

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th August 2019 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Hewitt, McCarthy, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Assistant Clerk and RFO

- 19/153. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (Work), Nicholas (Sick), Young (Personal), Kidston (Personal), Dahlquist (Absent) and SCDC Cllr Wilson
- 19/154. To accept Declarations of Interest and Dispensations** – None given.
- 19/155. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd July 2019 be signed as a correct record. **RESOLVED.**
- 19/156. Public participation** – A Representative from Cambridgeshire ACRE the company overseeing the New Life on the Old West project (Item 159) gave more detail about the three projects that they would like to undertake in the village. This includes creating one large pond at the old recreation ground surrounded by hedgerow but with access, a small pond in the WARG field and the planting of fruit trees and to create habitat piles using deadwood material in Fen Reeves Wood. Questions were asked about the maintenance after the projects are complete. The expectation is that it is the landowners take responsibility for all ongoing management of the habitat improvements. It is not expected that there will be any formal inspections, support and advice will be available if needed. Water levels on the old Recreation ground were discussed, concerns that the pond may dry out in the summer months. This could be further discussed in the delivery phase.
- 19/157. Reports**
- **SCDC** – Question asked about the progress on fly tipping. the consultation has closed on Setchel Drove, mostly positive comments regarding the plans, decision to be made soon. Concerns that fly tipping is a regular occurrence on the track that runs between Great North Fen road and Cow Lane in Rampton. Cllr Gough stressed the importance of reporting these incidents so further action can be taken. It was fed back that a recent meeting of the AMEY liaison group was positive, the odour reporting is better, the chair of the group will not be part of AMEY and more advance notice of agenda items has been promised.
 - **CCC** – Questions asked about the project which involves lengthening of various train station platforms. Delivery is uncertain. Concerns about Beach Road in Cottenham melting in the hot weather, currently there are plans to use a specialist machine to level off the middle of the road as a short-term solution, no information as yet about the longer-term solution.
 - **Clerk** – Solar studs between Cottenham and Histon on the cycle path still happening, there are also plans to cut back the vegetation. Some clarification needed on the progress of this, Cllr Wotherspoon will investigate further. Gun club bunds are still ongoing, perhaps a meeting to gather more information about the progress might be useful. Cllr Bolitho and Cllr Wilson will draft a letter to the Gun club asking for additional information.
 - **Major developments** – Bellway – is finalising works to make room for a footway/cycle and ditch on the development side of the road. Some houses are complete and 20 affordable homes are due to be handed over shortly. S106 contributions for Early Years have been claimed by CCC. Works to widen the existing footway on the north side are scheduled to be completed by the 1st September but are expected to run late. Traffic lights are now in place at the entrance to the Bellway site on Oakington Road, no advance notice of this. Assistant clerk will look at the process to see how we can obtain notice going forward.
Persimmon – now have approval and have begun work on site. Apart from the 121 houses permitted on site, they will undertake the re-development of the Oakington Road/Rampton Road roundabout and some traffic-calming measures on these roads.
Gladman – had applied and have received permission to split the site.
Redrow – have submitted a Reserved Matters application for 200 homes.

Gladman – have submitted a basic Reserved Matters application for 56 residential homes with care. This-Land are meeting the parish council in August. They have changed architects.

- **Village Hall & Nursery** – Report noted. A list of engineering suggestions is being evaluated. The parish council are looking closely at contributions from our financial reserves, probable s106 developer contributions, loans, grants and likely income to see if the gap can be closed enough to bring a modified proposal to Council over the summer. We expect the revised pricing from our preferred builder in late August. As regards the nursery there have been two meetings with County Education regarding the process involved in releasing the Early Years s106 contribution and appointing an operator for the nursery. A draft paper has been written by County Education to say that they recommend that we do receive the s106 monies from the developments (approx. 800K).
- **Neighbourhood Plan** – Progress has been made on the plan in dealing with Examiner requested clarifications around housing numbers, development framework and recreation ground provision. Housing – the Parish Council believe that the plan not only meets the overall housing need in the Neighbourhood area but also contributes to the surrounding district. This is evidenced by the now adopted SCDC Local Plan, the Parish Council’s own assessment of housing need and supported by the AECOM assessments. Even with current permitted developments, there will not be enough affordable homes to satisfy the needs in Cottenham, especially “locally affordable” ones for household incomes between £28,000 p.a. and £50,000 p.a., the focus of the independent Cottenham Community Land Trust. A reduction of Local Green Space needs to be made to make room for our new community facilities, although this is more than offset by allocating much of Les King Wood as LGS. Cllr Hewitt questioned why the need for 1- & 2-bedroom properties/flats identified by AECOM was not being addressed by the Community Land Trust.

19/158. New Life on the Old West project – Resolution that the Clerk sign the landowner agreement to show commitment to the project - **RESOLVED**

19/159. Bowls Club grant – The bowls club have asked for a grant to cover the cost of the paint needed to repaint the club house. The request is for £147.40. The FLAC committee felt that it met our criteria. Proposal to pay the grant as requested – **RESOLVED**

19/160. Training – CAPALC are offering online courses for Councillors and staff on Cyber Security Awareness at a cost per user of £35.86. Resolution that Cllr Wotherspoon, Ward, Morris, RFO, Clerk, Assistant Clerk undertake the Cyber Security Awareness Course and report back its efficacy - **RESOLVED**

19/161. Sustainable Cottenham – Sustainable Cottenham has been a Cottenham Parish Council working group for the last few years. More recently the group has become more active (Time banking, working with a Youth worker on various projects and work on awareness of single use plastics), these greater levels of activity would benefit from the group being a separate entity with its own constitution, bank accounts and ability to apply for grant funding, which has now started. Sustainable Cottenham has been named as one of the 4 charities supported by the Fen Edge Festival and a grant from SCDC and hopes that these will help with the start-up costs. The group will still organise litter picks and cycle path tidies and have asked if they can continue to borrow the CPC litter grabbers and hi-vis jackets when needed. They hope to still liaise closely with the parish council. Proposal that Cottenham Parish Council supports Sustainable Cottenham’s application for a community chest grant from SCDC - **RESOLVED**

19/162. Church and Causeway – Resolution that the donation from the Church and Causeway Estate Charity of £3000 be split to donate £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery - **RESOLVED**

19/163. Insurance – Resolution to renew our insurance with Zurich for one year at a cost of £3527.99 - **RESOLVED**

19/164. Beach Road – Beach Road in Cottenham has melted in the recent hot weather and the damage to the road is extensive. The current plan is to level out the middle of the road as a short-term measure, but the longer-term solution is still not known. Resolution that CPC write to CCC about our concerns of the recent failure of Beach Road, to include information on the importance of the road into and out of Cottenham and whether its fit for purpose for various road users, the expansion of Waterbeach and potential increase in traffic in the future. The Immediate and longer-term solutions which need to be addressed - **RESOLVED**

19/165. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Pavilion Hire	Hire of pavilion	£60.00	£72.00	

Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
All Saints Church Cottenham Charities	Annual Pay-Out	£3,000.00	£3,000.00	
Football Club	Annual invoice payment	£848.03	£1,017.64	
Whyatts	Hire of the Village Green for the Fair	£400.00	£480.00	
Bowls Club	Electricity recharge	£69.24	£69.24	
Aerobics instructor	Hire of the Village Hall	£92.00	£110.40	
		£5,488.87	£7,352.93	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 19	£4,923.64	£4,923.64	-
HMRC	Tax and NI for July 19 (month 4)	£583.66	£583.66	-
Eco Control Solutions	Japanese Knotweed eradication prog	£560.00	£672.00	1511
Nick West	Cleaning of the Village Hall - May & June	£1,140.75	£1,140.75	1512/ 1513
AJ King	Monthly Groundsman contract	£3,166.67	£3,800.00	1523
Nick West	Cleaning of the Village Hall - July	£563.63	£563.63	1524
Calor Gas	Gas Delivery	£821.21	£862.27	1526
		£10,955.48	£11,701.67	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August) DD	£253.86	£253.86	-
Charter Global	Contract - pavilion for the shutters (DD)	£172.00	£206.40	
RFO	Sim card for the pavilion	£8.85	£10.62	1507
Green and Purple Ltd	Accountancy support	£50.00	£60.00	1508
Caprari	Routine service of pumps at rec ground	£220.00	£264.00	1514
BCS Accounting Ltd	Payroll processing May and June 19	£94.60	£113.52	1515
Community Heartbeat	Electrician Cabinet Fitting (defibrillator)	£200.00	£240.00	1516
SSE Southern Electric	Electric bill for the pavilion	£237.26	£284.71	1517
A Mappledoram	Work on electrics in cabinet on the green	£66.99	£80.28	1518
RFO	Paper for printer	£4.19	£4.19	1519
Staples	Ink Cartridges	£60.98	£73.18	1520
CSA	2 x invoices for cleaning materials for village hall	£67.66	£81.20	1521/ 1522
Calor Gas	Gas delivery for the Pavilion	£17.13	£17.99	1525
Cottenham Computers	Labour to fix laptop and printer	£46.00	£46.00	1527
SLCC	ILCA Fees for assistant Clerk	£99.00	£118.80	1528
Other				
Goode Bequest Cottenham	Donation to Goode Bequest Cottenham	£1,500.00	£1,500.00	
Dissenter Cemetery	Donation to Dissenters Cemetery	£1,500.00	£1,500.00	
		£5,257.60	£5,534.23	
Multipay Card				
Royallimages.co.uk	Portrait of the Queen	£124.20	£124.20	1510c
Amazon	Easel for portrait	£19.99	£19.99	1509c

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

- 19/166. Management accounts** – RFO to rectify the precept amount in the budget line to £288,656 and the supplementary precept taken which should be £61,529 this will then have an effect on the budget surplus figure.
- 19/167. Bank reconciliation** – Some discussion about the amended invoices for Sports and Social Club and the football club. Need to consider insurance around having large deposits of money in one bank account. Additional bank accounts discussed.
- 19/168. Matters for consideration at the next meeting –**
Risk of losing information with small working parties/individuals if an individual is indisposed – Cllr Smith
Look at current Chairs for each of the committees – Cllr Smith
To purchase two road ahead closed signs – Cllr McCarthy
20 MPH zone – Cllr Hewitt
- 19/169. Dates of next meetings** – Planning 4th Aug, Planning 22nd August, Full 3rd September, FLAC 12 September.
- 19/170. Close of Meeting – 9.30pm.**

Signed _____ (Chair) Date _____

