

### Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6<sup>th</sup> December 2016 at 7.15pm

**Present:** Cllrs Morris (Chair), Berenger, Collier, Collinson, Graves, Hodson, Ward, Wilson, Young, SCDC Cllr Harford, the Clerk and Assistant Clerk

**In attendance:** 2 members of the public

- 16/257. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Mudd (illness), Nicholas (personal), Richards (work), Wotherspoon (work), RFO, CCC Cllr Jenkins (holiday) and CCC Cllr Mason (personal), Cllr Bolitho arrived at 7.16pm. Clerk to send get well card to Andy Ward.
- 16/258. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Collinson declared a pecuniary interest in 16/263 (PTCA grant) and will leave the room during discussions. Cllr McCarthy arrived at 7.17pm. Cllr Berenger declared a pecuniary interest in 16/261 (major developments) and will leave the room during discussions. Cllr Collier declared a non-pecuniary interest in 16/265 (resident).
- 16/259. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 1<sup>st</sup> November 2016 be signed as a correct record. **RESOLVED.**
- 16/260. Public participation** – Standing Orders suspended at 7.20pm. SCDC Cllr Harford spoke as a resident to thank the Council for the works to clear the Tenison Manor tree belt. Standing Orders reinstated 7.21pm.
- 16/261. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Young highlighted the comment regarding planning applications as being pertinent. Cllr Morris attended a briefing meeting by John Williamson (part-time planning inspector) who provided a useful update on the planning situation.
  - **CCC** – report circulated prior to the meeting. Cllr Bolitho mentioned the 2% levy for social care which County opted out of last year. What is County doing to improve the situation. Clerk to add agenda item to January meeting. Standing Orders suspended 7.25pm. Resident arrived and wanted to know more about the Village Hall project/survey. The survey doesn't explain the duration of the loan etc. Cllr Morris explained that it would be up to 25 years at a fixed interest rate. Resident said that the current building was voted on by only 22 people. The public toilets were too expensive to run and had to be sold off so how is the Council going to afford to keep the new Village Hall open? Cllr Collinson responded that the toilets were closed down due to repeated vandalism (pre-1988). Standing Orders reinstated 7.29pm.
  - **Clerk** – report circulated prior to the meeting. Fire extinguisher test today in Pavilion and Village Hall; one replacement needed at £50 + VAT. Crowlands Moat – more den building going on and bricks being used. Fen Reeves – appears to be some possible ritual burning going on and a puppy has been buried. 2 new waiting restriction signs to be erected on Lambs Lane – side opposite primary school. Signage outside Post Office should be erected this week. Cllr Young asked if we would request another road sweep.
  - **Major developments** – Cllr Berenger left the room at 7.31pm. Endurance – waiting for reserved matters application so no S106 agreement available yet. Gladman 1 – as per report. Gladman 2 – yet to go to SCDC Planning Committee (probably January). Persimmon – they have submitted some changes to the roundabout, although not as drastic as Gladman + amended drainage information. This will be discussed by our Planning Committee on 8<sup>th</sup> December. County – they have contacted us asking permission to dig 13 50m long x 1.6m wide x 1.5m deep archaeological trenches over the whole of the 3<sup>rd</sup> field. Response no: field is currently being played, would affect draining trenches and recent drainage improvement works and render the field unusable for several years. Cllr Morris to circulate chart mentioned in report. Cllr Berenger returned to the room at 7.37pm.
  - **Tenison Manor adoption & maintenance** – As per report.
  - **Update on Neighbourhood Plan** – We are still waiting for written feedback from SCDC. The text has moved on and some key questions have been circulated and are being displayed at mini-consultations

(3<sup>rd</sup> & 7<sup>th</sup> December). Hoping to have an illustrated revised draft before year end and we have a couple of people lined up to assist.

- **Update on Village Hall Project** – Cllr Morris ran through the project background for the benefit of the residents present. CPC are looking at the planning application on 8<sup>th</sup> December. Hope that once the building is established that the precept can be reined in but this isn't guaranteed. The result of the survey will influence the decisions regarding the building, precept etc. Assuming we get permission, we will look to start work on the carpark extension asap. It was confirmed that a hearing loop would be included in the fit out. Cllr Collier mentioned that we need to have the funds in place before we're able to apply for grants! Standing Orders suspended 7.50pm. On the assumption that we borrow £2.5m one way to pay is to put up the Cottenham part of the precept (about 45% but 3% overall tax). Resident queried what percentage of residents were in Band D. Discussions about the different bands and estimated increases. Q: is the nursery commercial or being subsidised? A. don't know who is going to run it yet but we know there is a need for extended childcare in the village. Resident accepted that the project was a good idea. Cllr Young mentioned that on the Council Tax bill it mentions how to calculate the figures. Cllr Morris said that if the interest rates were to go up then we couldn't afford to do the project. Once we've taken the public works loan the rate is frozen for the duration. Resident thought the upstairs use would be limited. Cllr Morris said that there are still lots of decisions to be made in the future regarding usage etc. Confirmed that the transition would be made as easy as possible for Ladybirds during the building works. Standing Orders reinstated 8.05pm. SCDC Cllr Harford left the meeting at 8.05pm.

**16/262. Postbox** – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris wrote to Royal Mail over 3 months ago. The Telegraph Street post box is still out of action and has been for some time. If necessary, we will get MP involved. Resolution to write again to Royal Mail requesting urgent attention of replacement post box(es). **RESOLVED.**

**16/263. Donations** – to consider donation applications and recommendations by FLAC – Cllr Collinson left the room at 8.08pm and took no part in discussions regarding the PTCA. Cllr Morris outlined. None of the applications fit S137 grants. PTCA – we can use some of the S106 money. Resolution to grant £5,000 to Cottenham Primary School PTCA towards swimming pool roof. **RESOLVED.** Cllr Collinson returned to the room at 8.12pm. FECA – they have a lot of money in reserves and we can't give a grant but can provide a donation under S145. Resolution to donate £1500 to the Fen Edge Festival for the provision of musical entertainment. **RESOLVED.** Mobile Warden – we can grant money under community transport. Resolution to grant £1500 to the Mobile Warden Scheme. **RESOLVED.**

**16/264. CCTV** – to review CCTV tender report for Pavilion – Cllr Morris outlined. Need to examine the technical specifications further to ensure the system does what we want. Discussions regarding how safe the cameras were; all described as 'vandal resistant' but cages could be added if required. They cameras will be infrared. Resolution to recommend delegation of further consideration of the leading bids and placing contract(s) subject to a budget ceiling of £7,500. **RESOLVED.**

**16/265. Tenison Manor tree belt** – to consider putting remaining tree belt maintenance works out to tender – Cllr Morris reported that the contractor had almost finished works to clear the ditch, thin trees/scrub and create a track/ditch access. Phase 2 consists of Tenison Manor towards Victory Way (along the back of Woodlark). The work had been cheaper than expected which left funds in the original budget. Resolution to invite the previous bidders to offer a similar service for the remaining section, retaining the existing £10,000 delegated budget as the overall ceiling for all the work. **RESOLVED.**

**16/266. Fen Reeves** – to consider requests for use of Fen Reeves for bushcraft courses and forest play group plus consider maintenance requirements for the site – Clerk outlined. Cllr Graves stated that the car park would need to be big enough to have a turning circle. We may want to consider requesting access via the adjoining County field which would afford safer access onto the highway. Cllr Collinson warned of previous issues with parking in the vicinity being used improperly. Cllr Bolitho raised concerns about the site being used by fly-tippers. Item referred to CALF for further examination.

**16/267. Crowlands Moat** – Resolution to award tender for maintenance contract of Crowlands Moat to AJ King. **RESOLVED.** This will come into effect from 1<sup>st</sup> January 2017.

**16/268. Slide** – to consider quote for maintenance works to slide mound at the Recreation Ground – Clerk outlined issues. Clerk to contact ROSPA to check whether the proposed solution is suitable. Resolution that subject to Inspector approval CPC accept quote for £600 + VAT for repair work to the slide mound. **RESOLVED.**

**16/269. Walking routes** – to consider formal response to County regarding their proposal to seek to help improve or create a wider path network in Cottenham – Cllr Collinson stated that the tree belt was a requirement of the original planning permission for Tenison Manor estate and was needed as screening so we would need to be careful of any changes. It was considered that during the speculative planning application period from County it was inappropriate to have any discussions. Clerk to respond accordingly.

**16/270. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for October 2016	£ 100.00	£ 120.00	
Debbie Prince	Rent for October 2016	£ 21.00	£ 25.20	
Jane Williams	Rent for October 2016	£ 80.50	£ 96.60	
Cambridge Kids Club	Rent for November 16 (in advance)	£ 873.92	£ 1,048.70	
AG First Aid	Rent for running first aid training course in the Village Hall	£ 37.50	£ 45.00	
Allotments	Recharge for water	£ 80.26	£ 96.31	
CUSSC	Quarterly rent payment	£ 2,600.00	£ 3,120.00	
Emma Tuck	Rent of Village Hall	£ 25.00	£ 30.00	
Curry Palace	Donation towards Christmas tree	£ 100.00	£ 100.00	
Cosworth Group	Back payment of rent for Landing stage	£ 80.00	£ 96.00	
		<b>£ 3,998.18</b>	<b>£ 4,777.81</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 16	£ 3,351.90	£ 3,350.90	
HMRC	Tax and NI for November 16 (month 8)	£ 653.11	£ 653.11	
agb Environmental	Phase 1 Contaminated land desk study	£ 695.00	£ 834.00	717
Nick West	Invoices for Sept 16 (£621) & Oct 16 (£637.88)	£ 1,258.88	£ 1,258.88	718/719
Nick West	Expenses re cleaning products & Light bulb	£ 17.99	£ 17.99	718a
Calor Gas Ltd	Gas delivery for the Pavilion	£ 524.69	£ 550.92	720
Bird's Farm	800 Hawthorn & 450 Blackthorn plants	£ 583.34	£ 700.00	724
Cambridge van Leyden	Support to planning stage re New Hall	£ 5,342.00	£ 6,410.40	731
MTC Engineering	Draft Travel Plan re New Village Hall	£ 500.00	£ 600.00	732
Southern Electric	Electric bill for the Recreation ground DD	£ 1,032.49	£ 1,238.98	733
A J King	Contract costs + treework on Green & cleaning bus shelters	£ 2,736.24	£ 3,283.48	736-738
Cambridgeshire Cricket	Drainage work on 3rd field	£ 550.00	£ 550.00	
		<b>£ 17,245.64</b>	<b>£ 19,448.66</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
Royal British Legion	Donation for Wreath	£ 35.00	£ 35.00	713
Green & Purple Ltd	RFO support	£ 50.00	£ 60.00	714
McVeigh Parker & Co	Mobility Gate for Crowlands Moat	£ 213.40	£ 256.08	715
Debbie Seabright	Sim card cost and postage (1.74)	£ 11.46	£ 11.46	716
CSA - Cleaning	Toilet roll and Floor cleaner	£ 73.80	£ 88.56	721
Mark Weatherhead	2 x rat traps	£ 21.92	£ 26.12	722
Staples	Ink cartridge and paper	£ 62.06	£ 74.47	723
BCS	Payroll processing	£ 28.00	£ 33.60	725
The BC Group Trust	Work on Crowlands Manor site	£ 282.00	£ 282.00	726
D & K Minter	PA and Lighting for Carols on the Green	£ 400.00	£ 400.00	727

Staples	Transparent pockets - Stationery	£ 2.91	£ 3.49	728
Southern Electric	Electric bill for the green DD	£ 45.99	£ 48.28	729
Southern Electric	Electric bill for the Pavillion DD	£ 227.98	£ 273.57	730
Cambridge Water Co	Water bill May-November for Bowls club/ Allotments DD	£ 354.58	£ 354.58	734
Cambridge Water Co	Water bill June -November for Sports and Social Club DD	£ 455.53	£ 455.53	735
Melsop Farm	Reindeer hire for carol concert	£ 350.00	£ 420.00	
Jo Brook	Toner cartridge	£ 17.00	£ 17.00	
		<b>£ 2,631.63</b>	<b>£ 2,839.74</b>	

Michelle Plowman debt has been delegated to FLAC. Solicitor to confirm whether the debt is personal or business. Clerk confirmed that the carol concert was currently under budget. Resolution to pay these invoices. **RESOLVED.**

- 16/271. Management accounts** – to review the monthly management accounts. No further comments.
- 16/272. Bank reconciliation** – to review monthly bank reconciliation. Cllr McCarthy ran through the report. Cllr Morris went through the balance sheet figures.
- 16/273. Matters for consideration at the next meeting** – road markings on Broad Lane roundabout (Asst Clerk to speak to County Highways)
- 16/274. Dates of next meetings** – Planning 8<sup>th</sup> December, FLAC 15<sup>th</sup> December, CALF 20<sup>th</sup> December, Planning 22<sup>nd</sup> December, FLAC 3<sup>rd</sup> January 2017, Full 10<sup>th</sup> January.
- 16/275. Close of Meeting – 9.05pm**

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