

# COTTENHAM PARISH COUNCIL

## Ordinary Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> March at 7.15pm

**Present:** Cllrs Rowley (Chair), Beckford, Berenger, Bolitho, Brown, Collier, Collinson, Heydon, Leeks, Mudd, Nicholas, Richards, CCC Cllrs Jenkins, Mason, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 1 member of the public

**14/050. Any Questions from the Public or Press – Standing Orders to be suspended – None.**

**14/051. Standing Orders to be re-instated – Chairman’s Introduction and Apologies –** Apologies received from Cllr Bristow (personal), Burton (work), Wotherspoon (work).

**14/052. To accept Declarations of Interest -** To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Collinson declared a pecuniary interest in item 14/059.

**14/053. Minutes -** To resolve that the minutes of the meeting of the Council/committee held on the 4<sup>th</sup> February (Ordinary meeting) be signed as a correct record. Proposed by Cllr Mudd and seconded by Cllr Nicholas. Resolved unanimously. 6<sup>th</sup> February (Planning) proposed by Cllr Nicholas and seconded by Cllr Bolitho. Resolved unanimously.

### **14/054. Reports**

- **SCDC** – report circulated prior to the meeting. SCDC Cllr Edwards added that on 20<sup>th</sup> February a Government report was released regarding flooding relief for those affected by the recent severe rain (3 months Council Tax and business rate relief). Grants for repairs are also available and all details are on the SCDC website. Additionally the government has changed the legislation relating to fees for bailiffs. The fees have gone up considerably and are still added to the end debt. Cllr Nicholas asked how many times SCDC had used the services of bailiffs over the past year. Cllr Edwards was unsure of the exact numbers but thought that it was very low and their use is infrequent.
- **CCC** – report circulated prior to the meeting. CCC Cllr Jenkins mentioned that he had just received confirmation that the new contract for the new Cambridge Station had been signed. CCC Cllr Mason has been following up various drainage issues. Cllr Heydon raised the issue of the trees outside 313 High Street which shows on the County website as belonging to them. As such she would expect County to liaise with the householder directly. Cllr Mudd has checked the ownership of the trees along Leopold Walk and they don’t belong to CPC. Cllr Collinson backed up the plea for County to resolve the situation. Cllr Jenkins stated that he was expecting a response on Wednesday from Highways. Cllr Nicholas asked what the situation was regarding adoption of streetlighting columns. Cllr Jenkins responded that Balfour Beatty were obliged to maintain but not upgrade the lights on Leopold Walk/Sovereign Way/Paxton Close. The removal of the lamp next to 13 Lyles Road has made the area very dark and CPC would like to see it reinstated. Cllr Richards said that there was a safety issue because the pathway in this particular area was very uneven. Cllr Nicholas has made a request for a meeting but had no response to date. Cllr Jenkins said that County were under no obligation to illuminate residential streets, only highways but he will follow up.
- **Police** – no update received. Clerk however reported that CID and PCSO Fuller had been in contact with our groundsman regarding items that had been recovered by the police. On this occasion none of the items belonged to CPC.
- **Clerk** – report circulated prior to the meeting. Clerk updated to say that additional correspondence had been received from Step Berry Fen Wind Farm who have requested to do a presentation at a Council meeting. Colin Watson has phoned to thank CPC for the refurbishment work to the war memorial. There will be a Parish Liaison Meeting on 27<sup>th</sup> March

and a separate email will be circulated requesting attendees from the Council. On our Facebook site there have been nearly 800 views of the recent post regarding the Cottenham Festival. Cllr Nicholas disagreed that the Pelham Way patching had been done and this will be investigated. Cllr Collinson pointed out that if we were to do any cleaning work to the war memorial we would need to get permission from Conservation. He also doubted how effective previous cleaning work had been. Cllr Richards said that a sealant should have been applied once the work was done which would prolong the life of the cleaning process.

#### 14/055. Finance

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Ladybirds	Rent for Oct/Nov/Dec	1554.95	1554.95
Debbie Prince	Rent for Dec/Jan	24.00	24.00
Michelle Plowman	Rent for October/November	1,452.00	1,452.00
CUSSC	December invoice	2,075.00	2,075.00
Jane Williams	Rent for January	190.00	190.00
		<b>5,295.95</b>	<b>5,295.95</b>
<b>Expenses</b>	<b>Description</b>		
King and Co	Searches for changing rooms	245.50	245.50
CSA	Toilet rolls & Cleaning equipment (2 invoices)	210.53	252.64
A Mappedoram	Light fitting x 2 and earth cable	129	154.8
Wilby & Burnett	Professional Fees and Charges	22,567.50	27,081.00
Northmore Associates	Building consultancy services	497.5	597
Jo Brook	Jo Brook - Expenses re Ink Cartridge	15.5	15.5
Debbie Seabright	Expenses re Stamps & printing of handbook	30.04	30.04
Ground Engineering	Ground investigation at Recreation Ground	1590	1908
Mike Overall	Security work at the Rec	264.00	316.80
Travis Perkins	Isolating valve/ Copper tube cutter	17.98	21.58
Fleet Limited	Charger and delivery charge	70.5	84.6
Travis Perkins	Postfix/Plain pipe	138.32	165.98
Berrycroft Stores	Lawn seed	48.75	63.37
The BC Group Trust	Crowlands Manor site charges	63.00	75.60
EON	Electricity - Recreation Ground	373.05	447.66
EON	Electricity - The Green	122.90	147.48
Birmingham Fuel Oils	Heating oil	600.00	630.00
Andrew King	Invoice for additional work	120.00	144.00
Andrew King	Mileage for January and February	38.80	38.80
Nick West	Invoice and expenses	598.17	598.17
Jo Brook	Expenses - Ink Cartridge and folders	18.10	18.10
Salaries	Salaries - March 14	3,506.24	3,506.24
HMRC	March Tax/NI	1,180.08	1,180.08
		<b>32,445.46</b>	<b>37,722.94</b>

Cllr Bolitho queried whether certain items i.e. toilet rolls and cleaning materials could be itemised further. RFO stated that they had been received on the same invoice however going forward she would try to show a clearer breakdown. RFO to provide Cllr Mudd with a copy of the Fleet invoice for insurance claim.

Resolution to pay these invoices proposed by Cllr Nicholas and seconded by Cllr Richards.

Resolved unanimously. Cllr Jenkins left the meeting at 7.48pm.

**14/056. Geocache** – To receive & consider giving permission for a geocache to be placed at Cottenham Moat (resident request) – Clerk presented description of geocaching to Cllrs prior to the meeting. Cllr Nicholas thought that it wouldn't do any harm and Cllr Collinson suggested that we check with Natural England first. Resolution that subject to agreement from Natural England that permission

be given for a geocache to be situated at Cottenham Moat. Proposed by Cllr Collinson and seconded by Cllr Brown. Resolved unanimously.

- 14/057. Rec Ground** – To receive & consider report on drainage issues on the recreation ground 3<sup>rd</sup> field – Clerk mentioned issues with the 3<sup>rd</sup> field and that it hadn't been playable for the past 4 months; there are further problems with parts of the 2<sup>nd</sup> field. Groundsman has been put forward for FA groundsman award and FA reps have met with him on site. During the meeting they mentioned that they could assist with getting a better deal on drainage if we were to club together with other villages (Waterbeach was mentioned). Additionally they may be able to provide funding towards drainage. Cllr Beckford has spoken to groundsman and it has been suggested that it is only necessary to drain parts of the field to take the vision plan into account. Cllr Richards cited Bluntisham football club as an example of good pitch drainage despite the surrounding land. The problem we have is down to the soil type and the work done initially was inadequate; additional pipes are needed and the pea shingle installed is incorrect. It was suggested that any new work be done in stages to ascertain effectiveness. Resolution that we ask drainage companies to re-quote for a reduced area, taking the vision plan into consideration and incorporate a pond/soakaway. Proposed by Cllr Beckford and seconded by Cllr Mudd. Resolved unanimously.
- 14/058. Fen Reeves** – To receive & consider allowing use of Fen Reeves for bushcraft courses (resident request) - Clerk gave further information on the courses following Cllr questions last month (item 14/033). Cllr Mudd queried whether there could be an insurance issue. Cllr Beckford advised caution regarding the lighting of fires next to Malary, an oil treatment centre. Cllrs have requested that resident attend the next full Council meeting if possible to get more information about course content. Item deferred.
- 14/059. Village hall car parking** – To receive & consider giving permission for Morgan Sindall to use a maximum of 30 car parking spaces during the primary school building work – Cllr Collinson left the meeting during discussions of this item. Clerk outlined request received from Morgan Sindall which entailed use of our car park from 28<sup>th</sup> July 2014 to 3<sup>rd</sup> September 2015. It would cause issues on several levels: school runs, parking required for our own tenants using the hall and our own contractor parking during the changing rooms build. Alternative solutions at the school were put forward. Cllr Brown said that we needed to support the project and asked whether the school themselves needed to promote less use of cars to staff and parents during the build. CPC are very supportive of the project and would like to meet with Morgan Sindall to gather more information and see how their request could be accommodated. Item deferred. Cllr Collinson returned to the room.
- 14/060. Survey of Moat and balancing pond** – To receive & consider giving permission for a survey of amphibians by students from ARU – Clerk outlined the request received. Resolution that, subject to approval by SCDC Ecology Officer and Natural England, CPC grants permission for a survey of amphibians by students from ARU. Proposed by Cllr Nicholas and seconded by Cllr Berenger. Resolved unanimously.
- 14/061. Litter** – To receive & consider litter issues – In the absence of Cllr Bristow this item was deferred.
- 14/062. Equipment hire** – To receive & consider hire of equipment from groundsman until such time as a decision is made regarding replacement items – Cllr Mudd outlined the need to hire equipment until such time as a decision is made regarding replacement items. The groundsman has suggested a monthly hire cost of £350+VAT which is significantly less than we paid previously. Cllr Bolitho queried whether the groundsman was VAT registered which Cllr Mudd confirmed he was. Cllr Beckford suggested asking the College contractors for a comparison quote. Resolution that necessary equipment is hired from the groundsman until such time as a decision is made regarding replacement items. Proposed by Cllr Mudd and seconded by Cllr Nicholas. NB: hire agreement agreed with one months notice.
- 14/063. Personnel committee** – To receive & consider setting up a personnel committee and terms of reference – In the absence of Cllr Burton this item was deferred.
- 14/064. Standing Orders** – To receive & consider updated document – Clerk has updated the document taking into account amends suggested by Cllrs Bristow and Mudd. Further clarity was sought on

items 1m, section 26 b & c and section 32 b. Clerk to make necessary amends and circulate the finished document.

**14/065. Changing Rooms loan** – Cottenham Parish Council ratifies the decision taken as per item 824 of the minutes of the meeting of 20th December 2012 & item 839 of the minutes of the meeting of 15<sup>th</sup> January 2013 that a Public Works Loan of up to £400,000 over a 15 year period be applied for, and reaffirms acceptance of the Business Plan in support of the proposed new changing rooms – Cllr Mudd went through the reasoning for the next 4 agenda items (necessary information for the completion of the PWLB application). The loan document needs to be sent to CAPALC before it goes to the Board. Prior to the meeting Cllr Mudd circulated an email to the Finance working party stating that only £250k was necessary and not the £400k previously anticipated. The advice from CAPALC is that we can only make one application request per fiscal year and that it has to be for just one project. Cllr Mudd ran through the proposed figures which show a contribution to the project by the Council of £125k. The form must be signed by the Chair and Clerk. It was widely agreed that the reduction of the loan was a positive thing. Cllr Leeks requested clarification that we had a firm written grant offer from the FA and Cllr Mudd confirmed this was the case however the grant could be in jeopardy if the project was delayed further. Cllr Leeks was concerned about the financial exposure to the Council over the next 15 years – based on the current figures would mean committing approximately 20% of the precept for that period. He warned that we wouldn't be able to sustain this and asked whether there were any options regarding borrowing to avoid this restriction on the parish. Cllr Mudd said that PWLB was the cheapest way for the Council to borrow the money. Cllr Richards suggested looking into a shorter term for the loan and Cllr Mudd/RFO will look into this. Cllr Beckford spoke regarding the number of new clubs wishing to use our facilities who have contacted us since the project started. His fear now is that if we build the changing rooms we won't be able to implement a significant part of the vision plan. Additionally, following conversations he has had over the weekend, it appears that the College may have FA approved facilities. For approximately £100k more than the build cost for the changing rooms Cambourne have built a new village hall with 8 changing rooms with the FA and RFU working together. Although he supports the changing rooms project it was with a 'heavy heart' that he imparted this information. Cllr Mudd stated that he applauded the vision plan but said that we would lose the grants should we go down this route. Cllr Collinson queried whether there was a penalty for paying the loan back early, and it was confirmed that this would be the case. Cllr Heydon queried the financial impact of the vision plan. Cllr Leeks corrected the anticipated running costs for the changing rooms to be nearer £60k per annum (£20k running costs + £36k loan repayments based on £400k). Cllr Nicholas queried why none of the village groups had come forward with objections to the changing rooms plans and that we'd been lucky to get the grants. Cllr Brown felt that we should get on and make a decision one way or another because the project had been dragging on for too long. The existing changing rooms were in extremely poor condition and had been for too many years. Cllr Richards reiterated the number of user groups for the new facilities and that CUFU had put in £3k towards the project. He also said that the football club couldn't use the CVC facilities because of the referee facilities were not up to FA required standards. Amended Resolution that Cottenham Parish Council ratifies the decision taken as per item 839 of the minutes of 15<sup>th</sup> January 2013 that a Public Works Loan be applied for but of up to £250,000 over a 15 year period and reaffirms acceptance of the Business Plan in support of the proposed new changing rooms. Proposed by Cllr Mudd and seconded by Cllr Richards. 10 votes for and 1 abstention. Resolved.

Resolution that Cottenham Parish Council applies for a Public Works Loan of up to £250,000 over a 15 year period and reaffirms acceptance of the Business Plan in support of the proposed new changing rooms. Proposed by Cllr Mudd and seconded by Cllr Nicholas. 10 votes for and 1 abstention. Resolved.

**14/066. Changing Rooms architects/consultants fees** – Cllr Mudd outlined the reason for ratification. Resolution that Cottenham Parish Council ratifies the decision taken as per item 983 of the minutes of 4<sup>th</sup> June 2013 relating to architects and consultants fees plus associated costs, noting

the amended figure of £62,684. Proposed by Cllr Mudd and seconded by Cllr Berenger. Resolved unanimously.

- 14/067. Changing Rooms builders** – Resolution that Cottenham Parish Council ratifies the decision taken as per item 14/029 of the minutes of the meeting of 4<sup>th</sup> February 2014 that Cocksedge Building Contractors Ltd be appointed to carry out the necessary works at a cost of £560,060 + VAT. Proposed by Cllr Mudd and seconded by Cllr Nicholas. Resolved unanimously. Cllr Heydon queried whether a solicitor needed to look at the contracts. Cllr Mudd to check with W&B.
- 14/068. 2014/15 precept and budget (in relation to changing Rooms)** – Resolution that Cottenham Parish Council ratifies the decision taken as per item 14/007 of the minutes of the meeting of 14<sup>th</sup> January 2014 that the precept of £237,641 be adopted plus the associated budget for the financial year 2014/5. Proposed by Cllr Mudd and seconded by Cllr Nicholas. Resolved unanimously.
- 14/069. Matters for consideration at the next meeting** – New burial grounds (Cllr Berenger), Connections Bus (Cllr Collier), May Elections
- 14/070. Dates of next meetings** – Planning Meeting 6<sup>th</sup> March (P1), Planning Meeting 20<sup>th</sup> March (P2), Ordinary Meeting 1<sup>st</sup> April.
- 14/071. Close of Meeting** – 10.05pm.

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