

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on 1<sup>st</sup> August 2017 at 7.15pm

- Present:** Cllrs Morris (Chair), Bolitho, Collinson, Hodson, McCarthy, Mudd, Ward, Wilson, and Wotherspoon and Assistant Clerk (AC).
- 17/166. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (work) Nicholas (sick) and Young (personal). Cllr Collier (absent).
- 17/167. To accept Declarations of Interest and Dispensations** – Cllr Morris declared a pecuniary interest in item 17/192 ref Vodafone rebate; £17.53 refunded via Cllr Morris, duly repaid to CPC. Cllr Dewey declared a pecuniary interest in item 17/192 ref Birketts expenses; partner is a solicitor (not planning) at Birketts. Cllrs Dewey and Morris will leave the room during 17/192 discussions.
- 17/168. Minutes - 17/148 'Another Other Business'** amended to 'Any Other Business'. Resolution that the amended minutes of the meeting of the Full Council meeting held on the 4<sup>th</sup> July 2017 be signed as a correct record. **RESOLVED**
- 17/169. Public participation** – none present.
- 17/170. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris outlined press release issued earlier today by SCDC ref Smithy Fen.
  - **CCC** – report circulated prior to the meeting. Cllr Collinson concerned that the report appears to indicate that Histon Children's Centre is due to close. Cllr Wotherspoon understands that Histon is not closing, however some of the services offered will be changed.
  - **Clerk** – report circulated prior to the meeting. Cllr Wotherspoon is now aware of the location of the damaged/missing signs and is working his way through a long list of Cottenham issues. Cllr Wotherspoon said that he has been working with Cottenham Skips and Environmental Health to reduce dust pollution. Cllr Mudd queried if costs have been recouped from the culprits for the playhouse table replacement. Hedging Plant behind 70 Lambs Lane to go on next Full Agenda. Cllr Mudd asked if we were actioning the weeping ash on the pond – yes (awaiting quotes). Heras fencing still in situ on Tenison Manor, Cllr Morris to follow up. Cllr Bolitho queried Data Protection issues with publishing Issues Log with names on – to go on next Full Agenda.
  - **Neighbourhood Plan** – NP Working Party – Cllr Morris outlined report. Members of Working Party meeting SCDC-funded freelance Planning Inspector on 2<sup>nd</sup> August to discuss next stages.
  - **Update on Highways projects** – Cllr McCarthy outlined as per report.
  - **Standards Committee** – confidential report circulated separately. Standards Committee Meeting to be held on 2<sup>nd</sup> August.
- 17/171. Facilities Committee – Resolution:** CPC approves Andrew King (Groundsman) joining the Facilities Committee (CALF) as a representative – **RESOLVED**
- 17/172. Highways Committee – Resolution:** CPC approves Cllr Dewey joining the Highways Committee as a Councillor member – **RESOLVED**
- 17/173. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson no update to report, nothing else Heidi Allen can do. . Clerk to contact Audrey Brownlow for update, defer to September meeting.
- 17/174. Mental Wellbeing in the Community** – Defer to September meeting.
- 17/175. Play area roundabout surfacing repairs** – Cllr Ward queried as to why Fenland Leisure was so much cheaper than other quotes, have we used them before? – yes. **Resolution:** CPC authorises Clerk to accept quotation from Fenland Leisure for edge repair around the roundabout for a total cost not exceeding £250+VAT (from 7403 Play Area budget). **RESOLVED**
- 17/176. Play area multi-swing surfacing repairs – Resolution:** CPC authorises Clerk to accept quotation from Fenland Leisure for fibrefall under the pendulum swing for a total cost not exceeding £800 +VAT (from 7403 Play Area budget) **RESOLVED**
- 17/177. Play area slide mound repairs – Resolution:** CPC authorises Clerk to accept quotation from Matta for slide mound repairs for a total cost not exceeding £4,000 +VAT (from 7403 Play Area budget) **RESOLVED**

- 17/178. Budget – Resolution:** CPC authorises RFO to transfer £6,000 from Open Space budget (budget £45,000) to Play Area budget (no budget provision on 7403) **RESOLVED**
- 17/179. Tennis net winder handles – Resolution:** CPC authorises Clerk to purchase (Rec Ground General Costs) 2 handles, approx. cost £50+VAT **RESOLVED**
- 17/180. New Life on the Old West –** Cllr Morris outlined as per report, project objective is to encourage wildlife, by developing existing public green spaces as wildlife “stepping stones”. **Resolution:** CPC authorises Chair to provide a letter of support to the project (no financial commitment) **RESOLVED**
- 17/181. Summer Reading Challenge – Resolution:** CPC nominates Cllr Ward to attend the event on CPC’s behalf. **RESOLVED**
- 17/182. Village Green electricity box – Resolution:** CPC authorises Clerk to arrange replacement (Open Space - Village Green maintenance) of the box within a maximum of £1,500+VAT. **RESOLVED**
- 17/183. Village Hall –** Cllr Morris outlined report circulated prior to meeting and answered Cllrs questions. Emphasis is on gaining Highways approval for the access road before any plans are likely to be approved. The refused plan includes an integrated nursery, the proposed reduced mass and scale design would not. New drawings will be needed and business plan needs re-assessment. Cllr Hodson left the meeting at 8.08pm. The Planning Team Leader has offered to personally supervise a second pre-application report. New plan would aim to house all the facilities the first plan included (with modifications), excluding the nursery. An independent nursery build may need to be built in another location – proximity to CPS important but open country side site not allowed according to SCDC planning policy. A planning appeal on the refused design has not been ruled out, especially if any of the large speculative developments are approved. **Resolution:** CPC agrees to commission, with possible support from our architects and traffic consultants, a traffic pre-application report from County Highways; and subsequently identify a pragmatic solution to improved pedestrian and road access to the Recreation Ground with cost not to exceed £3,000+VAT (from Open Space reserve) **RESOLVED**
- 17/184. Data Protection – Resolution:** CPC authorises Clerk and RFO to participate in Data Protection webinar within a maximum of £100 + VAT. **RESOLVED**
- 17/185. Second field – Resolution:** CPC authorises Clerk and Groundsman to arrange verti-draining of two second field pitches within a maximum of £700 + VAT. **RESOLVED**
- 17/186. Portable goalposts - Resolution:** CPC authorises Clerk (with advice from Groundsman) to purchase (from Open Space reserve) two sets of portable league-standard football goalposts within a maximum cost of £2,600+VAT, as a CPC asset managed by the Groundsman. **RESOLVED**
- 17/187. Local Highways Initiative –** Cllr Morris outlined LHI procedure. Evidence gained from a Mobile Vehicle Activated Sign (VAS) can be used to support requests for increased speed monitoring and other work necessary to lower speed limits. Speedwatch is supported by Police – T&T WG are working to recruit volunteers to restart Speedwatch. **Resolution:** CPC agrees to support (inc. £7,500 from 2018/9 Highways budget) a CPC-led LHI bid for a zebra crossing near the Post Office. **RESOLVED**  
**Resolution:** CPC agrees to support (inc. £2,500 from 2018/9 Highways budget) a T&T WG-led LHI bid for a mobile Vehicle Activated Sign as a CPC asset possibly managed by the Groundsman. **RESOLVED**
- 17/188. Major developments –** Planning Committee has resolved (17P/136) that Cllr Morris, with legal support if necessary, should be CPC’s representative at SCDC Planning Committee meetings on 2nd and 9th August 2017. The three major applications are being heard on 9<sup>th</sup> August; S/2876/16/OL (CCC - 154), S/2413/17/OL (Gladman3 - 200 and up to 70 apartments with care), and S/1606/16/OL (Persimmon - 126). Cllr Hodson returned to the meeting at 8.27pm.
- 17/189. Public art – Resolution:** CPC agrees a 6-month extension of qualifying grant period to allow completion **RESOLVED**
- 17/190. Remembrance Day –** Cllr McCarthy outlined problems experienced last year in obtaining the correct number of signs. **Resolution:** CPC authorises Clerk to purchase (Highways budget 7702) safety signs as CPC assets at approx. cost of £400+VAT **RESOLVED**
- 17/191. s.106 agreement –** to consider signing indemnity related to payments of £3,131.78 (Open Space) and £528.55 (Community Facilities) due under usual covenants on planning application S/0101/11 related to Oxholme Farm, CB24 8PU - **Resolution:** CPC authorises two Councillors (Morris and Mudd) to sign the indemnity on CPC’s behalf. **RESOLVED**
- 17/192. Finance**  
 Cllrs Dewey and Morris left the meeting at 8.36pm. Cllr Mudd took over as Chair.

Income	Description	Net	Gross
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70
Debbie Prince	Invoice payment - June 17	£14.00	£16.80
Jane Williams	Invoice payment - June 17	£92.00	£110.40
Day Centre	Invoice payment - May and June 17	£225.00	£270.00
Cottenham United Football Club	Annual invoice payment	£1,400.00	£1,680.00
Ladybirds	Quarterly payment	£1,554.95	£1,554.95
Katherine Barnwell	Rent of Village Hall	£150.00	£180.00
Vodafone	Rebate of monies due	£17.53	£17.53
HMRC	VAT payment	-	£4,182.21
Debbie Wiltshire	Rent of Village Hall	£25.00	£30.00
Lucy Dumbrell	Rent of Pavilion	£30.00	£36.00
Gerald Brown	Rent of Pavilion	£30.00	£36.00
Baby Clinic	Rent of Pavilion for Clinic sessions	£103.50	£124.20
		<b>£4,515.90</b>	<b>£9,286.79</b>

#### Expenses over £500

Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for August 17	£3,454.35	£3,454.35	
HMRC	Tax and NI for July 17 (month 4)	£856.50	£856.50	
British Gas	Electric Bill for the Recreation ground	£657.52	£789.02	900
Birketts	Professional advice re Judicial review	£859.98	£1,031.98	903
Beacon Planning Ltd	Heritage report for Gladman appeal	£1,862.00	£2,234.40	904
Cottenham United Sports and Social Club	Contract services from Apr - June 2017	£1,130.00	£1,130.00	905
H&H Acoustic Technologies	Environmental noise assessment	£1,050.00	£1,260.00	907
AJ King	Crowlands Moat Maintenance (3 months)	£500.00	£600.00	911
Connections Bus Project	Cost of 10 week babysitting course in Cottenham	£1,000.00	£1,000.00	914
Birketts	Planning advice to date	£2,225.00	£2,716.44	917
MTC Engineering	Survey Costs - re Village Hall	£490.00	£588.00	918
Nick West	Cleaning costs June 17	£621.00	£621.00	922
Nick West	Cleaning costs July 17	£536.63	£536.63	923
AJ King	Monthly contract cost	£2,536.24	£3,043.48	924
		<b>£17,779.22</b>	<b>£19,861.8</b>	

Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for August 17 (DD)	£35.92	£35.92	
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	897
Debbie Seabright	Expenses re sim card at the Pavilion	£8.31	£9.97	898
Sam McManners	Expenses re refreshments for T&T meeting	£2.82	£2.82	899
Anglian Water Business	Sewerage charges for Sports and Social Club (6 monthly)	£324.58	£324.58	902
Business Consultancy	Payroll Processing	£28.00	£33.60	906

Services				
SSE - Southern Electric	Electricity at the Pavilion (DD)	£246.58	£295.89	908
Debbie Seabright	Expenses re subscription for Office 365	£79.99	£79.99	909
AJ King	Work at the Play area of the Rec ground	£30.00	£36.00	910
Debbie Seabright	Stamps	£6.72	£6.72	912
CamAlarms Ltd	Service of doors in the Pavilion	£70.00	£84.00	913
SLCC	Annual membership	£177.00	£177.00	915
Sam McManners	Energy saving light bulbs for Pavilion x 6	£14.28	£17.10	916
British Gas	Electric bill for the green	£123.23	£129.39	919
Debbie Seabright	Paper	£4.00	£4.00	920
DRE - Pest Control	Control of wasp's nest on playing field	£60.00	£72.00	921
		<b>£1,261.43</b>	<b>£1,368.98</b>	

Cllr Wilson – any more legal costs? Cllr Mudd understands that above figures are up-to-date. Cllr Bolitho queried VAT on paper? RFO to investigate correct procedure re obtaining VAT receipts. **Resolution:** CPC authorises the RFO and two Councillor signatories to pay these invoices **RESOLVED**. Cllrs Morris and Dewey returned to the meeting at 8.42pm. Cllr Morris reinstated as Chair.

- 17/193. Management accounts – Resolution:** CPC notes the Management accounts **RESOLVED**
- 17/194. Bank reconciliation –** Cllr Mudd queried payment re VAT rounded down from £4,182.21. Cllr Ward requested that ‘-’ is not used as could be mis-interpreted as a negative figure. ‘Easton’ Landscape Service should read ‘Eastern’. **Resolution:** CPC notes the Bank reconciliation report **RESOLVED**
- 17/195. Matters for consideration at the next meeting -** Post box – Cllr Collinson, Issues log distribution – Cllr Bolitho, Hedging Plant behind 70 Lambs Lane - Clerk
- 17/196. Dates of next meetings –** Standards 2<sup>nd</sup> Aug, Planning 3<sup>rd</sup> Aug, Planning 17<sup>th</sup> Aug, Full 5<sup>th</sup> Sept.
- 17/197. Close of Meeting –** 8.50pm

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