

AGENDA REPORTS PACK

ORDINARY MEETING

FEBRUARY 2017

Item 17/024.



Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 10th January 2017 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collier, Collinson, Graves, Hodson, McCarthy, Nicholas, Richards, Ward, Wilson, Wotherspoon, Young, CCC Cllr Jenkins and the Clerk

In attendance: 2 members of the public

- 17/001. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Mudd (personal), SCDC Cllr Harford (meeting) and the Assistant Clerk (illness). RFO arrived 7.16pm.
- 17/002. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* None given.
- 17/003. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6th December 2016 be signed as a correct record. Minor amend to 16/263. Under 16/261, County item to be added to February agenda. Resolution that the minutes of the Full Council meeting held on the 6th December 2016 be signed as a correct record. **RESOLVED.** SCDC Cllr Edwards arrived at 7.19pm.
- 17/004. Public participation** – Resident to speak under Village Hall item.
- 17/005. Reports**
- **SCDC** – Cllr Morris has queried via email to SCDC Cllr Harford when the housing supply would be met.
 - **CCC** – Cllr Bolitho congratulated County on repairing the potholes so quickly (Lambs Lane and Co-Op). CCC Cllr Jenkins responded that he couldn't take the credit and that the Clerks have an excellent communications line with Highways. Regarding the 2% social care levy CCC Cllr Jenkins confirmed that for the current year and probably also for next year County Council decided to take the 2% social care levy but avoid an increase elsewhere. They are currently looking at a £4.5m deficit. Noted the unexpected bonus that the street lights had been switched back on. Cllr Collinson queried the 2% levy. CCC Cllr Jenkins confirmed that they were allowed to add 2% (social care) + 2% (general precept increase) but only took 2% + 0%.
 - **Clerk** – Updates: heating oil ordered for Hall and arriving Friday. Outdoor lights have been fixed. Works on Brenda Gautrey Way started today and Clerk has visited site. Queried the quality of pothole repairs – the one by the Co-Op hasn't been sealed and is already dipped. The additional cans of spray paint have arrived and 2 new dog poo fairies have been recruited. Signs have been ordered from Keep Britain Tidy and various locations identified for them. Have spoken to Environmental Services regarding requirements for catching dog fouling offenders and this information had been shared on our Facebook page. Reminder of litter pick this weekend. Crime prevention event on 31st January at the Community Centre. Cllr Young queried the Histon Road issues and why it was taking so long. CCC Cllr Jenkins to follow up (Clerk to send details). Dog fouling – add to CALF agendas for regular follow ups. Cllr Collinson congratulated the Carols working party on an excellent event. Clerk mentioned that lighting costs would increase for the 2017 event since remaining old style lights will have to be replaced with LEDs
 - **Major developments** – Endurance S106 complete although some of the text needs further clarification. A Reserved Matters application still needs to be submitted for this development. Gladman inquiry has been brought forward to 4th April. Venue required.
 - **Update on Neighbourhood Plan** – Some tweaks to be made to the core text following the recent consultations. Complaint made about the length of time taken by SCDC to respond.

▪ **Update on Village Hall Project** – As report. CCC Cllr Mason arrived 7.50pm.

17/006. Budget 2017/18 – Consider the FLAC recommended net budget of £206,289 based on expenses of £246,571 and expected income of £40,282 – Cllr Morris outlined how the budget was compiled. Cllr Ward queried the drop in income for the Pavilion Club Room. This is due to a number of factors including lack of proper marketing and access requiring improvement. Cllr Young queried whether the pricing was correct. NB: the 2016/17 figure was an educated guess due to it being the first year the building was available. The accessibility is being addressed, with the project for the pathway close to tender. CALF to monitor usage and look at marketing. The Sports & Social Club will use the room during Hall demolition but this will affect the ability to rent out the room during this period.

Expenses – Cllr Ward queried why there were no consultancy fees. These have been included with professional fees. This will be mentioned in the accompanying budget notes.

Open Space – aggregate cost rather than trying to allocate against separate items. NB: most of the budget is taken up by grounds maintenance costs. Some costs could go against s106 funding.

CALF – blanket figure rather than broken down into individual projects. Some projects could go against S106 money.

Highways – blanket figure rather than broken down into individual projects.

Financing in/out – Cllr Nicholas queried the lack of work to the play area. This will be covered under the CALF budget.

Shared – rates may be subject to a reduction when the Hall is demolished.

Other – Christmas lights need replacing. To fall within CALF projects.

Resolution that Council adopts the FLAC recommended net budget of £206,289. **RESOLVED.**

17/007. Village Hall ballot – Consider the outcome of the village-wide ballot in which, from 445 votes counted, 270 voted “yes” and 175 voted “no” to financing the Village Hall from a precept increase of up to £1/wk on Band D Council Tax – Cllr Ward was thanked for her help with organising the ballot and the count. The last box has finally been retrieved from Stevens Close Community Centre; this contained 8 further votes, 4 for and 4 against. Standing Orders suspended 8.15pm. Resident spoke on behalf of himself and his son, who runs professional events. He had several questions:

Q. When looking at the plans they both initially assumed the nursery was Ladybirds. Wanted to know if they had been consulted? Cllr Morris confirmed that there had been several meetings with Ladybirds about the building and that the nursery was an additional facility. There are 2 possible operators, Ladybirds and Cambridge Kids Club (who provide the out of school club). Cllr Ward clarified that Ladybirds was a pre-school and as such only takes children from 2-5 years and not all day or during school holidays. The nursery would cater for 0-5 years, all year round and longer hours more suited to working parents.

Q. Had income been taken into account when setting the £1 per week? Cllr Morris responded that we had to have the capital in place before we do the project. The precept can come down as income increases.

Q. Who do we see using the upstairs function rooms? Cllr Morris said that we were looking for additional ideas further to current users. The nursery alone could generate income of £75k per year. CCC Cllr Jenkins left the meeting at 8.20pm.

Q. How will we arrive at room hire rates for the new Hall? It needs to be priced at a cost that residents can afford. Cllr Morris said that the business plan was still being worked on. Resident and son happy to meet with working party to discuss further. Cllr Collinson to pass contact details to Clerk.

Standing Orders reinstated 8.25pm. Cllr Young thought there was a will for the project to succeed but we need to look at it robustly, especially the business plan. Cllr Wotherspoon left the room at 8.27pm and returned at 8.30pm. The precept has to be set this month. Cllr Young said that it was difficult to discuss the project without seeing the full business plan and this should be done before

budget/precept is set. It was agreed that the sequence of events weren't ideal. Cllr Nicholas was disappointed by the survey return but the purpose was to give people the chance to have a say. Cllr Bolitho expressed concerns that we haven't got any comparisons to other village halls regarding usage etc. Cllr Collinson felt that we couldn't get a better test of public opinion without some serious work. It was important to note that there was no major campaign against the project. Cllr Berenger strongly believed that people didn't fully understand the project and what the new Hall offered. Cllr Young said that we hadn't got an overwhelming yes or no vote so we had a free hand to do the best we could; shouldn't feel automatically bound to go ahead but needed to make the most appropriate decision. Cllr Young requested a recorded vote.

Resolution that Council accepts the result of the village-wide survey as representative and indicating general residential support for the project. 12 votes for, 2 against. **RESOLVED.**

- 17/008. Village Hall finance** – Consider, taking into account the village-wide ballot and available reserves, the FLAC recommendation to raise an additional sum equivalent to £51pa for each Band D property (based on borrowing between £2,000,000 and £2,100,000 over 25 years) – Cllr Morris outlined the financial reserves. There are 3 variables: inflation, how much the loan would cost and the building costs. Cllr Berenger queried whether the £118k from the precept would directly pay off the loan? Cllr Morris confirmed that it would. Once income starts to be generated then the precept can be reduced but we can't reduce the loan itself without incurring penalties. The loan is a fixed rate for 25 years. Cllr Collinson said there would always be a leap of faith whether we do the project now or in a few years time. Now would seem the best time to do it given the interest rates were so low and there is no way of knowing what will happen post-Brexit. The Government has also shelved plans for a Parish Council referendum regarding council tax. Cllr Richards asked if there was a way to take out several separate loans. Cllr Morris stated this could be possible but would need to look at the implications, particularly regarding penalties. SCDC Cllr Edwards stated that if interest rates increased then we may be 'encouraged' by DCLG to repay early so taking several smaller loans could work; this has happened with some SCDC loans previously and without penalty. It doesn't work if rates decrease. Cllr McCarthy highlighted the increasing costs of keeping the existing ageing building going. It has already been proved impractical to put in basic disabled facilities for example. Cllr Hodson agreed that the business plan was a flexible feast but it's down to the Council to make the project work. Cllr Richards thought the facility could mean cheaper childcare for residents and there is no similar facility within Cottenham. Given village growth this would be a benefit. Cllr Bolitho queried the current rate of interest. Cllr Morris said that it was changing daily so the final rate wouldn't be available until if/when the loan was taken out. Cllr Collier reminded Council that there was a business plan available which had already been through CALF, FLAC and Full Council. Cllr Young requested a recorded vote.

Resolution that Council adopts the FLAC review of Council reserves and the recommendation to take out a supplementary loan to finance the construction of the new Village Hall & Nursery if the project proceeds. 12 votes for, 2 abstentions. **RESOLVED.**

- 17/009. Precept 2017/18** – Resolution that Council adopts the FLAC recommended precept of £324,289 (equivalent to £140.24 pa per Band D home), including £206,289 to fund the net budget and £118,000 to fund a supplementary loan to finance the construction of the new Village Hall & Nursery. **RESOLVED.**

- 17/010. Borrowing approval** – Consider applying to the Secretary of State for permission to borrow up to £2,200,000 – Cllr Morris stated that we would need to submit evidence of the survey and business plan to support our application. The very latest cost estimate from the architects is still in line with the budget and includes contingencies. May be possible to squeeze the technical design later. Cllr Morris ran through the key income milestones. Council still have to decide when to initiate the technical design (needs 3 months prior to 2 months tender period). Standing Orders suspended 9.11pm. CCC Cllr Mason spoke as a resident to request clarification about the precept. If CPC set the precept this year it's possible that the project costs won't be payable until the next financial

year so were CPC over cooking the precept? Cllr Morris responded that this was a risk. Other risks are that we may not get planning permission or the loan. Standing Orders reinstated 9.14pm. Resolution that Council approves application to the Secretary of State for permission to borrow up to £2,200,000 over approximately 25 years, subject to an annual repayment limit of £118,000.

RESOLVED.

- 17/011. Local Green Space designation** – to consider attending/possible participation in Local Plan hearings from 18th – 20th Jan (2½ days) – Clerk stated that the County Council have now requested to speak at the hearings re. designation of the third field at the Recreation Ground and had submitted the lease in evidence. Alison Talkington, Senior Planning Policy Officer at SCDC has confirmed receipt of our additional written representation. CCC Cllr Mason offered to attend on behalf of CPC in the first instance, Cllr Morris as reserve.
Resolution that CCC Cllr Mason to represent CPC at Local Plan hearing with Cllr Morris as deputy if required. **RESOLVED.** Clerk to confirm with SCDC that it is acceptable for CCC Mason to speak.
- 17/012. Planning Committee** – Resolution to add Cllr Wilson to the membership for the Planning Committee. **RESOLVED.**
- 17/013. Buckingham Palace Garden Party** – to consider nominating a past Chairman to attend a Royal Garden Party at Buckingham Palace on 23 May 2017. Resolution to propose, subject to willingness, Robert Clarke or David Mudd. **RESOLVED.** Clerk to contact Robert Clarke in the first instance. Cllr Collinson left the room at 9.25pm.
- 17/014. Draft corporate energy strategy consultation** – to consider response to County consultation (due by 31st Jan) – Due to time constraints on other projects no response to be submitted. Public are able to submit comments.
- 17/015. Letter from Heidi Allen MP** – to consider response to letter regarding public transport issues (due by 13th Jan) – Clerk to advertise via Facebook/website.
- 17/016. Finance**

Income	Description	Net	Gross	
Day Centre	November 2016 invoice payment	£ 100.00	£ 120.00	
Jane Williams	November 2016 invoice payment	£ 92.00	£ 110.40	
Cambridge Kids Club	December 2016 invoice payment (in advance)	£ 873.92	£ 1,048.70	
Cambridge Building Society	Donation towards the Christmas tree	£ 25.00	£ 25.00	
Rugby Club	Annual invoice	£ 333.33	£ 400.00	
Ladybirds	Recouped electricity costs	£ 462.40	£ 462.40	
Debbie Prince	November 2016 invoice payment	£ 14.00	£ 16.80	
Total		£ 1,900.65	£ 2,183.30	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for January 17	£ 3,129.06	£ 3,129.06	
HMRC	Tax and NI for December 16 (month 9)	£ 679.59	£ 679.59	
Wilby and Burnett	Architectural & quantity surveying services	£ 23,250.00	£ 27,900.00	742
AJ King	Monthly cost + planting at WARG field & repair of fence (Tenison Manor)	£ 2,900.81	£ 3,480.96	743-745
Elveden Estate	Christmas tree for the Green	£ 432.00	£ 518.40	755
Peter Dann Ltd	Completion of drainage strategy document for submission	£ 1,750.00	£ 2,100.00	756
CUSSC	Quarterly invoice - contract services	£ 1,130.00	£ 1,130.00	765
Alan Mappedoram	Lights for carol concert	£ 476.00	£ 571.20	
Total		£ 33,747.46	£ 39,509.21	

Expenses under £500	Description	Net	Gross	code
Smith and Saunders	1 year renewal (Web hosting) 2016-17	£ 80.00	£ 96.00	740
Melsop Farm	Reindeer at the Carol concert	£ 350.00	£ 420.00	741
Target Print Ltd	New Village Hall & Nursery voting papers	£ 210.00	£ 210.00	746
Wright Mechanical	Service Boiler and water heater at the Pavilion	£ 180.00	£ 216.00	747
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	748
The BC Group Trust	Work on Crowlands Manor Site	£ 66.00	£ 66.00	749
Aquarius Liquid Engineering	Callout re Ladybirds boiler - Pumps de-ragged & float installed	£ 416.20	£ 499.44	750
Debbie Seabright	Sim card for Pavilion (Dec 16) & ink cartridges	£ 43.67	£ 43.67	751
Green and Purple	Monthly support of RFO (Dec 16)	£ 50.00	£ 60.00	752
Community Centre	Room Hire re Neighbourhood plan exhibition	£ 44.40	£ 44.40	753
Southern Electric	Electric bill for the Pavilion	£ 226.35	£ 271.62	754
Cromwell Fire Ltd	Fire extinguisher service charge	£ 166.20	£ 199.44	757
Jo Brook	Aerosol marker paint x 6	£ 36.54	£ 43.85	758
PPL	Yearly license for public performance at hall	£ 201.04	£ 241.25	759
Sam McManners	Phone Top up	£ 5.00	£ 5.00	760
Debbie Seabright	Sim card payment for the Pavilion (Jan 17)	£ 9.72	£ 9.72	761
Green and Purple Ltd	Monthly support of RFO (Jan 17)	£ 50.00	£ 60.00	762
Cromwell Fire Ltd	Fire alarm service charge	£ 103.63	£ 124.36	763
Tom of All Trades	Purchase parts and repair gutter on village hall	£ 39.00	£ 39.00	764
Total		£ 2,305.75	£ 2,683.35	

Cllr Collinson returned to the room at 9.27pm. Resolution to pay these invoices. **RESOLVED.**

- 17/017. Management accounts** – to review the monthly management accounts – No comments.
- 17/018. Bank reconciliation** – to review monthly bank reconciliation – No comments. Debt for Michelle Plowman being pursued as a personal debt via solicitor.
- 17/019. Matters for consideration at the next meeting** – County 2% Council Tax levy (Cllr Bolitho)
- 17/020. Dates of next meetings** – Planning 12th January, CALF 17th January, Highways 24th January, Planning 26th January, FLAC 31st January, Full 7th February.
- 17/021. Close of Meeting** – 9.32pm.

Signed _____ (Chair) Date _____

Item 17/026. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils January 2017

To follow

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Monthly report for parish and community councils January 2017

For the Cottenham, Histon and Impington (CH&I) county council division of Cambridgeshire which also includes King's Meadow, Oakington & Westwick, Orchard Park and Rampton.

To follow

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CLERKS REPORT – January 2016

Anything in bold is new or an update.

Highways

- **Standing water along Histon Road – Update requested from Highways regarding monitoring of situation – new Highways Office (Simeon Carroll) had not been made aware of any specific drainage concerns that the parish had from previous Highways Officer. However, he did notice a blocked gully outside the bus stop close to the Apple Trees park home site on the southbound section of Histon Road – jetted 25th Jan 2017.**
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Approx. £1000 - £1500. This would have to be 3rd party funded (current signage meets with legislation).
- **TRO - Parking Restrictions outside Shauns/Post Office – lines painted 20th Jan 2017, awaiting confirmation as to when sign will be installed.**
- Blocked gullies around The Green – jetting was due to take place after leaf fall. Some gullies were jetted on 3rd Nov 2016 (DURING leaf fall) - there's been a lot more leaf fall since then and gullies are again blocked – **jetted 25th Jan 2017**
- Leopold Walk – overgrown shrubs/trees. Graham will order works post-nesting season. Budgets are now such that Graham has to prioritise works and unfortunately this matter would be low on the list. Graham has suggested that it would be an ideal job for volunteers. As for the footway being covered in berries etc., this would be a matter for South Cambs District Council as they deal with all matters relating to street cleansing. Asst Clerk went back and stated that this is too big a job for volunteers and we have been requesting this for over a year. Answer: Unfortunately all funding for vegetation works has run out.
- Grass cutting undertaken w/c 22nd Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is still awaiting comment.
- High Street/Rampton Road, Reference - Following repairs carried out in May 2016, some of the marked out areas were missed, markings had worn away before works started. The worst areas being the junction between the High St & Rampton Road and pothole opposite Cross Keys Court. Junction of High Street/Rampton Road. This has been fully resurfaced and is awaiting white lining (timescales unknown). Unable to locate a pothole opposite Cross Keys Court, however there is a sunken cover belonging to Cambridge Water Company. MANHOLES ARE RESPONSIBILITY OF ANGLIAN WATER. Cambridge Water inspected 8/11/16, awaiting works order.
- Wilkin Walk (High St End) – Overgrown weeds, brambles and hedges – Response: This is part of the village maintenance and is cut twice a year. This would be an ideal job for volunteers. Asst Clerk went back and stated that as these were now over 20ft and full of brambles, we can't expect volunteers to cut. Answer: Unfortunately all funding for vegetation works has run out.
- LHI bid has been submitted: Speeding on Histon Road, Crossing near to Post Office and Pavement Improvements
- **Twentypence Road layby – parking restriction sign removed/knocked off in Dec 2016 – replaced 26th Jan 2017**
- **Potholes - High St (Coop bend) – repaired 18th Jan 2017. Rooks St – repairs booked for w/c 23rd Jan 2017. Lambs Lane - by new build houses, responsibility of utilities companies for 1 year – repaired 20th Jan NB have sunk again(!), re-reported 2nd Feb 2017.**
- **Beach Cottenham Rd – following on from patching works carried out in Nov 2016 - most of the patching has eroded – repaired 23rd Jan 2017. Update from Highways Officer: *“With regards Beach Road, I have had two blocked drains reported to me close to Coolidge Gardens and Brenda Gautrey Way where the customer reported regular flooding across the road. These were not cleaned out last winter when the gullies were last routinely cleaned out as the covers are stuck and cannot be opened. I’ve made arrangements for these to be replaced and a jetting tanker to attend afterwards to make sure the system is working correctly. I also noticed that Graham had raised an order last September to get the gullies outside nos 37,39 and 49 cleaned out but this does not seem to have taken place, I will seek to investigate why this has not happened. Further out of the village there***

does not appear to be any gullies so surface water will need to drain from the road via 'grips' which may need to be dug into the bank allowing water to drain into the adjoining ditches." AC has requested that the grips be dug out as they are full of debris/vegetation.

- **Histon Road, Cycle Path – from Highways Officer Jan 2017: "Thank you very much to the 'Sustainable Cottenham' volunteers for their recent hard work in clearing the weeds from the Histon Road cyclepath. I have referred your comments to our cycling team who would have constructed the route initially and would hope that they might be able to undertake some repairs."**
- **High Street - Zebra Crossing near to CVC – to be repainted w/c 6th Feb 2017**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Vermin issue in kitchen and store cupboard. DRE Pest Control have been contacted.
- Light cover in main hall has fallen down. **Replacement screen due w/e 3rd Feb.**
- **Pump inspection/service booked for 13th February (plus pavilion)**

Recreation ground

- Cars parked at own risk sign has been removed completely. The FA sign has also been damaged.
- Groundsman has reported issues with vermin in the vicinity of the containers (coming from allotments). Traps have been set and DRE Pest Control also contacted.
- CCTV due to be installed on the Pavilion w/c 6th February.
- Car park extension and pedestrian footpath to Pavilion tender has been sent. Responses due by 10th February.

Misc admin

- January Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying. CALF members doing site visits and will discuss at February meeting.
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- **Mobility gate for Moat has been collected and will be installed in February (issues re. size difference between existing and new have now been resolved). Recycle existing gate at WARG Field.**
- Contractor appointed to undertake repairs to phone box on Denmark Road/High Street. Will probably be done in March when the temperatures are more conducive for painting outside.
- **Bench (in need of some remedial work) has been located by groundsman/Robert Clarke. Need to decide whether we'd like it and what to do with it.**
- **Successful village litter pick and cycle clearance event took place on 14th January (with follow up session for cycle path).**
- **Phase 2 of the Tenison Manor tree belt works are scheduled to start on 7th February. Residual issues from Phase 1 being dealt with.**
- **We're Watching You (dog fouling signs) have been ordered.**

Facebook

- 711 likes.

Major developments

All may be in suspense following the SCDC Planning Committee to defer a decision on S/1411/16/OL

- Persimmon's S/1606/16/OL is on the agenda for our Planning Committee following their inclusion of the same faulty traffic solution
- No known change on the County Council application (S/2876/16/OL)

Gladman's appeal on S/1818/15/OL could also be affected (due to start on 4th April).

Update on Neighbourhood Plan

May have increased significance following Gladman deferral.

Draft "pre-submission" policies distributed to 260+ NP Ambassadors; comments being reviewed.

Contact made with several land-owners regarding willingness to support a Community Land Trust.

WP meeting on 16th to review consultation programme and contents of plan.

Draft policies will be discussed at the SDC Policy-writing workshop on 22nd

Local consultation provisionally 6th March to 22nd April.

SCDC consultation and examination provisionally 1st May to 12th June.

Update on Tenison Manor adoption

Restoration work on cut, ditch and pond nearing completion so lots of mud and water around

- Persimmon, who are paying, very happy with progress and outcome
- Mystery of Broad Lane ditch sinkhole has been solved and a solution found
- Some protective fencing to be arranged

Anglian Water taking their time to produce the necessary transfer drawings.

Bovis decision on contribution not yet known.

Could take several more months but safe and progressing.

Update on LHI bid

Bid presented to LHI panel (5 County Councillors) on 30th January.

Objective is to get CCC project management and £10K towards a total £40K project.

Detailed discussion of all three items:

- Histon Road speed controls – seen as difficult to implement safely
- High Street pavement upgrades – seen as costly
- Post Office zebra crossing – best understood, if costly

Panel understands what we want to do.

Decision at CCC Highways & Infrastructure March meeting.

Update on Village Hall Project

14 comments received quite late with 10 days to respond

- Urban design team has raised mass / scale issues – meeting on 6th
- Concerns about multi-modal nature of access road – transport consultants reviewing

Health & Safety training report

On 24th January the Clerks and RFO attended a H&S training course in Impington. The course covered writing health and safety and risk assessment policies, fire awareness and first aid, event management, public safety and public liability, Council insurance, managing contractors, risk assessments and managing the risks associated with cemeteries, property, land, rivers and ponds.

The course also included lone worker policies and risk assessments and compliance with the Equality Act 2010.

There were several points we picked up:

- Corporate manslaughter – individuals could be liable not the Council as a whole (playground safety reports).
- Ditches – under riparian rights we must ensure all of our ditches are maintained properly to reduce risk of flooding, injury and insects (due to stagnant water).
- Buildings – need to ensure we have clear fire assembly notices and fire door signs.
- Ponds (Moat and Balancing) – needs clear signage to say deep water. This is to mitigate the risk and that there is a danger. NB: need to check our insurance re. ponds
- Common land and Rec's – consider drawing up a land management plan and tree risk assessment.
- Ensure that grass cutting and all maintenance operatives have had appropriate training and ideally hold Certificate of Competence -safe use of self propelled mowers/ pedestrian controlled mowers / safe use of strimmers etc.
- Ancillary items – need annual assessment of gates, seats, signs, pathways, fences, litter bins, bus shelters, war memorial, Christmas lights and other relevant items.
- Events – need to ensure we get relevant safety paperwork from FEFF, Feast etc. NB: we must be prepared to cancel an event on our land if appropriate safety measures aren't in place.
- Building works – during building we have joint liability in common areas. We need details of any equipment/hazardous substances they are being and their arrangements for the safe handling/storage/disposal. We also need to ensure they are not put at risk by any of our activities for the duration of the contract. Need to clarify who is responsible for provision of first aid and fire extinguishing equipment.
- Cleaners – need to ensure they've had adequate training for hazardous materials and have the provision of personal protective equipment such as gloves/aprons/goggles (if needed) for cleaning. Knowledge of first aid facilities. Equipment to be PAT tested. Need arrangements in place to protect lone workers i.e. training and adequate communication and emergency procedures.
- Lone working policy – need to put one in place.
- Fire awareness – need to ensure that all employees are aware of fire procedures and location of equipment (including at Community Centre).
- Fire risk assessment – need to ensure one in place for buildings
- First aid – should have an appointed person to take charge of first-aid arrangements (office and during meetings)
- H&S policy should be reviewed at least once a year

17/029. Gladman development

SCDC Planning Committee deferred a decision on the 200-house scheme (1411/16) since work had been done to assess the impact of the proposed roadworks (necessary to mitigate the increased traffic) on the setting of the listed Almshouses.

Gladman have agreed to commission the necessary report(s).

Nothing can proceed until the reports received and digested by SCDC.

17/030. Village Hall planning application

Planning Officer has requested an extension to 10th March (meaning earliest decision would be April).

17/031. Village Hall Business Plan

A second draft was reviewed by FLAC and received well overall.

The example scenarios have been reworked in version 3 which has been provided separately.

This draft should now be made more widely available for comment etc.

17/032. Weeping Ash tree, Village Green

Following a deferral by CALF, the damage to the large limb on the weeping ash (situated on the Village Green) was inspected by SCDC Trees Officer Ian Lorman. He has stated that the tree is quite well decayed throughout. The branch is an important part of the aesthetics of the tree but the top side of the branch (above eye level) has a torsion crack and decay. The removal of the whole tree is probably a wise precaution on safety grounds. Letting old, decayed trees naturally deteriorate has great benefits for wildlife habitat and some aesthetic appeal but not in this type of environment. Groundsman cost to remove is £50 + VAT. Stump grinding would be extra.

We would need to look at a replacement and lime was considered an excellent choice. CCC Cllr Jenkins is making contact with relevant parties at County to see whether the tree could come from the allocation of replacements for those removed outside 333 High Street.

17/033. Fen Reeves

As reported at the December meeting, Lucy Mutter, a childminder in Cottenham is very keen to try to establish a forest school for childminded children to take part in in the village. She has asked for an update; they would like to take 4 or 5 kids up there in one vehicle (which they could park on Smithy Fen and access the wood along the lode). Would like to be able to use it on this basis until a decision is made about improving access. The main activities they need permission for are den building and using a fire pit/bowl similar to the one below.



17/034. Consultation

Consultation on a future model for an Integrated Out of Hours base at Cambridge University Hospitals NHS Foundation Trust (Addenbrooke's)

Good Morning,

Cambridgeshire and Peterborough Clinical Commissioning Group has today launched a consultation on a future model for an Integrated Out of Hours base at Cambridge University Hospitals NHS Foundation Trust (Addenbrooke's).

What we are asking you

This consultation is to gather the views and opinions of the public on the proposal to move the Cambridge GP Out of Hours base from Chesterton Medical Centre to Cambridge University Hospitals Foundation Trust (Addenbrooke's). We want to understand what people think of this proposal.

PLEASE NOTE: Other services that operate from Chesterton Medical Centre are unaffected by these proposals.

The consultation document can be found on our website at <http://www.cambridgeshireandpeterboroughccg.nhs.uk/contact-us/consultations-open/consultation-on-a-future-model-for-an-integrated-out-of-hours-base-at-cambridge-university-hospitals-nhs-foundation-trust-addenbrookes.htm>

Your feedback

You can send your feedback to us in many different ways:

- By filling in the online survey here <http://www.cambridgeshireandpeterboroughccg.nhs.uk/have-your-say/>
- By filling in the survey attached to the consultation document and returning it to:
Freepost Plus RSCR-GSGK-XSHK
Engagement Team
Cambridgeshire and Peterborough Clinical Commissioning Group
Lockton House
Clarendon Road
Cambridge
CB2 8FH
- or email your completed survey to: capccg.contact@nhs.net

You can also:

- write to us with your views (at the address above)
- phone us on [01223 725304](tel:01223725304)
- email us your views to capccg.contact@nhs.net
- attend the planned meeting to tell us what you think.

Public Meetings

Date	Time	Venue
Mon 6 February	2pm-3pm 4pm-5pm	St Andrews Hall, St Andrew's Rd, Chesterton CB4 1DH
Weds 8 February	7pm-8pm	Comberton Sports & Arts, West Street, Comberton , Cambridge, CB23 7DU
Wed 15 February	7pm-8pm	Conference Room, Central Library, 7 Lion Yard, Cambridge CB2 3QD
Thurs 16 February	6.30pm-7.30pm	The Meadows Centre, 1 St Catharine's Rd Arbury Cambridge CB4 3XJ
Mon 20 February	2pm-3pm	Fulbourn Centre, 31 Home End, Fulbourn , Cambridge CB21 5BS

We will also attend other meetings organised by groups who are interested in these proposed changes. If you would like us to attend your meeting please contact us on the number below.

Meetings may be subject to change, so please do check our website at www.cambridgeshireandpeterboroughccg.nhs.uk or contact the Communications and Engagement Team:

- Phone: [01223 725304](tel:01223725304)
- Email: CAPCCG.contact@nhs.net

Regards,

Communications & Engagement Team

Cambridgeshire and Peterborough Clinical Commissioning Group

17/036. Post box

Following the removal of the post box outside of the old Post Office we contacted Royal Mail to request a replacement somewhere between the Cottenham Club and Co-op (15th June 2016). We then followed this up on 24th August and received a response to say that if the box wasn't in situ in 12 weeks we should contact them again. We then sent a further email on 7th December 2016 and have received no response.

SCDC Cllr Harford kindly contacted Royal Mail via Twitter and they responded on 2nd February 2017 to say that they would look into the matter. They have now stated that nationally they meet the post box location criteria therefore they will not be seeking to install another box around the previous area at present, if however things change in terms of new development etc. in future they will be happy to review the request again, however they will not be able to assist any further on this occasion.

17/037. Tree health & safety surveys

Dear Parish Councils

Proposed new service to Parish Councils Tree health & safety surveys

As part of ongoing improvements and extension to the Trees service at SCDC I am proposing to offer a competitive service to Parish Councils to assist with your health & safety audit processes.

Please would you register your interest by responding to this letter (preferably by email) to the address above so I may determine the level of interest in this service, which will enable me to present a business case. If you can respond either way within around six weeks from today, that would be very helpful. Registering interest is not binding and is not a commitment or contract.

Many Parish Councils, if not all who have trees to maintain, have regular professional tree inspections undertaken by external contractors. This is to ensure, among other things, to comply with their responsibilities and obligations to insurance and duty of care under The Occupier's Liability Acts of 1957 & 1984 and The Health & Safety at Work Act 1974. All tree owners are required by law to maintain trees so as to reduce to an acceptable minimum, the risk of damage to person and property that might be so caused by the failure of trees such as falling branches or whole tree failure. A regular visual inspection by an expert can alert the tree owner to many defects that require attention before a failure occurs. The proper recording of trees, their locations, their condition and defects coupled with a prioritised schedule of works is an essential audit process that can be invaluable when defending any third party claims regarding loss or damage connected to the health & safety of trees. It also enables effective, prioritised budgeting for a programme of tree surgery works and help to maintain a healthy and robust tree population.

DRAFT parameters / specification for a SCDC tree health & safety survey would be expected to comprise the following items and would be based upon maps provided by the customer showing all the land parcels for which the customer is responsible:

Service

- Tree inspection by qualified and experienced arboriculturists (one-off surveys or regular surveys as specified by the customer - for example, every three years)
- Use of proprietary, specialist software and hardware to enable fit for purpose, accurate tree plotting
- Maintenance of customer tree survey records back-up
- Supply of electronic copies of surveys and maps provided on completion of tree survey in popular formats

Survey fields

- Tree numbering on maps and survey forms (no physical tree number tags fixed to trees)

- 'Zoning' of trees dependent of their location in respect of the presence and frequency of targets
- Species identity, limited to necessary criterion for identification - e.g. Lime, Beech, Pine etc
- Estimated dimensions - height, spread, trunk diameter at 1.5 metres above ground level
- Comments on form, structural and physiological condition
- Defects requiring remedial tree surgery and specification of works
- Helpful notes where other works are recommended - e.g. removal of stakes, adjustment of ties etc.
- Priority / urgency for works

Items that would not be covered

- Advice and opinion on the probability of trees causing direct or indirect root damage to structures - e.g. buildings and walls
- Trip hazards from surface roots

17/040. Bank reconciliation (to the end December 2016)

Council's Bank Accounts at end of December 16 were reconciled to our Sage system and are in order.

In summary:

£652,014.84	Cash at Bank
-£36,906.52	creditors
+ £8948.21	Debtors
£624,056.53	Net balance on bank reconciliation

+ VAT owed £8269.00

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £680 PAYE

Net assets: £

Creditors

- AJ King £3480.96
- Aquarius £499.44
- BC Group £66
- BCS £33.60
- CCC £44.40
- Cromwell Fire £323.80
- CUSSC £1130
- Debbie Seabright £43.67
- Elveden Farm £518.40
- Green and Purple £60
- Peter Dann £2100
- PPL £241.25
- Target Print £210
- Tom of all trades £39
- Wilby and Burnett £27,900
- Wright Mechanical £216

TOTAL £36,906.52

Debtors

- CUSSC £3120
- Cottenham Day Centre £60
- Jane Williams £69
- John Thurston £244.20
- Michelle Plowman £5455.01

TOTAL £8948.21