Bristow	Mileage expenses	30	30
Tony Nicholas	Mileage expenses	30	30
		<b>5144.36</b>	<b>5723.05</b>

Cllrs Bristow and Nicholas left the room whilst their expenses were being discussed. Cllr Leeks asked what the refuse charges were for. Clerk stated that this was a new charged that had been brought in. Cllr Mudd mentioned the interim payment from Came & Co. This relates to the small items of equipment that were stolen. Regarding the mower we have been offered a settlement of £9.5k. Resolution to pay these invoices proposed by Cllr Leeks and seconded by Cllr Mudd. Resolved unanimously. Cllrs Bristow and Nicholas returned to the room.

**14/088. Planning application S/2544/13/FL** – Change of use from shop (class A1) to traditional fish & chip shop (class B5) including external flue, 288 High Street, Cottenham. Standing orders were suspended to enable residents to speak. Dan Vickers circulated his objections prior to the

meeting. Regarding the flue the proposed brick-effect tiles seem inappropriate in a conservation area. Also couldn't ignore the residential amenity issue. Previously the EHO raised serious concerns about this. They thought the proposals would mitigate but not resolve the issues. The decibel levels are going to be louder than previously proposed and there generally seemed no new evidence as to why this application would be granted. The question was raised whether Cottenham needed another food outlet however Cllr Bristow responded that this wasn't a material consideration. Cllr Collier said that nobody around the table would disagree with the comments received but that the PC did need to look at the differences between this and the previous application. SCDC Cllr Harford has spoken to the Case Officer who has confirmed that the flat about the shop would be used as accommodation for staff only. However Cllr Harford felt that it was morally wrong that the standard of accommodation should be lower than normally acceptable and that they owed a duty of care to the staff. Standing orders were reinstated. Cllr Mudd applauded Mr Vickers for his detailed objections. Several Cllrs mentioned that they couldn't see any significant sign of improvements in the application and queried why it was even being discussed. The objections sent previously by the Council were still valid. Cllr Harford clarified that the reason the application had been put forward again was because previously there hadn't been sufficient detail about the noise attenuation. We don't currently know if the EHO will say there is an issue because they haven't done their assessment. Cllr Nicholas was concerned that if the new assessment said it was ok; all the other issues regarding traffic etc. had been investigated and not supported. Cllr Collinson requested that if the EHO recommends approval then the application should go to Committee. Cllr Harford said that she would watch closely and request Committee if the Case Officer were minded to approve. Cllr Bristow asked Mr Vickers if he had any expertise that would be useful at Committee. He confirmed that he had been a sound engineer so had relevant experience. CPC recommends refusal of this application. Unanimous.

**14/089. Histon Road traffic calming** – To consider requesting Cambridge County Council start the process leading to the installation of three pairs of speed cushions on Histon Road, funded by the Parish Council, up to a maximum of £11k – Cllr Rowley distributed information prior to the meeting. Cllr Bristow's immediate reaction was that the cushions would need to be closer together to have any effect. Cllr Mudd asked if County were happy and Cllr Rowley confirmed that they would do the consultation, install and maintain. Cllr Leeks queried why nothing similar was being done on other roads in/out of the village. Cllr Collinson stated that he wasn't happy for the PC to be pay for the project and that we should be asking for funding. He also queried how effective the cushions were and was worried that they wouldn't have the desired effect. Cllr Richards suggested installing nibs instead to narrow the road however this can't be done due to restricting agricultural vehicles. Cllr Heydon agreed that a grant was the way to go and mentioned that there is more speeding in this area of the village than any other. There are high levels of speeding at times outside peak periods and she also highlighted the death of a cyclist along this stretch of road. Cllr Nicholas asked if residents had been consulted and Cllr Rowley confirmed that they had. Cllr Nicholas raised concerns that the measures didn't do anything for residents around the green although Cllr Heydon pointed out that the speed on Histon Road had been 56mph compared to 40mph at the green, Rampton. Cllr Berenger said that all of the roads into the village were problematic but we need to have a starting point and Histon Road would seem the obvious choice. Safety is a big issue for residents. Cllr Collinson raised concerns about having rubber rather than tarmac cushions and their longevity. It was pointed out that tarmac would be a much more expensive option. Cllr Rowley will look into possible volume reductions if all roads into the village had cushions installed at the same time. Item deferred.

**14/090. Double yellow lines** – To receive & consider installation of double yellow lines on the Harlestons Road and Pelham Way junctions with Lambs Lane to counter parking issues – Cllr Bristow thought that the work should be down to the school and was therefore a County issue given that the problems were caused by parents parking at the school. As a resident of Pelham Way, Cllr Nicholas confirmed the problems caused by poor parking in the area. Cllr Leeks suggested asking the police to pay a visit to the site; Clerk confirmed that dates had been scheduled however our

PCSO had been called away to deal with other issues. Cllr Heydon suggested that if this was made a priority at the police panel meeting then it could help in terms of getting the police to assist. Item deferred until full costings are available from Highways.

- 14/091. Road sign** – To receive & consider installation of a waiting restriction in the layby next to Shaun’s newsagents – Cllr Rowley outlined the rationale was to eliminate problems of people parking in the layby for prolonged periods and to make the layby consistent with others in the village. Cllr Bristow commented that the main beneficiaries, Shaun’s newsagents and the hairdressers should be asked to contribute to the cost. Exact costs to be determined and circulated. Item deferred.
- 14/092. Road direction sign** – To receive & consider installation of a Village Hall road sign on Lambs Lane at a cost of £300-£400 – Clerk outlined that the main reason for the sign was that there was still a lot of confusion by the public as to where the hall was. The money would come from the traffic budget. Resolution that Highways install a village hall road sign on Lambs Lane to a maximum cost of £400 proposed by Cllr Collinson and seconded by Cllr Collier. 9 votes for and 1 against (Cllr Bristow). Resolved.
- 14/093. Parking sign** – To receive & consider installation of a public car park sign at The Pound – This was an issue that had been discussed informally previously but the Clerk asked if it was time to formalise arrangement for the Pound. Most people don’t know that it’s a public car park and several houses use it as permanent parking. Cllr Bristow suggested introducing parking permits as a way of making money from the asset to pay for upkeep. It was agreed that the situation continues and no sign by installed.
- 14/094. Changing rooms** – To consider how CPC proceeds with the project – Cllr Mudd gave an update. W&B have spoken to the second placed builder, Doyles, and they are currently collating figures. Trevor Vincent feels that they could come down to an acceptable figure but we won’t know anything until they have contacted their suppliers. Cllr Mudd to circulate information when received. There are also some issues regarding the land registry that are currently being dealt with. Cllr Bristow reminded the Council to set up a trust prior to the completion of the building. He also warned that professional advice was needed regarding the contract. Cllr Mudd disagreed that this was necessary since it was a standard contract and W&B were acting as our advisors in this instance. Cllr Leeks asked if Cocksedge had confirmed whether the building costs would be the same if they were to start in September. Cllr Richards couldn’t see that it was possible to hold the prices for materials. Cllr Beckford asked if we could contract with them from September at the same price. This will be investigated. Additionally Cllr Mudd mentioned that we still can’t take out the PWLB loan until we know what the exact costs are going to be.
- 14/095. Existing changing rooms** – To receive and consider suggestions for changes to existing changing rooms and storage – Cllr Richards has produced some drawings showing how the existing rooms can be altered as a short term solution. The Club will be relegated unless the work is done and the FA have stated that the amendments would satisfy their needs short term. Travis Perkins have agreed to supply materials for free in return for putting a banner up. Cllr Richards has also lined up tradesmen willing to do the work for free. The only cost will be to repair the floor. As a result of the alterations there will be some additional storage for Kids Only. Would like to start the work in the next couple of weeks. Any home matches will have staggered starts if there are 2 matches on the same day. Resolution that CPC agrees to alteration works being undertaken to the changing rooms up to a cost of £1k. Proposed by Cllr Leeks and seconded by Cllr Nicholas. Resolved unanimously.
- 14/096. Skate Park** – To receive and consider designs/quotes for a new skate park – Cllr Berenger distributed possible designs prior to the meeting. Cllr Collier has been looking at funding but we need some input from the Parish. Need agreement from the PC to the £80k budget. Cllr Mudd queried the cost of removal. Will Conolly will do this for free. Cllr Leeks queried whether the VAT could be claimed back and it was confirmed that this was possible. Cllr Nicholas asked if one of the designs/quotes was favourable over the others and Cllr Berenger stated that Wheelscape was the preferred supplier. Cllr Nicholas queried what track matting was and Cllr Berenger confirmed that it was needed for the construction vehicles to access the site so that the grass wasn’t

damaged; it may not be needed if we were constructing when the ground was harder. Cllr Harford is checking whether planning permission is needed. Cllr Collinson queried whether the money was in our budget; it is shown only as an exceptional project but did not form part of the actual budget. Cllr Bristow mentioned that the predicted £200k surplus would be significantly dented by this project. Also due to the reduction of the PWLB from £400k we are now short. The loan will only allow us to fund one project. Cllr Heydon queried whether the surplus included the necessary amount to be kept aside if we went bankrupt. RFO confirmed that 25% of the precept is kept entirely separate. Resolution that Wheelscape are appointed for the provision of a new skatepark not to exceed £80k proposed by Cllr Beckford and seconded by Cllr Mudd. 8 votes for, Cllrs Bristow and Leeks abstained. Resolved.

- 14/099. Northstowe Phase 2 consultation 21/3/14-4/4/14** – Resolution to submit a formal response from CPC in a collated councillor response document as shared prior to the meeting. Cllr Mudd commented that the two main issues of drainage and traffic were well covered. Cllr Collinson asked for a general concern regarding flooding to be raised. Cllr Heydon stated that the only way Cottenham would be affected was if water was being pumped into the Lode via Reynolds Drain. She also mentioned that the low water table on the site itself may cause issues during the build. Resolution that Cllr Heydon submit a formal response from CPC proposed by Cllr Bristow and seconded by Cllr Mudd. Resolved unanimously.
- 14/100. Land between 105-108 Histon Road** – To consider suggestions as to what is done with the gifted parcel of land. Item deferred.
- 14/101. Land between 105-108 Histon Road** – To consider having a water duct installed during the construction stage to the gifted land to provide water for future use. Approx cost £2000. Item deferred.
- 14/102. Burial grounds** – To receive & consider issues regarding shortage of space at current burial grounds. Item deferred.
- 14/103. Fen Reeves** – To receive & consider on-going maintenance and future of the woods. Item deferred.
- 14/104. Summer Reading Challenge** – To receive & consider grant towards the annual Cottenham Library reading challenge. Item deferred.
- 14/105. Capalc membership** – To consider renewal of Capalc membership – RFO confirmed the cost of £740.90. Cllr Heydon asked if we were also members of NALC and the Clerk confirmed that we had automatic membership. Clerk advised that outreach training should be given to the whole Council following the elections as well as Chairmanship and RFO training. Resolution to renew CAPALC membership proposed by Cllr Collinson and seconded by Cllr Mudd. Resolved unanimously. NB: Cllr Nicholas was out of the room during this vote.
- 14/106. Moat** – To consider name for the Moat in relation to Country Wildlife site status. Item deferred.
- 14/107. Motor insurance** – To consider renewal of motor insurance at a cost of £511.57. Clerk confirmed that the renewal covered the tractor only. Resolution to renew motor insurance proposed by Cllr Beckford and seconded by Cllr Berenger. Resolved unanimously. NB: Cllr Nicholas was out of the room during the vote.
- 14/108. Litter** – To receive & consider litter issues. Item deferred.
- 14/097. Security at the recreation ground / purchase of replacement equipment**– To receive & consider security issues and replacement groundsman equipment. NB: Discussed with item 14/098. Motion to exclude the public. The meeting closed at 10.20pm.
- 14/098. Equipment hire** – To receive & consider hire of equipment from groundsman until such time as a decision is made regarding replacement items. Amendment to previous costings. Meeting re-opened at 10.41pm.
- 14/108. Matters for consideration at the next meeting** – items to be sent to the Clerk.
- 14/110. Dates of next meetings** – Planning Meeting 3<sup>rd</sup> April (P1), Planning Meeting 17<sup>th</sup> April (P2), APM 22<sup>nd</sup> April, Ordinary Meeting 6<sup>th</sup> May.
- 14/111. Close of Meeting** – 10.42pm

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