

COTTENHAM PARISH COUNCIL

Full Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th October 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collinson, Heydon, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Young, Wotherspoon, CCC Cllr Mason, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 2 members of the public (inc. PCSO James Fuller)

- 14/271. Chairman's Introduction and Apologies** – Apologies accepted from Cllrs Collier (personal), Beckford (work), SCDC Cllr Harford (work) and CCC Cllr Jenkins (work).
- 14/272. Public participation – Standing Orders to be suspended.** Resident spoke regarding the Post Office consultation. Cllr Leeks responded that SCDC Cllr Harford had been in contact with a representative from the Post Office regarding meeting with the Parish. Additionally we had received correspondence today from Jigs. He stated that “following discussions with Kim he wished to withdraw his offer to take on the Post Office and suggested that she should pursue and offer from a Sub Postmaster to purchase the shop and run the business as this would keep the Post Office in the centre of the village which would benefit all residents”.
- 14/273. 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 received.
- 14/274. Minutes – Resolution** that the minutes of the meeting of the Extraordinary Council meeting held on the 30th September be signed as a correct record. **RESOLVED.** Resolution that the minutes of the Finance Committee held on 29th July be signed as a correct record. **RESOLVED.** PCSO Fuller arrived at 7.43pm.
- 14/275. Reports**
- **SCDC** – report circulated prior to the meeting. No comments. Cllr Wotherspoon left the room at 7.57pm.
 - **CCC** – report circulated prior to the meeting. Cllr Young asked again about the surface dressing on Histon Road and the issues that it had left which needed addressing. Cllr Mason reported that they were still trying to arrange a site visit with the Officer to look at the problems. Enforcement has been to Cottenham Skips regarding out of hours work. Stronger enforcement may be necessary regarding pathway issues around the site. Work had been undertaken to clear the verge along the cyclepath however the cuttings had been left which in itself was causing problems. Cllr Young asked whether the work for the surface dressing had been signed off by County but Cllr Mason was unable to confirm. Cllr Collinson asked about the street lighting and when it was due to be completed. Histon Road has not been done and various other jobs have been left unfinished. List to be compiled and sent to Cllrs Jenkins and Mason + Emma Murden for response. Cllr Wotherspoon returned to the room at 8.12pm. Cllr Mason reported that the news from the General Purposes Committee today was not good and severe cuts were possible i.e. may need to dim street lights and remove waste services. The Young Peoples service may not be able to deliver their statutory responsibility. Cllr Mason was thanked for his Northstowe drainage response.
 - **Clerk** – report circulated prior to the meeting. Updates: 1) Met with agent for TW on 7th Oct. They have been instructed to clear the ditch on BGW by the end of the month. However job is far bigger than initially thought and will require the removal of the majority of the hedging. Agent to report back to client and confirm how this will progress. 2) The inclusive boat seat has arrived and is now installed. The lights on Sovereign Way, Paxton Close and Leopold Walk have all been numbered as of 7th October. 3) Shelter Store, who were going to supply the new bus shelter, have gone into liquidation. Paperwork from administrators has been given to RFO and

FLAC Chair for completion and return. FLAC to look whether there is sufficient budget to purchase replacement this year. Cllr Young also queried whether a credit card was needed. 4) Les King Wood: The contractor will be cutting the 'rides' shortly. He will return over the winter to cut back the scrub. They are trying to organise Community Payback to do some work inc. removing the tree guards.

- **Police** – update from PCSO James Fuller (arrived 7.49pm). The police panel meeting is taking place next week when new priorities will be set. All suggestions welcome. Cllr Mudd asked for further details about a recent incident on the allotments. Speedwatch is doing well and the public can nominate streets to hold police speed checks on. Cllr Heydon thanked the police for attending a recent Speedwatch event and the positive effect it had had.

14/276. Finance

Income	Description	Net	Gross
SCDC	Remittance 106 monies	£ 4,962.00	£ 4,962.00
Sunflower care	Rent of Village Hall - one off event	£ 80.00	£ 80.00
Debbie Prince	Rent for July/Aug/Sept	£ 96.00	£ 96.00
Kids Only	Rent for June	£ 845.00	£ 845.00
Precept	2nd installment	£ 118,820.50	£ 118,820.50
Day centre	Rent for August	£ 240.00	£ 240.00
Jane Williams	Rent for August	£ 80.00	£ 80.00
John Lawsons Circus	Rent for the green	£ 180.00	£ 180.00
		£ 125,303.50	£ 125,303.50
Expenses	Description	Net	Gross
Salaries	Salaries and back pay	£ 5,311.56	£ 5,311.56
HMRC	Tax and NI	£ 2,075.64	£ 2,075.64
The BC Group Trust	upkeep of Crowlands manor	£ 556.00	£ 667.20
Andrew King	Hire of equipment	£440.00	£ 528.00
Andrew King	Mileage expenses	£9.60	£ 9.60
Came and Company	Insurance renewal	£ 4,859.26	£ 4,859.26
Debbie Seabright	Expenses re stamps and stationery	£ 28.37	£ 28.37
PHS Group	2014-15 notice re. waste at Village Hall	£ 69.95	£ 83.94
Cottenham Computer Services	Repair to RFO computer and Virus protection	£ 79.99	£ 79.99
Connections Bus	Payment for Connections bus in summer holidays	£ 1,185.00	£ 1,185.00
Cambridge Water Co	Water bill	£ 34.80	£ 34.80
PHS Group	Annual charge re 3 sanitary disposal units	£ 673.53	£ 808.24
EON	Electric bill for the Recreation ground	£ 393.28	£ 393.28
Birmingham fuel oils	Oil bill for the Recreation ground	£ 677.25	£ 677.25

Resolution to pay these invoices. **RESOLVED.** NB: Cllr Mudd will contact Kids Only regarding arrears.

- 14/277. Cottenham Post Office** – To consider response to the 6 week consultation re. proposed move to new premises – Cllr Collinson felt that CPC should pursue a public meeting with the Post Office representative. Clarification is needed on where parcels could be collected from. Cllrs Wotherspoon and Berenger queried whether 'Click and Collect' may be a viable option for the existing premises as this may provide revenue and also a valuable service to residents. Concerns were raised about additional traffic movements arising from the possible loss of the sorting office. Actions: CPC to thank Jigs for his interest and encourage him to revive his offer if necessary. Cllr Nicholas to speak to Kim to clarify the facts and report back. Once in possession of the facts CPC to write to the Post Office and Royal Mail requesting information on the full

range of services that will be available to residents. Standing Orders suspended at 7.40pm. Cllr Mason spoke as a resident so request that if there was a public meeting there should be a representative from the Royal Mail too to inform residents of the rationale and services to residents. Standing orders reinstated at 7.43pm.

- 14/278. Vision Plan Questionnaire** – To receive feedback on results of the Vision Plan questionnaire – Cllr Ward outlined the background. The feedback was based on just 217 replies which is disappointing (NB: 5 more replies have been received since the data was compiled however these won't alter the overall results). Although it doesn't give us a mandate to action anything the data is still useful. The 4 key items are: swimming pool, links to other villages, circular walks and marked walking routes. Cllr Ward was thanked. The strategy will go forward via the Facilities Committee.
- 14/279. Northstowe Phase 2 consultation** – Resolution to submit a Cottenham Parish Council response to the Northstowe Phase 2 Consultation. **RESOLVED.** Cllr Heydon was thanked for her work on this document. NB: any amends need to be sent to Cllr Heydon by 14th October.
- 14/280. Cottenham Feast** – Resolution to have a stall to promote CPC activities. **RESOLVED.**
- 14/281. Co-option to committees** – Resolution to co-opt Cllr McCarthy onto the Planning and Highways Committees. **RESOLVED.**
- 14/282. Health & Safety Policy** – Cllr Morris gave the background on this item (as per reports pack). This is intended as a broad document only. Resolution to adopt H&S policy. **RESOLVED.**
- 14/283. Wiser Recycling** – Resolution to set up an electrical recycling collection scheme. **RESOLVED.**
- 14/284. Human Resources** – Cllr Leeks outlined the advice from CAPALC on this matter. Resolution to set up a Human Resources Committee consisting of Cllrs Berenger, Nicholas and Ward. **RESOLVED.**
- 14/285. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed .
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw. The meeting closed at 9.06pm.
- 14/286. Contract for grounds maintenance (closed item)** – Resolution to accept agreement amends as per our solicitors advice to progress the contract. **RESOLVED.**
- 14/287. Matters for consideration at the next meeting** – Connections Bus (Cllr Young), changing rooms (Cllr Morris).
- 14/288. Dates of next meetings** – Planning 9th & 23rd October, Highways 14th October, Facilities 21st October, Finance 22nd October, Full Council 5th November.
- 14/289. Close of Meeting** – 9.54pm.

Signed _____ (Chair) Date _____