

Minutes of Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st December 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, Ward, Young, SCDC Cllr Harford, Clerk, Assistant Clerk and RFO

- 15/287. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (personal), Richards (personal), Wotherspoon (personal), Assistant Clerk (sick), CCC Cllr Jenkins (holiday), SCDC Cllr Edwards (sick). Clerk to send card to Cllr Edwards. Cllr Mason arrived at 7.19pm.
- 15/288. Public participation – Standing Orders to be suspended** – none present.
- 15/289. 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.* – none received.
- 15/290. Minutes** – Amendments made to items 15/267 (police and major developments), 15/268 and 15/274. Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd December be signed as a correct record. **RESOLVED.**
- 15/291. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr McCarthy asked when the green bin collections being again in March. Clerk confirmed details, which have been posted on Facebook and our noticeboards. Re. housing, Cllr Harford stated that the money will be borrowed from the PWLB and SCDC will make money by borrowing at a low rate and lending at a higher rate. They have bought properties on the open market and rent out. They have been asked by the MOD to take over properties at the Waterbeach site which are rented out. At the moment there is nothing on the table to build houses and it doesn't directly address the affordable housing issue.
Cllr Nicholas asked who the new Head of Development would be replacing. Cllr Harford stated that Nigel Blazeby was replaced by a temp and Julie. Planning Project Officers: there is a national shortage of planning officers therefore SCDC have decided to take on people with appropriate qualifications but not a planning qualification so they will be 'grown' in house via a training plan. Cllr Harford is also on the recruitment panel for the Joint Services Director.
Cllr Harford confirmed that the Gamlingay planning application was refused due to the overbearing nature of the development and the impact on listed buildings.
Cllr Heydon asked about the housing company. Cllr Harford confirmed that it doesn't have a separate venture capitalist.
Cllr Young asked about the Cottenham Neighbourhood Plan results being available for the Planning Committee in January. Cllr Harford confirmed that they could be used as a material consideration to support prematurity of the developments. NB: the Gladman and Endurance applications may not come forward until February. The results of the survey could be used as an argument to show that Cottenham knows what it wants.
 - **CCC** – report circulated prior to the meeting. Cllr Young asked if the changes to the Citi8 service was a done deal and if any report mechanisms were in place to review. Cllr Mason stated that there is nothing that County can do. At the first meeting of the City Deal he did make them aware of the length of time journeys were taking but this was met with silence. County will try to press but there is no automatic review and it is a commercial decision. Cllr Young asked about the annual tickets purchased via County for schools; is there a refund available? Cllr Mason was unable to answer but will seek to establish. Following on from the Joint Services there is a new Flood/Water Officer and CEO. Time will tell how this will work out.
Cllr Mason gave advance warning that Highways are looking at the withdrawal of school crossing patrols as part of the 2016/17 budget. We should get something in writing shortly. Cllr Collinson asked for our County Cllr's to press against these cuts. Some schools and parish councils are match funding. Cllr Heydon asked how much a crossing officer costs but Cllr Mason was unable to provide that information.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Cllr Mason clarified the latest situation regarding Histon Road drainage. Icen

were supposed to have put proper plans in place for drainage as part of the scheme. It has been culverted and County gave permission. He was not certain whether the scheme was submitted for approval and he is trying to get a response from SCDC. The car park at the back of the site previously flooded but this seems to have been rectified. Cllr Morris to contact resident onsite.

Cllr Nicholas commented that the streetlights around the Green had been removed and the new ones are now working.

Cllr Nicholas asked if anyone had seen the Post Office consultation forms. They are available from the Post Office and in Sean's Newsagents.

Cllr Collinson congratulated Cllr Collier on her invitation to the NALC event at the Houses of Parliament.

- **Neighbourhood Plan update** – report circulated prior to the meeting - Cllr Morris summarised. Cllr Ward thanked for drafting the survey. Cllr Young expressed concern that the site of the survey may put people off but they need to be aware of the payback for completion. Cllr Morris stated that during trials the survey took an average of 10 minutes to complete.
- **Carol Concert** – Cllr Collinson asked if 2 mics would be available for the CPS choir. This is already in hand. He was concerned about child safety when Father Christmas arrived and also felt that the reindeer area should be lit. Cllr Berenger confirmed that plans were already in place to cover these items. We will be operating a 'grotto' this year and filter the children through via a queue.
- **Major development applications** - update on current and imminent planning applications – Cllr Harford stated that the current information is that the Persimmon application will come to Committee at the same time as Gladman and Endurance.
- **Northstowe Parish Forum** – report circulated prior to meeting. Cllr Mason left the meeting at 8.42pm.

15/296. Additional recreation land – to consider the possible purchase of additional recreational land – Cllr Morris outlined. By purchasing the additional land on Rampton Road it would give us further parking and recreational land. RFO left the room at 8.12pm. Strategically the location of the land is ideal. RFO returned to the room at 8.15pm. Cllr Mason said that County may put a 'hope value' on the cost of the land. Cllr Morris said that the idea at this stage is just to test the water. Cllr Young said that it would be better for us in terms of access and drainage.

Resolution to consider approaching Cambridgeshire County Council, without commitment, to acquire the use of land off Rampton Road between Rampton Farm and the allotments, by lease or purchase, to increase the provision of usable sports pitches and/or overflow parking space adjacent to the new Sports Pavilion. **RESOLVED.**

15/292. Finance

Income	Description	Net	Gross	
Jane Williams	October invoice	£ 184.00	£ 220.80	
Day Centre	October invoice	£ 200.00	£ 240.00	
Kids Only	June & July 15 invoice payments	£ 1,890.00	£ 2,268.00	
Mr Gawthroup	Town Ground Rent	£ 245.00	£ 245.00	
HMRC	VAT payment September 15	-	£ 16,627.40	
Lawsons circus	Rent for the Village green	£ 162.50	£ 195.00	
Sports & Social Club	Quarterly rent	£ 2,683.33	£ 3,220.00	
Malary Ltd	Donation towards Christmas tree	£ 80.00	£ 80.00	
		£ 5,444.83	£ 23,096.20	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 15	£ 3,435.46	£ 3,435.46	
HMRC	Tax and NI for December 15	£ 701.20	£ 701.20	
Connections Bus	Rent from July 22nd to August 26th 2015	£ 1,452.00	£ 1,452.00	401
BC Group Trust	Invoice for work at Crowlands manor	£ 743.00	£ 743.00	414
CJ Murfitt	Interim Certificate no. 6	£65,575.95	£78,691.14	
		£71,907.61	£85,022.80	
Expenses under £500				
Beneficiary	Description	Net	Gross	code

Green and Purple	Monthly accountancy support	£ 50.00	£ 60.00	402
Staples	Stationery and Ink cartridges	£ 51.06	£ 61.27	403
Debbie Seabright	Paper and envelopes	£ 9.50	£ 9.50	404
CSA	Hire of Scrubber drier 1/2 day & floor cleaner for VH- inv 93968	£ 62.40	£ 74.88	405
CSA	Soap dispenser x11 & misc cleaning materials for Pavilion inv 94041	£ 492.47	£ 590.96	406
CSA	Baby changer for Pavilion	£ 169.77	£ 203.72	407
CSA	Misc cleaning equipment/Sanitary bins/bins for Pavillion inv94053	£ 148.59	£ 178.30	408
CSA	Cleaning equipment for Pavilion inv 94052	£ 164.26	£ 197.13	409
CSA	Toilet rolls and mop refills VH inv 94081	£ 56.80	£ 68.16	410
Mark Weatherhead	2 x combi padlocks & 1 x padlock combi for Gas tank/gate - Pavilion	£ 77.56	£ 92.62	411
Calor Gas Ltd	Standing charge from Oct - Dec 15 - DD	£ 17.75	£ 18.64	412
CSA	Lid for baby change bins & Rubber gloves	£ 19.93	£ 23.92	413
Debbie Seabright	Stamps	£ 19.44	£ 19.44	415
CSA	Mop kit/Bin liners/cloths/toilet fresheners for Pavilion	£ 63.51	£ 76.22	416
Jo Brook	Mileage costs (14 miles)	£6	£ 6.30	
Sam McManners	Expenses re postage/phone/solar lights	£ 29.89	£ 29.89	417
Kramp UK Ltd	Padlock and 12 keys	£ 121.44	£ 145.73	418
Dean Minter	Sounds/lights for Carol Concert	£ 250.00	£ 300.00	
		£ 1,810.67	£ 2,156.68	

Under expenses over £500 the monthly invoice for Andrew King has been omitted (£2536.26/£3043.48). Total should read £74,443.85/£88066.28. Dean Minter: there shouldn't be any VAT. Kids Only have paid August but still owe September, October and November. Clerk mileage should read £6.30 in both columns. Resolution to pay these invoices. **RESOLVED.**

Kids Only have failed to deliver on their promise to get invoices paid up to date. RFO to write to them to state that further action will be taken. Situation to be reviewed after 19th December.

15/293. Management accounts – to review the monthly management accounts – FLAC have reviewed.

15/294. Bank reconciliation – to review monthly bank reconciliation – RFO and Cllr McCarthy have checked the figures and they balance.

15/295. Parking at Recreation Ground – to consider car parking arrangements – Cllr Morris outlined. Currently we only have around 70 spaces in the car park. Cllr Harford thought that planning permission may be required but will check and confirm. The space towards the Bowls Club would be eligible for S106 open space money. Cllr Collier thought that by increasing the size of the car park it could also alleviate the situation regarding school run traffic. Cllrs Berenger and Young expressed concerns that removal of the hedge may be a bit harsh. In terms of larger events at the Rec the Colts already give more than 3 months notice. During contract discussions with the Renegades they were also happy to provide 3 months notice of additional parking being required for larger events.

Resolution to consider obtaining competitive quotes for removal of the hedge. **RESOLVED.** Cllr Harford left the meeting at 9.06pm.

15/297. Village Hall replacement – to consider appointment of architect – Cllr Morris outlined. The working party are uncomfortable making a final decision. Cllr Heydon asked for clarification on whether the working party had delegated authority. Response: this is something that needs to be decided. Cllr Mudd asked if the working party had enough information from the plans submitted to make a decision. Cllr Morris stated that a core spec has previously been shared. The suggestion is for the working party to invite 2 or 3 architects to present to them plus observers; they will be scored against a criteria. Recommendation will be made by the working party to full Council who will make the final decision.

Resolution to select 2-3 architects to come to an open meeting to be evaluated by the panel against criteria. Panel to make recommendation to full Council whereby a final decision will be made. Hope to hold the initial meeting in January and bring to full Council in February. **RESOLVED.**

- 15/298. Youth provision (babysitting)** – to consider CALF recommendation to hold a babysitting course for young Cottenham residents at a cost of £1576.92 – Cllr Collier stated that final details regarding venue and times are still to be confirmed but the course would probably be run after the February half term. It would be for 15 young people over the age of 14 (requirement of the first aid certificate). RFO confirmed that the cost (£1750) would take us over our youth provision budget for the year.
Resolution to accept CALF recommendation to hold a babysitting course for young Cottenham residents. **RESOLVED.**
- 15/299. Youth provision (self-defence)** – to consider payment of hall hire for a 6 week self-defence course for young Cottenham residents at Cottenham Community Centre at £27.75 per session (£166.50). Item deferred.
- 15/300. S106 indemnity** – Resolution to sign indemnity for £3104.38 public open space & £513.04 community facility space (land at 88 Rampton Road). **RESOLVED.** Cllr Young abstained from the vote.
- 15/301. Office space** – to consider office space – Cllr Morris outlined the options. The logic of option 2 is the cost. Cllr Heydon asked if the refurbishment of the current Hall could accommodate the office; no. Cllr Ward thought that use of the Pavilion could cause access issues (no walkway etc). It was also generally agreed that having filing cabinets in the Pavilion would detract but we would save approx. £2k a year. Cllr Collinson highlighted problems with disabled access at the RBL. It was noted that if we went for the RBL option the additional furniture purchased could then be utilised in the new Village Hall. Cllr Morris flagged that if we moved to the RBL we could hold meetings there as well and the overall cost (over 3 years) would be the same as staying at the Community Centre. Cllr Morris to talk to the RBL and item to be tabled for January agenda with details of final costs. Cllr Collier left the room at 9.40pm.
- 15/302. S137 applications** – to consider S137 applications received – FLAC received 8 applications. Cllr Collier returned to the room at 9.44pm.
Resolution to support FLAC recommendations for grants. **RESOLVED.**
- 15/303. Sports club agreements** – to consider wording/fees for use of pitches & the new Pavilion – Item deferred.
- 15/304. TTRO for Remembrance Sunday** – Cllr Morris outlined. There would be a cost implication of up to £1k (training + signage). Resolution to take over management of the annual road closure in support of the Remembrance Service, including application – in early January - for the TTRO, acquisition of signage, training of a supervisor and management on the day with arrangements to be taken forward under our Highways Committee. **RESOLVED.**
- 15/305. Tree maintenance** – Resolution to accept quote for £375 + VAT from Acacia Tree Surgery for tree work on the Village Green. **RESOLVED.**
- 15/306. Gym equipment** – to consider quotes for one piece of outdoor exercise equipment to be sited on Tenison Manor – Cllr Heydon queried the functionality of the piece of equipment chosen and thought that it was limited. Cllr Collier thought the piece was low impact and would be the most inclusive in terms of its use. Resolution to purchase a ‘health walker’ from Sovereign Play. **RESOLVED.**
- 15/307. Community Awards 2016** – to consider nominations for the SCDC annual Community Awards (deadline 15th January) – no recommendations.
- 15/308. CALF Terms of Reference** – Resolution to modify the CALF Terms of Reference 7c related to financial delegation to read:
When authorised by a Committee vote, the Committee may approve spending, up to **25%** of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. **In addition, any funds donated by third parties for a specific purpose within CALF’s scope can be applied in addition.** **RESOLVED.**
- 15/309. Playground embankment** – to consider installation of embankment climbing wall to alleviate issues highlighted in H&S inspection report – Item deferred.
- 15/310. County Farms consultation** – to consider strategic review consultation by Savills (close 20th Dec) – Cllr Morris to draft response and circulate. NB: response to state that we would like County land maintained as agricultural/recreational.
- 15/311. Matters for consideration at the next meeting**
- 15/312. Dates of next meetings** – Planning 3rd December, Highways 8th Dec, Nov, CALF 14th Dec, Planning 17th Dec, FLAC 5th Jan 2016, Full 12th Jan.
- 15/313. Close of Meeting** – 10.10pm.

Signed _____ (Chair) Date _____