

**COTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF COTON PARISH COUNCIL**  
**Held on Tuesday May 11<sup>th</sup> 2004**  
**In the W.I. Hall, High Street, commencing at 7.00pm**

**Members present:** Messrs G. Diplock (chairman), G. Kinsey, J. Lewis, Dr Connolley, Mesdames P. Brown, B. Smart, R. Darling, Councillor J. Hughes, and Mr D. Wilson (Clerk).

**OPEN SESSION**

There were no members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr Chandler, Dr Baumgarten and Councillor Reynolds.

2. ELECTION OF CHAIRMAN

Mr Diplock stepped down from the chair and asked for nominations for Chairman. Mr Kinsey proposed Mr Diplock for Chairman, this was seconded by Mrs Smart.

Dr Connolley proposed Dr Baumgarten, There was no seconder for this. Mr Diplock was elected Chairman with 6 for and 1 against.

3. CHAIRMAN'S SIGNING OF DECLARATION OF OFFICE FORM

Chairman signed his declaration of office form.

4. ELECTION OF VICE-CHAIRMAN

Mr Lewis proposed Mr Kinsey for vice-chairman. This was seconded by Mrs Smart. There were no other nominations. Mr Kinsey was elected with 6 for and 1 abstention.

5. ELECTION OF WORK PARTIES

- a) Finance Mr Kinsey proposed Finance Work Party be made up of Chairman, Vice-Chairman, Mrs Darling and Mr Lewis. This was seconded by Mrs Brown and agreed with 5 for, 1 against and 1 abstention.
- b) Allotments Mr Kinsey proposed Mrs Brown and Dr Connolley. This was seconded by Mr Lewis and agreed.
- c) Footpaths Mr Kinsey proposed Mrs Smart and Dr Connolley, this was seconded by Mr Lewis and agreed.
- d) Trees Mr Kinsey proposed and Mrs Darling seconded Mr Lewis- this was agreed.

- e) Recycling and Environment Mr Kinsey proposed Mrs Smart and Mr Lewis seconded this. Agreed. Leave open for a second person.

Dr Connolley will remain School Governor

6. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 13<sup>TH</sup> APRIL 2004

The minutes of the last meeting held on April 13<sup>th</sup> 2004 were confirmed and signed.

7. MEMBERS DECLARATION OF INTEREST for items on the agenda.

There were no declarations of interest.

8. MEMBERS UPDATING OF REGISTER OF INTERESTS

There were no changes to register of interests.

9. MATTERS ARISING FROM PREVIOUS MINUTES for information only.

- a) Insurance Still being investigated.

10. TO CONSIDER OTHER MATTERS

- a) Bennys Way Play Area – “No Ball Games” Sign Nothing more. Clerk to write again. Councillor Hughes to look into matter.

- b) Bennys Way Play Area – Inspection Report from Log Book Dr Connolley reported all is well. Clerk to find out who fixed loose screws and paintwork.

Inspection Report received from RoSPA – check if new equipment still under guarantee. Dr Connolley to check equipment mentioned in report

- c) Bennys Way Play Area – New Trees New trees now planted. See copy letter to SCDC from Mr Baldwin.

- d) Car parking – Whitwell Way /Silverdale Corner – nothing further.

- e) Potholes in Village Footpath still needs repairing – Clerk to check with Mr Cooper when it will be done.

- f) “Slow” Signs – Cambridge Road Not done – Clerk to contact Mr Sharp at County Council.

- g) Overhanging Trees and Shrubs Clerk to check with Mr Cooper regarding hedge on corner in Grantchester Road, and to write to 12 High Street.

- h) Parish Plan – Progress Report Mr Kinsey proposed and Mrs Darling that form for grant be signed and sent. This was agreed.

- i) Ivy Growing on Rectory Wall. Delete from Agenda.
- j) Speed Tapes in Village Nothing further.
- k) The Footpath – Potholes and Grips Remind Mr Cooper.
- l) Noticeboard Dr Connolley had put up makeshift noticeboard on Village Green – He was thanked.
- m) Village Green Cutting Mr Mitchell has signed a Tax form, and will continue to cut grass.
- n) Richard Sell – Name added to War Memorial Agreed by church, no faculty needed. Checked with Conservation Officer South Cambs. - this can go ahead. Clerk to obtain estimates for work.
- o) In House Training – booked for May 13<sup>th</sup> at Madingley Village Hall
- p) Litter Bin on School Grounds. Mr Kinsey has removed this.
- q) Edge of Road at Wheatcases Mr Kinsey said Mr Cooper knows about this.
- r) Bus Shelter Cleaner Mr Kinsey said he check the bus shelter Whitwell Way. Mr Burbage will look after the one at High Street.
- s) Painting Village Sign Clerk to ask Mr McNally if he will do this.

#### 11. CORRESPONDENCE

- a) Mr Baldwin copy of his letter to SCDC about new trees on Play Area.
- b) Planning Information re Proposed Golf Driving Range – Grantchester Road Planning Application will be coming soon – discuss then.
- c) County Council – Highways Questionnaire. Has been sent round for comments.

#### FROM FILE

- d) Copleys (solicitors) The Plough - application of Transfer of Justices Licence.
- d) County Council – Periodic Electoral Review of Cambridge
- e) South Cambs Primary Care Trust Bulletin no 1 2004
- f) County Council – School Governors Appointed by Town or Parish Councils
- g) SCDC – S. Cambs Local Development Framework Pre-submission Statutory Bodies Consultation.

- h) SCDC – S. Cambs East Area Action Plan – Pre-submission statutory Bodies Consultation
- i) Histon Newsletter and Crime Report April 004
- j) County Council – Parish Paths Grant £260.00
- k) CALC – Bulletin March/April plus Literature
- l) Flood Action Issue 3
- m) Mills & Reeve Local Update
- n) News At Com – Spring 2004
- o) SCDC Magazine and Key Issues
- p) SCDC – Growing through the Community

12. STANDING ORDERS

Mr Kinsey proposed and Mrs Brown seconded that the amended Standing Orders as per attached be adopted. This was agreed unanimously.

13. FINANCIAL REGULATIONS

Mr Kinsey proposed and Mrs Darling seconded that the amended Financial Regulations as per attached be adopted. This was agreed unanimously.

14. CLERKS'S CONTRACT AND JOB DESCRIPTION

It was proposed by Mr Kinsey and seconded by Mr Lewis that the Clerk's Contract be adopted as per attached. This was agreed unanimously.  
It was proposed by Mr Kinsey and seconded by Dr Connolley that the /clerk's Job Description as attached be adopted. This was agreed.

15. ASSETS RISK CHECK

Mr Diplock to carry out risk assessment on assets.

16. OLD SWING SEATS

It was agreed Madingley Parish Council be offered the old swing seats for £5.00.

17. FOOTPATHS

Mrs Smart reported as yet kissing gate work not yet been done. She is going to order paths to be cut last week in May or 1<sup>st</sup> week in June. Agreed to have the verges done at the same time.

18. ALLOTMENTS

- a) Vacant Piece Clerk to send letter as per last minutes.
- b) Water Delete from Agenda.

19. COUNCILLOR HUGHES' REPORT

Councillor Hughes had very little to report. Warning Parish Council to be very careful if caravans seen – take immediate action.

South Cambs have moved offices to Bar Hill. Open Day June 26<sup>th</sup>.

20. COUNCILLOR REYNOLD'S REPORT

Councillor Reynolds not present.

21. PLANNING

S/0448/04/LB – Rectory Farm, high Street, Coton – Alterations and Conversion of Dovecote to garage, and part of stable range to residential accommodation (utility, kitchen, breakfast room) attached to 4 bedroomed dwelling (Unit 3) etc. --Planning Application now Withdrawn.

S/0449/04/F - Rectory Farm, High Street, Coton – Alterations and extension of barns to form 2 dwellings, erection of dwelling unit, garaging, erection of garage/store for farmhouse. Planning Application now Withdrawn.

22. RECREATION GROUND

- a) Pavilion Project Update on loan agreement received. - permission agreed to go ahead.
- b) Play Equipment Inspection report received from RoSPA. – This stated the matting was satisfactory to have swings erected.  
It was proposed by Mr Kinsey that we erect the swings as soon as possible – swings to be erected in the centre of existing matting as identified by Wicksteeds. Mrs Darling seconded this and it was agreed with 6 in favour and 1 against.
- c) Play Equipment Inspection From Log Book – all satisfactory.
- d) Tree Work Tree work will be done June 16/17<sup>th</sup>
- e) Emptying of Litter Bins Clerk reported these should be emptied by SCDC in future.

23. ACCOUNTS

The following payments were agreed:

Mrs D. Wilson	Clerk's Salary	305.00
Mrs D. Wilson	50% tel rental	18.51
Herald Contract	Rec Cutting	282.00
CALC	Subs	183.18
D. Wilson	Photocopying 1/9/03 – 8/4/04	64.19
S. Mitchell	Mower	150.00
S. Mitchell	Village Green Cut	30.00

It was proposed by Mr Kinsey and seconded by Mrs Darling that Miss Skempton be asked to do the internal audit, and that a formal letter can be sent to her by the Clerk. This was agreed.

24. DATES OF NEXT MEETINGS

June 22<sup>nd</sup>, August 10<sup>th</sup>, September 28<sup>th</sup>, november 2<sup>nd</sup>, December 14<sup>th</sup>, January 11<sup>th</sup> 2005-Precept Meeting, January 25<sup>th</sup>, March 8<sup>th</sup>, April 19<sup>th</sup> Parish Council and Annual Parish Meeting, Mmmay 24<sup>th</sup> Annual Meeting of the Parish Council.

25. ANY OTHER BUSINESS

Grass behind Mrs Browns along Whitwell Way needs cutting – South Cambs District Council.

Madingley Road Crossroads – accident reported by Mrs Dansie and also copy letter received from Mr Davis(he sent to County Council), about the crossroads. For next agenda.

Letter received from Mr Martin about travellers – possibility of using Recreation Ground entering at new crossing . It was reported a post has been put in the ground to stop any cars entering at this point.

Accidents at M11 slipway to Barton Road – next agenda.

Herald Contract to be asked to cut under play equipment on Recreation Ground.

MEETING CLOSED AT 9.10 PM