

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st October 2019 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Dewey, Graves, Hewitt, Kidston, Smith, Ward, Wilson, Young, SCDC Cllrs Gough and Wilson, the Clerk and Temp Asst Clerk

In attendance: 3 members of the public and 2 guest speakers

- 19/190. Chair's Introduction and Apologies for absence** – Chair reported that sadly the Asst Clerk had tendered her resignation on health grounds. Collection to be organised. May want to give further consideration to 'free person of Cottenham' scheme to recognise people who have served the village. Apologies accepted from Cllrs Bolitho (personal), Wotherspoon (due later) and RFO (sick). Cllr McCarthy absent.
- 19/191. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Other interest in item 19/204 and will take no part in discussions.
- 19/192. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd September 2019 be signed as a correct record. **RESOLVED.**
- 19/193. Public participation** – Standing Orders suspended 7.22pm. Resident 1 lives off Rooks Street and there is an issue with standing water in 2 locations at the Denmark Road end. Reported to CCC back in August but not resolved. Clerk said Local Highways Officer aware of issue at Telegraph St junction and this may be connected. Gullies due to be jetted (no timescales). Temp Asst Clerk to follow up. Street scene from The Chequers to Co-op and Co-op to Cottenham Club is very dingy and depressing. Does CPC have an 'enhancement committee'/plans to improve i.e. hanging baskets. No Committee but will pass to Planning Committee to investigate. Cllr Morris referred to the Neighbourhood Plan 'focal points' which suggested improvements. Standing Orders reinstated 7.30pm.
- 19/194. Reports**
- **SCDC** – Report noted. Clerk queried the Waterbeach s106 improvements for Cottenham; Cllr Gough stated it was in the form of traffic calming but no further details available yet. Bellway are continuing pavement works but the land dispute is ongoing. Waiting for order to come through regarding Oakington Road resurfacing (3 day road closure); need to ensure doesn't clash with other works and cause gridlock so careful scheduling required.
 - **CCC** – Report noted.
 - **Clerk** – report noted. Floodlights – broken light needs replacement fitting; added to CALF agenda. Noted that the pole itself is rotten at the top. Contractor has been asked to repair Ladybirds window (red room). Pound wall due to be repaired tomorrow. Various items of correspondence. No further news regarding Histon Road bike studs.
 - **Major developments** – Report noted. Cllr Morris ran through the LHI details for Oakington Road. Redrow reserved matters expected at Committee in November at the earliest. This Land need to check the conditions (particularly relating to sports land). Issues raised regarding the proposed CCC access road across the Recreation Ground to the rear of the primary school. Standing Orders suspended 7.49pm. Resident 3 asked about the removal of the 3rd field land. Cllr Morris stated that it wasn't now being removed but some has been 'reserved' for possible CPS extension. Standing Orders reinstated 7.50pm. Racecourse View – need to follow up on undischarged surface water condition.
 - **Village Hall & Nursery** – Report noted. Almost at the end of the value engineering exercise. EOM may need to move back a week after meeting with CCC Education team. Some of the working party are meeting tomorrow night, with Cllr Morris and Temp Asst Clerk meeting Ladybirds this week.
 - **Cottenham Neighbourhood Plan** – Report noted. SCDC housing trajectory figures as low as 5.3 years so a Neighbourhood Plan would protect Cottenham further (3 years housing supply).
- 19/198. Community Governance Review** – to consider input to informal and formal consultation regarding the future governance arrangements for Northstowe – Liz Davy and Clare Gibbon (SCDC) presented information regarding forthcoming community governance review consultation. Will be inviting parish feedback with a second round of consultations and a final decision by Civic expected around September 2020. Full details will be circulated to us shortly along with details of drop in events. There is no direct

impact on Cottenham but we are being consulted as a neighbouring parish. Full build out of Northstowe expected to take 25-30 years but depends on the market. Speakers left the meeting at 8.16pm.

- 19/196. GCP Histon Road roadworks** – Following concern about the extensive local impact of the scheme, a request to postpone for reassessment has been submitted to the GCP Executive Board meeting on 3rd October – Cllr Morris outlined the situation and will be attending the meeting on 3rd October to put forward our question. District Cllrs have also submitted a question. Discussion regarding the proposed diversion route and affects on Cottenham, timescale and lack of consultation. Noted that not gone to competitive tender as per EU regulations for a contract of this size. Cllr Kidston left the meeting at 8.32pm.
- 19/197. BT phone box consultation** – to consider response to consultation to remove phone box from junction of High St/Broad Lane – Mobile coverage in the area has improved since the last BT consultation. The box hasn't been used for over 12 months. Resolution that CPC don't object to the removal of the phone box from the junction of High Street/Broad Lane and do not wish to adopt. **RESOLVED.**
- 19/199. External audit** – to consider result of external audit – Report noted. Clean bill of health given with no recommendations.
- 19/200. Financial Regulations** – Resolution to accept FLAC recommendations for amendments to Financial Regulations sections 6.18 and 6.20. **RESOLVED.**
- 19/201. Terms of Reference** – to consider amendments to committee Terms of Reference – Cllr Morris outlined. Resolution to amend relevant Terms of Reference with following effect: CALF to meet every other month (Chair/Clerk option to call intervening extra ordinary meeting); increase membership to 9. FLAC to meet quarterly with a Chair/Clerk option to call intervening extra ordinary meetings as required. Planning to meet twice a month as now with reduced membership (11 quorum 4); consider alternate Tuesday/Thursday meetings.
- 19/202. Committee members** – following inquoracy issues, to consider membership of CALF and Planning Committees – Cllr Morris outlined the issues. Resolution for Cllr Hewitt to join CALF and Highways, Cllr Dewey to join Planning. SusCott working party to be removed. **RESOLVED.**
- 19/203. Cottenham Feast** – Resolution to grant donation of £25 towards running of the Cottenham Feast. **RESOLVED.**
- 19/204. Community E-bike Service** – to consider applying to join the scheme for e-bikes, with possible grant from SCDC Zero Carbon Fund – Noted.
- 19/205. Streetlight energy handover** – to consider options for energy supplier – Temp Asst Clerk outlined the various quotes. Resolution to contract our street lighting energy supply to SSE Green for a period of 12 months. **RESOLVED.**
- 19/195. Community gritting scheme** – to consider participation in County scheme for winter 2019/20 – Only 2 volunteers to date; use Feast to plug further. Item deferred to Highways Committee.
- 19/206. Going digital** – as SCDC is about to change its planning system with one aim to reduce paper usage, is it time for us to consider the degree to which we could “go digital” in more of our day-to-day operations and, if so, how could we proceed? – Cllr Morris outlined. To be added in Planning Committee agenda for consideration.
- 19/207. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Southern Electric	Refund for overpaid electricity for Green	£2,613.32	£3,208.85	
CUSSC	Quarterly rent payment	£871.34	£1,045.60	
Ladybirds	Recharged Oil and Water	£233.46	£233.46	
SCDC	Second half of the annual precept	£144,328.00	£144,328.00	
Aerobics	Hire of the Village Hall	£92.00	£110.40	
Cottenham Land Trust	Hire of the Pavilion	£25.00	£30.00	
		£149,037.04	£150,005.01	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 19	£4,702.56	£4,702.56	-
HMRC	Tax and NI for September 19 (month 6)	£1,575.30	£1,575.30	-
Regent Construction	Repair of Ladybirds roof	£2,483.00	£2,979.60	1546

AJ King	Monthly contract cost	£3,166.67	£3,800.00	1547
AJ King	Tennis Courts - Top dressing/Grass seed/ Fertiliser	£1,860.00	£2,232.00	1548
PHS Group	Annual payment: VH Sanitary collection	£813.12	£975.74	1551
PKF Littlejohn	External Auditors fee	£800.00	£960.00	1554
		£15,400.65	£17,225.20	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October) DD	£244.97	£244.97	-
Charter Global	Contract - Pavilion shutters (DD)	£172.00	£206.40	
Green and Purple	Monthly Accountancy Support	£50.00	£60.00	1541
RFO	Expenses re O2 Sim Card for Pavilion	£8.85	£10.62	1542
CamAlarms Ltd	Maintenance/service visit (pavilion)	£309.00	£370.80	1543
Travis Perkins	Plumbing items for sinks - Village Hall	£14.86	£17.83	1544
PHS Group	Payment for Annual Duty of Care	£76.50	£91.80	1545
CSA	Cleaning materials and toilet paper	£31.90	£38.28	1549
BCS	Payroll Processing	£56.75	£68.10	1550
SSE - Southern Elec	Electric bill for the Pavilion	£228.14	£273.76	1552
Staples	Printer for the Clerk	£108.00	£130.00	1553
Arbantia Fencing	Repair of Fence at Recreation Ground	£220.00	£264.00	1555
Debbie Seabright	McAfee - LiveSafe annual cost	£59.99	£59.99	1556
		£1,580.96	£1,836.55	

NB: both PHS invoices have been removed. Resolution to pay these invoices. **RESOLVED.**

- 19/208. Management accounts** – to review the monthly management accounts – Report noted.
- 19/209. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 19/210. Matters for consideration at the next meeting**
- 19/211. Dates of next meetings** – Planning 3rd Oct, CALF 15th Oct, Planning 17th Oct, Highways 22nd Oct, FLAC 25th October, Full 5th November
- 19/212. Close of Meeting** – 9.15pm.

Signed _____ (Chair) Date _____