

COTTENHAM PARISH COUNCIL

Full Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd March 2015 at 7.15pm

Present: Cllr Leeks (Chair), Bolitho, Collier, Collinson, McCarthy, Morris, Mudd, Nicholas, Ward, Wotherspoon, Young, SCDC Cllr Harford, CCC Cllr Mason, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 2 members of the public

- 15/052. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Berenger (illness), Heydon (personal) and SCDC Cllr Edwards (meeting).
- 15/053. Public participation – Standing Orders to be suspended** – Rick Bristow spoke re. item 14/058. He circulated notes to the Council prior to the meeting and SCDC Cllr Edwards has been sent a separate note today regarding the debts. Mr Bristow attended the site today with Mr Wall and SCDC Office Gary Collins. Mr Wall has offered to clear the ditches. The site has been cleared and could accommodate 15 pitches and if Mr Wall sold the open land it could be used for other purposes. SCDC Cllr Harford said that a written response would be provided to Mr Bristow covering his concerns. Cllr Harford was alarmed that Charlie Swain had been accused of giving permission for the works. He has no authority to do so and he would only be allowed to advise is when permission isn't needed. Currently no Land Registry checks have been done but there may be an offer to do so as part of the written response. Regarding the flattening of the bund it has no legal status. Using the land for grazing or a play area doesn't need planning permission but any hard standing or installing of play equipment would need permission. We cannot prejudge what may happen and Cllr Harford expressed thanks to residents for keeping an eye on this and other planning breaches. She clarified that the land is for agricultural use only which is why permission would be needed for play equipment. Only last week there were diggers reported on the site and Enforcement checked within 2 hours. The bund has been levelled but the intention is to recreate it once the rubbish has been removed. The bund is used instead of fencing. The Enforcement Officer can be contacted via the Clerk or via Cllr Harford if necessary.
- Resident, Mr Hales, spoke regarding the flooding situation on Denmark Road. There are approximately 10 properties affected. The main puddle on Denmark Road has now been cleared however residents are now getting seepage into their gardens even when it's not raining and this is contaminated with sewage. He met with CCC Cllr Mason on Sunday and they visited various locations including Lyles Road which also smells strongly of sewage. One of the drains had been leaking and an Anglian Water operative was on site to clear the blockage. He stated that it had been previously cleared 3 or 4 times and blamed the blockage on wet wipes which were being flushed into the system. Cllr Richards arrived at 7.30pm. Cllr Mason believes that the contamination on Denmark Road originates from Lyles Road. The drains around the war memorial are also affected. He was concerned regarding the amount of contamination on BGW and stated that Anglian Water should clear this since it is a health hazard. Cllr Nicholas said that he had spoken to an Anglian Water operative a few weeks ago, also whilst working on Lyles Road, and confirmed that the smell started around Franklin Gardens.
- 15/054. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate. Cllrs Bolitho and Ward declared a non-pecuniary interest in item 15/072 and will leave the room during discussions.
- 15/055. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd February be signed as a correct record. **RESOLVED.**

15/056. Reports

- **SCDC** – report circulated prior to the meeting – no comments.
- **CCC** – report circulated prior to the meeting. Cllr Young queried the enforcement action at Cottenham Skips which seems to be more monitoring than action. CCC Cllr Mason has asked for a definitive response at the next planning meeting. Clerk to write to Brian Heffernan requesting a timetable for when action will be taken. SCDC Cllr Harford stated that there were planning conditions in place which make it 'easier' for action to be taken if needed.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. There has been a further email from Balfour which suggests waiting until after the FEFF before they do the remaining works. CPC would still like the works done before then. CCC Cllr Mason will support CPC in pushing for works to be done quicker (excluding those on the green). Cllr McCarthy raised queries on the lime trees and HCV sign on Telegraph Street.
- **Police** – update from PCSO James Fuller – no report received. NB: Cllr Morris attended the recent Police Panel meeting whereby it was stated that PCSO's are less likely to attend meetings but will be providing monthly reports. There are currently 2 police officers and 5 PCSO's for our patch.

15/057. Finance

Income	Description	Net	Gross
Day centre	Rent - January 2015	£ 240.00	£ 240.00
Jane Williams	Rent - January 2015	£ 150.00	£ 150.00
Kids Only	Rent - December 2014	£ 730.00	£ 730.00
Andrew King	Payment for fuel at Rampton motors	£ 32.00	£ 32.00
		£ 1,152.00	£ 1,152.00
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,322.99	£ 2,322.99
HMRC	PAYE and NI	£ 566.45	£ 566.45
BC Group Trust	Monthly invoice	£ 105.00	£ 126.00
AJ King	Contract cost	£ 2,536.24	£ 3,043.48
Nick West	Labour costs for the cleaning of the village hall	£ 533.25	£ 533.25
Nick West	Material costs: bin bags, Cillit bang, Duracell, Airfresheners, Spontex	£ 59.60	£ 59.60
Green & Purple	Accountancy support for PC & Management accts (Monthly)	£ 250.00	£ 300.00
N Rice	Groundsman cover during holiday	£ 65.00	£ 65.00
Trojan	Deep clean to Cottenham village hall	£ 350.00	£ 420.00
Aquarius Engineering	Callout (Ladybirds) - blockages removed & heating pump now working	£ 230.00	£ 276.00
Travis Perkins	Combination lock/ Hinge Lights	£ 22.48	£ 26.97
Talk Mobile	Clerk mobile phone bill (paid by DD)	£12.78	£12.78
Cambridge Water	Recreation ground water bill (paid by DD)	£ 706.11	£ 706.11
Cambridge Water	Bowls club water bill (paid by DD)	£ 193.85	£ 193.85
MLM	Building regulation Approval service re: New changing rooms	£ 650.00	£ 780.00
CSA	Loo rolls (72) £19.95/Bleach/loo cleaner/Channel blocks/soap/floor stripper	£ 143.99	£ 172.79
Cambridge Water	Annual Water bill for War memorial	£ 69.11	£ 69.11
		£ 8,816.85	£ 9,674.38

Cllr Bolitho queried the amount that the Bowls Club pay towards their water bill. This will be addressed in the new agreement. It was also confirmed that they have their own meter so

accurate billing can take place. RFO clarified the Rampton Motors payment. Discussion on whether VAT could be claimed on receipts from Nick West; this needs further clarification. Resolution to pay these invoices. **RESOLVED.**

- 15/058. Planning appeal hearing** – Resolution to write to SCDC to raise concerns regarding the situation on Pine View and Victoria View (Smithy Fen) and requesting response to resident questions raised. **RESOLVED.** NB: Cllrs Mudd and Nicholas attended the appeal hearing. Cllr Nicholas reported that he thought the Inspector to be very down to earth and that all sides presented themselves very well.
- 15/059. Endurance Estates** – To consider options for Endurance Estates to engage with residents re. their proposals for a housing development off Oakington Road – Cllr Leeks outlined. It appears the intention is to press ahead with the plans in lieu of the SCDC 5 year housing supply shortage. It was highlighted that there may be other obstacles i.e. sustainability and it was queried whether Endurance had contacted the LEA. SCDC would take the school capacity issues into account when assessing the application; if County put in a report to say there was no capacity then it would be hard for SCDC to agree the application and any Planning Inspector would have to give this serious consideration. Resolution that Endurance Estates engage with residents by way of an exhibition to present their proposals for a housing development off Oakington Road (without prejudice). **RESOLVED.** It was stated strongly that CPC are in no way endorsing the plans and any exhibition/public meeting would have to be at a ‘neutral’ location.
- 15/060. Changing Rooms** – Report circulated prior to the meeting. The first site meeting is tomorrow.
- 15/061. Skatepark** – Report circulated prior to the meeting. We are hoping for permission from UKPN in the next week re. the cables. Cllr Collinson left the room at 8.45pm and returned at 8.48pm.
- 15/062. Grant applications** – to consider recommendations regarding applications received outside of the S137 guidelines – RFO outlined the grants currently suggested in the 2015/16 budget. Resolution that we pay grants to: CPS (£1k), Traveller literacy programme (£200), Mobile Warden scheme (£1.5k), 1st Cottenham Brownies (£100) and Cottenham Roller Hockey (£400). **RESOLVED.** Cllr Harford left the meeting at 8.56pm. FLAC have recommended that remaining applications, some of which don’t fall under S137 expenditure or were received outside the required timescales, are rejected. Resolution that CPC supports a grant application of £1k for the FFFF under S145 towards a specific entertainment event. **RESOLVED.** Resolution that all remaining grants are rejected as per FLAC recommendations. **RESOLVED.**
- 15/063. King George V Playing Fields Trustees** – to consider updating of trustee information – Cllr Collinson outlined. Cllr Collier left the room at 9.32pm and returned at 9.33pm. RFO stated that we need to submit annual returns if the revenue is over £10k. Cllr Morris said that we need to clarify which land is specifically King George V; RFO to check with solicitor (Peter Giddings?). Cllr Bolitho left the room at 9.29pm and returned at 9.31pm. Also need to determine the number of trustees. Item deferred.
- 15/064. HR Committee** – Resolution to amend the HR Committee to a working party. **RESOLVED.**
- 15/065. Highways Committee 2014/15 spend** – to consider Highways project expenditure of up to £20k (as per reso 14H/026) – Item deferred.
- 15/066. Additional Clerk/RFO resource** – to consider FLAC recommendation for further part-time clerical/technical resources – Cllr Morris outlined. Cllr Young requested that part of the project should be training for the RFO to increase her skillset to reduce reliability on third party supplier in the future. Although the additional resource isn’t budgeted for there is money available in the reserves. Resolution to agree FLAC recommendation for further part-time clerical/technical resources. **RESOLVED.**
- 15/067. Scrutiny Committee** – To consider setting up a Scrutiny Committee. Item deferred indefinitely.
- 15/068. Neighbourhood Planning** – Report circulated prior to the meeting. Resolution that the NP project can be raised at the APM. **RESOLVED.**

- 15/069. Budget 2015/16** – To consider specific budget lines delegated to CALF and FLAC – Cllr Morris outlined. Resolution to agree specific budget lines delegated to CALF and FLAC. Specifically:
- A. Delegate spending authority (within FRs and ToR) for all lines in the following sections to CALF
 - Open Spaces
 - Sports
 - Village Hall
 - Play Area
 - And under the section Streets – Bus Shelter Cleaning
 - B. Delegate (subject to 15/070 below) spending authority (within FRs and ToR) for all lines in the following sections to FLAC
 - General Expenses (excluding Gross Wages & Employers NI which remains with Council)
 - Shared (excluding Groundsmans fees)

RESOLVED.

- 15/070. Terms of Reference modification** – Confirmation of FLAC ToR modification to incorporate budget delegation – Cllr Morris outlined. Resolution to accept FLAC ToR modification. Namely: Delegation of financial powers – proposed amendment as per adopted CALF proposal

7 Delegation of powers

- a) The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.
- b) *When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.*

RESOLVED.

- 15/071. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Meeting closed at 9.50pm and Cllr Mason left.

It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.

- 15/073. Rental/hire agreements and fees (closed item)** – to consider contractor, hire and partnership agreements and revised fees – Cllr Morris outlined. Concerns raised about the cost of cleaning and we may want to look at this again at a later date with a view to tendering. Resolution to accept revised contractor, hire and partnership agreements and revised fees. **RESOLVED.** NB: meetings to be held with hall users to go through the new agreements. Cllrs Bolitho and Ward left the meeting at 10.03pm.

- 15/072. Office space (closed item)** – To consider arrangements for office space from April 2015. The meeting re-opened at 10.23pm.

- 15/074. Matters for consideration at the next meeting** – Co-option (following resignation of Cllr Beckford), Village Hall working party proposals, King George V trustees

- 15/075. Dates of next meetings** – Planning 5th March, Facilities 17th March, Planning 19th March, Finance 26th March, Full Council 7th April

- 15/076. Close of Meeting – 10.25pm.**

Signed _____ (Chair) Date _____