

COTTENHAM PARISH COUNCIL

AGM Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd June 2014 at 7.15pm

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

In attendance: 16 members of the public

- 14/158. Election of Chairman – Cllr Rowley opened the meeting and welcomed the new members of the Council.** Various suggestions were made for Chair but declined. Cllr Heydon nominated Cllr Leeks and this was seconded by Cllr Morris. There being no other nominations he was duly elected as Chair for the ensuing year. Cllr Rowley stood down.
- 14/159. Signing of the Acceptance of Office as Chairman –** Cllr Leeks signed his declaration form. He again welcomed the new members and thanked those that had stood down, particularly Rick Bristow.
- 14/160. Election of Vice Chairman –** various suggestions were made but declined. Cllrs Beckford and Morris stood. Following a ballot Cllr Beckford was voted to become Vice-Chair.
- 14/161. Reminder to all Councillors that they need to check their Declarations of Interest and amend as necessary, Clerk to witness amendments and send to SCDC –** reminder that Cllrs have 28 days following the election to get this paperwork sent to SCDC.
- 14/162. Review appointments to Parish Council working parties/committees -** Cllr Leeks explained the rationale for creating committees. Cllr Young suggested that the individual committees decide the Terms of Reference and present to Council at the July meeting. Cllr Collinson proposed the creation of Finance, Rec Ground and Traffic committees. Seconded by Cllrs Mudd. **RESOLVED** unanimously.
- Burial Grounds working party (new) – Cllrs Berenger, Bolitho, Collier and Collinson
 - Code of Conduct Complaints committee: Cllrs Heydon and Morris + 2 independents
 - Finance working party - Change to a committee 'Finance, Admin & Legal': Cllrs Bolitho, Heydon, Leeks, Morris, Mudd and Young
 - HCV / Environmental Monitoring working party – to fall under traffic committee
 - Employment committee – to fall under Finance, Admin & Legal Committee.
 - Recreation Ground (inc. changing rooms project) working party – Change to a committee incorporating skate park and youth provision: Cllrs Beckford, Berenger, Collier, Heydon, Mudd, Richards and Young
 - Traffic working party – Change to a committee: Cllrs Collier, Heydon, Morris, Nicholas and Ward. James Rowley to be co-opted.
 - Youth Provision (inc. skatepark project) working party – to fall under recreation ground committee
 - Planning committees – to be just 1 committee: Cllrs Berenger, Bolitho, Collier, Collinson, , Heydon, Morris, Mudd, Nicholas Richards and Young
- 14/163. Review Parish Council Representatives:**
- Cottenham Charities – Cllr Mudd gave a brief explanation as to what the group was. He will continue to be the PC rep.
 - Church and Causeway Charity – Cllr Berenger
 - Cottenham Community Centre – Cllr Collier
 - Cottenham Village College (new) – Cllr Collinson asked for clarification as to what this post was. The post is for college governor. Cllr Beckford to take this role on.
 - Mobile Warden Scheme – Cllr Collinson gave a brief explanation on the scheme. He will continue to be the PC rep.

- Sustainable Cottenham – Cllrs Berenger and Ward.

14/164. Review Parish Council Officers:

- Trees Warden(s) – Cllr Bolitho to continue.
- Playground Inspectors – Cllrs Mudd and Nicholas to continue.

14/165. Setting of dates and times of ordinary meetings of the full Council and standing committees – to be done off-line.

14/166. Review of complaints procedure – Cllr Heydon asked for an amendment to the procedure and this will be looked at by the Committee.

14/167. Review procedure for handling FOI requests – Defer to Finance Committee.

14/168. Review of asset register – Defer to Finance Committee.

14/169. Review of Standing Orders – Cllr Morris felt that by moving to a committee system we could move the non-mandatory items from the Standing Orders. Clerk suggested removing the tender standing order. Defer to Finance Committee.

14/170. Any Questions from the Public or Press – Standing Orders to be suspended. Rosemary Jones spoke regarding item 14/176. SCDC can't appeal an appeal but if there are any inconsistencies in the report then it can be challenged. Cllr Mudd requested that specific info be sent to the Clerk and the Council could then respond accordingly. Cllr Leeks noted that we had 100% support from our District Cllrs. Julia Brand requested that we ask our District Cllrs if the meeting, scheduled to take place between the Cllrs and Planning had yet taken place. Cllr Harford said that the dates had only just been provided. Mrs Brand also mentioned that some of the gullies on the Twentypence Road hadn't been cleared properly; Clerk to follow up. Jackie Smith followed up on her email just to reiterate concerns regarding the relaxation of the injunction.

Mike Alderton spoke re. item 14/177. The loss of amenity has gone up with significant traffic movements. His property (layby outside his house) had been damaged by vehicles going to the Maltings and traffic flow is well in excess of guidelines. The road is deteriorating and pedestrian safety is a huge issue. To put restrictions on the business isn't practical or enforceable. The residents are now doing their own traffic count manually. A camera has been installed on Rook Street which is nothing to do with Highways and it isn't located correctly to get an accurate reading on traffic flow in/out of the Maltings. Cllr Collinson said that the points would be noted.

14/171. Standing Orders to be re-instated – Chairman's Introduction and Apologies – Apologies received from Cllr Wotherspoon (personal) and SCDC Cllr Edwards (work). Cllr Leeks stated that he was excited by the changes to the Council and the potential to be more dynamic. He would like to engage more businesses for example. He would also like to see a business plan for the 4 year duration of this Council to show what is achievable to present this to the village so that we are measurable. Cllr Collinson highlighted that we aren't a business and that we are a statutory authority; we can't therefore pre-empt the precept and this was understood.

14/172. 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 Richard declared a pecuniary interest in item 14/175 and will leave the room during discussions. Cllr Berenger declared a non-pecuniary interest in item 14/177.

14/173. Minutes - To resolve that the minutes of the meeting of the Council/committee held on the 6th May (Ordinary meeting) be signed as correct – Cllr Heydon amended item 14/142 to replace 'If we put everything on the list it may be excluded later' with: 'Cllr Collier requested that the Skate Park should NOT be included in the Regulation 123 List CIL Consultation response from Cottenham Parish Council'. Cllr Morris amended item 4/134 to read 104-108 Histon Road. Proposed by Cllr Heydon and seconded by Cllr Berenger. 9 votes for and 2 abstentions (Cllrs Ward & Young weren't members of the Council at the time of the meeting). **RESOLVED.** 8th May (Planning 1) – item 14/150 amended to add "as the owner is a client of Cllr Bolitho's business" and under Tree Orders:

"Cllr Heydon acting as Chair closed the meeting without discussion of the agenda item, and advised that the meeting was no longer quorate". Proposed by Cllr Heydon and seconded by Cllr Collier. **RESOLVED** unanimously. 22nd May (Planning 2) amended to add Cllr Richards to list of attendees. Proposed by Cllr Beckford and seconded by Cllr Berenger. **RESOLVED** unanimously.

14/174. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Harford was congratulated on her re-election.
- **CCC** – report circulated prior to the meeting by Cllr Jenkins. Cllr Bolitho asked about the amends to boundaries. CCC Cllr Mason confirmed that the proposal is that Cottenham will only have one member. The objective is to reduce the number of multi-rep divisions and there will be a consultation in September.
- **Police** – no report received. The police panel meeting is coming up and issues can be reported then. Cllr Heydon also highlighted eCops as being a useful tool. Cllr Collinson requested attending the panel meeting.
- **Clerk** – report circulated prior to the meeting – Clerk also circulated some updates prior to the meeting. Following the resignation of Cllr Bradford we need to fill the vacancy as fast as allowed. Cooker in village hall – Bob Hopper has been today and a temporary repair has been done however we now need to get a qualified electrician to look at it and certify the work. Icenic have invited us to an event to celebrate the start of the housing project on Histon Road; Cllr Leeks to attend. Cllr Bolitho commented that the trees on The Dunnocks had 'recovered' however the Clerk pointed out there was still some maintenance that needed actioning. Flat out in the Fens have approached us very late re. using the hall/kitchen but the event clashes with the Festival. It involves several hundred bikes which was a safety concern and it was suggested that the College might be able to assist them instead on this occasion.

SCDC Cllr Harford left the meeting at 8.45pm. CCC Cllr Mason left the meeting at 8.50pm.

14/175. Finance

Income	Description	Net	Gross
Debbie Prince	Rent for March/April	24	24
Jane Williams	Rent for April	130	130
Michelle Plowman	Rent for Feb/March	1441	1441
War Memorials Trust	Towards restoration of the War Memorial	2500	2500
		4,095	4,095

Expenses	Description	Net	Gross
Dentons Carpets	For Supply and Fitting of flooring in changing rooms	400	480
Chris Richards	Expenses re changing rooms (Shower curtain/rail/Studds/ moisture Resistant sheet)	83.97	83.97
Debbie Seabright	Ink Cartridge and Stamps	35.24	35.24
Barton Oil Burner Services	Service to Boiler in Village hall	78.5	94.2
Barton Oil Burner Services	Service to Boiler at Ladybirds	167	200.4
Green and Purple	Year end accounts and support with Audit	600	720
Berrycroft Stores	7 bags of Bark and Landscape fabric	81.32	96.11
Travis Perkins	Parts for the Changing rooms in the village hall	224.86	224.86
Cambridge Water	Water bill for Village Hall	526.84	526.84
Cambridge Water	Water bill for the Bowls Club	75.29	75.26
Shelter	for Topaz Bus Shelter	2482.83	2979.4
Fen Edge Nurseries	Mixed Begonia bedding flowers	63	75.6

EON	Electricity Bill for the Recreation Ground	394.72	473.66
EON	Electricity Bill for the green	14.8	15.54
AJ King	Expenses re Poppy Seeds	14.8	14.8
AJ King	Mileage expenses	17.6	17.6
AJ King	Invoices re Hire of Equipment	350	432
BC Group Trust	Work at Crowlands Manor Site	268	321.6
Jo Brook	Expenses re Badges for the 'Meet the Candidates' evening	14.99	14.99
Salaries	Salaries for June 14	3818.44	3818.44
HMRC	Tax/NI for June 14	1070.44	1070.44
		10782.64	11770.95

Resolution to pay these invoices

Nigel queried the water bill which he thought was high; RFO confirmed that this was for a quarter. Cllr Richards left the room at 8.53pm and took no part in the vote. Proposed Cllr Mudd and seconded by Cllr Nicholas. 10 votes for and 1 abstention (Cllr Morris). **RESOLVED.**

Cllr Richards returned to the room at 8.56pm.

- 14/176. Water Lane, Smithy Fen Planning Inspectorate Decision** – To receive & consider questions to SCDC following the Inspectors decision – Cllr Collinson thought that the report from the Inspector was strange; although no weight was given to some of the arguments the Inspector had still come down on the side of the Travellers (in part). It was requested that we ask SCDC to ask Legal to write to appeal. Cllr Collinson to liaise with the Clerk and residents.
- 14/177. The Maltings, Millfield Planning Appeal** – To receive & consider submitting comments in relation to this hearing (to be submitted by 17th June) – Cllr Collinson suggested the residents prepare their points and we will use them in our response. Cllr Nicholas to attend meeting with residents and SCDC tomorrow night on behalf of CPC.
- 14/178. Skate Park** – To consider revoking Standing Order 30c (in its entirety) and 30b amended to exclude the need for formal tender for the purpose of, and only for the purpose of, agreeing contractual terms for the provision of a new skateboard park at the recreation ground (on advice from Ian Dewar, Chair of CAPALC) because there can be no commonality and no direct comparison, in the designs of skateboard parks – Cllr Leeks outlined. Cllr Collier stressed that the process taken had been as fair as possible. Cllr Young requested clarification on the process and it was confirmed that the 3 quotes were for exactly the same amount. Cllr Berenger stated that it looked as if planning permission wouldn't be needed but this will be confirmed shortly. Proposed Cllr Beckford and seconded by Cllr Collinson. **RESOLVED** unanimously.
- 14/179. Cottenham Festival** – to consider that CPC supports the Cottenham Festival on the 21st /22nd June; details as outlined in supporting document circulated to Cllrs prior to the meeting – Cllr Beckford outlined the figures. The main items are now booked i.e. first aid and total costs are £798.36. Cllr Collinson asked if there was a separate cost code; RFO can set up a new nominal code and the income would then be explainable to the auditors. She will also be at the event to handle any cash, in the presence of 2 Cllrs. It was accepted that the money couldn't be ringfenced. Cllr Morris raised concerns regarding going over the £200k income threshold which comes with increased scrutiny. He was also worried about the Council underwriting the event. He objected to the question re. raising the precept. Cllr Heydon pointed out that we had already crossed the £200k threshold. Cllr Collinson raised concerns regarding the questionnaire and the supporting document.
- Resolution that CPC supports the Festival on 22nd June and will, if necessary, underwrite the financial commitment to a figure not exceeding £800. Proposed by Cllr Beckford and seconded by Cllr Collier. **RESOLVED** unanimously.
- Cllr Collinson wondered whether the Vision Plan needed to come to full Council for approval. The Plan won't need to come to Council until the autumn, which is when it will be produced (following the questionnaire feedback). The Vision Plan logo will be at the top of the questionnaire. Cllr

Young suggested that the Recreation Committee define their terms of reference so that they can discuss.

Regarding the questionnaire, any amendments would be needed by this Friday (6th June). Cllr Beckford confirmed that the questionnaire was on behalf of the Vision Plan working group and not the Parish Council. Cllr Ward said that it may not be possible to take on board all of the suggested changes to the questionnaire.

- 14/180. 2nd/3rd field hedge** – To receive & consider removing approx. 10 yards of hedging to open up the two fields (from gap to school fence) – Item deferred to the Recreation Committee.
- 14/181. Crowlands Manor** – To receive & consider new signage for the Moat following name change – Cllr Mudd went back to the Wildlife Trust regarding the name for the moat following our last meeting. We now need to produce a new sign however the Trust won't contribute financially. We could apply for a Community Chest grant from SCDC. Cllr Mudd to get 3 quotes for the sign and refer back with the figures.
- 14/182. Painting of existing changing rooms** – To consider setting up a working party of volunteers to paint the existing changing rooms following their recent refurbishment – Cllr Richards requested permission for a group of volunteers to paint the existing changing rooms. It was felt that since permission had already been given for the work to amendments to the changing rooms that no further permission was necessary.
- 14/183. Community Herb Garden** – To consider proposal from BV Services to sponsor plants for the new community herb garden (under village sign) to the value of £150 – Cllr Collinson raised concerns re. advertising. Proposed Cllr Morris and seconded by Cllr Collinson. 11 votes for and 1 abstention (Cllr Bolitho). **RESOLVED**. NB: Cllr Richards is looking at repairs to the sign itself but had been hindered due to time constraints.
- 14/184. Colts football tournament** – To consider issues arising from use of rec ground for car parking and arrange a meeting of the recreation ground working party in this connection – Clerk outlined that during the Colts recent tournament, for which they hadn't sought permission from CPC, they charged for car parking on the rec ground. The groundsman had voiced concerns over the affect on the ground due to the heavy rain prior to the event and that verti-draining would be necessary. Clerk had contacted the previous rec working party on the day to seek advice. Cllr Nicholas felt that the Colts should have sought permission for the event despite it being an annual occurrence. Cllr Mudd also mentioned that there had been a significant litter issue following the event which Andrew had dealt with. Cllr Leeks suggested that a letter should be sent outlining the issues, the correct procedure and highlighting the cost issues. Clerk to liaise with Cllr Mudd to produce the letter.
- 14/185. Connections Bus** – To consider booking sessions during the summer holidays on either a Tuesday or Friday evening (subject to availability) – Cllr Collier outlined. During the summer holidays the Bus is open as a 'taster' for those children moving up to year 7. Resolution that CPC books 5 sessions up to a maximum spend of £1250. Proposed Cllr Morris and seconded by Cllr Berenger. **RESOLVED** unanimously.
- 14/186. Cottenham Kebab van** – To consider charging rent for use of the recreation ground carpark as per resolution 13/168 – Clerk outlined the background. Cllr Bolitho thought that the item should be deferred until November. Defer to Finance Committee.
- 14/187. A14 consultation** – Resolution to agree to submit the Traffic Working Group response on behalf of Cottenham Parish Council to the current A14 Consultation (closes 16th June 2014). Report prepared and shared as a report prior to the meeting – Item deferred to Traffic Committee.
- 14/188. Kids Only** – To receive and consider proposal to share desk space in the Parish Office – Clerk outlined. It was considered that given the confidential nature of paperwork in the office that the arrangement would be impractical on security grounds. Clerk to respond.

- 14/189. RFO Training** – To consider RFO attending CAPALC New Clerk training course (as budgeted) – Cllr Leeks left the room at 9.50pm and was absent during the vote. Cllr Beckford chaired the item. Proposed by Cllr Heydon and seconded by Cllr Nicholas. **RESOLVED** unanimously (11 votes).
- 14/190. Cllr Training** – To consider arranging CAPALC outsourcing course for all Cllrs to take place over 3 separate evenings (as budgeted) – Cllr Leeks returned to the room at 9.53pm to chair this item. Proposed by Cllr Morris and seconded by Cllr Beckford. **RESOLVED** unanimously.
- 14/191. SLCC Membership** – To consider membership for the Clerk & RFO to the Society of Local Council Clerks at a cost of £147 + £12 joining fee – Proposed by Cllr Collinson and seconded by Cllr Heydon. **RESOLVED** unanimously.
- 14/192. Clerk & RFO pay scales** – To receive and consider salary recommendations from CAPALC following review of Clerk's role (closed agenda item) – The meeting closed at 9.58pm. Cllr Leeks suggested a meeting with Cllrs Beckford and Mudd to negotiate on behalf of the Council. To be set up asap.
- 14/193. Grounds maintenance** – To consider advice given by solicitor re. contract for grounds maintenance work (closed agenda item) – Document from solicitor circulated prior to the meeting. Cllr Leeks outlined the background to the new cllrs. There were some discussions regarding HMRC issues however the solicitor has covered these in the document and given that the scope of work is different and that Andrew does work for other companies there shouldn't be a problem. Resolution that CPC accepts option 1 (termination of employment) at a cost of £500 + VAT. Cllr Mudd proposed and Cllr Nicholas seconded. 11 votes for and 1 abstention. **RESOLVED**. The meeting re-opened at 10.12pm.
- 14/194. Matters for consideration at the next meeting** – Cottenham Charity Cup (last weekend of July/early Aug, Festival).
- 14/195. Dates of next meetings** – Planning Meeting 5th June (P1), Planning Meeting 19th June (P2), Ordinary Meeting 1st July.
- 14/196. Close of Meeting** – 10.13pm

Signed _____ (Chair) Date _____