

**DRAFT Full Parish Council Meeting Minutes**

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> April 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collier, Collinson, Dewey, McCarthy, Mudd, Smith, Ward, Wotherspoon, the Clerk and RFO

**In attendance:** 11 members of the public

- 18/065. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Graves (personal), Hodson (personal), Nicholas (sick), Wilson (holiday), Young (holiday) and the Asst Clerk. SCDC Cllr Edwards arrived 7.16pm.
- 18/066. Professor Stephen Hawking** – tribute to Professor Hawking, a former resident of Cottenham – Cllr Bolitho gave a brief statement regarding Professor Stephen Hawking who previously lodged at 1 High Street during 1962. One minute silence held in his honour.
- 18/067. To accept Declarations of Interest and Dispensations** – none received.
- 18/068. Minutes – Minor amend to 18/047. Resolution** that the amended minutes of the Full Council meeting held on the 6<sup>th</sup> March 2018 be signed as a correct record. **RESOLVED.**
- 18/069. Public participation** – Standing Orders suspended 7.23pm. Resident 1 spoke regarding the County report. The Amey planning application consists of over 300 documents. Disappointed that most residents only found out in March which left little time for response. Hasn't received any direct information from the elected members whereas by contrast in Waterbeach there was a public meeting. Why was Cottenham kept in the dark and an absence of engagement with the community? When did CCC Wotherspoon find out about the application and why didn't he inform residents? Resident 2 echoed the comments. Saw planning minutes which said that CPC approved in principle and wanted to know the thought process. Resident 3 was new to the village and unaware of the incinerator application at the time of purchase. Concerned about the emissions. Wanted to know why in principle there was no objection to the application when it will release some level of pollution. Nobody can say that it won't release harmful pollutants in the air. Standing Orders reinstated 7.32pm. Cllr Morris responded that CPC had a briefing from Amey just before Christmas and the application came before us in January. Both events were flagged on our Facebook page and agendas. We aren't a competent judge of the technology information. It will be replacing a lot of landfill which in itself is polluting. We are only comfortable on the condition that further information regarding the environmental details are received and we backed Landbeach PC with their concerns.
- 18/070. Reports**
- **SCDC** – No further comments.
  - **CCC** – Query regarding why trees near Holiday Inn at Impington have been removed; CCC Wotherspoon unsure but it could be to do with the A14 works. Cllr McCarthy raised concerns that it was done during the nesting season and has contacted CCC Jenkins; Histon/Impington PC are following up. CCC Wotherspoon to chase. CCC Wotherspoon amended item on page 3 of his report; should say published in March 2018. He only found out about the Amey application in August 2017 when he received a leaflet and it was widely publicised at the time in the Cambridge News. Only became clear at the end of 2017 that the application hadn't been widely publicised directly to residents. The consultant employed on behalf of County has raised issues which must be answered. There is now a second round consultation and CCC Wotherspoon and his colleagues have pressed for public meetings. He will reserve his view until receives full information including feedback from residents.
  - **Clerk** – The Rampton Road cycle studs are being installed (joint project between Cottenham and Rampton PC's). Fun Run have asked retrospective permission for a banner on the Green; acceptable but will need to move between next 2 trees (towards CVC). GDPR – getting through checklist. NB: need to add Emergency Plan and Flood info to list of those to request permission from.
  - **Major developments** – Bellway may be reported for mud on the road. Persimmon – possibility that it will be on 24<sup>th</sup> April SCDC planning agenda. CCC – S106 issues i.e. too precise regarding the medical centre.

- **Neighbourhood Plan** – If the CCC planning application is approved it could have an affect on our NP wording. Cllr Smith asked for clarification of the next stages (for benefit of those present). Cllr Morris reported that we will shortly be undertaking a Regulation 14 consultation, this is followed by a Regulation 16 consultation which is hosted by SCDC and reported on rigorously then passed to the NP examiner. The NP has to broadly conform to the Local Plan and must be compliant with the NPPF. It would then go to referendum and if accepted would carry the same weight in planning terms as the Local Plan. Should safeguard us from speculative developments until 2031. Standing Orders suspended 7.55pm. Chair checked that the explanation was clear to residents. Standing Orders reinstated 7.55pm.
- **Village Hall & Nursery** – Should get pre-application report at the end of April.
- **Highways Improvements update** – Pavement improvements and zebra crossing near the Green are ongoing. CCC Wotherspoon has spent the day in Waterbeach with Urban and SCDC Chief Executive. Has received positive response regarding a Cottenham to Landbeach cyclepath. Terry Fuller, Homes England, will raise the subject of a Cottenham to Oakington cycleway.
- **High Street Post Box update** – Cllr Collinson outlined background for benefit of those present. Regretfully it appears there is nothing further that can be done.

- 18/071. Street naming** – Consider proposed names for the Bellway Homes development – Neither of the proposed names are suitable. Cllr Bolitho suggested theme of Professor Hawking, previously a Cottenham resident. Standing Orders suspended 8.08pm. Chair asked residents present for their input: Hawking Way and Newton Close were put forward. Standing Orders reinstated 8.09pm. Resolution to submit Hawking Way and Newton Close as road names for the Bellway Homes development. **RESOLVED.**
- 18/072. Summer Reading Challenge** – Consider grant request from Cottenham Library for the Summer Reading Challenge – Request has been considered by FLAC and is compliant with our regulations. Resolution to grant £200 to Cottenham Library towards the Summer Reading Challenge. **RESOLVED.**
- 18/073. Cottenham Fun Run stall** – Resolution to host an information stall at the Fun Run on 5<sup>th</sup> May and donate £250 from the Cottenham Chest. **RESOLVED.**
- 18/074. Training & Development policy** – Resolution to accept Training and Development policy. **RESOLVED.**
- 18/075. Year end** – Consider End of Year accounting issues, including likely balances and proposed viring between reserves – Cllr Morris outlined. Not as much money as it looks because approx. £100k is allocated against specific projects. Need to move £400k for early stages of the Village Hall/Nursery project; it is just a capital fund and we could reallocate later should we wish. Resolution to approve the creation of a £400,000 CF Capital Fund by viring necessary funds from the s106 Community Facility Reserve, other reserve and current surplus. **RESOLVED.**
- 18/076. Tree survey report** – Consider findings of tree survey for Village Green and Recreation Ground and next steps – Clerk outlined the findings and the safety issues arising. Clerk to obtain 3 quotes for the work. Need to get a programme of works in place for the autumn. Resolution to get PICUS test done to 2 trees on the Village Green. **RESOLVED.**
- 18/077. Tree survey (2)** – Resolution to undertake tree survey of Crowlands Moat, Tenison Manor, Brenda Gautrey Way, The Pond, Old Recreation Ground and WARG Field. **RESOLVED.** Clerk to obtain quote.
- 18/078. Fence repairs** – Consider quote provided by CPS for damage to fence between School and Recreation Ground a) caused by storm and b) from vehicles hitting the fence – Resolution to accept quote of £330+VAT for storm damage works. **RESOLVED.** Vehicle fence damage deferred until after building works. Standing Orders suspended 8.32pm. Cllr Smith asked residents if they had any further questions. Resident 4 asked if there were any plans to improve the Recreation Ground. Cllr Morris said that it would depend on the outcome of the CCC planning application and expansion of the Primary School. In the Neighbourhood Plan evidence we ideally need another 2 hectares to extend the land. In the S106 agreements for Oakington/Rampton Road there is a lot of money for a MUGA (approx. the size of 3 basketball courts), extension to the skatepark, loose wording around a rugby pavilion and possibly a 3G football pitch which would give us additional usage (but very expensive). There is an evidence paper on the website. Require an additional 1.6 hectares for the additional residents. Cllr Collier mentioned that we had already budgeting for drainage and reseeding of the existing pitches. The Amey application can't be discussed in any detail because it's not an agenda item and no decisions can be made. Discussions around EA inspections (twice a year); concerns that residents will be breathing pollutants; need to weigh up positives (production of electricity) vs negatives (pollution/extra vehicle movements); lack of public engagement; need for public meeting. Cllr Wotherspoon said that the earliest the application would be considered is July and that Amey will be asked to provide a response to the expert concerns. The ball is now with County and residents can

lobby them accordingly; when it comes back to the Parish for consideration then it will be advertised. Cllr Wotherspoon to look at whether it is possible for the independent expert to attend a public meeting. Standing Orders reinstated 9.09pm.

**18/079. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Town Ground Rent	Annual payment	£ 275.50	£ 330.60	
HMRC	VAT repayment	£ 2,069.95	£ 2,069.95	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Rampton Parish Council	Contribution to the cycleway lighting	£ 2,000.00	£ 2,000.00	
		<b>£ 5,288.37</b>	<b>£ 5,532.05</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for April 18	£ 3,501.27	£ 3,501.27	
HMRC	Tax and NI for March 18 (month 12)	£ 731.16	£ 731.16	-
Chubb	Charge for annual contract	£ 771.46	£ 925.75	1096
Agenta tree surveys	Plotting of trees on digital map and maps for the green & rec ground	£ 521.40	£ 521.40	1097
Browns of Burwell	Oil for the recreation ground	£ 1,259.60	£ 1,322.58	1098
Rampton Parish Council	Contribution towards reflective cycle studs in the cycleway	£ 2,000.00	£ 2,000.00	1099
South Cambs District Council	Annual trade waste bill	£ 2,499.00	£ 2,499.00	1107
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1108
		<b>£ 14,450.56</b>	<b>£ 15,301.16</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs (April 18)	£ 138.81	£ 138.81	
CSA	Toilet rolls (72)	£ 39.90	£ 47.88	1090
RFO	Expenses re Sim Card for the Pavilion	£ 8.31	£ 9.97	1091
Green and Purple	Accounting support for the RFO	£ 50.00	£ 60.00	1092
Assistant Clerk	Batteries/refreshments for office/Phone top-up	£ 9.99	£ 9.99	1093
John Slater Planning Ltd	Professional Services re Neighbourhood plan	£ 350.00	£ 420.00	1094
Staples	Stationary and ink cartridges	£ 103.80	£ 124.56	1100
SSE - Southern Electric	Electric bill for the Pavilion	£ 311.55	£ 373.86	1101
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1102
Bridgeman Maintenance	Painting at the Village hall and Pavilion	£ 285.00	£ 285.00	1103
Travis Perkins	Water softener salts for the pavilion	£ 55.44	£ 66.53	1104
Cambridge Water Business	Annual water charge for the memorial	£ 68.13	£ 68.13	1105
Clerk	Sign re anti climb paint	£ 2.58	£ 2.58	1106
AJ King	Stump grinding at the rec ground	£ 100.00	£ 120.00	1109
MD Contracting & Farming	Digger and driver hire	£ 300.00	£ 360.00	1110
CB Creative	Neighbourhood Plan exhibition materials	£ 390.00	£ 468.00	1111
		<b>£ 2,102.70</b>	<b>£ 2,450.10</b>	
<b>Agreed grants for 18-190</b>				
Cottenham Holiday Club	Holiday club in August 18		£ 250.00	

CUFC	Cottenham United Football club	£ 250.00	
Cottenham Junior Brass	Music folders	£ 150.00	
FETA	Twinning weekend	£ 800.00	
Mobile Warden Scheme	Running costs for the project	£ 1,500.00	

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

- 18/080. Management accounts** – to review the monthly management accounts – As per report.
- 18/081. Bank reconciliation** – to review monthly bank reconciliation – As per report.
- 18/082. Matters for consideration at the next meeting** – Amey update.
- 18/083. Dates of next meetings** – Planning 5<sup>th</sup> April, CALF 17<sup>th</sup> April, Planning 19<sup>th</sup> April, FLAC 24<sup>th</sup> April, Planning 1<sup>st</sup> May, Full 8<sup>th</sup> May, APM 10<sup>th</sup> May
- 18/084. Close of Meeting** – 9.17pm.

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

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