

**Minutes of the Full Parish Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> November 2015 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, SCDC Cllrs Harford and Edwards, CCC Cllr Jenkins, Clerk, Assistant Clerk and RFO

- 15/263. **Chairman’s Introduction and Apologies for absence** – Cllr Morris stated that Jigs had signed Post Office contract today. Apologies accepted from Cllrs Berenger (personal), Ward (holiday), Wotherspoon (personal), CCC Cllr Mason (illness). Cllr Richards to arrive late.
- 15/264. **Public participation – Standing Orders to be suspended** – none present.
- 15/265. **To accept Declarations of Interest and Dispensations** – none received.
- 15/266. **Minutes** – Cllr Young arrived at 7.18pm. Amendment made to item 15/254. Resolution that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> October be signed as a correct record. **RESOLVED.**
- 15/267. **Reports**
  - **SCDC** – report circulated prior to the meeting – no comments.
  - **CCC** – report circulated prior to the meeting. Clerk to send CCC Cllr Jenkins an up to date Cllr list. Cllr Jenkins queried comment from previous minutes on failure of County re. Addenbrookes. He stated that when it went into special measures they immediately put out a press release saying that it wasn’t their fault; Cllr Jenkins was not happy with this response. Cllr Heydon queried whether the police report to County; Cllr Jenkins confirmed that they didn’t. Cllr Morris queried comment from previous report about land swap however Cllr Jenkins was unable to expand further about development at this time. The Committee are meeting this Friday so there may be further information following that meeting.
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – Cllr Richards arrived at 7.28pm. We have received an invite from CPS to the formal opening event at the School. Have met with a parent following an assault on the Rec. Cllr Nicholas mentioned that the Harlestons Road potholes are reopening.
  - **Northstowe Community Forum** – report circulated prior to the meeting – no comments.
  - **Histon Area Police Panel update** – report circulated prior to the meeting - Cllr Heydon clarified the term ‘skeleton crime’ – calls logged before validating rather than the other way round and crimes can’t be deleted from the system which has led to a difference in the reporting figures. No further information on the village bobby scheme. Cllr Collinson asked re. community parking. He said he believed we have got the power to spend money on crime prevention. Cllr Morris said Power of Competence could come into consideration here. Cllr Jenkins said there was a similar conversation happening in Histon & Impington so we may want to consider liaising in future.
  - **Connections Bus AGM update** – report circulated prior to the meeting – no comments.
  - **Sports Pavilion** – update on contract and early user experience – Cllr Morris stated that the internal temperature is now under control. Snagging list is being worked through.
  - **Village Hall replacement** – update on user contracts and appointment of architects – no comments.
  - **Major development applications** - update on current and imminent planning applications – SCDC Cllr Harford stated that the Planning Committee won’t be discussing the Cottenham applications in December. Cllr Nicholas queried whether CPC would hold another public meeting if we changed our mind following details of mitigation items. Cllr Morris has spoken to Philip Kratz but we are now waiting for the Officer report. Cllr Harford clarified that the report would come to us in advance of the Committee meeting. Cllr Morris to advise Philip Kratz of the delay. Cllr Collinson commented that given the former public feeling it would be important to hold a public meeting. Cllr Harford explained that S106 provisions can be challenged at appeal. There are examples of Inspectors holding contrary views on whether or not a suggested provision is necessary to make a proposal acceptable in planning terms.

15/268.

**Finance**

| Income               | Description                | Net      | Gross    |  |
|----------------------|----------------------------|----------|----------|--|
| Jane Williams        | Hall hire for September 15 | £ 149.50 | £ 179.40 |  |
| Cottenham Day Centre | Rent for September 15      | £ 250.00 | £ 300.00 |  |

|                                     |  |                    |                    |             |
|-------------------------------------|--|--------------------|--------------------|-------------|
| Debbie Prince                       | Rent for August 15                                   | £ 21.00            | £ 25.20            |             |
| UK Power Networks                   | Wayleave rent for cable at rec ground                | £ 38.05            | £ 38.05            |             |
| VAT payment                         | VAT payment for August 2015                          | -                  | £ 17,398.45        |             |
| Cricket Club                        | Annual invoice payment                               | £ 840.00           | £ 1,008.00         |             |
| Cricket Club                        | Donation towards furniture in the Pavilion           | £ 1,000.00         | £ 1,000.00         |             |
|                                     |  | <b>£ 2,298.55</b>  | <b>£ 19,949.10</b> |             |
| <b>Expenses over £500</b>           |  |                    |                    |             |
| <b>Beneficiary</b>                  | <b>Description</b>                                   | <b>Net</b>         | <b>Gross</b>       | <b>code</b> |
| Salaries                            | Salary costs for November 15                         | £ 3,076.70         | £ 3,076.70         |             |
| HMRC                                | Tax and NI for November 15                           | £ 631.48           | £ 631.48           |             |
| A Mappedoram                        | Work on Floodlights at Recreation ground             | £ 683.00           | £ 819.60           | 370         |
| CUSSC                               | Contract services July-Sept 2015                     | £ 1,080.00         | £ 1,080.00         | 371         |
| Calor gas                           | Tank installation                                    | £ 500.00           | £ 525.00           | 375         |
| Cottenham Primary School            | S106 monies for Public Art project at the School     | £ 8,000.00         | £ 8,000.00         |             |
| The BC Group Trust                  | Monthly cost for work at Crowlands manor             | £ 560.00           | £ 560.00           | 379         |
| Calor Gas Ltd                       | Bulk Propane delivery for Changing rooms             | £ 659.65           | £ 692.63           | 382         |
| Collier Turf Care Ltd               | Grass seed for new pavilion                          | £ 539.00           | £ 539.00           | 384         |
| Cottenham Community Centre          | Six monthly fee to 31st March 2016 for Office space  | £ 1,300.00         | £ 1,300.00         | 385         |
| Thomson, Webb & Corfield Solicitors | Advice re Settlement agreement with Groundsman       | £ 500.00           | £ 600.00           | 387         |
| SCDC                                | Fly tipping removal and disposal costs               | £ 700.00           | £ 700.00           | 388         |
| Northmore Associates                | Two invoices - Building consultancy services         | £ 1,990.00         | £ 2,388.00         | 391         |
| Nick West                           | Cleaning costs for the Village hall - Labour         | £ 621.00           | £ 621.00           | 393         |
| Durman Stearn Ltd                   | Works carried out re Certificate no 5                | £ 40,123.39        | £ 48,148.07        | 396         |
| AJ King                             | Monthly cost for Groundsman contract                 | £ 2,536.24         | £ 3,043.48         | 399         |
|                                     |  | <b>£ 63,500.46</b> | <b>£ 72,724.96</b> |             |
| <b>Expenses under £500</b>          |  |                    |                    |             |
| <b>Beneficiary</b>                  | <b>Description</b>                                   | <b>Net</b>         | <b>Gross</b>       | <b>code</b> |
| Goldfinch environmental             | Visit and testing of soil by Engineer - NCR          | £ 365.00           | £ 438.00           | 372         |
| Aquarius Liquid engineering         | clear a blocked pipe at the recreation ground        | £ 162.00           | £ 194.40           | 373         |
| Travis Perkins                      | Parts for dishwasher and sink - NCR                  | £ 13.62            | £ 16.35            | 374         |
| SSE - Southern Electric             | Quarterly electric bill for the green DD             | £ 51.60            | £ 54.18            | 376         |
| Cambs county council                | For Traffic Regulation Order (TRO)                   | £ 250.00           | £ 250.00           | 377         |
| Sam McManners                       | Expenses re Ink cartridge and stamps                 | £ 4.43             | £ 4.43             | 378         |
| The BC Group Trust                  | Additional work - Clear trees within tree belt       | £ 372.60           | £ 372.60           | 380         |
| Cutting Edge PC                     | Repair to Clerks Laptop                              | £ 40.00            | £ 40.00            | 381         |
| Scott's of Cambridge                | Photography charge for opening event                 | £ 75.00            | £ 75.00            | 383         |
| Melsop Rare Breeds Farm Park        | Reindeer for the carol concert                       | £ 350.00           | £ 420.00           |             |
| BT Payphones                        | Adoption of phone box                                | £ 1.00             | £ 1.00             |             |
| Debbie Seabright                    | Stamps   | £ 12.96            | £ 12.96            | 386         |
| Cambridge Web Solutions             | Online booking form and calendar setup               | £ 180.00           | £ 216.00           | 389         |
| Cromwell Fire Ltd                   | Fire extinguisher for the Pavilion                   | £ 349.44           | £ 419.33           | 390         |
| SJB Electrical contracting          | 9 hand dryers for the Pavilion                       | £155               | £ 185.51           | 392         |
| Nick West                           | Toilet rolls/Batteries/Bleach/Cleaner/Air fresheners | £ 61.50            | £ 61.50            | 394         |

|                             |   |                   |                   |     |
|-----------------------------|---|-------------------|-------------------|-----|
| Nick West                   | Light bulbs x 10                                    | £ 11.00           | £ 13.20           | 395 |
| Fen Edge Plumbing & Heating | Fix water heater in Kitchen and new thermostat      | £ 166.20          | £ 166.20          | 397 |
| Chequers Catering Co        | Catering for opening of Pavilion                    | £ 333.33          | £ 400.00          | 398 |
| Sam McManners               | Stamps  | £ 4.73            | £ 4.73            | 400 |
| Jo Brook                    | Mileage - 50miles (PC World, Hobbycraft, Tesco)     | £ 22.50           | £ 22.50           |     |
| Jo Brook                    | Red ribbon (£3.75), mugs/teaspoons (£34) - pavilion | £ 37.75           | £ 37.75           |     |
|                             |   | <b>£ 3,019.25</b> | <b>£ 3,405.64</b> |     |

CCC Cllr Jenkins left the meeting at 7.55pm. RFO has met with Kids Only who assured that they would get up to date with their payments. Following the meeting we only received June's payment and a further letter was sent resulting in July's payment and a promise to get up to date by the end of November. The direct debit can't be set up until they are up to speed with payments. Cllr Collier queried penalty clause; we need to check whether this is mandatory. Cllr Young took a line that this was a recurring issue and penalties should be raised. CPS cheque to be held for the moment. Cllr Bolitho queried purchase of grass seed; although it has been sown late it has taken well due to the mild weather. RFO stated that there was a Northmore credit included within the amount on the spreadsheet. Resolution to pay these invoices.

**RESOLVED.**

- 15/269. Management accounts** – to review the monthly management accounts – Figures to be reviewed at FLAC meeting on 10<sup>th</sup> November.
- 15/270. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy outlined latest figures. RFO to check accruals.
- 15/271. Neighbourhood Plan** – to receive an update on area designation, agreement with SCDC, engagement with community and appointment of survey consultants – Cllr Morris summarised. The consultation has now closed and will go to the Portfolio Holders meeting on 17<sup>th</sup> November. We have received three quotes from consultants. These have been reviewed by the working party and only one did what we required however they are also the most expensive. Surveys could be completed online which would be cheaper than the paper ones. Concerns were raised with using volunteers so using a reply envelope would be better. We can apply for a grant of £8k. Cllr Young suggested a payment incentive to get a higher response rate. Cllr Heydon raised the issue that not all Cllrs had seen the consultant information and going forward we need to ensure that information is shared. Resolution to negotiate contract with Enventure to go ahead with a view to receiving questionnaire results by the end of February 2016. **RESOLVED.**
- 15/277. Account signatories** – Resolution to add Cllr Morris as additional account signatory. **RESOLVED.**
- 15/279. BT phone box adoption** – Resolution to sign contract for sale & purchase of phone box on High Street/Denmark Road. **RESOLVED.**
- 15/274. Financial Regulations amendment** - consider proposed modification of Financial Regulations to cover governance of grants to third parties either in small amounts from Cottenham Chest or in larger amounts drawn from s106 or CIL receipts – Cllr Heydon suggested donation in kind amendment to 16.5 in future. Cllr Morris summarised the amends. Cllr Collinson raised concerns regarding the figure of 30 members as this may be a big high; Cllr Morris said that 16.1 may be used. 16.2 amended to read 20. Resolution to adopt modification of Financial Regulations. **RESOLVED.**  
NB: it was clarified that the terminology 'NNNN' on section 16.4 is a generic reference to the beneficiary. Cllr Morris stated that the CPS agreement was being drawn up.
- 15/272. Furniture for Pavilion** – Resolution to purchase two additional tables at a cost of £180. **RESOLVED.**
- 15/273. CPS Remembrance Project** – Resolution to allow Cottenham Primary School to place Remembrance stones (painted with poppies as part of whole school project) on the War Memorial. **RESOLVED.**
- 15/275. Connections Bus** – to consider provision of safe and appropriate parking for the Bus – Cllr McCarthy outlined. Cllr Collier has put signs in the car park and will be on site to cone the area. It was initially the users who said they like the Bus to be at the Rec. The drivers are skilled and can manoeuvre past the kebab van but it isn't possible to park round the corner towards the bowls club. Disappointment was expressed at other Rec users moving the cones. Situation to be monitored. Cllr Richards suggested cones with retractable tape be used. Resolution to spend up to £200 on additional cones for the Recreation Ground car park. **RESOLVED.**
- 15/276. Ladybirds fencing** – Resolution to accept quote from A King for replacement Ladybirds fence. **RESOLVED.**

- 15/278. Racecourse View public space** – to consider whether to assume responsibility for on-going maintenance of site under s106 agreement – Cllr Morris outlined. The sum was generally considered to be inadequate for the amount of work that will be necessary. Cllr Nicholas left the room at 8.50pm. Cllr Bolitho queried whether the amount was indexed linked. Cllr Nicholas returned to the room at 8.53pm. Cllr Mudd asked if the work was included within the groundsman contract; not formally. It was noted that we would also acquire riparian rights to the ditch alongside the development. Clerk to write to decline offer on current terms. Resolution to accept proposition that CPC maintain public space on Racecourse View in perpetuity. **RESOLUTION FALLS.**
- 15/280. Councillor training** – Cllr Heydon to attend session 2 only of CAPALC courses.
- 15/281. Gambling Act consultation** – Resolution to respond to consultation (by 12<sup>th</sup> November). **RESOLUTION FALLS.** No comments to be offered. RFO left the meeting at 9pm.
- 15/282. Northstowe Parish Forum Workshop** – Resolution that Cllr Heydon attends event on 18<sup>th</sup> November. **RESOLVED.**
- 15/283. Caretaker appointment** – to consider HR working party recommendation for post of caretaker – Cllr Morris outlined. Candidate has adequate experience and we are now going through the process of checking references. Contract being drawn up. The plan is that groundsman would cover during weekdays. Resolution that caretaker appointed. **RESOLVED.**
- 15/284. Matters for consideration at the next meeting** – Cleaning bus shelters, update on major developments, Carol Concert, Northstowe update, Pavements, Neighbourhood Plan update.
- 15/285. Dates of next meetings** – Planning 5<sup>th</sup> November, FLAC 10<sup>th</sup> Nov, CALF 17<sup>th</sup> Nov, Planning 19<sup>th</sup> Nov, FLAC 26<sup>th</sup> Nov, Full 1<sup>st</sup> December
- 15/286. Close of Meeting** – 9.15pm.

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