

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th December 2017 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, McCarthy, Mudd, Nicholas, Smith, Ward, Wilson, Wotherspoon, Young and the Clerk, Assistant Clerk and RFO

In attendance: 1 member of the public

- 17/272. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dewey (work), Graves (personal), Hodson (personal).
- 17/273. To accept Declarations of Interest and Dispensations** – Cllr Smith declared a pecuniary interest in item 17/285 and will leave the room during discussions.
- 17/274. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 7th November 2017 be signed as a correct record. **RESOLVED.**
- 17/275. Public participation – Standing Orders suspended 7.21pm and reinstated 7.21pm.**
- 17/276. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris outlined the Energy Grant Fund.
 - **CCC** – report circulated prior to the meeting. Cllr Young asked what the scale of the bus review would be. Cllr Wotherspoon said it was going to take 2 years to complete so the understanding is that the review is significant. No public consultation at this stage but this may be done later. A wide range of factors are being looked into and it will cover the whole of Cambridgeshire and Peterborough. Parish Councils aren't being consulted at the moment regarding rural expansion but Cllr Wotherspoon is pushing for them to be added as stakeholders. Item to be added to next Highways Committee agenda. Cllr Mudd asked about the Park & Ride. Cllr Wotherspoon confirmed that the £1 charge will go.
 - **Clerk** – report circulated prior to the meeting. Heating oil to be ordered. Beach Road – machine broke on the first day so may return on 18th December. MVAS – doesn't appear to be much money in the Highways budget but this will be reviewed by FLAC. Noted that admin staff are all on data protection training on Friday. Cllr Young mentioned the state of the Histon Road cycle path; thick mud in the gully and path slippery. Asst Clerk to make representation to Cottenham Skips and copy SCDC. Noted that there is a clean up taking place on 13th January. Standing Orders suspended 7.32pm. Resident suggested contacting the Environment Agency because they monitor the licence for Cottenham Skips. Standing Orders reinstated 7.33pm.
 - **Major developments** – SCDC claim that the examiner is supportive of the Liverpool method and they are hoping to run a consultation shortly. County Council application has changed to 125 houses with the design now being worse for the Recreation Ground; we would lose playable pitches. Currently trying to work out where the pitches will go. There will probably be a consultation next year regarding the Primary School expansion.
 - **Neighbourhood Plan** – If the Local Plan is adopted then we will have met our need, so the requirement is zero. The big issue is that the new houses will be 7x average salary so even the affordable homes won't be suitable for Cottenham people. This has led to the development of a Community Land Trust (CLT). They will start to look at the unmet need.
 - **Village Hall & Nursery** – Cllr Morris circulated revised plans – smaller, lower, no gable. Cllr Collinson raised concerns regarding the CPC office – thought it should be downstairs for ease of access. Roller shutters will be used downstairs as per the Pavilion. Will need to publicise further over the next few weeks. Base costs have risen by 10% over the last year but it is still cheaper than the previous design. The pre-application will sort out the acceptance of the exterior. Now have too many disabled toilets so could lose zone 1 and make into additional storage. CPS won't move fence. Proposing to install a proper pavement and widen the driveway. Cllr Mudd mentioned that CPS are discussing changing fence to solid for security reasons. Land purchase should give us enough space for a 'kiss & drop' system. No change to nursery design. Having a separate nursery makes it more expensive but we have now got developer contributions coming in towards this.
 - **High Street Post box update** – Petition going to Parliament tomorrow. Cllr Collinson to write press release in collaboration with the Clerk once petition has gone to the Commons.

- **Carols on the Green** – Tree has been replaced and new lights purchased, which will be installed tomorrow. Carol sheet has been professionally designed and printed.
- 17/277. Pavement project** – consider revised costs for pavement and crossing improvements – Item deferred.
- 17/278. Community Fruit Trees** – consider offering micro-sites on Broad Lane Rec, WARG Field or other Public Open Space in Cottenham for Cottenham community groups wishing to apply for the Community Trees Fund scheme – Cllr Morris outlined. Concerns raised regarding future maintenance. Cllr Ward advised careful consideration of species that would require less maintenance. Resolution to offer sites on Broad Lane Rec, WARG Field or other Public Open Space in Cottenham for Cottenham community groups wishing to apply for the Community Trees Fund scheme. **RESOLVED.**
- 17/279. Neighbourhood Plan** – Resolution to change Inspector from Ann Skippers to John Slater. **RESOLVED.**
- 17/280. Foot/cycle path between Rampton & Cottenham** – consider recommendation by Highways to contribute up to £2k towards Rampton Parish Council’s project for the installation of solar light studs on the cycle path between Rampton and Cottenham – Cllr Morris outlined the proposal. Standing Orders suspended 8.26pm. Resident confirmed usage of the cycle path by children, particularly those attending College. Standing Orders reinstated 8.27pm. Resolution to contribute £2k towards purchase by Rampton Parish Council of 2 rows of solar light studs on the foot/cycle path between Rampton and Cottenham. Funds must be used by 31st March 2018. **RESOLVED.** Clerk to inform Rampton Parish Council. Need to monitor whether this is a sufficient number of lights – ask Rampton Parish Council and cyclists to report back.
- 17/281. PhoneBox** – consider placing a 24/7 publicly-accessible First Aid Kit and Defibrillator at a cost of up to £1,500 +VAT – Cllr Wilson was concerned that we’d spent money on refurbishing the phone box by Denmark Road but the box had no purpose. Suggested adding a defibrillator would be the best use of a community facility. Discussions as to whether the box could be used for a secondary purpose. Noted that other defibrillators in the village aren’t accessible 24/7. Discussion about the pros/cons of lockable keypad boxes requiring phone access vs defibrillators that aren’t kept locked. Resolution to utilise phone box for locating defibrillator and first aid kit in a secure lockable box. **MOTION FAILS.** Resolution to utilise phone box for locating defibrillator and first aid kit unsecured up to a value of £1500 + VAT. **RESOLVED.** Cllr Collier left the meeting at 9.04pm.
- 17/282. APM 2018** – Resolution to hold the Annual Parish Meeting on 1st May 2018. **RESOLVED.**
- 17/283. Taxi policy consultation** – consider response to consultation regarding new licensing policy for Private Hire and Hackney Carriage drivers (by 5th Jan 2018) – Consultation noted.
- 17/284. Dog bins** – consider request to SCDC for additional (replacement) dog bin on Beach Road – Clerk advised that the Brenda Gautrey Way bin is constantly overflowing. Cllr Wotherspoon confirmed he had been tracking the issue. Resolution to write to SCDC to request an additional dog bin. **RESOLVED.** Clerk to action.
- 17/285. Consultation on potential sale of land behind Orchard Close** – Consider response to consultation by SCDC – Cllr Smith left the room at 9.09pm. There has been a revision to the plan. Resolution that CPC have no objections to the amendment. **RESOLVED.** Cllr Smith returned to the room at 9.11pm.

17/286. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Jane Williams	Invoice payment	£ 92.00	£ 110.40	
CUSSC	Invoice payment	£ 2,600.00	£ 3,120.00	
Village Hall Hire	Village Hall Hire on 2nd December	£ 82.50	£ 99.00	
Allotments	Annual charge for Water usage	£ 83.81	£ 83.81	
		£ 3,732.23	£ 4,461.91	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 17	£ 3,491.38	£ 3,491.38	
HMRC	Tax and NI for November 17 (month 8)	£ 799.15	£ 799.15	
John Slater Planning Ltd	Fees (Review of draft Neighbourhood plan)	£ 2,345.00	£ 2,814.00	1004
SSE - Southern Electric	Electric Bill for the Recreation ground	£ 424.96	£ 509.95	1014
AJ King	Groundsman contract costs	£ 2,536.48	£ 3,043.48	1020
Atlas	Tree works on BGW	£ 460.00	£ 552.00	1021

MH Goals Ltd	Freestanding Aluminium Goal (Colts)	£ 1,691.67	£ 2,030.00	1022
		£ 11,748.64	£ 13,239.96	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for December 17 (DD)	£ 38.42	£ 38.42	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	1006
Debbie Seabright	Expenses re Sim card for Pavilion	£ 8.31	£ 9.97	1008
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1005
D & K Minter	Providing PA & lighting for carols on Green	£ 400.00	£ 400.00	1007
Travis Perkins	Toilet seat fittings for the VH	£ 7.46	£ 8.95	1009
Travis Perkins	Rodent trap for the VH	£ 5.31	£ 6.37	1010
Debbie Seabright	Expenses re Stamps and Envelopes	£ 11.70	£ 11.70	1011
Staples	Toner Cartridge	£ 84.99	£ 101.99	1012
SSE- Southern Electric	Electric bill for the Pavilion	£ 293.17	£ 351.80	1013
British Gas	Final Electric bill for Recreation ground	£ 374.46	£ 449.35	1015
British Gas	Final Electric bill for the Green	£ 21.76	£ 22.84	1016
AJ King	Maintenance of additional pitches	£ 270.00	£ 324.00	1017
AJ King	Crowlands Moat Maintenance	£ 333.33	£ 399.99	1018
AJ King	Work on trees on the Green	£ 100.00	£ 120.00	1019
Alan Mappedoram	Village Hall (light sensor & side light repairs)	£ 142.93	£ 171.51	1023
Jo Brook	Postage - NP/Christmas sponsorship letter	£ 33.60	£ 33.60	
		£ 2,203.44	£ 2,544.09	

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

- 17/287. Management accounts** – to review the monthly management accounts – Report noted.
- 17/288. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 17/289. Matters for consideration at the next meeting** – Post box; communications policy to residents.
- 17/290. Dates of next meetings** – Planning 7th Dec, FLAC 14th Dec, CALF 19th Dec, Planning 21st Dec, Full 9th Jan.
NB: FLAC meeting now 11th December.
- 17/291. Close of Meeting** – 9.18pm.

Signed _____ (Chair) Date _____