

# COTTENHAM PARISH COUNCIL

## Full Council Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2<sup>nd</sup> September 2014 at 7.15pm

**Present:** Cllrs Leeks (Chair), Beckford, Berenger, Collier, Collinson, Heydon, McCarthy, Morris, Richards, Ward, Young, CCC Cllr Jenkins, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 5 members of the public

**14/250. Chairman’s Introduction and Apologies** – apologies accepted from Cllrs Bolitho (work), Mudd (holiday), Nicholas (holiday), Wotherspoon (work) and CCC Cllr Mason (work).

**14/251. Public participation – Standing Orders to be suspended.** Resident asked why the initial spec for the changing rooms was so high. Cllr Beckford stated that the spec was prepared by the architect and that the high level only came to light after the tender process. The FA are also in agreement that the spec was too high. The issue has now been addressed and the architect is amending.

**14/252. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none.

**14/253. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 1st August be signed as a correct record. **RESOLVED.**

**14/254. Reports**

- **SCDC** – report circulated prior to the meeting. Cllr Morris asked about the emergency plan and whether CPC should do more. SCDC Cllr Harford suggested that we re-visit our plan in the light of the recent flooding. Cllr Ward to investigate.
- **CCC** – report circulated prior to the meeting. Cllr Young asked about the Histon Road resurfacing and suggested that the road now seemed inferior; the ironwork is now proud of the surface and there are puddles that weren’t there previously. CCC Cllr Jenkins to pursue with Highways. Cllr Richards mentioned issues with the Pelham Way pavement. Cllr Jenkins suggested that the local infrastructure officer come to Cottenham for a walkabout at the earliest opportunity.
- **Clerk** – report circulated prior to the meeting. Clerk gave an update on the Knotweed situation on Wilkin Walk. Tenison Manor adoption to go on the next agenda.
- **Police** – no report received.

**14/255. Finance**

Income	Description	Net	Gross
SCDC	S106 monies	£8,595.10	£8,595.10
Jane Williams	Rent - July	£160.00	£160.00
Day Centre	Rent - July	£300.00	£300.00
HMRC	Vat repayment	£12,564.31	£12,564.31
BV Services	Community Sponsorship	£150.00	£150.00
EON	In credit re Electricity used on the Green	£139.89	£139.89
		<b>£21,909.30</b>	<b>£21,909.30</b>
Expenses	Description	Net	Gross
Cottenham Primary	S137 grant towards Tour de Cottenham	£500.00	£500.00
Rampton Motors	For Petrol costs	£100.00	£100.00
Staples	Ink cartridge x 2 for office printer	£107.28	£128.74
Travis Perkins	4 Brass hinges and screws	£31.52	£37.83

Cambs CC	2013-14 Local Highway improvement contribution	£61.03	£61.03
Fleet	Pitchmarker 15 Ltr and postage	£235.45	£282.54
Salaries	Salaries September	£3,806.07	£3,806.07
HMRC	HMRC - Tax and NI September	£1,061.65	£1,061.65
Jo Brook	Exps re postage (Special delivery)	£11.00	£11.00
EON	Electricity for the Recreation Ground	£130.26	£143.53
Collier Turf Care	Loam and Turf	£596.80	£694.56
BC Group Trust	Upkeep of Crowlands manor site	£760.00	£912.00
Travis Perkins	Sand/ Cement Mortar	£7.25	£8.70
Staples	Ink Cartridges	£101.23	£121.48
A J King	Invoices - re hire of equipment	£385.00	£462.00
A J King	Mileage expenses	£9.60	£9.60
Nick West	Cleaning services & exps re toilet rolls (£21.97) - June	£693.60	£693.60
Nick West	Cleaning services & exps re materials/air freshener - July	£712.81	£712.81
		<b>£9,310.55</b>	<b>£9,747.14</b>

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

- 14/256. Removal of Lime trees** – To consider responses from SCDC and County to questions submitted following the removal of trees from outside 333 High Street – Clerk circulated responses from SCDC/CCC which were received shortly before the meeting. Discussions needed regarding the replacement trees. It was noted that the comments regarding the structural engineers report differed from the original information.
- 14/257. Minor Highways Improvement grant** – to consider proposals re: County Council ‘Local Highways Improvements’ grant (3 proposals circulated prior to the meeting) – Cllr Morris explained the proposals and was thanked for the work he had done. It was confirmed that the focus on Victory Way was due to the sheltered housing in the vicinity. Standing Orders suspended at 8.40pm. CCC Cllr Jenkins spoke to say that there would be the opportunity to present the proposal to the committee so we need to take this into consideration. Standing Orders reinstated at 8.41pm. Standing Orders suspended at 8.49pm. SCDC Cllr Harford explained the conditions relating to the S106 agreement for Pelham Grange; specifically mentioned is a crossing to Coolidge Gardens/BGW so it would be wise not to duplicate this scheme. Standing Orders reinstated at 8.51pm. Resolution that CPC endorses the LHI bid to a maximum spend of £50k and embraces the broad principals of the co-existence and mobility proposals. **RESOLVED.**
- 14/258. Summer Reading Challenge** – to consider representative at the Library Summer Reading Challenge awards ceremony to be held on 11<sup>th</sup> September – Agreed that Cllr Collier should represent CPC at this event.
- 14/259. Changing rooms (stages)** – CALF recommends that the Changing Rooms project, contrary to previous motions, be progressed as four lots to achieve best value for money while ensuring a timely start to the work on-site – Report for items 14/259, 260 and 261 was circulated prior to the meeting. Cllr Morris explained the rationale for the approach. There should be no further architect fees if W&B work to their agreement. It is impossible to get the tenders for the 4 lots before the November deadline and the FA would expect to see significant movement on the project. There is an offer on the table to build the substructure at cost and start for November. Cllr Young raised concerns that the total project costs wouldn’t be known at the time of groundworks starting and it was agreed that this was a risk. **RESOLVED.**
- 14/260. Changing rooms (Standing Orders)** – Resolution that CPC, in the interests of achieving best value for money and earliest project commencement, suspends Standing Order 30c(i) to enable negotiations on a non-competitive basis for the procurement of preparatory groundworks and substructure up to damp-proof course for the new changing rooms – **RESOLVED.** NB: We are not signing the contract at this stage, only getting costs.

- 14/261. Changing rooms (tenders)**– Following legal advice, CPC instruct W&B to return unopened all tenders received under the recent round with an accompanying letter thanking bidders for responding, explaining that the Parish Council can no longer pursue this procurement as specified and is therefore returning all bids unopened. CPC hope that bidders will participate in a revised invitation to tender which will be issued shortly – **RESOLVED**.
- 14/262. Electricity renewal** – to consider renewal quote from EON or alternative suppliers prior to renewal date of 26<sup>th</sup> September- RFO has contacted a company to obtain full market quotes but no firm figures are available as yet. Item deferred to Finance meeting on 24<sup>th</sup> September.
- 14/263. Amey Cespa grant application** – Resolution to consider that Cllr Collier and Clerk sign the grant application towards funding for the new skatepark – **RESOLVED**.
- 14/264. Exclusion of public** – Resolution to exclude the public from the meeting because of the confidential nature of the business to be discussed. **RESOLVED**. The meeting closed at 9pm and the public left.
- 14/265. Clerk/RFO salaries (closed item)**
- 14/266. Contract for grounds maintenance (closed item)**
- 14/267. Reserved matters (closed item)** – Item deferred. Meeting re-opened at 9.25pm.
- 14/268. Matters for consideration at the next meeting** – Christmas lights, Floodlights (Cllr Richards), Northstowe (Cllr Heydon), Vision Plan survey results (Cllr Ward), Defibrillator.
- 14/269. Dates of next meetings** – Planning 4<sup>th</sup> September, Facilities 16<sup>th</sup> September, Planning 18<sup>th</sup> September, Finance 26<sup>th</sup> September, Full Council 7<sup>th</sup> October.
- 14/270. Close of Meeting** – 9.29pm.

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