

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st November 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collinson, Graves, Hodson, Mudd, Nicholas, Ward, Wilson, CCC Cllr Mason, the Clerk, Assistant Clerk and RFO

- 16/237. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (personal), Collier (meeting), Richards (illness), Young (holiday), Wotherspoon (personal), SCDC Cllr Harford (meeting) and CCC Cllr Jenkins (meeting).
- 16/238. 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.* Cllr Berenger declared a pecuniary interest in item 16/241 (major developments) and will leave the room during discussions.
- 16/239. Minutes** – Full Council – amendment made to 16/219: Clerk – ‘Cllr Collinson commented on High Street bollard and nibs issues. 24 years ago they were marked with reflective paint and reflective strips and this was considered essential at the time of installation’. Resolution that the amended minutes of the meeting of the Full Council meeting held on the 4th October 2016 be signed as a correct record. **RESOLVED.** Cllr McCarthy arrived at 7.24pm. EOM – amendment under 16/240 Survey: proportionate changed to ‘statistically significant’. 16/240 General: benefits replaced with ‘the likely effect of a precept rise’ and ‘government’ amended to ‘government’s benefit cap’. Resolution that the amended minutes of the EOM held on the 20th October 2016 be signed as a correct record. **RESOLVED.**
- 16/240. Public participation – Standing Orders to be suspended** – no public present.
- 16/241. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris commented on the referendum cap.
 - **CCC** – report circulated prior to the meeting. It was a very contentious meeting. Cllr Collinson asked for clarification on the GPC second meeting; would it mean the government cutting £7.2m or giving a negative grant; confirmed it would be negative. CCC Cllr Mason stated that a pilot project was being undertaken to investigate the affect of the change and explained how the new 4 year settlement would work. The decision of the GPC was split. CCC Cllr Jenkins wanted an amendment to refuse the settlement and the government to explain what will replace it. This is a very important decision for Cambridgeshire. Cllr Nicholas asked about the split decision; CCC Cllr Mason confirmed that the Tories voted for and the other parties against. Cllr Collinson was pleased that the amendment had gone through. Concern is that Cambridge faces enormous pressures on infrastructure etc. due to huge growth. Potentially this change could make the situation worse.
 - **Clerk** – report circulated prior to the meeting. County Highways currently aren’t responding to emails. Cllr Mudd requested help from CCC Cllr Mason on this matter. CCC Cllr Mason responded that this was increasingly common and that there had also been a change of staff. Groundsman has suggested re-using the kissing gate from the Moat at WARG Field and will send quote accordingly. Received information about community buying energy scheme. Ladybirds alarm test due. Cllr Collinson requested Council to look at the matter of a crossing by the new Post Office (taken from issues log) additionally better signage for the Pavilion needed attention. Cllr Morris stated that work to the Kingfisher Way tree belt would be going ahead shortly; contractor has been chosen following the tender process.
 - **Major developments** – Cllr Berenger left the room at 7.40pm and took no part in discussions. Gladman 1 – nothing has changed. Gladman 2 – lots of new traffic information and they have come up with a proposal that would potentially solve the traffic issues. This includes widening the Rampton/Oakington Road roundabout by 19m (which would steal space from the front of the almshouses) in addition to traffic calming measures on Rampton Road. Cllr Morris is liaising with almshouse trustees regarding these amends. It was commented that the proposed speed cushions wouldn’t be very effective at slowing traffic. Accordingly County Highways have now removed their objection to the application. Gladman have also produced a strong rebuttal to the landscaping issue and amended the Design & Access statement to include a link to the Endurance and Persimmon sites; this would create a rat run

through the sites to Rampton Road, therefore avoiding the roundabout. There will be an extra planning meeting on 10th November to discuss this application. County – application has now been validated. Cllr Berenger returned to the room at 7.50pm.

- **Tenison Manor adoption & maintenance** – Contractor will finish works to the ditch on Broad Lane this week. Persimmon and Bovis are discussing our request for a commuted sum.
- **Update on Neighbourhood Plan** – Cllrs Morris, Nicholas and SCDC Cllr Harford have met with the Planning Policy team and we are close to being able to get the Plan out for consultation.
- **Update on Remembrance Parade** – Cllr McCarthy has passed his training course. TTRO now received. Cllr McCarthy has spoken to Alan Stearn and he is lending us various items of equipment. Notices have been put up. Ann Scott has delivered the wreath. Resolution to appoint Cllr Nicholas to represent the Parish Council to lay wreath at Remembrance Parade. **RESOLVED.** Cllrs McCarthy and Nicholas were thanked.
- **Waterbeach Community Liaison Group** – feedback from meeting – Cllr Mudd attended Liaison Group meeting. Regarding odours there are 17 monitors which are checked every day. 2 points are relevant to Cottenham. He’s looked the times and it appears that the monitors were all checked in the afternoon however the smells have been in the morning. Cllr Graves thought that the wind was NE on the day in question which means Cottenham would have been affected. Cllr Mudd awaiting further information from Amey Cespa.

16/242. S106 Indemnity – Resolution to sign indemnity re. land r/o 18 Lambs Lane for £2244.90 (public open space) and £371 (community facilities). **RESOLVED.**

16/243. Postbox – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris stated that in relation to the original request we have to wait another few weeks before the 12 week response period has been exhausted. There has now been a further request for a box closer to Oakington Road (sheltered houses at the bottom of Orchard Close are outside the recommended 500m limit set by Royal Mail). If further development takes place on Oakington Road then the number of residents outside the desired distance would increase significantly. Suggestion that we utilise MP if necessary to add weight to our request. No further action until we are outside the original request period.

16/244. Debts – to consider action to be taken regarding outstanding rent payments owed to the Parish Council by Michelle Plowman – Cllr Morris outlined the situation. The operation with Kids Only has transferred successfully to Cambridge Kids Club but there is still an outstanding debt for hall rental. We’ve had no responses to emails over the past month. Doesn’t appear to be a transfer of debt to the new company. Resolution to seek advice from King & Co and delegate decision making regarding further action to FLAC. **RESOLVED.**

16/245. Phone box consultation – to consider response to draft decision regarding removal of BT phone boxes (closes 6th Nov) – CPC agree with the draft decision and therefore no action is required.

16/246. Childminders Big Breakfast – Resolution to donate £100 from the Cottenham Chest towards Childminders Big Breakfast event on 15th December. **RESOLVED.**

16/247. WARG Field – Resolution to accept quote for £350 + VAT to various tree works/tidying. **RESOLVED.**

16/248. Yesteryear Road Run 2017 – Resolution to permit use of the Village Green on 23rd April 2017 for the annual road run event. **RESOLVED.**

16/249. WWI Beacons of Light 11th November 2018 – Resolution to participate in principle in WWI Beacons of Light remembrance event on 11th November 2018. **RESOLVED.**

16/250. Dog fouling – to investigate the appointment of an 'authorised officer' or PCSO to enforce dog fouling rules – Item deferred

16/251. Finance

Income	Description	Net	Gross	
Cottenham Day Centre	Invoice payment for September 16	£ 100.00	£ 120.00	
Debbie Prince	Invoice payment for September 16	£ 14.00	£ 16.80	
Jane Williams	Invoice payment for September 16	£ 69.00	£ 82.80	
Ladybirds pre-school	Recharged utility costs	£ 115.79	£ 115.79	
Baby Clinic	Rent of village hall for clinic	£ 69.00	£ 82.80	
Cambridge Kids Club	Rent for October 16 (in advance)	£ 873.92	£ 1,048.70	
Thurstons Fair	Rent for the Green	£ 700.00	£ 840.00	

HMRC	VAT payment from HMRC	-	£ 3,720.24	
		£ 1,941.71	£ 6,027.13	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 16	£ 3,322.06	£ 3,322.06	
HMRC	Tax £294 & NI £392.09 Oct 16 (month 7)	£ 686.09	£ 686.09	
SSE Southern Electric	Electricity bill for the Green	£ 552.67	£ 663.20	695
Community Centre	Six monthly fee 31/3/17 for office rent	£ 1,300.00	£ 1,300.00	696
360 TSL Traffic Data Collection	Traffic survey in Cottenham Sept 16	£ 960.00	£ 1,152.00	698
MTC Engineering	Professional charges re. Village Hall	£ 2,000.00	£ 2,400.00	701
The BC Group Trust	Maintenance work at Crowlands Manor	£ 620.00	£ 620.00	703
Hodgson & Hodgson	Noise impact assessment for Village hall	£ 1,350.00	£ 1,620.00	706
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	708
AJ King	Extra work - Third field BBQ pit & move water supply re Cricket Club	£ 600.00	£ 720.00	709/710
		£ 13,927.06	£ 15,526.83	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	697
Debbie Seabright	Expenses re Dropbox (£79) & Sim card for the Pavilion (£9.72)	£ 88.72	£ 88.72	699
Business Consultancy Servs	Payroll processing & back dated pension paperwork updated	£ 126.67	£ 152.00	700
Travis Perkins	Pipes and Pipe liner	£ 48.13	£ 57.75	702
Peter Boyden	Expenses re Light bulbs for the Pavilion	£ 42.00	£ 42.00	704
SSE - Southern Electric	Electricity bill for the Pavilion	£ 206.15	£ 247.38	705
DRE Pest Control Ltd	Control of Wasps next at the Village hall	£ 60.00	£ 72.00	707
Calor Gas	Standing charge (DD)	£ 17.13	£ 17.99	711
HFE Signs	5 signs and sign post clip	£ 211.75	£ 254.10	712
		£ 899.28	£ 1,040.67	

Cllr Mudd queried high BC Trust invoice. RFO confirmed that it was on a par with previous invoices for this period. Cllr Morris mentioned that the tender process for the Crowlands Manor site was underway so we may have a new supplier from January 2017.

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

- 16/252. Management accounts** – to review the monthly management accounts – No further comments.
- 16/253. Bank reconciliation** – to review monthly bank reconciliation – No further comments.
- 16/254. Matters for consideration at the next meeting** – dog fouling, pavilion signage (CALF), Post Office crossing (Highways).
- 16/255. Dates of next meetings** – Planning 3rd November, Highways 8th November, Extra-Planning 10th November, CALF 15th November, Planning 17th November, FLAC 21st November (office), Full 6th December.
- 16/256. Close of Meeting** – 8.27pm.

Signed _____ (Chair) Date _____