

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4th December 2018 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Dewey, Kidston, Mudd, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Gough, Clerk, Asst Clerk and RFO

In attendance: 9 members of the public

- 18/237. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Graves (work), Nicholas (sick) and SCDC Cllr Wilson (personal).
- 18/238. To accept Declarations of Interest and Dispensations** – None given.
- 18/239. Minutes** – Resolution that the minutes of the Full Council meeting held on the 6th November 2018 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the the EOM of 17th October 2018 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the EOM of 15th November 2018 be signed as a correct record. **RESOLVED.**
- 18/240. Public participation** – Standing Orders suspended 7.19pm. No comments. Cllr McCarthy arrived 7.19pm. Standing Orders reinstated 7.20pm.
- 18/243. PCC briefing** - Consider follow-up to Police & Crime Commissioner's Parish & Town Council briefing – Item brought forward. Cllr Morris outlined meetings with PCC with the second one being more positive. 105 PCs to be recruited (able to arrest and be more visible), PCSO's to be reduced (more expensive than a PC). South Cambs is one of the safest areas in the country, however different types of crimes are on the increase; modern day slavery, domestic abuse, counter terrorism, child abuse. Police are looking at decriminalising parking – with councils taking over so that income generated from fines goes to them (currently police do not receive any of the income from fines). What can we do as residents? Sgt Emma Hilson has worked with Willingham community over the last few months and drawn up a community plan. Reported crime much higher than Cottenham. Next steps for Cottenham could include developing a similar plan – 2-300 hundred people attended public meetings at Willingham; can Cottenham be as proactive? Standing Orders suspended 7.29pm. Resident expressed surprise with lack of public attendance. Concerns/comments raised included cars racing side by side on the High Street near Dentons. Possible repeat of historical problems. Unmarked police car should sit at strategic points around the village and witness the types of behaviour taking place. Confrontations taking place in shops including racist comments. Speeding down Smithy Fen. One resident said they were impressed with Facebook communication/helping each other. Older residents feel anxious to walk around the village and require reassurance and dog walkers are feeling unsafe currently. The Neighbourhood Watch scheme may help with perception and well-being. SCDC Cllr Gough has met with Sgt Hilson and believes she is genuinely concerned and is eager to engage with residents. Willingham events have taught Police a valuable lesson – community saying lots of problems but this didn't tally with statistics. Reiterated to keep reporting – if it's not reported it didn't happen. Need more residents to engage. Cllr Morris said that 101 service had improved (previous problems down to lack of staff). 101 calls will not necessarily get an immediate response but are all logged.
- Discussion regarding whether Cottenham could do the same as Willingham? Although Willingham is an extreme case, if we can get enough people interested (50 or more), then it could be possible – last week a public meeting was cancelled at Swavesey due to low confirmed attendance. Query as to whether SCDC had an up to date list of sites/travellers for Smithy Fen. Cllr Morris stated that there were some injunctions on-going but they take a long time. CPC do have a dialogue with travellers and have dealt directly with a few incidents but we do need to re-establish links. Cllr Wotherspoon commented that prevention is key – following public meetings at Willingham, young people were spoken to, visits made to known/perceived criminals so they know they are being watched. There has been a concerted effort by residents to get the problems noticed. RFO left the room at 7.50pm. Query regarding if the new station at Milton would replace Histon; no, it's to cover growth in north Cambridge and has a far larger number of custody suites. Separate query as to when Beach Road will be repaired as it is very dangerous and problems likely to escalate during winter. Asst Clerk to press County Highways. RFO returned to the room at 7.52pm

Standing Orders reinstated 7.53pm. Comments will be forwarded to Sgt Hilson and CPC to start ball rolling with regards to setting up a public meeting in February. Clerk advised that Sgt Hilson had suggested adding reporting information to our Facebook site and the village site if possible. Should also add to noticeboards and village newsletter. CPC to look into getting postcard printed with the information which can then be distributed to residents. General advice is to keep reporting incidents.

18/241. Reports

- **SCDC** – Report noted. Clerk queried the 2050 zero carbon date being a long way into the future. SCDC Cllr Gough stated that it was an aspiration and that they hope to do it sooner. Cllr Smith mentioned that no letter of apology was received from Bellway regarding issues on Oakington Road; Cllr Gough to follow up. Cllr Young mentioned that the road repairs weren't satisfactory; Asst Clerk has already contacted Streetworks regarding this matter and an inspector will be investigating. The need for a road closure to install the pavement was queried.
- **CCC** – Cllr Wotherspoon stated that it had been a quiet month. Lights on the Histon Road cycleway will be replaced in the new year.
- **Clerk** – Report noted. As of today there are problems with both the oil tank gauge and sewer pump. Clerk has passed for CiLCA unit with 2 more close to submission. Asst Clerk stated that the street cleaning pilot hadn't been forgotten. Cllr Smith mentioned HCV's turning right into Bellway site from the village.
- **Major developments** – Report noted. Persimmon reserved matters application being heard on 12th December by SCDC. Cllr Morris to attend on behalf of CPC. Noted that the This Land pitch layout diagram is aspirational not factual.
- **Village Hall & Nursery** – Report noted. Still waiting decision notice for nursery. Design team meeting tomorrow.
- **Neighbourhood Plan** – Report noted. Will be an item on the January agenda regarding endorsing the Plan.
- **Drainage and tree works** – Report noted. Cllr Mudd asked how close Tenison Manor was to adoption; still don't know. Roads and drains have been signed off but still an issue with surface water. Asst Clerk mentioned that no issues can be reported online to County Highways for the estate due to County system not being updated. CCC Cllr Wotherspoon to follow up.
- **Carols on the Green event 11th December** – Carol sheets being printed. Cllrs Collinson, Kidston and Ward offered to assist with distribution of carol sheets.
- **Sustainable Cottenham** – Report noted. Still looking at funding for timebanking. Also looking to reduce single use plastics in the village and are liaising with Histon/Impington. Cllr Morris stated a possibility of waterless urinals in the new Village Hall and that the number of solar panels would be increased on both new buildings.
- **Update on EA work to Cottenham Lode** – Report noted.

18/242. Co-option - To consider applications for co-option onto the Council – Following a closed ballot process Rosemary Dalqvist was co-opted to the Council. Clerk to contact all candidates to thank them for applying.

18/244. CALF Terms of Reference – Resolution to accept CALF recommendation for revised Terms of Reference. **RESOLVED.**

18/245. Health & Safety Statement – Resolution to accept FLAC recommendation for revised Health & Safety statement. **RESOLVED.**

18/246. LHI bid - consider attendance at County Highways on 14th or 16th January to represent our LHI application for road safety improvements to Histon Road – Cost should read £10k not £1k. Cllr Morris ran through the suggestions. Cllr Young queried whether the MVAS could collect data; yes. Query whether we should still do the work if we don't get the grant. It's possible but the cost would be more because the LHI works are bundled together. Resolution that Cllrs McCarthy and Morris attend County Highways on 14th or 16th January to represent our LHI application for road safety improvements to Histon Road. **RESOLVED.**

18/247. Grant requests - To consider the recommendations regarding donation/grant requests for 2019/20 – FLAC received 6 grant requests, 2 of which weren't compliant and 1 will be funded through our youth budget. Resolution to approve grants of £1150 (Mobile Warden scheme) via s.106a of the Transport Act 1985, £1210 (Girl Guiding Cottenham) via s.19 of the Local Government Misc Provisions Act 1976, and £1500 (FECA) via s.145 Entertainment & Arts. **RESOLVED.** RFO thanked.

18/248. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics instructor	Invoice payment	£23.00	£27.60	
Curry Palace	Invoice payment - room hire	£500.00	£600.00	
Baby Clinic	Invoice payment - room hire	£103.50	£124.20	
Greater Cambs Partnership	Invoice payment - room hire	£50.00	£60.00	
Guisepe Piran Ltd	Donation for Christmas lights	£35.00	£35.00	
Cricket Club	Annual invoice payment	£1,126.00	£1,351.20	
Village Hall Hire	Village hall hire in December	£75.00	£90.00	
		£2,786.42	£3,336.70	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 18	£3,915.63	£3,915.63	-
HMRC	Tax and NI for November 18 (month 8)	£1,089.07	£1,089.07	-
Nick West	Cleaning of the village hall - Oct 18	£668.25	£668.25	1310
Browns of Burwell	Oil Delivery to the pavilion	£845.79	£845.79	1311
Mike Overall	Tree guard for the Oak tree at Centenary event	£690.00	£828.00	1323
Cambridge Van Leyden	Part payment for detailed design work on the Village Hall	£8,000.00	£9,600.00	1326
AJ King	Monthly contract invoice	£3,166.67	£3,800.00	1328
AJ King	Reimburse payment of Sand from Hanson Aggregates for recreation ground	£1,600.00	£1,920.00	1329
AGB Environmental	Ground contamination check - new Hall/nursery	£777.00	£932.40	
Survey Solutions	Topographical study - new hall/nursery	£950.00	£1,140.00	
CB Creative	Xmas lights/posters/carol sheets & banner	£535.82	£642.98	1330
		£22,238.23	£25,382.12	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December 18)	£173.08	£173.08	-
RFO	Expenses re Sim card for the pavilion	£8.64	£10.37	1312
Dean Minter	PA and lighting for the Centenary event	£400.00	£400.00	1313
Dean Minter	PA and lighting for the Christmas carol event	£400.00	£400.00	1314
Assistant clerk	Sweet for carols on the green and phone top up	£33.60	£33.60	1315/ 1315a
Clerk	Oak tree £24.99 plus mileage (28 miles) £12.60	£37.59	£37.59	1316
Business Consultancy Servs	Payroll processing	£56.55	£67.86	1317
AJ King	Expenses re Gas for the Beacon	£37.14	£39.00	1318
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1319
CSA	Toilet rolls/Soap/Channel blocks/ Detergent/Cleaner/Hand wipes for Village Hall	£146.13	£175.37	1320
CB Creative	Song sheets for Centenary event	£175.00	£210.00	1321
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£260.83	£312.99	1322
Assistant clerk	Christmas Gifts	£23.20	£23.20	1324
Staples	Ink cartridges for RFO and Clerk	£103.47	£124.16	1325
SSE - Southern Electric	Electric bill for the Green (DD)	£487.48	£584.97	1327
		£2,392.71	£2,652.19	

Resolution to pay these invoices. **RESOLVED.**

18/249. **Management accounts** – to review the monthly management accounts – Noted.

- 18/250. Bank reconciliation** – to review monthly bank reconciliation – Noted. Reconciliation date should read 30th October. NB: no invoices currently over 30 days.
- 18/251. Matters for consideration at the next meeting** – Neighbourhood Plan, 2019-20 budget, policing.
- 18/252. Dates of next meetings** – Planning 6th Dec, CALF 18th Dec, Planning 20th Dec, Full 8th January 2019
- 18/253. Close of Meeting** – 9.13pm.

Signed _____ (Chair) Date _____

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