

COTTENHAM PARISH COUNCIL

Ordinary Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th May at 7.15pm

Present: Cllrs Rowley (Chair), Berenger, Bristow, Collier, Collinson, Heydon, Leeks, Mudd, Nicholas, Richards, Wotherspoon, CCC Cllr Jenkins, SCDC Cllr Harford, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 8 members of the public

- 14/121. Any Questions from the Public or Press – Standing Orders to be suspended** – Frank Morris commented on questions that he had sent to the Cllrs prior to the meeting. He suggested holding meetings in the Community Centre. He thanked Cllr Nicholas for supplying a copy of the parish plan. Regarding the new changing rooms he thought that the sports clubs should take responsibility. Ian Young asked for information on the year-end figures; it was confirmed that these were on the website. Mr Young also asked whether information on the PWLB was available. Cllr Mudd responded that a) the working party doesn't publish minutes so there was no formal document to show and b) the loan hasn't yet been applied for. Cllr Bristow mentioned that the Ladybirds loan details were all in the accounts. Cllr Mudd clarified that there was nothing on the agenda re. the changing rooms because there isn't anything further to discuss until a meeting with the architect has been held. Cllr Richards queried why Mr Morris wanted the meetings in the Community Centre; he responded that he wanted it to become more of a central hub for the village. Cllr Bristow pointed out that the Community Centre would charge for room hire whereas the village hall is free because the PC own the building. Both Cllrs Leeks and Collier confirmed the rates for the Community Centre and that a trustee would need to be present if the front hall was hired. It would be impractical to hold meetings every other month at both locations and would lead to confusion. Cllr Collinson commented on the parish plan and that it was in need of amending. It would cost quite a lot to provide a new document and he highlighted the Locality website as a good form of reference. Regarding Ladybirds, the PC decided to provide the building when the nursery became 'homeless'. Cllr Mudd mentioned that Ladybirds were paying the loan back so there was no direct cost to the parish. The matter of a trust for the changing rooms was already being investigated.
- 14/122. Standing Orders to be re-instated – Chairman's Introduction and Apologies** – Cllr Bolitho (illness), Cllr Brown (work), Cllr Beckford (work), RFO (illness), CCC Cllr Mason (personal).
- 14/123. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none.
- 14/124. Minutes** - To resolve that the minutes of the meeting of the Council/committee held on the 1st April (Ordinary meeting) was signed as a correct record. Cllr Heydon queried item 14/089 and additionally her abstention from item 14/085. Minutes amended accordingly. Proposed by Cllr Bristow and seconded by Cllr Mudd. **Resolved** unanimously. 3rd April (Planning 1) proposed by Cllr Collier and seconded by Cllr Nicholas. **Resolved** unanimously. 17th April (Planning 2) proposed by Cllr Berenger and seconded by Cllr Collinson. **Resolved** unanimously.
- 14/125. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Harford agreed with Cllr Jenkins report that it had been a quiet month. Following the last meeting of Environmental Services the kerbside textile collections trial had ceased. Cllr Berenger asked if there was any further news re. HC Moss. Cllr Harford was unsure when it was coming to Committee but the Highways report had now been submitted. Cllr Bristow commented on the recent G&T appeal where District was criticised on needs. Cllr Harford will be following up compulsory purchase matters. Cllr Nicholas also requested that SCDC were on the ball to ensure that the conditions imposed were complied with. Cllr Harford understood the concerns and has been asking questions regarding staffing but was unable to say more at this time.

- **CCC** – report circulated prior to the meeting. Cllr Jenkins reported that the drainage issues on the Twentypence Road were being dealt with in the next 2 weeks. Cllr Collinson raised safety concerns regarding the bus parking at the top of Victory Way for prolonged periods. Cllr Jenkins confirmed that this had been raised before but it would be worth looking at in conjunction with extending the bus route to cover more of the village.
- **Police** – no report available.
- **Clerk** – report circulated prior to the meeting. Cllr Mudd queried if the Cut Drain railings had been fixed. Clerk to follow up.

14/126. Finance

Income	Description	Net	Gross
Cottenham Day Centre	Feb/March and April invoice	780	780
Ladybirds	Utility costs recouped	521.97	521.97
Debbie Prince	Buggy boot camp Feb and March invoice	40	40
Cottenham Colts	Yearly invoice	1250	1250
Jane Williams	Aerobics (use of village hall) Feb & March invoice	360	360
Ladybirds	Quarterly rent Jan/Feb/Mar14	1554.95	1554.95
Cambridgeshire CCI	Grant towards bus shelter	1000	1000
SCDC	Remittance for 50% of Precept	118820.5	118820.5
Came and Company	Settlement cheque re insurance claim	9550	9550
SCDC	Payment for hall hire for Elections	75	75
Rugby club	Renegades Rugby pitch hire	40	40
Cottenham Bowls Club	Rent and Water charges	100	100
		134,092.42	134,092.42

Expenses	Description	Net	Gross
Salaries	Salaries for April 14	3649.24	3649.24
Salaries	Salaries for May 14	3726.35	3726.35
HMRC	Tax/NI for April 14	956.71	956.71
HMCR	Tax/NI for May 14	1006.97	1006.97
Mike Overall	To supply steel post re security costs	33.22	39.86
Birketts	Professional charges re Public Inquiry - Land at Smithy Fen	975	1202.62
Community Centre	Office rent	520	520
Birmingham Fuel Oil	2000 Ltrs Kerosene	1020	1071
Birmingham Fuel Oil	1000 Ltrs Gas oil	650	682.5
Aqarius Liquid			
Engineering	Call out - Pumps lifted and De Ragged	328	393.6
Aqarius Liquid			
Engineering	Routine inspection/service of the pumping station	360	432
The BC Group Trust	Crowlands Manor Site	458	544.6
Connections Bus	8 visits to Cottenham	1840	1840
Screens and Graphics	For Parish Council sign 'Cars parked at owners risk'	68.19	81.83
Rampton Motors	For petrol costs	100	100
AJ King	Invoices (£348)and Mileage costs (£11.20)	290	359.2
Nick West	Invoice: (£617.63) plus expense of purchasing Fan (£269.22)	886.85	886.85
Playsafety Ltd	Annual inspection of play area and Skatepark	175	210
Cambridge Water Co	War memorial	34.8	34.8
Talk Mobile	Clerks phone bill (DD)	14.5	14.5
	Cleaning products (£186.96 inc VAT) Toilet rolls (£39.90 inc VAT)		
CSA		189.05	226.86
EON	Electric Bill for the Recreation Ground	520.92	625.1
EON	Electric Bill for the Green	42.3	44.42
S137	2nd Rainbows Group Cottenham	220	220

S137	Fen Edge Archaeology Group	250	250
S137	Youth Cricket Team	270	270
S137	Cottenham Toy Library	500	500
S137	Mobile Warden Scheme	1500	1500
S137	Area Victim support	250	250
S137	Bowls Club	1000	1000
S137	Cottenham Day Centre	1200	1200
		23035.10	23839.01

Resolution to pay these invoices proposed by Cllr Richards and seconded by Cllr Mudd. **Resolved** unanimously. NB: Cllr Bristow advised getting comparisons to Birmingham Fuel Oils prices going forward.

14/127. Skate Park – To consider quote and design from Wheelscape for a new skate park – Cllr Berenger circulated the quote prior to the meeting and Wheelscape have visited to check the site. The cost of a climbing wall has been included which is cheaper than providing it separately and the quote still comes in at the original £80k. Following the issue of the year-end figures it appears that there is £46k in S106 money available with a further £11.3k on the way; this leaves the project £20k short which could be covered by the Amey Cespa grant. Cllr Bristow highlighted that the Council hadn't conformed to its own regulations regarding tenders. Cllr Harford also mentioned that planning permission may be needed. Cllr Mudd queried whether the design met the needs of the users and it was confirmed that it did. Cllr Nicholas asked what exactly it was that the PC were getting since the design hadn't actually been finalised. He also queried the financial information within the original business plan regarding only using £40k of PC funds towards the project. Additionally no previous mention had been made re. the climbing wall so he was confused as to where this idea had come from. Furthermore the Wheelscape quote mentions £450 for a Rospa inspection and why this was necessary. Cllr Berenger responded that the climbing wall could be removed if it was going to cause issues. She also clarified the quote process and Cllr Collier confirmed the financials which included £2.5k from SCDC. At one point we thought this figure would be nearer £10k but initially when Cllrs Mudd and Heydon went to a meeting with District they weren't going to give any money towards the project and the nature of grants is that nothing was guaranteed. Cllr Collier commented on the achievements of the working party and the negativity of the PC recently and that they should be more supportive. Cllr Heydon thought that the agenda should have mentioned the project cost although it was pointed out that the the figure was in the public domain and had been mentioned several times in the village newsletter and on our website; she was generally in favour of the climbing wall. Cllr Leeks highlighted that the PC had already agreed to the project in principle. He asked what money had been raised by the users and Cllr Berenger said that no fundraising activities had been undertaken as yet. Cllr Leeks queried the location of the skatepark. Cllr Berenger stated that the Cllrs had all been asked to a site meeting but very few had attended. Cllr Wotherspoon voiced his frustration that the project wasn't moving forward quickly and was fully supportive of the project. Cllr Bristow stated that we needed to take advice from CAPALC on the lawfulness of the tenders and the Clerk will investigate. Cllr Collier pointed out that for copyright reasons it was impossible for the companies to quote on the exact same design. Both Cllrs Leeks and Richards said that location plan would be needed, especially if planning were needed. This would potentially cause an 8 week delay on the start of the project. Cllr Berenger asked for clarification on the use of the S106 money but Cllr Mudd said there was no need for a discussion since the PC had already agreed the spend. Item deferred. Standing orders suspended. Members of the working party confirmed that there was nothing above 1.2m in height due to the sunken nature of the park and that services had been taken into account. Standing orders reinstated. Cllr Jenkins left the meeting at 8pm.

14/128. Lambs Lane bus shelter – To receive & consider quotes for a replacement bus shelter – Clerk circulated the 3 quotes prior to the meeting. Cllr Collier thought that the new shelter would improve safety and visibility at the Victory Way junction. Cllr Leeks queried why the shelter was being replaced. Clerk stated that the shelter was a magnet for ASB and there had been complaints

from residents with the police attending on occasion. Resolution that quote from Shelter Store be accepted at a cost of £2482.83 exc. VAT (inc. installation). Demolition of the existing shelter is £832 + VAT. Proposed by Cllr Nicholas and seconded by Cllr Bristow. **Resolved** unanimously.

- 14/129. Ash Tree on BGW** – To receive & consider re-shaping or felling of healthy tree following advice from tree surgeons – Clerk outlined the issues with the tree. One quote has already been received for £440 and the advice is to remove the tree. Resolution that CPC spend a maximum of £440 to remove the ash tree. Proposed by Cllr Bristow and seconded by Cllr Nicholas. **Resolved** unanimously. Clerk to advise residents.
- 14/130. Summer Reading Challenge** – To receive & consider grant towards the annual Cottenham Library reading challenge – Clerk outlined the event. Cllr Collier asked that the event was better advertised given the low attendance last year. Cllr Collinson suggested that Cllr Collier attend the event again this September. Cllr Bristow requested that the item is included in the November budget meeting figures so can be properly accounted for. Cllr Collier proposed giving the grant (£100) and this was seconded by Cllr Collinson. **Resolved** unanimously.
- 14/131. Moat** – To consider name for the Moat in relation to Country Wildlife Site status – Cllr Mudd outlined the background. Cllr Leeks suggested the name Crowlands Moat. Proposed by Cllr Leeks and seconded by Cllr Bristow. **Resolved** unanimously.
- 14/132. CVC 50th** – To receive & consider permission for use of the village hall for a charity event – Cllr Richards outlined the details of the event which is to raise money for Cancer Research. Proposed by Cllr Berenger and seconded by Cllr Collier. **Resolved** unanimously.
- 14/133. S106 agreements** – To consider signing of indemnities relating to 136 High Street and 282 High Street – Proposed by Cllr Bristow and seconded by Cllr Richards. **Resolved** unanimously.
- 14/134. Land between 105-108 Histon Road** – To consider having a water duct installed during the construction stage to the gifted land to provide water for future use. Approx cost £2000 – Cllr Bristow queried whether a water meter was included in the price. Resolution that a water duct and meter is installed to a value of £2k. Proposed by Cllr Bristow and seconded by Cllr Collinson. Resolved unanimously.
- 14/135. Land between 105-108 Histon Road** – To consider suggestions as to what is done with the gifted parcel of land – Various suggestions were made including burial ground, allotments and a community orchard. Residents to be consulted via our Facebook page and website.
- 14/136. Burial grounds** – To receive & consider issues regarding shortage of space at current burial grounds – Cllr Berenger wanted to bring the issue of the shortage of burial spaces to the attention of the Council; currently there are only 12 plots left in the Dissenters Cemetary. A working party needs setting up under the new Council to look into solutions – it takes approx. 10 years to set up a new burial ground! Cllr Bristow suggested that John Unwin would be able to clarify land issues. We need to establish provision and details of the Parish plot and Cllr Collinson suggested contacting the Diocesan of Ely. Cllr Bristow also suggested using Fen Reeves for ‘green burials’.
- 14/137. Cricket square** – To receive & consider handing maintenance of the square to the cricket club – Cllr Bristow circulated information prior to the meeting. A meeting has been held with the club with the proposal that they upkeep the square from 2015 onwards. The start date was delayed to 2015 to give the members time to get up to speed on the maintenance.
- 14/138. Fen Reeves** – To receive & consider on-going maintenance and future of the woods – Clerk outlined. The original committee have been disbanded and the question has been raised whether the PC want to formalise a working party. Cllr Bristow suggested asking Andre Snelson to report back regularly on the condition of the wood since he had been doing a great job of ‘keeping an eye’ on it. It was highlighted that the wood was 21 years old this year and that Cllrs Collinson and Wotherspoon were part of the original planting team.
- 14/140. Rec maintenance** – To consider quote from Aquarius Liquid Engineering for maintenance to pump at a cost of £424.20 + VAT – Proposed by Cllr Mudd & seconded by Cllr Richards. **Resolved** unanimously.
- 14/141. Annual Return 2013/14** – To consider that the Chair signs the Annual Return – Proposed by Cllr Bristow and seconded by Cllr Nicholas. **Resolved** unanimously.

- 14/142. CIL Consultation** – Resolution: Parish Clerk submits a response to the CIL (Regulation 123) 11th April 2014 (six weeks) Consultation with reference to the Parish Budget, Skatepark working group, and residents' Vision – Cllr Heydon outlined. It is important that we get anything we want funding for on the list. Cllr Rowley asked if there was any reason why we don't include everything on the Vision Plan wish list. Cllr Wotherspoon advised a more subtle approach. After April 2015 you can't have more than 5 S106 agreements. Cllr Heydon queried the 200 house rule. Cllr Wotherspoon said that it was not known but at the moment there are no intended developments. He advised speaking to James Fisher. If we put everything on the list it may be excluded later. Cllr Heydon to contact James Fisher before submitting a response. Proposed by Cllr Heydon and seconded by Cllr Richards. **Resolved** unanimously.
- 14/143. Clerk & RFO pay scales** – To receive and consider salary recommendations from CAPALC following review of Clerk's role (closed agenda item) – Chair proposed that the meeting was closed and this was seconded by Cllr Mudd. The meeting closed at 9.30pm. Unfortunately to date Cllr Rowley has been unable to get the information from CAPALC. Item deferred.
- 14/144. Grounds maintenance** – To receive & consider appointment of sub-contractor to carry out future grounds maintenance work (closed agenda item) – Cllr Bristow/Leeks/Mudd/Nicholas have discussed options and these have been circulated. The options are: we contract Andrew King, contract Groomfields or stay as we are. During the meetings Andrew stated that he didn't want to work for Groomfields. Andrew's quote was also cheaper. Cllr Leeks had raised concerns about his being a sole trader but these had been addressed. The recommendation is that Andrew King is appointed subject to schedule of works, including liability. The difficulty is regarding PC equipment that Andrew would like to own which is valued at £5160. We either open negotiations on the price or agree a price and let Andrew pay it off over a suggested 3 year period. Cllr Mudd also mentioned that Groomfields were reliant on Andrew working for them to do some of the required jobs. Additionally their quote was based on 5 and not the current 7 day availability we currently have. Cllr Richards said that he didn't believe Groomfields had the appropriate staff with spraying certificates so they would be unable to do some of the required work. Cllr Nicholas mentioned that there were some items of equipment that weren't required therefore these could be sold. Cllr Mudd mentioned that Andrew had won the Cambs FA Groundsman of the Year award again which was an obvious indication of his level of work. Cllr Collier queried whether we needed to make a decision on the equipment now but the response was no. Cllr Leeks clarified that by appointing Andrew we would have no insurance or security issues. Cllr Richards queried the situation regarding the cricket square; Andrew will maintain for now but the charges to the club need to be increased. Resolution that CPC accept Andrew King's quote dated 2nd May subject to conditions. Proposed by Cllr Leeks and seconded by Cllr Nicholas. **Resolved** unanimously. Cllr Leeks to contact to Groomfields and the Clerk will speak to Andrew King.
- The meeting re-opened at 9.57pm
- 14/139. Allotment security** – NB: this item was moved down the agenda to take item 14/144 into account. To receive & consider contributing towards the cost of a security gate at the allotments on Rampton Road at a total cost of £1286.60 + VAT – Cllr Mudd outlined. Cllr Leeks left the room. In light of the decision re. item 14/144 Cllr Mudd will go back to United Charities to say that the work isn't necessary. Cllr Leeks returned to the room.
- 14/145. Matters for consideration at the next meeting** – Painting of existing changing rooms (Cllr Richards), Skatepark (Cllr Berenger)
- 14/146. Dates of next meetings** – Planning Meeting 8th May (P1), Planning Meeting 22nd May (P2), AGM 3rd June. Cllr Wotherspoon gave his apologies for the AGM.
- 14/147. Close of Meeting** – 10pm

Signed _____ (Chair) Date _____