

COTTENHAM PARISH COUNCIL

Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4th November 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Young, CCC Cllr Mason, SCDC Cllr Edwards, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 6 members of the public

- 14/290. Chairman's Introduction and Apologies** – Cllrs Beckford, Wotherspoon and CCC Cllr Jenkins
- 14/291. Public participation – Standing Orders to be suspended** – Resident spoke in favour of the tree works behind Kingfisher Way.
- 14/292. 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 Richards declared a non-pecuniary interest in item 14/297 (changing rooms).
- 14/293. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 7th October be signed as a correct record. Cllr Heydon requested that 'police' be added in front of the words 'speed checks' on item 14/275. **RESOLVED.**
- 14/294. Reports**
- **SCDC** – report circulated prior to the meeting.
 - **CCC** – report circulated prior to the meeting. Cllr Young voiced concerns about reports not being circulated with enough time for Cllrs to read them. Cllr Jenkins to be requested to submit his report to the whole council rather than just the Chair/Clerk. It was noted that we don't have control over timings of receipt of external reports. Cllr Young requested an update on the Histon Road. It is now very dangerous in the vicinity of Cottenham Skips. CCC Cllr Mason will write to the enforcement officer again. He has discussed with Pat Matthews the cuttings along the verge and the issue will be addressed. Two new officers are in place and their details will be circulated shortly. Cllr Mason has also spoken to the cycling officer re. the Histon Road path and in particular visibility issues at the Histon Road end. This will require co-operation from residents to rectify. Cllr Richards mentioned that there were also issues re. raised ironworks and puddling along the edge of the road closest to the cycle path plus loose chippings. Regarding the circulation of reports Cllr Mason suggested giving a deadline for receipt. He doesn't provide written reports however it was noted that he doesn't always agree with Cllr Jenkins report and therefore it was suggested that he provide a report if at odds with Cllr Jenkins on specific issues.
 - **Clerk** – report circulated prior to the meeting. Cllr McCarthy queried whether the 'unsuitable for HCV' sign on Telegraph St therefore excluded buses. It was clarified that they are classed as public service vehicles. Additionally the signs are advisory and not mandatory. Cllr Richards raised another resident complaint regarding the Histon Road cycle path.
 - **Police** – no report received. Notification has been received regarding sharing of business wi-fi to allow police to complete electronic paperwork.
 - **Northstowe Parish Forum update** – report circulated prior to the meeting. Cllr Heydon mentioned that the report was available in a pdf format if required.
 - **Speedwatch update** – report circulated prior to the meeting
 - **Northstowe Phase 2 Consultation Response** – report circulated prior to the meeting.
 - **Update on meeting with County** arising out of the October Full Council meeting (Highways issues) – report circulated prior to the meeting. The Clerk mentioned that another complaint had been received regarding the CCC phone system which made it impossible for residents without internet to report potholes etc. The current system isn't fit for purpose.

14/295. Finance

Income	Description	Net	Gross
Jane Williams	Rent of Village Hall	£140.00	£140.00
William Prideaux-Brune	Rent of Green - for 3 x exercise classes	£24.00	£24.00
Cricket Club	Rent of Recreation & changing rooms	£855.00	£855.00
Cottenham Utd sports & social club	Rent of Village hall	£2,075.00	£2,075.00
Whyatts	Rent of Green	£347.00	£347.00
Cambridge Building Soc	Donation towards village Christmas tree	£50.00	£50.00
		£3,491.00	£3,491.00

Expenses	Description	Net	Gross
Salaries	Salaries November 2014	£4,718.77	£4,718.77
HMRC	TAX and NI for November 2014	£1,153.49	£1,153.49
Andrew King	Mileage and Hire of Equipment for Oct 14	£466.20	£557.20
Cyclescheme	Bike/Equip for Clerk - repay by salary sacrifice	£404.98	£479.97
Online Playgrounds	Inclusive boat seat	£74.00	£80.88
Staples	Office stationary and printer cartridges	£70.70	£84.84
PKF LittleJohn	Invoice for External Audit	£630.00	£756.00
Travis Perkins	foam wash for the village hall	£10.74	£12.89
Barton oil burner services	Emergency service to boiler at Ladybirds	£111.00	£133.20
Online Playgrounds	Sutcliffe Inclusive Swing	£518.00	£621.60
CSA cleaning	Cleaning materials for the village hall	£155.35	£186.42
CSA cleaning	Cleaning materials for the village hall - Mop	£5.90	£7.08
EON	Electricity Bill for the Recreation ground	£376.03	£451.24
RJW Machinery	Repair work to Kioti DK901C Tractor	£196.00	£235.20
Nick West	Cleaning of the Village hall	£550.13	£550.13
BC Trust	Moat maintenance	£643.00	£771.60
		£10,084.29	£10,800.51

Cllr Ward queried why there was no income showing from Kids Only. RFO said that she had been informed they had paid up to August and will pay September next week. Without receipt of the bank statements she was unable to check this information at the current time. RFO to notify Council after bank reconciliation has been done. Cllr Bolitho queried the CSA Cleaning figure for materials which he thought excessive. He suggested that we should have a spot check/audit of stock to be presented at the next FLAC meeting. There was a suggestion that materials should be included in the cleaning contract. Cllr Mudd queried the BC Trust invoice which seemed higher than normal. RFO stated that the hard copy hadn't yet been received due to issues at the BC Trust end so we were unable to check the exact details. Cllr Nicholas requested clarification of the two Online Playground invoices; 'inclusive boat seat' should read 'aerial slide'. Resolution to pay these invoices with the exception of BC Trust. **RESOLVED.**

14/296. Connections Bus 2015/16 – To consider ongoing support for the project in 2015/16 – Cllr Collier requested that the item was deferred since the 2015 figures weren't yet available. She mentioned that other PC's had budgeted in the region of £13k for their youth provision. Cllr Collier is meeting with Andrea Kramp, who is involved with youth work for other parishes, to discuss other ideas. Item deferred.

14/297. Changing Rooms – To consider authorising Cllrs Morris and Mudd, with the Clerk or RFO as required, to take all necessary steps to negotiate, place and supervise contracts for the building of the new Changing Rooms – Cllrs Mudd ran through the background to the project. Cllr Morris confirmed that following a meeting with the ECB they would give an interest free loan of £50k.

This would be paid by the cricket club but funded by CPC so would require a contract. The headline price of £632k + VAT for the project is higher than we wanted due to the increase in material costs. However it was worth noting that the combined bid is now 10% lower. CPC would need to put up £250k. We must move quickly and would need to put signatures on contracts in the next couple of weeks. There are meetings scheduled for later this week with the two main contractors and architect. Cllr Morris has looked at the cashflow so that we maintain the minimum required in our reserves. The ECB loan would offer further protection. Cllr Young queried the running costs again and a document had been presented at a previous meeting showing projected figures of less £24k per annum. A separate project will be set up look at ways of mitigating the operating costs. Cllr Bolitho left the room at 8.45pm and returned at 8.46pm. Resolution to authorise Cllrs Morris and Mudd, with the Clerk or RFO as required, to take all necessary steps to negotiate, place and supervise contracts for the building of the new Changing Rooms on the basis of a net input of no more than £250k of CPC funds excluding grants + VAT.

Authorise Cllrs Morris & Mudd to:

- a) Negotiate scope and terms with bidders as detailed in the tender report dated 3rd November 2014
- b) Secure funding confirmation from grant sources (Football Foundation, Sport England & SCDC)
- c) Sign related procurement contracts on behalf of CPC
- d) Ensure timely VAT registration of CPC with HMRC
- e) Ensure timely reconfiguration of CPC accounts to track project finances
- f) Ensure systems in place for timely recovery of grants and VAT
- g) Deliver monthly progress reports to CALF, FLAC and CPC
- h) Secure additional interest-free loans if financially advantageous

Guarantee to support the New Changing Rooms project with up to £250K from Council funds.

RESOLVED.

The Chair expressed thanks to Paula Johnson for her previous work on the project. Cllrs Morris and Mudd were also thanked

- 14/298. Tree surgery – Kingfisher Way** – To consider quotes for work along border with Kingfisher Way – Clerk outlined the background. Resolution that we accept quote from Atlas Tree Surgery for pruning back various trees and scrub overhanging the rear gardens and parking areas at a cost of £320 + VAT. **RESOLVED.** Resolution that we spend up to £1200 + VAT for clearing of dead wood from the screening belt behind Kingfisher Way. **RESOLVED.**
- 14/299. Tree surgery – Brenda Gautrey Way** – To consider quotes for various work on BGW – Item deferred.
- 14/300. Tree surgery – Recreation Ground** – To consider quotes for work to the poplar trees at the recreation ground – Item deferred.
- 14/301. Remembrance wreath** – Resolution to donate £35 towards the wreath. **RESOLVED.** Cllr Leeks will attend on behalf of CPC.
- 14/302. Budget 2015/16** – To consider impact of reducing Central Government funding to CCC on local services – Cllr Leeks outlined the County Council finance cuts of £30m per year over the next 5 years. Naturally the service we would expect will be affected and it was suggested that the parish may want to undertake some of the work ourselves, perhaps using voluntary groups where possible. Concerns were raised regarding insurance and liability. Cllr Collier offered to look into village voluntary groups in January and this offer was accepted. We generally need to know where the cuts are before we can make a final decision. Cllr Morris left the room at 9.12pm and returned at 9.15pm.
- 14/303. Financial Regulations** – To consider adoption of revised Financial Regulations – Cllr Morris outlined the document which has been done to incorporate recent NALC changes. FLAC have looked at the revised document and suggested minor amends. The final document now tightens

up our controls and makes the system more robust. Resolution to adopt revised Finance Regulations. **RESOLVED.** Cllr Mason left the meeting at 9.22pm.

- 14/304. Street lighting** – To consider the Highways Committee recommendation that the lamp column outside 13 Lyles Road is reinstated at a cost of £1850 + maintenance and energy charges, as per resolution 14H/024 (Highways Committee meeting 14/10/14) – Cllr Heydon stated that this was an exception site and the lamp was needed on safety grounds. Cllr Nicholas provided further background. Cllr Collinson commented that the PFI lighting contract has been a shambles and that we are now paying more for less. Resolution that the lamp column outside 13 Lyles Road is reinstated at a cost of £1850 + maintenance and energy charges. **RESOLVED.**
- 14/305. Speedwatch signage** – To consider Highways Committee recommendation of the installation of two fixed Community Speedwatch signs at the cost of £69 + VAT (min order is 2) on Rampton Road as per resolution 14H/022 (Highways Committee meeting on 14/10/14)– Cllr Heydon outlined. Resolution to install two fixed Community Speedwatch signs at the cost of £69 + VAT on Rampton Road. **RESOLVED.**
- 14/306. Insurance premium for buildings** – To consider passing on proportionate insurance charges to tenants (resolution 14F/049 from Finance Committee) – Cllr Mudd stated that in the Ladybirds contract it mentions that they are responsible for their own buildings insurance. Having checked the portion attributed to the building is £804.77. Concerns were raised that Ladybirds wouldn't be in a position to cover this cost. It was also noted that it would be difficult to apportion the insurance for the main building to all of the other users. Therefore we should make it clear that it is an exclusion to the contract. Standing Orders suspended at 9.42pm. Andy Ward commented that the S&SC contract mentions that they must have separate insurance although the only have public liability. Standing Orders reinstated at 9.44pm. Cllr Mudd to speak to Ladybirds to make them aware of the situation. Item deferred.
- 14/307. Matters for consideration at the next meeting** – Youth provision (Cllr Collier), changing rooms (Cllrs Morris/Mudd), changing rooms fundraising (Cllr Richards), Carol Concert (Cllrs Berenger/Collier).
- 14/308. Dates of next meetings** – Planning 6th & 20th November, Facilities 18th November, Finance 11th November, Full Council 5th December, Highways 9th December
- 14/309. Close of Meeting** – 9.47pm.

Signed _____ (Chair) Date _____