

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th March 2018 at 7.15pm

In attendance: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Dewey, Graves, Hodson, McCarthy, Nicholas, Smith, Ward, Wilson, Wotherspoon and Young and the Clerk, Assistant Clerk and RFO.

18/045. Chairman's Introduction and Apologies for absence – Cllr Nicholas was welcomed back. Apologies accepted from Cllr Mudd (sick).

18/046. To accept Declarations of Interest and Dispensations – None given.

18/047. Minutes - To resolve that the minutes of the meeting of the Full Council held on the 6th February 2018 be signed as a correct record. 18/027 – Cllr Young requested information regarding recorded votes, Clerk to revert. 18/034 – Close amended to Way. Resolution that the minutes of the meeting of the Full Council held on 6th February 2018 be signed as a correct record. **RESOLVED with amends.**

18/048. Public participation – Standing Orders to be suspended – none present.

18/049. Reports

- **SCDC** – report circulated prior to the meeting – Cllr Bolitho queried why SCDC were offering green energy grants/loans whilst wrapping their magazine in single use plastic? SCDC Cllr Wotherspoon was also concerned and will take back to District. Cllr Collinson questioned house building, if the houses were for rent/shared equity? SCDC Cllr Wotherspoon said that Council was still constrained by the 1% drop in Council rents but they can revert from next year. These properties will be for rent but subject to right to buy later. Re. the £130k bid, SCDC Cllr Wotherspoon expressed a desire to apply for completion of the conservation area which was left in draft 10 year ago. We are in a strong position to do this due to the heritage work on the Neighbourhood Plan. Racecourse View – noted that the surface water drainage not yet signed off and neither had the traffic management. Cllr Morris pointed out that traffic management is happening shortly. Cllr Nicholas queried the changes to taxi licensing and why there was CCTV in most but not all? Cllr Wotherspoon to investigate what the exceptions are. Re. wheelchair accessibility in Hackney Carriages, will the new licensing policy affect current taxis or new; just new. Clerk queried the forthcoming Community Awards; is there any indication of what the Cottenham interest is? Cllr Wotherspoon said that they hadn't been informed and the only way to find out was to attend.
- **CCC** – report circulated prior to the meeting – CCC Cllr Wotherspoon highlighted the comments regarding our LHI bid. NPPF – new guidelines coming out which includes a change regarding travellers who have ceased travelling. Clerk mentioned proposed changes regarding developments next to rec facilities; the onus now on developers and not, for example, recreation ground owner. May have a bearing on the County Council planning application. County planning appeal next Wednesday, 14th March. Clerk flagged some earlier correspondence regarding the state of the Twentypence Road pavement which had become seriously overgrown. The was originally reported in August 2014 but nothing has been done; CCC Cllr Wotherspoon to follow up.
- **Clerk** - report circulated prior to the meeting. Need to convene meeting of Remembrance Day working party. Resident request re. better wreath fixings at the war memorial will go on next CALF agenda as will item re. Cambridge County for Voluntary Service. Histon Rd cycle path – on the SCDC website there is no way of reporting/requesting path sweeping; Cllr Wotherspoon to take back to SCDC and stated that some enforcement was being instigated against Cottenham Skips. Clerk reminded the HR working party that staff reviews will need to be undertaken by end of Apr, prior to the election. Clerk expressed disappointment from lack of response to email sent on 21st Feb which required a response by 28th. To date only had 2 responses and this isn't acceptable. Additionally there has been an error by the Planning Committee regarding a response to an application in February. Clerk has apologised to the Case Officer and requested that our comments are disregarded. Will be apologising to the applicant tomorrow. In this particular instance it appeared that the papers had not been read fully before the meeting and it is essential that this is done to avoid mistakes. High Street closure/works was cancelled due to the emergency works for a burst water main further up the High Street. Cllr Nicholas queried the

incident at the Moat. Clerk responded that it turned out not to be an unexploded bomb. Appears that children had been digging on Sunday and then the next day someone reported a possible bomb in the disturbed earth to the police. Cllr Bolitho raised an issue regarding plane trees on Lambs Lane near the Victory Way junction; one belonging to CCC and one belonging to SCDC. The tree to no. 42 has already been cut down. when last TPO issued? Two trees on Lambs Lane need to have a TPO as magnificent trees, needs to be resurrected. When was last TPO issued in Cottenham or South Cambs? Cllr Wilson thanked the Clerk regarding information on the defibrillator; will be discussed as and when we get more info.

- **Major developments** – Cllr Morris – Rule 6 status not appropriate in the case of the County application because it is less formal. Lau – the S106 document is being looked at currently by SCDC. Cllr Smith mentioned that some large earthworks were taking place on the Persimion site. NB: they are allowed to do site prep as part of outline permissions.
- **Village Hall & Nursery** – As per report. Noted that the case officer had changed.
- **Highways Improvements update** – Noted that the result of the LHI bid isn't looking good; County meeting on 13th March when we will receive the outcome.
- **High Street Post Box update** – As per report.

- 18/050. Neighbourhood Plan** – Consider approval of key policies outlined in the draft Neighbourhood Plan – Cllr Morris outlined as per reports pack. Going through some final amends and are now close to a form to consult on. SCDC expect screening options next week and this could be the last of the tweaks. Noted that Great Abington have now submitted their Plan however it is much simpler. Cllr Collinson asked if social media could be used to promote; yes. Discussion regarding whether there should be separate Facebook page or keep within the CPC page. There is a separate Facebook page but it needs content. WP to meet and open up to more people to look at mechanics of possibilities. Cllr Morris ran through the policies. Noted that the AECOM report mentions 9 buildings that should have protected status. Clarified that the Plan is pitched at the 8,000 population we anticipate living in Cottenham rather than the existing 6,500. Cllr Bolitho left the room at 8.30pm and returned at 8.31pm. At the moment the Plan is owned by the working party and it had to be adopted/endorsed by CPC before it goes to consultation. Resolution that CPC endorses the key policy groups outlined and referenced in the draft Neighbourhood Plan's "golden thread" (page 13 of the NP v4.1a). **RESOLVED.** Cllr Morris outlined next steps; working party to discuss publicity and use of social media.
- 18/051. Annual Parish Meeting** – Consider arrangements in support of the Annual Parish Meeting – Clerk outlined. It was suggested that the sports clubs were invited to host 'stalls'. There would also be information on the Neighbourhood Plan, Village Hall plans and WWI Centenary ideas.
- 18/052. Communications Policy** – Consider adopting the proposed Communication Policy and appoint a Communication Officer accordingly – Cllr Smith outlined. Clarified that the Communications Officer role was unpaid. Minor amends made. RFO left the room at 8.51pm and returned at 8.52pm. Resolution to adopt amended Communications Policy. **RESOLVED.** Resolution to appoint Cllr Dewey as Communications Officer. **RESOLVED.**
- 18/053. Holiday Club grant application** – Resolution to grant £250 to be used for one-week holiday club in summer 2018. **RESOLVED.**
- 18/054. Office licence** – Resolution to renew the license period for use of shared office and storage at the Community Centre which is due to expire on 31st March 2018. **RESOLVED.**
- 18/055. Tree survey** – Consider quote for the provision of a tree health & safety survey for The Green and Recreation Ground – Clerk outlined. Cllr Morris to speak to Mr Lorman regarding the possibility of transferring tree locations onto Parish Online. Cllr Graves clarified that the ground-level visual inspections was a common way of working and that is just an assessment of risk. Resolution to accept quote of £521.40 from Argenta for the provision of a tree health & safety survey for the Village Green and Recreation Ground. **RESOLVED.**
- 18/056. Rec Ground benches** – Resolution to accept quote of £510+VAT from Dom Sylvester for maintenance of benches on the Recreation Ground. **RESOLVED.**
- 18/057. Village Hall** – Resolution to accept quote of £468 from MP Cleaning for deep clean of the kitchen, toilets and hallway of the Village Hall. **RESOLVED.**
- 18/058. Anti-climb paint** – Resolution to accept quote of £285 from Bridgeman Maintenance for application of anti-climb paint to the Village Hall and Pavilion. **RESOLVED.** Cllr Nicholas left at 9.12pm, returned 9.14pm
- 18/059. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
HMRC	Vat payment	-	£ 732.92	
Cottenham United FC	Monies in re goalposts	£ 1,400.00	£ 1,400.00	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Overpower Fitness	Hire of the Rec ground for fitness classes	£ 36.00	£ 43.20	
Hire of Village Hall (ER)	Hire of Village Hall (ER)	£ 95.00	£ 114.00	
Cottenham United Sports & Social Club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	
Frimstone	Hire of Village Hall	£ 62.50	£ 75.00	
South Cambs District Council	Monies belonging to the Community Land Trust	£ 4,500.00	£ 4,500.00	
		£ 5,073.92	£11,116.62	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for March 18	£ 3,448.74	£ 3,448.74	-
HMRC	Tax and NI for February 18 (month 11)	£ 796.31	£ 796.31	-
Wilby and Burnett	Services for pre-application for new village hall/ Nursery	£ 3,825.00	£ 4,590.00	1079
Browns of Burwell	Oil for the recreation ground	£ 794.70	£ 834.44	1083
SSE - Southern Electric	Electric bill for the Green (DD)	£ 457.66	£ 549.19	1088
Cottenham Community Centre	Rent for the Parish Office	£ 1,300.00	£ 1,300.00	1089
AJ King	Monthly cost for Groundsman	£ 3,166.67	£ 3,800.00	
		£13,789.08	£15,318.68	
Expenses under £500				
Description	Net	Gross	code	
Legal and General	Pension costs for March 18 (DD)	£ 35.57	£ 35.57	-
Debbie Seabright	Costs re Sim card for the Pavilion	£ 8.31	£ 9.97	1080
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	1081
Calor Gas	Delivery charge	£ 17.13	£ 17.99	1082
AJ King	Extra work after storm damage	£ 125.00	£ 150.00	1084
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1085
Debbie Seabright	Stationery items	£ 7.25	£ 7.25	1086
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 270.96	£ 325.15	1087
		£ 542.22	£ 639.53	

Noted that CLT grant is being held by CPC until the CLT opens bank account – gone into suspense account and being held on the balance sheet only. Cllr Hodson left the room at 9.14pm. Resolution to pay these invoices. **RESOLVED.**

18/060. Management accounts – to review the monthly management accounts – Noted.

18/061. Bank reconciliation – to review monthly bank reconciliation – Noted. Cllr Hodson returned to the room at 9.16pm.

18/062. Matters for consideration at the next meeting – Items to Clerk.

18/063. Dates of next meetings – Planning 8th March, CALF 20th March, Planning 22nd March, Highways 27th March, FLAC 29th March, Full 3rd April

18/064. Close of Meeting - 9.20pm.

Signed _____ (Chair) Date _____