

**DRAFT Full Parish Council Meeting Minutes**

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> September 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Graves, Kidston, Mudd, Smith, Ward, Wotherspoon, SCDC Cllr Gough, the Clerk and Asst Clerk

**In attendance:** 5 members of the public

- 18/171. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs McCarthy (work), Nicholas (sick), Wilson (holiday), Young (work) and the RFO. Cllrs Dewey and Gledhill and 1 member of public arrived at 7.16pm.
- 18/172. To accept Declarations of Interest and Dispensations** – None given.
- 18/173. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 7<sup>th</sup> August 2018 be signed as a correct record. **RESOLVED.**
- 18/174. Presentation: Timebanking** – Standing Orders suspended 7.17pm. Presenter absent so Cllr Ward gave an overview of the scheme which has been proven to improve social cohesion and loneliness. Needs a paid co-ordinator, approx. £10-12k per year. Sustainable Cottenham are looking at ways to fund the project but would like Parish Council support. Cllr Morris mentioned a similar scheme aimed at the elderly in Histon; would it be possible to use as a framework organisation? Resident 1 said that time banking wasn't intended to compete with other voluntary activities, merely compliment. Discussion as to whether it was possible to fuse with an existing village charity. Jay Clark arrived and 5 members of public left the meeting at 7.32pm.
- 18/175. Public participation** – No further comments. Standing Orders reinstated 7.33pm.
- 18/176. Reports**
- **SCDC** – Cllr Gough highlighted the forthcoming audit at Cambridge Recycling which is due to take place this month; please pass on any issues to him. Bellway – Enforcement have made a couple of visits but we need to keep reporting issues. Suggestion of setting up a forum as per Northstowe which could be a good way to help integration. 1 member of public arrived at 7.37pm.
  - **CCC** – Cllr Wotherspoon reported that there hadn't been much activity during August. Lots of patching work has been done in Cottenham.
  - **Clerk** – Cllr Collinson commented on overgrown hedge on Pelham Way; Asst Clerk confirmed that a letter requesting cutting back had already been sent. Path on northern side of Pelham Way is in poor condition; Asst Clerk stated that County had reported there is no footpath budget left. Cllr Wotherspoon will follow up regarding section of pathway to the Green. Beach Road – Cllr Wotherspoon is follow up. Cycle path – there is a backburner project regarding Landbeach and it is on the draft Waterbeach new town s106 agreement. NB: route won't follow Beach Road.
  - **Major developments** – As per report.
  - **Village Hall & Nursery** – As per report.
  - **Neighbourhood Plan** – As per report.
  - **Armistice Centenary event on 11<sup>th</sup> November** – As per report.
  - **Brenda Gautrey Way ditch/trees** – As per report.
- 18/177. Timebanking** – Consider non-financially binding support in principle for setting up a Cottenham Timebank – Standing Orders suspended 8.05pm. Jay Clarke spoke to say that SCDC has various resources available to set up 2 new timebanks; this can be tailored to the village. SCDC could support for the first 6 months/until March 2019 but the village would need to commit longer term. A Parish Toolkit will be available at the end of September. Query whether the General Power of Competence is required; Clerk to check. Resident 3 asked if Harradine lorries were being monitored. Cllr Morris said no but they have a legal right to do what they're doing. Standing Orders reinstated 8.15pm. Resolution to give non-financially binding support in principle for setting up a Cottenham Timebank. **RESOLVED.** Cllr Ward together with Sustainable Cottenham to follow up and report at next meeting. Jay Clark, SCDC Cllr Gough and 1 member of public left at 8.17pm.
- 18/178. Picnic tables/benches** – Resolution to purchase 2 additional picnic tables (£399 + VAT each) and 2 additional benches (£375+ VAT each) for the Recreation Ground. **RESOLVED.**

- 18/179. BGW fibre cable installation** – Consider request from SSE Telecommunications Limited (SSET) to run cable in parish-owned land. Need to confirm if buried or conduit. Cllr Morris to look at wayleave agreement and fees. No objections in principle but need to check why cable is required if BGW already served by fibre conduit. Clerk to obtain clarification.
- 18/180. Cottenham Charities** – Consider the blocking up of the gap in the fencing between the allotments and the Recreation Ground – Cllr Mudd declared an interest and won't be involved with the vote. Resolution to close gap in the fencing between the allotments and the Recreation Ground. **RESOLVED.** 1 member of public left at 8.28pm.
- 18/181. Carols on the Green** – Resolution to hold carol event on 11<sup>th</sup> December with a budget of £2100+VAT. **RESOLVED.** Volunteers to contact Clerk. Need to write cherry picker into risk assessment.
- 18/182. Highways Terms of Reference** – Resolution to accept amendment to Highways Committee's Terms of reference item 3: Frequency of meeting. **RESOLVED.**
- 18/183. Summer Reading Challenge** – Resolution that Cllr Ward will represent CPS at Library event on 27<sup>th</sup> September to help present awards. **RESOLVED.**
- 18/184. Remembrance Day Parade** – Resolution that Cllr Dewey undertake a traffic management course, providing a qualification to close sections of the public highway for pre-planned events. **RESOLVED.**
- 18/185. Cambridgeshire ACRE conference** – Resolution that Cllrs Dewey and Morris attend Local Council's conference on 23<sup>rd</sup> November. **RESOLVED.**
- 18/186. CAPALC AGM** – Resolution for Cllr Morris to attend CAPALC AGM on 11<sup>th</sup> October. **RESOLVED.**
- 18/187. Cottenham Feast** – Resolution to hold exhibition stall/display at Cottenham Feast on 14<sup>th</sup> October. **RESOLVED.**
- 18/188. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Sports & Social Club	Quarterly invoice payment	£2,600.00	£3,120.00	
Cottenham Primary School	Unspent grant monies	£5,000.00	£5,000.00	
South Cambs District Council	Refund of duplicate payment re street lights	£1,129.85	£1,129.85	
Groundwork UK	Grant towards Neighbourhood plan	£6,500.00	£6,500.00	
		<b>£16,103.77</b>	<b>£16,798.55</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 18	£3,618.51	£3,618.51	-
HMRC	Tax and NI for August 18 (month 5)	£844.62	£844.62	-
Glasdon UK Ltd	Litter bins and installation materials	£928.46	£1,114.15	1234
FLP Outdoor Play Solutions	Playground equipment - zip wire repair	£836.11	£1,003.33	1235
Greenlight Environmental	Preliminary Ecological Appraisal - Rec Ground	£570.00	£684.00	1236
SSE - Southern Electric	Electric bill for the Green	£448.41	£538.09	1237
SSE - Southern Electric	Electric bill for the Pavilion	£279.32	£335.18	1238
Collier Turf Care Ltd	Materials for the grass at the rec ground	£860.18	£1,032.22	1239
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1240
Zurich	Annual insurance cost	£3,527.49	£3,527.49	1243
Community Heartbeat Trust	Semi auto defibrillator and cabinet	£1,775.00	£1,775.00	
		<b>£16,854.77</b>	<b>£18,272.59</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September 18)	£142.63	£142.63	-
RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1228
Atlas Tree Surgery Ltd	Tree work on the village green	£650.00	£780.00	1229
Aquarius Liquid Engineering	Callout to pavilion for alarm	£242.00	£290.40	1230

DRE Pest Control Ltd	For control of Wasps nest on Play area	£60.00	£72.00	1232
Business Consultancy Services	Payroll processing	£47.30	£56.76	1233
Aquarius Liquid Engineering	Callout to pavilion.	£308.00	£369.60	1241
Bridgeman Maintenance	Demolish bus shelter on Lambs Lane	£460.00	£460.00	1242
CSA	Cleaning equipment and Toilet rolls	£102.95	£123.55	1244
FLP Outdoor play solutions	Torx Drive Socket	£23.00	£27.60	1245
Community Heartbeat Trust	Defibrillator annual support cost - year 1	£135.00	£162.00	
		<b>£2,179.52</b>	<b>£2,494.91</b>	

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

**18/189. Matters for consideration at the next meeting**

**18/190. Dates of next meetings** – Planning 6<sup>th</sup> Sept, CALF 18<sup>th</sup> Sept, Planning 20<sup>th</sup> Sept, FLAC 27<sup>th</sup> Sept, Full 2<sup>nd</sup> October

**18/191. Close of Meeting** – 8.45pm.

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