

# COTTENHAM PARISH COUNCIL

## Full Council Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1<sup>st</sup> July 2014 at 7.15pm

**Present:** Cllrs Leeks (Chair), Beckford, Berenger, Collinson, Heydon, Morris, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, CCC Cllr Jenkins, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 10 members of the public + 2 SCDC Officers

**14/205. Chairman's Introduction and Apologies** – Cllr Leeks highlighted the litter pick which was taking place on 5<sup>th</sup> July and the current vacancy. He has met with fellow Chairs from neighbouring villages with a view to setting up a meeting to share ideas across the Parishes. Cllr Nicholas was congratulated on his recent milestone birthday! Apologies received from Cllrs Bolitho (business), Collier (business) and CCC Cllr Mason (business).

**14/206. Guest speakers:** Jane Green, Head of New Communities and Ian Lorman, Tree Officer, SCDC were welcomed; they had been invited to speak about the removal of the Lime trees outside 333 High Street. Jane started by saying that she has been overseeing trees and conversation since February 2014 and Ian joined only a few months ago. A TPO went to the SCDC Planning Committee in April where it was agreed to let it lapse. The County Council then submitted a tree felling application. The TPO lapsed on 2<sup>nd</sup> April and there is then a 28 day period for people to comment. It was the opinion of the conservation officer that there was an affect on the wall. Residents who had previously owned the property argued that the wall hadn't changed for 80 years. The question was asked as to why was there such undue haste in removing the trees. Jane stated that this was a question for County to answer and she is trying to meet with the County Trees Officer. It was also asked why there was no consultation with neighbouring residents. SCDC thought this had been done. Resident asked why tree orders weren't available on the SCDC website in the same way as planning applications since this limits the ability of the public to know about these orders. Cllr Richards asked whether a structural engineers report regarding the wall was available but Ian responded that District hadn't carried one out. Cllr Collinson commented that it sounded like it was just a brief visual inspection of the wall rather than anything more in-depth. He was also surprised that neither our District or County Cllrs mentioned anything about the situation prior to the removal of the trees. Cllr Young said that he found the situation incredulous and questioned what was 'nuisance actionable by law'? Ian said it was the likelihood of damage to the wall and that advice was taken from the Conservation Officer. The owner of the wall had also needed to provide a structural report to back up his claim regarding damage but this hadn't been seen by District and it was between County and the owner. Ian had to take the opinion of a professional officer, in this instance the Conservation Officer, before the decision to revoke the tree order was made. Cllr Leeks said that it was obvious there was a strong depth of feeling within the village on the issue of the removal of the trees. Cllr Mudd mentioned that 2 trees had previously been removed from the same site and the PC had been consulted and was involved in meetings so wanted to know why we hadn't been invited to site visits on this occasion. Also it was asked if the trees were checked for nesting birds but the District Officers were unable to answer and the question should be directed to County. Cllr Leeks mentioned that replacement trees had been offered by County. A summary of the questions will be compiled and circulated. Jane requested that the questions were sent to both County and District.

**14/207. Public participation – Standing Orders to be suspended** – No questions.

- 14/208. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Collinson declared a pecuniary interest in item 14/220.
- 14/209. Minutes** - To resolve that the minutes (circulated to members) of the meetings of the Council/committee be signed as correct: 3<sup>rd</sup> June (Ordinary meeting) – Cllr Bristow removed from list of those present. Proposed by Cllr Mudd and seconded by Cllr Richards. **RESOLVED.** 5<sup>th</sup> June (Planning) proposed by Cllr Nicholas and seconded by Cllr Morris. **RESOLVED.** 19<sup>th</sup> June (Planning) proposed by Cllr Nicholas and seconded by Cllr Berenger. **RESOLVED.**
- 14/210. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Edwards gave an update regarding a briefing he attended in Waterbeach which may affect many areas of Cambridgeshire. The 5 year housing supply is ‘shared’ with City and whilst a lot of development has been going on there, very little has been done in South Cambs. The Inspector has concluding that this joint arrangement isn’t acceptable and therefore SCDC only have a 3 ½ year supply. This is extremely significant and the net result is that it may mean development outside village frameworks. He is still waiting to hear whether SCDC can appear. Cllr Collinson asked if a developer could challenge the Local Plan. In terms of the enquiry the Inspector will look at it holistically. Cllr Edwards stated that everywhere is at risk if it is sustainable. Cllr Leeks asked if other districts were affected or just SCDC and it would appear that other districts are affected. Cllr Harford also highlighted that the Inspector used a different calculation for the housing supply. Further news on this issue when available.
  - **CCC** – report circulated prior to the meeting. Cllr Ward asked about the loss of the 106 bus. Last year there had been discussion re. the Histon & Impington mini bus there were also talks about speaking to Stagecoach re. going down as far as Brookfields to serve the far end of the village. Cllr Jenkins responded that if we express an interest then a meeting could be set up with Stagecoach. There is funding available via the Cambridge Future Transport fund which may help and he will look into this.
  - **Police** – no report received.
  - **Clerk** – report circulated prior to the meeting. Further traffic updates given. Cllr Mudd suggested looking at claiming on the insurance for the cost of the inclusive boat swing; Finance Committee to discuss.
  - **Northstowe** – report circulated prior to the meeting.
  - **Cottenham Festival** – Cllr Beckford gave a verbal report. The Festival went extremely well with 23 groups/organisations from the village involved. The Vision Plan questionnaire was launched and we received lots of questions on our stall. On the downside there had been parking issues on Lambs Lane and some clubs had been missed. To date we have made approx. £500 which we should look to invest in some facilities asap. Residents have asked for another event to be held. Cllr Beckford was thanked for the huge effort he had put into the event.

**14/211. Finance**

Income	Description	Net	Gross
Debbie Prince	Rent for May	24	24
Jane Williams	Rent for April/May	240	240
Michelle Plowman	Rent for April	820	820
Cottenham United FC	Annual charge for use of the Recreation grounds	1250	1250
Cottenham Day Centre	Rent for May	240	240
Ladybird Pre-school	Recouped Utility costs	352.09	352.09
	<b>TOTAL</b>	<b>2,926</b>	<b>2,926</b>
<b>FESTIVAL</b>			
Cottenham Festival	Sale of tickets for the dance	730	730
Cottenham Festival	For use of a stall at Cottenham festival	200	200

Bowls Club	Donation to the Parish council re Cottenham Festival	10	10
Cricket Club	Donation to the Parish council re Cottenham Festival	30	30
Womens Institute	Donation to the Parish council re Cottenham Festival	5	5
Kebab Van	Donation to the Parish council re Cottenham Festival	60	60
Tony's Ices	Donation to the Parish council re Cottenham Festival	80	80
Fair ground	Donation to the Parish council re Cottenham Festival	40	40
Raffle	Raffle at the Cottenham Festival	129	129
Skate Park Raffle	Raffle at the Cottenham Festival	83	83
	<b>TOTAL</b>	<b>1,367</b>	<b>1,367</b>

<b>Expenses</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Eight Associates Limited	Works up to tender stage re Changing rooms	450	540
Debbie Seabright	Receipt book and envelopes	6.88	6.88
Staples	Stationery	71	85.2
Travis Perkins	Pack of Washers	1.18	1.42
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service	94	112.8
Collier Turf	Weedkiller	467	560.4
Bob Hopper and Co Ltd	Call out and temporary fix of the oven at Village Hall	69.5	83.4
King and Co Solicitors	Legal costs - Football Foundation & registration of CPC land	1324	1604
The BC Group Trust	Crowlands Manor Site	268	321.6
The BC Group Trust	Tree felling, de-ivying over two days	300	360.6
Acacia Tree Surgery	Removal of tree on BGW	420	504
Old West Internal Drainage	Annual costs	72.48	72.48
EON	Electricity bill for The Green (DD) Monthly	18.07	18.97
EON	Electricity bill for The Rec (DD) Monthly	433.06	519.67
AJ King	Mileage expenses	9.6	9.6
AJ King	Invoices re Hire of Equipment	490	588
Salaries	Salaries for July 14	3987.28	3987.28
HMRC	Tax/NI for July 14	1183.83	1183.83
Nick West	Cleaning April 14 + mouse traps & rodent killer	670.3	670.3
CSA	Toilet paper (£39.90)/Hoover bags and soap	51.64	61.97
Travis Perkins	Sealant/Handwash/ Flat Packers Bags/Hinges	36.63	36.63
Jo Brook	Expenses - Toner for printer	15	15
T-Mobile	Office phone - June (DD)	10.72	2.15
SLCC	Membership fees	147	147

#### **FESTIVAL**

Dean Minter	PA and Kids Disco for the Cottenham Festival	250	250
Steve Buttercase	Band for Saturday at the Cottenham Festival	250	250

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Cllr Mudd once again raised the rent arrears by Kids Only and this is being looked at. Cllr Ward asked if it was possible to amend the format to show decimal points; RFO to investigate. Resolution to pay these invoices. **RESOLVED.**

**14/212. Removal of Lime trees outside 333 High Street** – To consider PC response following removal of the trees – Cllr Leeks requested that the item was moved up the agenda and this was agreed. Cllr Mudd requested that any replacement trees should be mature and he also suggested that some of the replacement trees should go on The Pond. Cllr Collinson queried why there had been no comment from CPC regarding the application heard at our meeting on 8<sup>th</sup> May and Cllr Heydon outlined. She also mentioned that no comments had been received from residents or other

councillors regarding the application. It would have been too late to move to the next meeting and had we been notified earlier it would have been ok. Cllr Nicholas said that with a planning application the neighbours would have been written to. What is apparent here is that given that the trees were significant (as highlighted in the SCDC report) that the neighbours should have been consulted. Cllr Young said that given the public reaction we should look at replacements on the verge nearest the location and we should consult with the nearby residents. Residents were asked to submit their questions to the Clerk which will be amalgamated and sent to SCDC and County for a response. Cllr Collinson stated that County need to answer questions and they had been irresponsible in this matter. Clerk to ascertain the size of the replacement trees being offered and we need to get advice on the type of trees.

- 14/213. Terms of Reference** – To consider approval of Terms of Reference for the following committees: Finance, Admin & Legal, Highways, Amenities, Planning, Complaints – Cllr Leeks thanked Cllr Morris for his work on the Terms. Minor amends were made to some of the documents which Cllr Morris will circulate. Resolution that subject to amends all Terms of Reference are adopted. **RESOLVED.** Cllr Nicholas queried why this exercise had been done and what difference it would make to residents. Cllrs Beckford and Morris explained that it should speed up the decision-making process.
- 14/214. Skate Park** – To consider feedback from issues raised at May meeting – Cllr Beckford reported that a) no planning permission was required; b) the power cable under the area was not a main cable but he is waiting written confirmation; c) have received an excellent reference for Wheelscape and Cllrs Morris and Young are working on contracts; and d) Cllr Collier is preparing a funding report for the Finance Committee to consider.
- 14/215. Adopt a phone box** – To receive and consider adoption of the phone box on the High Street (near Denmark Road at a cost of £1 – Clerk circulated information prior to the meeting. Question raised re. on-going costs. Item deferred to Community Facilities Committee.
- 14/216. Crowlands Manor** – To consider quotes for new signage for the Moat following name change – Cllr Mudd circulated the quotes prior to the meeting. Resolution that quote 1 from Urban Signcraft be accepted. **RESOLVED.** Cllr Mudd to action.
- 14/217. Adoption of gifted land to rear of Icen Homes development** – To consider adoption of land between 108-122 Histon Road, to be known as WARG Field, gifted by Tony Fry. Estimated legal costs £350 + VAT – Cllr Leeks attended the official opening event. Resolution to adopt land between 108-122 Histon Road, to be known as WARG Field. **RESOLVED.**
- 14/218. Water connection to land rear of Icen Homes development** – To consider additional costs for installation of water meter to WARG Field over and above the £2k initially agreed (for water pipe and meter) – Clerk gave update to state that the meter wasn't included in the original figures. This item would be supplied by the water company anyway. No decision.
- 14/219. Appointment of members to committees** – Resolution that Cllrs Bolitho and Wotherspoon join the Traffic Committee (Cllr Nicholas stepping down). **RESOLVED.** Resolution that Cllr Morris joins the Amenities Committee. **RESOLVED.**
- 14/220. Appointment of member as representative to Primary School Governors** – To appoint representative for post of Governor – Cllrs Leeks and Beckford have met with the school. The Governor's have decided that they don't require a PC representative and instead termly meetings will be held with the school.
- 14/221. Appointment of Trustees to Cottenham Charities** – To consider re-appointment of Lynda Harford and Robert Clarke to the post of Trustee at Cottenham Charities – Clerk outlined that a request had been received from Malcolm Dee. The Trustees are a Parish appointment and this is a term of the Charity. **RESOLVED.**
- 14/222. Fen Edge Membership** – Resolution that membership of FECA is renewed at a cost of £15. **RESOLVED.**

- 14/223. Payroll** – To approve the outsourcing of our payroll – Cllr Young and the RFO outlined the rationale and considerable time saving to the RFO. One quote already at £25 + VAT. There may be issues with signatories and this needs to be looked into further. There was no objection in principle. Further quotes needed. Item deferred.
- 14/224. Banking arrangements** – To approve moving CPC monies into 5 separate accounts – RFO outlined the proposition to find the most appropriate accounts to safeguard monies and get better interest (we aren't covered by the FSCS scheme). Cllr Collinson asked if it would complicate payments but there would still be a primary account that payments were made from. Cllr Richards queried whether there would be extra costs but there are no extra costs incurred. Item deferred for further investigation.
- 14/225. Account signatories** – Resolution to change of account signatories to Cllrs Young, Mudd and Nicholas. **RESOLVED.**
- 14/226. Chair Training** – To consider arranging CAPALC outsourcing course for Chair and Vice-Chair (as budgeted) – Defer until course syllabus obtained.
- 14/227. 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.* **RESOLVED.** Meeting closed at 9.25pm
- 14/228. Changing rooms** – To consider statement regarding tenders (closed item) – Cllr Leeks read a statement regarding a meeting held on 13<sup>th</sup> May with W&B. An instruction to tender was given at that meeting although it isn't clear why, when the costs in the construction industry have gone up over the past 8 months. He has spoken with Trevor and is still no clearer regarding this decision. Since there was no resolution the instruction to tender wasn't legal and furthermore there doesn't appear to be a resolution for the initial instruction to tender last November. Additionally no newspaper adverts were placed as per our Standing Orders. Currently the new tenders are un-opened and are held in a safe at W&B. It is proposed that both the Finance and Facilities Committees review and assess the legal situation and project need. Cllr Mudd was thanked for his hard work and enthusiasm for the project. Cllr Mudd responded to say that it was unintentional that Cllr Leeks had been missed from the distribution of an earlier email and this was accepted by Cllr Leeks. Cllr Mudd expressed concerns regarding the possible loss of the Sport England grant in particular. Cllr Leeks queried the need for SO30 and this is perhaps something that the Finance Committee can look at going forward. He also felt it remiss of the previous Council to leave just one person to handle the project without any help. Cllr Wotherspoon left the meeting at 9.35pm. Cllr Mudd expressed surprise that there was no resolution for the original tenders. It was accepted that all finance items had been properly authorised and approved. It was noted that the new tenders aren't due into until the 4<sup>th</sup> July so they are currently hanging around. We need to regularise the situation and move forward. Cllr Nicholas asked if the grant monies could be taken away but Cllr Mudd didn't think this would happen. He will write to the FA to let them know that 'there is a procedural issue which is causing problems and we need to resolve but it is still the intention of CPC to build the changing rooms at the earliest practical point'. NB: this will check how 'patient' they will be. Email to be sent to Cllrs Beckford and Young first. Meeting re-opened at 10pm.
- 14/228. Matters for consideration at the next meeting** – Minor Highways Improvement Grant. Cllr Collinson gave his apologies.
- 14/229. Dates of next meetings** – Planning Meeting 3<sup>rd</sup> July, Planning Meeting 17<sup>th</sup> July, Ordinary Meeting 5<sup>th</sup> August.
- 14/230. Close of Meeting** – 10.03pm.

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