

Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 6th July 2021 at 7.30pm

Present: Cllrs Hewitt (Chair), Bolitho, Collinson, Henderson, Hutchison, Jones, Loveluck, Stewart, Ward, SCDC Cllr Wilson, the Clerk and RFO

In attendance: 4 members of the public

- 21/140. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bailey (work), Faulker (personal), Graves (personal), Young (work) SCDC/CCC Cllr Gough and the Asst Clerk. Cllr Wotherspoon was absent.
- 21/141. To accept Declarations of Interest and Dispensations** – None received.
- 21/142. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 8th June 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**
- 21/143. Public participation** – Standing Orders suspended 7.38pm. Resident 1 lives on Church Lane and attending regarding the gate installation. Residents 2 and 3 also live on Church Lane. Resident 4 lives on the High Street and attending regarding the gate, speed limit on Oakington Road and Persimmon pavement on Oakington Road. Resident 3 spoke about why the gate had been installed. Church Lane isn't owned by anyone but is maintained by people who live along there; it's not part of the adopted highway. It had deteriorated considerably and vehicles were regularly getting stuck. It is now being maintained and in better condition. Discussed with other residents and gate installed; the gate is not a statement of ownership. It has large access on the side to allow pedestrians/cycles/horses to pass. Don't want Church Lane to become a thoroughfare and want to keep it in good condition for walkers etc. The gate isn't locked. The installation was a joint decision with other residents on Church Lane. Resident 1 felt it important to say that it wasn't a unilateral decision and lengths were taken to contact other residents. Noted that the Lane has become increasingly busy with lorries and there has been a noticeable drop since the gate installation. Resident 4 stated that they had been in contact with the Land Registry. They use Church Lane regularly and when they went down last week the gate was locked. Also the access to the side is too narrow for horse riders. They said it would be more appropriate to get Highways signage to say that the land was unsuitable for heavy/large vehicles. Standing Orders reinstated 7.48pm. Cllr Hewitt stated that CPC don't have any jurisdiction in this matter. Aware that CCC Cllr Gough has been liaising with County and residents. County have stated that it is a civil matter and up to residents if they wish to oppose the gate installation. Cllr Collinson suggested asking the Rights of Way Officer or CCC Cllr Gough to check whether it is a 'byway open to all traffic (BOAT)'. Standing Orders suspended 7.52pm. Resident 4 said they had spoken to Highways today and the only way to definitely find ownership is via the Land Registry. Resident 2 said it's a matter of what is safe. Standing Orders reinstated 7.53pm. CPC to check right of way issues with CCC Cllr Gough. Standing Orders suspended 7.56pm. Resident 2 confirmed that it was easy for emergency services to access. Resident 4 stated that the gate had been locked previously. Resident 3 confirmed that they hadn't notified emergency services about the gate but would look into the matter. Standing Orders reinstated 7.58pm.
- Standing Orders suspended 8pm. Resident 4 was concerned about the siting of the speed limit on Oakington Road in relation to the new developments. SCDC Cllr Wilson responded that the location of the limits is subject to Dept of Transport rules and can't be moved until the footpath has been installed. Resident 4 also stated that there were issues with the drainage along Oakington Road and their field now flooded which it hadn't before; Bellway ditch used to drain by The Rowells but appears to be blocked off. Cllr Hewitt stated that the matter is being discussed and we are in dispute with County. Standing Orders reinstated 8.02pm. Residents all left at 8.03pm.

21/144. Reports

- **SCDC & CCC** – report noted. Persimmon are hoping to have the footpath completed by August. Histon roadworks – should read Victoria Road. Clarified that a 40mph zone is to be created on Oakington Road. This is because there are only houses on one side; noted that there is no consistency with other roads and that 30mph would be more suitable; SCDC Cllr Wilson to check. SCDC Cllr Wilson to check that there is a way for Parish Councils to respond to the consultation. Cllr Hewitt to collate responses on the cycling/walking consultation and submit response.
- **Clerk** – report noted. Fen Edge and Village Newsletter articles submitted. Cllr Hewitt attending war memorial centenary meeting tomorrow.
- **Major developments** – Report noted. Waiting to hear when Tilia/Kier will go to Planning Committee at SCDC.
- **Village Hall & Nursery** – Report noted. Village Hall snagging is taking up a lot of time and the list is extensive. Need to keep a log of hours and put additional pressure on architects to manage the situation.
- **Pre-launch working party** – Report noted. Cllr Henderson thanked for his extensive work on the utility usage.

21/145. Additional borrowing – Consider additional borrowing needs to complete the Village Hall project – Cllr Bolitho ran through the background and Cllr Ward ran through the cashflow spreadsheet. Discussions regarding length of term and further information required on short-term loan option. Need to do some ‘what if’ scenarios based on Kier/Tilia s106 monies. SCDC Cllr Wilson to chase case officer regarding Kier reserved matters application status. Item deferred.

21/146. Village Hall business plan – Consider review of draft business plan – Noted.

21/147. Village Hall bar – Resolution to spend up to £2500 kitting out of Lounge Bar in Village Hall and £500 on stock. Subject to premises licence approval. Proposed Cllr Stewart and seconded by Cllr Henderson. **RESOLVED.**

21/148. Village Hall cleaner – Consider quotes for cleaning of the Village Hall – Need like for like quotes; also need to check with Progress how many hours they are specifying. Item deferred.

21/149. Fen Reeves maintenance – Consider maintenance of the site – Item deferred to autumn.

21/150. 20mph zones in Cottenham – assess community support for and feasibility of introducing 20mph limits in appropriate areas of Cottenham – Cllr Ward outlined. Resolution that CPC aims to assess community support for and feasibility of introducing 20 mph limits in appropriate areas of Cottenham, including the High Street. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.** Cllr Hewitt to write item for newsletter. SCDC Cllr Wilson left the meeting at 9.34pm.

21/151. Electronic document storage – Resolution to set up a working party to look into a suitable system and policy for electronic document storage (consisting Cllrs Henderson and Jones, Adam Stewart and the Asst Clerk. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**

21/152. Solar Panel SEG – Consider looking into SEG rates for Village Hall solar panels – Cllr Henderson to undertake investigation into available rates and report back.

21/153. SLCC Membership – Resolution to renew SLCC Membership for the Clerk at a cost of £263. Proposed Cllr Collinson and seconded by Cllr Hutchison. **RESOLVED.**

21/154. Eco Eats – Resolution to support Sustainable Cottenham (Eco Eats) for Cambridge Sustainable Food’s application for a SCDC Zero Carbon Communities grant to provide events in Cottenham such as Saturday cookery workshops and information about sustainable diets and reducing food waste, including activities at next year’s FEFF. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**

21/155. Review Membership and Status of “Standing” Working Parties

- Burial Grounds (Cllrs Bolitho, Collinson, AN Other). Add Cllr Hewitt.
- HR (Cllrs Bailey, AN Other & Ward). Add Cllr Hutchison.
- Drainage & Flooding (Cllrs Graves, Hewitt, AN Other, Ward & Wotherspoon). Add Cllr Loveluck.

- Youth (CALF)
- 21/156. Endorse status of “Task & Finish” Working Parties**
- Local Plan (Cllrs Hewitt & AN Other)
 - Speculative Developments (Cllrs Hewitt, Loveluck, AN Other, Young & the Clerk)
 - New Village Hall & Nursery (Cllr AN Other, the Clerk, Asst Clerk & RFO). Now complete.
 - Village Hall & Nursery post-construction (Cllr AN Other, the Clerk and RFO). Add Cllr Hewitt.
 - Village Hall pre-launch (Cllrs Bailey, Hutchison, Ward, Young & the Clerk). Add Cllr Jones.
 - Tony Nicholas Memorial (Cllrs Bolitho, Collinson and AN Other). Add Cllr Hewitt.
- 21/157. Review representation as Trustees etc.**
- Church and Causeway Charity (Trustee, Cllr Bolitho)
 - Cottenham Community Centre (Trustee, vacant). Add Cllr Jones
 - Cottenham Charities (Trustee, Lynda Harford and David Mudd)
 - Cottenham Primary School (Rep, currently Cllr AN Other and the Clerk)
 - Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
 - Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)
- 21/158. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho) Add Cllr Ward.
 - Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
 - Communications (Cllr Hutchison)
 - Defibrillator (Cllrs Henderson & Hewitt)
- 21/159. To review policy recommendations by Committees – item deferred.**
- Asset Register (amending April 2019)
 - Code of Conduct (amended July 2015)
 - Complaints procedure (amended July 2015)
 - Document retention (amended July 2018)
 - Equal Opportunities (amended July 2017)
 - Donation, Grant and Loans (adopted November 2018)
 - Freedom of Information – Publication Scheme (amended June 2017)
 - Grievance & Disciplinary (adopted June 2015)
 - IT & Communications (adopted October 2015)
 - Standing Orders
 - Training & Development (amended June 2018)
- 21/160. Connections Bus – Resolution to host up to 6 sessions over the summer holidays. Proposed Cllr Stewart and seconded by Cllr Hutchison. **RESOLVED.****
- 21/161. CPS magazine – Resolution to advertise in the CPS magazine at a cost of £50 (2x ¼ page adverts: one for Connections and other for Village Hall). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.****
- 21/162. Hallmaster – Resolution to purchase of Hallmaster booking system for Village Hall (to include invoicing module). Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.****
- 21/163. Insurance quotes – Resolution to accept renewal insurance quotes from Zurich for next year (renewal due September 2021) at a cost of £6826.29 fixed for 5 years. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.****

21/164. Finance

| Income | Description | Net | Gross | |
|----------------------|--------------------|---------|---------|--|
| Strive | Bootcamp sessions | £110.00 | £132.00 | |
| Tennis club | Tennis court usage | £9.38 | £11.26 | |
| Ben Butler | Bootcamp sessions | £139.86 | £167.84 | |
| 2nd Cottenham Guides | Hire of Open space | £24.00 | £28.80 | |
| 1st Cottenham Guides | Hire of Open space | £24.00 | £28.80 | |

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|---|---|-------------------|-------------------|-------------|
| 1st Cottenham Rainbows | Hire of Open space | £16.00 | £19.20 | |
| 2nd Cottenham Rainbows | Hire of Open space | £10.00 | £12.00 | |
| Village Hall Hire | Hire for childrens party | £60.00 | £72.00 | |
| HMRC | Vat payment | £2,047.53 | £2,047.53 | |
| Cottenham United Football Club | Donation for box to house defibrillator | £300.00 | £300.00 | |
| Cottenham COLTS | Donation for box to house defibrillator | £300.00 | £300.00 | |
| | | £3,040.77 | £3,119.43 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for July 2021 | £4,689.45 | £4,689.45 | |
| HMRC | Tax and NI for June 2021 (month 3) | £1,037.61 | £1,037.61 | - |
| SSE Southern Electric | Electric for Recreation ground (Quarterly) (DD) | £1,284.67 | £1,541.60 | 2059 |
| PC World Business | Laptop and Monitor for the Salto system | £428.30 | £513.96 | 2068 |
| AJ King | Monthly groundsman invoice | £3,166.67 | £3,800.00 | 2081 |
| AJ King | Additional work at the Village Hall | £457.50 | £549.00 | 2082 |
| PPL/PRS | Annual cost of Music License for Village Hall | £502.67 | £603.21 | 2083 |
| Calor Gas | Gas delivery to the pavilion (DD) | £1,048.74 | £1,101.18 | 2084 |
| Backstop Ltd | Year-end accounts 20-21 | £800.00 | £960.00 | 2085 |
| British Gas | Electric for the Village Hall (DD) monthly | £1,124.83 | £1,181.07 | 2089 |
| | | £14,540.44 | £15,977.08 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension July 21 (DD) | £318.58 | £318.58 | - |
| Charter Global | Monthly Contract Cost (DD) | £172.00 | £206.40 | - |
| SSE Southern Electric | Electric for Village Green (Quarterly) (DD) | £35.04 | £36.79 | 2060 |
| Xero | Accounting package (DD) | £24.00 | £28.80 | 2061 |
| Heelis and Lodge | Internal Audit charge | £450.00 | £450.00 | 2062 |
| Clerk | Expenses re Advert for Premises License (Iliffe Media Publishing) | £96.00 | £115.20 | 2063 |
| Declan Thomas Deane | Repair to the telephone box after being vandalised | £400.00 | £480.00 | 2064 |
| Backstop Ltd | Accounting support | £50.00 | £60.00 | 2065 |
| Cromwell Fire Ltd | Fire Alarm Service Charge | £103.63 | £124.36 | 2066 |
| Cottenham Primary School | Nursery interview - us of CPS staff member | £170.00 | £204.00 | 2067 |
| RFO | Sim card for the pavilion | £9.20 | £11.04 | 2069 |
| Source for Business formally Cambridge Water Business | 6 monthly water for Bowls club & Allotments (DD) | £263.55 | £263.55 | 2070 |
| RFO | Printer paper | £2.85 | £2.85 | 2071 |
| RFO | Postage re External Audit | £3.23 | £3.23 | 2072 |
| Urban Coms | Broadband for the Nursery (DD) monthly | £66.49 | £79.79 | 2073 |
| Urban Coms | Broadband for Village Hall (DD) monthly | £66.49 | £79.80 | 2074 |
| BCS | Payroll processing May 2021 | £35.00 | £42.00 | 2075 |
| British Gas | Electric for the Nursery (DD) monthly | £195.39 | £205.15 | 2076 |
| SSE Southern Electric | Electric for the Pavilion (DD) monthly | £281.27 | £337.52 | 2077 |
| SSE Southern Electric | Electric invoices x 3 for street lighting (DD) monthly | £99.24 | £104.18 | 2078 |

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|----------------------|--|------------------|------------------|-------|
| Library Services | Summer Reading Challenge donation | £200.00 | £200.00 | 2079 |
| AC Leigh | Training for staff/councillors on SALTO system | £250.00 | £300.00 | 2080 |
| Viking | Acrylic Sign for Village Hall | £7.49 | £9.44 | 2086 |
| Viking | Projection Screen | £93.99 | £115.16 | 2087 |
| Viking | Toner cartridge, Kettle and Scissors | £108.37 | £132.76 | 2088 |
| RFO | Kitchen cleaning supplies | £7.32 | £7.32 | 2090 |
| Viking | Kitchen supplies for Village Hall | £107.59 | £129.11 | 2091 |
| Bridgeman | Repairs to tennis court netting | £135.00 | £135.00 | 2092 |
| | | £3,751.72 | £4,182.03 | |
| Multipay Card | | | | |
| Amazon | Telephone cable for the Village Hall | £17.47 | £20.97 | 2034C |
| O2 | Phone top up for assistant clerk | £10.00 | £10.00 | 2035C |

Noted that British Gas have reduced our bill; Cllr Henderson was thanked for his work on our utility usage. Need to refund monies for kids birthday party (unable to hold due to extended Covid restrictions). Resolution to pay the above invoices. Proposed Cllr Hutchison and seconded by Cllr Bolitho. **RESOLVED.**

- 21/165. Matters for consideration at the next meeting** – war memorial centenary; cleaning quotes; PWLB borrowing.
- 21/166. Dates of next meetings** – Planning 8th July, CALF 20th July, Planning 22nd July, FLAC 27th July, Full 3rd August
- 21/167. Close of Meeting** – 9.56pm.