

**DRAFT Full Parish Council Meeting Minutes**

Meeting held via Zoom\* on Tuesday 4<sup>th</sup> August 2020 at 7.30pm

**Present:** Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Henderson, Jones, McCarthy, Stewart, Ward, Young, Wotherspoon, SCDC Cllr Gough, and Asst Clerk

**In attendance:** One member of the public

**20/152. Chair's Introduction and Apologies for absence** – Apologies received from Cllrs Graves (work) and Clerk (holiday)

**20/153. To accept Declarations of Interest and Dispensations** – None given.

**20/154. Minutes** – To resolve that the minutes of the meeting of the Full Council held on the 7<sup>th</sup> July be signed as a correct record. Proposed Cllr McCarthy and seconded by Cllr Collinson. **RESOLVED.** The RFO joined the meeting at 7.34pm. To resolve that the minutes of the EOM held on 14<sup>th</sup> July be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.** To resolve that the minutes of the EOM held on 21<sup>st</sup> July 2020 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**

**20/155. Public participation** – Standing Orders suspended 7.36pm. Resident 1 spoke in support of item 20/163 and explained they were the resident who had made the proposal to the clerk. Cllr Wotherspoon read out correspondence from a resident who was unable to attend but had an interest in item 20/168. Letter expressed concerns regarding illegal subletting of plots at Traveller site at Smithy Fen, violent crime, and heavy police presence in the area. Requested that these issues were investigated. Standing Orders reinstated 7.43pm.

**20/156. Reports**

- **SCDC** – Report noted. Cllr Hewitt joined the meeting at 7.45pm. Query regarding possible projects for Zero Carbon funding. Potential application ready for cycling improvements, should CPC be unsuccessful in another funding bid. WARG field has potential for additional tree planting and cycle racks. SCDC Cllr Gough now on Greater Cambridge Partnership Committee.
- **CCC** – Report noted.
- **Clerk** – Report noted. Asst Clerk chasing final work on LHI improvements on Histon Road with the engineer involved. Exploratory work on damaged water pipes on Broad Lane ongoing. Surface dressing on Twenty Pence Road due to be completed 5<sup>th</sup> August.
- **Major developments** – Report noted. County Highways keen to hold off roundabout work to Summer 2021, CPC pushing to move forward while traffic levels still lower than usual. CPC to put forward proposal for surface water management on Persimmon site. Important to obtain adequate funding to cover work required. Formal response has been drafted to consultation on This Land's Reserved Matters planning application. Query regarding phasing out of gas heating by 2025. This Land looking at alternative heating sources, Redrow likely to be installing gas boilers.
- **Village Hall & Nursery** – Report noted. Hoping to complete work to access road by end of school summer holidays. Connection to utility mains is currently scheduled for October, hoping to move this forward. Query regarding reduction of nursery fees for Cottenham residents included in Nursery ITT, concerns that this could lead to provider prioritising non-residents, over Cottenham residents. Terms negotiable once final operator selected and are likely to change. Query on cost of CCTV for nursery, higher cost due to upgrade of cameras to allow increased visibility of surrounding area, for security purposes.

**20/163. War Memorial planting** – Item brought forward. Standing orders suspended 8.13pm. Resident

outlined proposal for improvements to War Memorial planting. Asking for resident support and donations. Would be following advice received from War Memorial Trust on suitable plants. Suggested that labels could explain meanings of plants chosen. Small budget needed for ongoing maintenance. Standing Orders reinstated at 8.18pm. Resolution to form War Memorial planting working party, consisting of Cllr McCarthy, Cllr Ward, and resident. Proposed Cllr Stewart and seconded by Cllr Hewitt. **RESOLVED.** WP to put forward proposal for planting and budget required at next full council meeting. Resident 1 left the meeting at 8.21pm.

- 20/157. To review policy recommendations by Committees** – Some policies may need amending in relation to Covid-19. Child Protection, Communications, Community Engagement, Complaints Procedure, Health and Safety, Model Publication Scheme, Risk Assessment all identified as possibly needing updating. Cllr Morris to review. Noted that many policies gendered unnecessarily. Policies based on NALC recommendations and they may have plans to update in relation to this. Cllr Jones to query with NALC and track gender neutral changes for recommendation to council. New Bullying and Harassment policy not on website, request to have it added.
- 20/158. Internal audit** – Consider review of internal audit report. Noted; no concerns or recommendations. RFO and Clerk thanked for their work leading to this report.
- 20/159. CEAG donation** – Consider environmental projects to spend CEAG donation– Resolution to form CEAG donation working party, composed of Cllr McCarthy and Cllr Collinson, to devise proposal for use of CEAG donation. Proposed Cllr McCarthy and seconded by Cllr Collinson. **RESOLVED.**
- 20/160. Bellway s106 amendment** – Consider alternative wording to s106 agreement regarding bus stops. No room for bus shelter by alms houses. Modification of S106 wording required to enable the money to be spent on a bus stop near the Rec and/or Development sites for the new Community Transport Service. Already two bus stops on Lambs Lane, questioned whether bus users would walk up to Village Hall. Needs to be close enough to development sites to be justifiable. Resolution to amend S106 to provide facilities to support Community Transport Service at or within the Bellway or Persimmon developments. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/161. Cambridgeshire ACRE local councils conference** – noted.
- 20/162. Village Hall/Nursery oil tank** – Consider disposal of old 2500l oil tank– Resolution to advertise tank for sale with suitable timescale, asking for sealed offers, with buyers to remove within a week of purchase at their expense (would need to wait until after the access road works are completed). Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/164. Code of Conduct consultation** – noted.
- 20/165. Return to football & cricket matches** – Consider arrangements for use of the pavilion as part of the return to match play – It is possible to allow access to a single toilet, with one person at a time accessing the pavilion. Use of a separate toilet on Saturday and Sunday would reduce need to clean in between uses. Doors can be locked to block access to other areas of the pavilion. Resolution to allow limited one at a time toilet access via the tunnel entrance using “Officials 1” toilet on Saturday and “Disabled Officials” toilet on Sunday with cleaning on Monday or Tuesday as would normally happen with the Changing Rooms, excluding access to any of the changing rooms or club facilities. Proposed Cllr Hewitt and seconded by Cllr Morris. **RESOLVED.**
- 20/166. Parish Council insurance** – Consider quotes for insurance cover - item deferred.
- 20/167. Website accessibility statement** – Consider statement for website in accordance with government Accessibility legislation. Cllr Jones, Cllr Bailey, and Asst Clerk to check website and prepare draft statement, for review at September’s Full Council meeting.
- 20/168. Proposal Planning enforcement** - Consider further steps to encourage stronger enforcement of extant planning conditions and legal orders by SCDC - Three areas of concern related to enforcement: Surface water management - conditions on existing developments not signed off, concerns that Bellway will not complete work on drainage. Cllr Young left the meeting at 9.13pm.

Secondly issues with illegal subletting and serious crimes on Smithy Fen Traveller site. Thirdly breaking of planning conditions set i.e. pre-commencement conditions already broken on Persimmon site. Request that our SCDC councillors support us in raising these issues. SCDC Cllr Gough expressed that SCDC get frustrated too; enforcement a lengthy legal process, which requires confidentiality. Michael Sexton has acknowledged that Persimmon condition 8 should not have been discharged. Advised that if the Parish Council take further steps that they are specific about what they want to see; focus on the biggest issues and communicate those to the Executive and Planning Department. Both SCDC Cllr Gough and CCC Cllr Wotherspoon working with various agencies in relation to the Traveller site. Suggested that enforcement issues relating to the Traveller site need to be dealt with separately to other issues. SCDC Cllr Gough stated that he would be happy to support CPC and help with communication on these issues. Resident's letter shows that there are concerns regarding illegal developments at the Traveller site and there may be a perception that things are not being done. Enforcement team are going through a transition period with staff changes, as well as the additional problems caused by Covid-19. SCDC Cllr Gough will continue to follow up on issues. Enforcement is out of public gaze as confidential and courts can be slow to process things. Questioned whether there is anything CPC can do in relation to discharge of Persimmon condition 8. Planning system has no way of tracking conditions, there is no knowledge system in place. The enforcement issues with the developments are indicative of a problem with the system.

**20/169. Staff training** – Resolution to book Asst Clerk on 2 SLCC training courses at a cost of £35 plus VAT each. Proposed Cllr McCarthy and seconded by Cllr Hewitt. **RESOLVED.**

**20/170. Highways** – Consider Vehicle speed checks for possible 20mph zone – Following changes in the requirements for free flow when collecting speed data, locations have been identified suitable for the collection of speed data to support a possible 20mph zone in central Cottenham. Resolution to carry out collection of speed data at three locations within central Cottenham at a cost of £1500. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.** Cllr Hewitt left the meeting at 9.40pm.

**20/171. Finance** –

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
HMRC	VAT (April, May and June 2020)	£181,407.69	£181,407.69	
		<b>£181,407.69</b>	<b>£181,407.69</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for August 2020	£4,732.77	£4,732.77	-
HMRC	Tax and NI for July 20 (month 2)	£860.93	£860.93	-
SEH French	Certificate 6 re Village Hall & Nursery	£247,620.22	£297,144.26	1782
Wilby and Burnett	Architectural Services during period	£8,100.00	£9,720.00	1785
AJ King	Monthly invoice + Spinkler irrigation parts	£3,298.42	£3,958.10	1786
Calor	Delivery of gas to the pavilion - June 20 (DD)	£1,101.49	£1,156.56	1795
		<b>£265,713.83</b>	<b>£317,572.62</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (August) DD	£270.63	£270.63	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
BCS	Payroll processing for June 2020	£35.00	£42.00	1783
RFO	Sim card for the pavilion - Expenses	£9.08	£10.90	1784
SLCC	Membership fee	£257.00	£257.00	1787
Heelis and Lodge	Internal audit fee	£430.00	£430.00	1788
SSE - Southern Elec	Electricity bill for street lighting (DD)	£107.65	£113.02	1789
Old West IDB	Annual agricultural drainage rates	£77.04	£77.04	1790

Staples	Stationary items	£20.42	£24.50	1791
SSE - Southern Elec	Electric bill for the pavilion (DD)	£258.59	£310.30	1792
A Mappedoram	Battery change in Away 2 room & checking other fittings	£60.00	£72.00	1793
Green and Purple Ltd	VAT return submissions	£25.00	£30.00	1794
		<b>£1,722.41</b>	<b>£1,843.79</b>	

Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**

- 20/172. Matters for consideration at the next meeting** – Additional bins at the Rec, Insurance.  
**20/136. Dates of next meetings** – Planning 20<sup>th</sup> August, Full 1<sup>st</sup> September  
**20/137. Close of Meeting** – 9.42pm.

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

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