

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**JANUARY 2018**

## Item 18/003.



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5<sup>th</sup> December 2017 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collier, Collinson, McCarthy, Mudd, Nicholas, Smith, Ward, Wilson, Wotherspoon, Young and the Clerk, Assistant Clerk and RFO

**In attendance:** 1 member of the public

- 17/272. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dewey (work), Graves (personal), Hodson (personal).
- 17/273. To accept Declarations of Interest and Dispensations** – Cllr Smith declared a pecuniary interest in item 17/285 and will leave the room during discussions.
- 17/274. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 7<sup>th</sup> November 2017 be signed as a correct record. **RESOLVED.**
- 17/275. Public participation – Standing Orders suspended 7.21pm and reinstated 7.21pm.**
- 17/276. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris outlined the Energy Grant Fund.
  - **CCC** – report circulated prior to the meeting. Cllr Young asked what the scale of the bus review would be. Cllr Wotherspoon said it was going to take 2 years to complete so the understanding is that the review is significant. No public consultation at this stage but this may be done later. A wide range of factors are being looked into and it will cover the whole of Cambridgeshire and Peterborough. Parish Councils aren't being consulted at the moment regarding rural expansion but Cllr Wotherspoon is pushing for them to be added as stakeholders. Item to be added to next Highways Committee agenda. Cllr Mudd asked about the Park & Ride. Cllr Wotherspoon confirmed that the £1 charge will go.
  - **Clerk** – report circulated prior to the meeting. Heating oil to be ordered. Beach Road – machine broke on the first day so may return on 18<sup>th</sup> December. MVAS – doesn't appear to be much money in the Highways budget but this will be reviewed by FLAC. Noted that admin staff are all on data protection training on Friday. Cllr Young mentioned the state of the Histon Road cycle path; thick mud in the gully and path slippery. Asst Clerk to make representation to Cottenham Skips and copy SCDC. Noted that there is a clean up taking place on 13<sup>th</sup> January. Standing Orders suspended 7.32pm. Resident suggested contacting the Environment Agency because they monitor the licence for Cottenham Skips. Standing Orders reinstated 7.33pm.
  - **Major developments** – SCDC claim that the examiner is supportive of the Liverpool method and they are hoping to run a consultation shortly. County Council application has changed to 125 houses with the design now being worse for the Recreation Ground; we would lose playable pitches. Currently trying to work out where the pitches will go. There will probably be a consultation next year regarding the Primary School expansion.
  - **Neighbourhood Plan** – If the Local Plan is adopted then we will have met our need, so the requirement is zero. The big issue is that the new houses will be 7x average salary so even the affordable homes won't be suitable for Cottenham people. This has led to the development of a Community Land Trust (CLT). They will start to look at the unmet need.
  - **Village Hall & Nursery** – Cllr Morris circulated revised plans – smaller, lower, no gable. Cllr Collinson raised concerns regarding the CPC office – thought it should be downstairs for ease of access. Roller shutters will be used downstairs as per the Pavilion. Will need to publicise further over the next few weeks. Base costs have risen by 10% over the last year but it is still cheaper than the previous design. The pre-application will sort out the acceptance of the exterior. Now have too many disabled toilets so could lose zone 1 and make into additional storage. CPS won't move fence. Proposing to install a proper pavement and widen the driveway. Cllr Mudd

mentioned that CPS are discussing changing fence to solid for security reasons. Land purchase should give us enough space for a 'kiss & drop' system. No change to nursery design. Having a separate nursery makes it more expensive but we have now got developer contributions coming in towards this.

- **High Street Post box update** – Petition going to Parliament tomorrow. Cllr Collinson to write press release once petition has gone to the Commons.
- **Carols on the Green** – Tree has been replaced and new lights purchased, which will be installed tomorrow. Carol sheet has been professionally designed and printed.

- 17/277. Pavement project** – consider revised costs for pavement and crossing improvements – Item deferred.
- 17/278. Community Fruit Trees** – consider offering micro-sites on Broad Lane Rec, WARG Field or other Public Open Space in Cottenham for Cottenham community groups wishing to apply for the Community Trees Fund scheme – Cllr Morris outlined. Concerns raised regarding future maintenance. Cllr Ward advised careful consideration of species that would require less maintenance. Resolution to offer sites on Broad Lane Rec, WARG Field or other Public Open Space in Cottenham for Cottenham community groups wishing to apply for the Community Trees Fund scheme. **RESOLVED.**
- 17/279. Neighbourhood Plan** – Resolution to change Inspector from Ann Skippers to John Slater. **RESOLVED.**
- 17/280. Foot/cycle path between Rampton & Cottenham** – consider recommendation by Highways to contribute up to £2k towards Rampton Parish Council’s project for the installation of solar light studs on the cycle path between Rampton and Cottenham – Cllr Morris outlined the proposal. Standing Orders suspended 8.26pm. Resident confirmed usage of the cycle path by children, particularly those attending College. Standing Orders reinstated 8.27pm. Resolution to contribute £2k towards purchase by Rampton Parish Council of 2 rows of solar light studs on the foot/cycle path between Rampton and Cottenham. Funds must be used by 31<sup>st</sup> March 2018. **RESOLVED.** Clerk to inform Rampton Parish Council. Need to monitor whether this is a sufficient number of lights – ask Rampton Parish Council and cyclists to report back.
- 17/281. PhoneBox** – consider placing a 24/7 publicly-accessible First Aid Kit and Defibrillator at a cost of up to £1,500 +VAT – Cllr Wilson was concerned that we’d spent money on refurbishing the phone box by Denmark Road but the box had no purpose. Suggested adding a defibrillator would be the best use of a community facility. Discussions as to whether the box could be used for a secondary purpose. Noted that other defibrillators in the village aren’t accessible 24/7. Discussion about the pros/cons of lockable keypad boxes requiring phone access vs defibrillators that aren’t kept locked. Resolution to utilise phone box for locating defibrillator and first aid kit in a secure lockable box. **MOTION FAILS.** Resolution to utilise phone box for locating defibrillator and first aid kit unsecured up to a value of £1500 + VAT. **RESOLVED.** Cllr Collier left the meeting at 9.04pm.
- 17/282. APM 2018** – Resolution to hold the Annual Parish Meeting on 1<sup>st</sup> May 2018. **RESOLVED.**
- 17/283. Taxi policy consultation** – consider response to consultation regarding new licensing policy for Private Hire and Hackney Carriage drivers (by 5<sup>th</sup> Jan 2018) – Consultation noted.
- 17/284. Dog bins** – consider request to SCDC for additional (replacement) dog bin on Beach Road – Clerk advised that the Brenda Gautrey Way bin is constantly overflowing. Cllr Wotherspoon confirmed he had been tracking the issue. Resolution to write to SCDC to request an additional dog bin. **RESOLVED.** Clerk to action.
- 17/285. Consultation on potential sale of land behind Orchard Close** – Consider response to consultation by SCDC – Cllr Smith left the room at 9.09pm. There has been a revision to the plan. Resolution that CPC have no objections to the amendment. **RESOLVED.** Cllr Smith returned to the room at 9.11pm.
- 17/286. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Jane Williams	Invoice payment	£ 92.00	£ 110.40	
CUSSC	Invoice payment	£ 2,600.00	£ 3,120.00	

Village Hall Hire	Village Hall Hire on 2nd December	£ 82.50	£ 99.00	
Allotments	Annual charge for Water usage	£ 83.81	£ 83.81	
		<b>£ 3,732.23</b>	<b>£ 4,461.91</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for December 17	£ 3,491.38	£ 3,491.38	
HMRC	Tax and NI for November 17 (month 8)	£ 799.15	£ 799.15	
John Slater Planning Ltd	Fees (Review of draft Neighbourhood plan)	£ 2,345.00	£ 2,814.00	1004
SSE - Southern Electric	Electric Bill for the Recreation ground	£ 424.96	£ 509.95	1014
AJ King	Groundsman contract costs	£ 2,536.48	£ 3,043.48	1020
Atlas	Tree works on BGW	£ 460.00	£ 552.00	1021
MH Goals Ltd	Freestanding Aluminium Goal (Colts)	£ 1,691.67	£ 2,030.00	1022
		<b>£ 11,748.64</b>	<b>£ 13,239.96</b>	
<b>Expenses under £500</b>				
	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs for December 17 (DD)	£ 38.42	£ 38.42	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	1006
Debbie Seabright	Expenses re Sim card for Pavilion	£ 8.31	£ 9.97	1008
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1005
D & K Minter	Providing PA & lighting for carols on Green	£ 400.00	£ 400.00	1007
Travis Perkins	Toilet seat fittings for the VH	£ 7.46	£ 8.95	1009
Travis Perkins	Rodent trap for the VH	£ 5.31	£ 6.37	1010
Debbie Seabright	Expenses re Stamps and Envelopes	£ 11.70	£ 11.70	1011
Staples	Toner Cartridge	£ 84.99	£ 101.99	1012
SSE- Southern Electric	Electric bill for the Pavilion	£ 293.17	£ 351.80	1013
British Gas	Final Electric bill for Recreation ground	£ 374.46	£ 449.35	1015
British Gas	Final Electric bill for the Green	£ 21.76	£ 22.84	1016
AJ King	Maintenance of additional pitches	£ 270.00	£ 324.00	1017
AJ King	Crowlands Moat Maintenance	£ 333.33	£ 399.99	1018
AJ King	Work on trees on the Green	£ 100.00	£ 120.00	1019
Alan Mappedoram	Village Hall (light sensor & side light repairs)	£ 142.93	£ 171.51	1023
Jo Brook	Postage - NP/Christmas sponsorship letter	£ 33.60	£ 33.60	
		<b>£ 2,203.44</b>	<b>£ 2,544.09</b>	

Resolution to pay these invoices. **RESOLVED.**

- 17/287. Management accounts** – to review the monthly management accounts – Report noted.
- 17/288. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 17/289. Matters for consideration at the next meeting** – Post box; communications policy to residents.
- 17/290. Dates of next meetings** – Planning 7<sup>th</sup> Dec, FLAC 14<sup>th</sup> Dec, CALF 19<sup>th</sup> Dec, Planning 21<sup>st</sup> Dec, Full 9<sup>th</sup> Jan. NB: FLAC meeting now 11<sup>th</sup> December.
- 17/291. Close of Meeting** – 9.18pm.

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

## Item 18/005. - Reports

### South Cambridgeshire District Council Report December 2017

To follow.

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## **County Councillor's report for Cottenham, Rampton & Willingham December 2017**

To follow

**Tim Wotherspoon**

## CLERKS REPORT – December 2017

Anything in bold is new or an update.

### Highways

- Rooks St - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs. HO suggests implementing a weight limit, Cllr Wotherspoon investigating. **On Highways Agenda 18th Jan 2018.**
- Rooks Street - Cllr Morris and Asst Clerk met with Highways Officer (HO) on 17<sup>th</sup> Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24<sup>th</sup>, pathway repairs will be a while longer (up to 12 weeks). He's also going to enquire as to whether we can get the pavements slurry sealed (a homogenous mixture of emulsified asphalt, water, well-graded fine aggregate, and mineral filler that is used to fill small surface cracks and provide a thin covering on the existing pavement). Concrete bollard at the entrance to Fitzwilliam House broken – replacement ordered. 30<sup>th</sup> Nov; HO has put forward Rooks St for the slurry scheme, now with Network Management to inspect and to state if included in program.
- Wilkin Walk (High St end) – overgrown laurel and brambles, lightly trimmed, nettles cleared, cuttings left in situ. Visited as part of village walk with HO. Some areas identified for cutting back. HO has advised that County are responsible for up to path edges only (normally up to a concrete border) - any verges/vegetation are the residents' responsibility, however, upon checking CCCs map it says CCC are responsible for the Wilkin Walk bit – HO to check with searches team; awaiting update. 30<sup>th</sup> Nov; HO has chased searches again, but only one person on the team(!)
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light. Neighbouring property has submitted a tree works application for works to the 7 plum trees. Works undertaken 27<sup>th</sup> Oct 2017 (to rear boundary of 315 High St). Bulb replaced in street lamp 19<sup>th</sup> Oct 2017. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary.
- Beach Road – HO and CCC Cllr Wotherspoon visited 24th August 2017. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to carry out "Hydroblast Texturing" and patching, TTRO applied for road closure, date of works TBC. At the County Highways Open Day on 16<sup>th</sup> Oct 2017, Martin Gowler (Network Management Officer) advised that they are aiming to complete works during Nov/Dec – dependant on surface temperature, equipment, and workmen availability. Road closed for works; 29<sup>th</sup> Nov to 1<sup>st</sup> Dec, 09:30-15:30. **"Hydroblast Texturing" (removal of faulty binder) was carried out during the Dec road closure, damage to be assessed and relevant repairs ordered.**
- Rampton Rd/County Farms Hedge – reported 7/7/17 obscuring speed warning sign. 12/7/17 HO trimmed area immediately around the sign and has asked County Farms to request tenant gives the hedge a trim early next month after the end of the bird nesting season. Hedge and nettles have been cut alongside allotments and broken foot/cyclepath sign reported to county.
- **Coolidge Gardens – to be resurfaced 11<sup>th</sup> to 19<sup>th</sup> January**
- Blocked gully outside 243 High St - works ordered, works completed 28<sup>th</sup> Nov to 1<sup>st</sup> Dec including patching from zebra crossing to Co-op bend and curb repairs. **The patching works not carried out as this part of the High St is too narrow for workmen to work safely, particularly with the amount of HCVs going through. Road Closure has been applied for.**
- Lambs Lane - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). Urgent works have been ordered for the pothole outside 46 Lambs Lane. **Pothole repaired 18<sup>th</sup> Dec 2017 – disintegrated the following week – have requested it be repaired properly.**
- Junction of Victory Way/Lambs Lane - potholes and flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve problem, within the next 12 weeks.

- Margett & Corbett Streets – various potholes repaired 29<sup>th</sup> Nov.
- **Footpath from Pelham Way through to High St – 20<sup>th</sup> Dec, HO will be looking at overlaying this footpath early next financial year. At the moment nothing really causing him any concerns except the tree root running across the footpath, will have another look after Christmas and see if there is anything he can do for this.**
- **Denmark Road white lining – will get done when Coolidge Gardens is resurfaced.**
- **333 High Street – Gully installed on pavement following resident's complaints to CCC – front garden flooding due to sloped pavement**
- **Histon Road foot/cycle path – mud on road and foot/cycle path from Cottenham Skips; reported to EA – HO has advised if road surface becomes slippery, then report to police using 101.**

#### Traffic and Transport Strategy Working Group

- **Speedwatch** – A member of Cambs Police Speedwatch team will be attending the meeting on 1st Feb and will give a brief talk followed by training the 2 volunteers we've recruited and hopefully some more will volunteer at the meeting.
- **Mobile Vehicle Activated Sign** – Awaiting data from 2-week trial.

#### Village Hall

- Clerk obtaining quotes for painting of anti-climb paint.
- **Outside lights – front and side now repaired.**

#### Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches. May now need to wait until the spring.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Groundsman to put hedges fencing in as a stopgap.
- **Vertidrainage to 3 smaller pitches on 3<sup>rd</sup> field completed. Groundsman now has access to a vertidrainage so work could be carried out more often should we wish.**
- Issues with graffiti on skatepark being monitored.
- 3 rubbish bins have been badly damaged and require replacement. Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote requested for repairs to tennis courts. NB: this may be superseded by CALF meeting and request by tennis club for replacement hard courts.
- Have agreed with Groundsman that he can close the car park gates during icy periods to enable safe clearance/gritting of the pathway.
- **Colts mobile goalposts have arrived.**
- **New 6 week booking taken for bootcamp classes.**
- **Pump inspection for Rec and Ladybirds scheduled for 19<sup>th</sup> January.**

#### Misc admin

- December Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Issues to noise nuisance from ice cream van reported to EH. EH now following up but struggling to find details of the van using the registration number.
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- War Memorial repairs ordered.
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as



to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. May have a resolution regarding the ditch clearance. Brian Heffernan was onsite 1<sup>st</sup> Sept and is liaising with landowners. He is prepared to act as go between with TW and CPC. Meeting took place on 13<sup>th</sup> October. To be followed up.

- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be revised by our Planning Committee on 9<sup>th</sup> Nov).
- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsmen asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales.
- **Phase 3 Tenison Manor treebelt works have taken place.**
- **Data protection awareness course attended by admin staff. See separate report – various actions required before 25<sup>th</sup> May.**
- **Works have started on new bridlepath between Broad Lane and Les King Wood. Whilst the LKW section will be completed before Christmas the path won't be 'joined up' until approx. May.**
- **Carols on the Green well attended and a positive event. Tree and lights being removed 5<sup>th</sup> January.**
- **Following meeting with Ladybirds the issues of sound proofing and refurbishment were brought up (painting in less vibrant colours).**
- **Litter pick and cycle path tidy taking place on 13<sup>th</sup> January.**
- **Newsletter article submitted.**
- **BGW dog bin – has been replaced with larger bin and Beach Road bin reinstated.**

#### Facebook

- 888 likes/928 follows.

## **Major developments**

- Bellway Homes have outline permission for 50 homes off Oakington Road but seem to be struggling to achieve an acceptable design.
- Gladman Developments has outline permission for up to 200 homes and 70 places with care but may not yet have sold the permission on to a builder.
- Persimmon Homes has outline planning permission following signatures on s.106
- Each of the above has promised substantial financial contributions to key aspects of the Neighbourhood Plan.
- Those permissions mean that far more houses will be built here in the coming years than are required under SCDC's emerging Local Plan, but this has still not been adopted. The final consultation has now started, including the claim that SCDC now has a 5-year land supply if the "Liverpool" method is applied; with adoption possible – Examiner permitting - in Spring 2018.
- The County Council is attempting to get permission for a less ambitious (125 homes) but more disruptive plan - using land we would prefer for sports use; there are many objections registered.
- There is likely to be a consultation next year on how and where to expand the primary school.

## **Neighbourhood Plan**

Evidence papers being prepared for the Strategic Environment assessment screening during January / February

- Housing need
- Recreation ground
- Village Hall
- Nursery
- Brownfields site
- Rural exception sites and the CLT

Consultation programme to begin during February- March

## **Village Hall and Nursery update**

Following re-designs and preparation of planning evidence papers, we are setting up pre-app meetings in the next few weeks.

## **High Street Postbox update**

Confirmation received 7<sup>th</sup> December of receipt of petition by Heidi Allen's office. Awaiting date for presentation to the Commons.

# General Data Protection Regulations (GDPR) - report from training day

## Some terms explained:

**Data Controller** – Governing body – in our case the Parish Council

**Data Processor** (acts on behalf of the controller) – in our case the Clerk/staff

**Data Protection Officer** – this person sits alongside the controller and processor to make sure that they are processing data within the regulation requirements. The Data Protection Officer cannot be a parish council councillor or the Clerk/staff and will most likely need to be an external person. Will need to budget for this. *NB – need to check what we have recorded with the ICO (Information Commissioners Office) and rectify if needed. Suggestion is to work with other local parishes and have one DPO: Histon & Impington PC are interested in sharing with us.*

**Compliance day** – 25<sup>th</sup> May 2018. There will be approx. 6 weeks grace period then spot audits will be carried out. NB: there is no reason to go back and get retrospective permission on previous data if it adheres to the GDPR.

## Who are we protecting:

We are protecting anyone that the parish council deals with where any personal information is given that could identify them, this could any one or more of the following:

- Name
- NI Number
- Address/Phone number/Date of Birth
- Bank details

NB Company names are not included as personal information

## Where data comes in and out of Cottenham Parish Council:

- Employees/Potential Employees – records on computer/paper copies
- Councillor details – paper form and on website
- Payroll and HMRC – paper form and on RFO's computer
- Pension with Legal and General - paper form and on Debbie's computer
- Electoral role – (already password protected)
- Newsletters – public document
- Website – including contact forms
- All emails relating to our PC business
- McAfee – have the details of those of us who have PC computers
- Booking forms for hall hire etc
- Application forms for grants
- Minutes/Agendas/Reports packs/Issues log
- Planning applications – Paper copies
- Letters from the Public and vice versa – paper copies and/or on computer
- Banking/Accounting information in paper form and on Debbie's computer

## Action plan

- Sort out a Data Protection Officer
- Advise stakeholders that we hold their information. Send them a copy of the '6 principles' document from the ICO.
- Sort through currently held documentation in the office and on our electronic devices and destroy/delete all unnecessary documentation – *using checklist*
- Suggestion of using coloured paper for confidential information in meetings etc. and ensure it is handed back if necessary.
- Need a compliancy statement on our notice board and I, n the office

- Employees/potential employees must be made aware that personal information will be held by the PC, this should be done at the first point of contact with a potential employee (on the application form) and in any other subsequent documentation. The suggestion was even to include the individuals understanding of GDPR as a question on the application form. NB must say why we need the personal information e.g. name/address/phone number for correspondence and NI number/DOB for payroll purposes. There should be reminders of GDPR at the point of job interview/offer/induction and regularly through supervision/appraisal system
- Councillors/potential councillors must be made aware that personal information will be held by the PC and published on the website (Name/contact details) and on minutes/PC documentation /newsletters and the reasons for this (accurate records and information for the residents)
- We must have a privacy statement on our website
- We must have an SSL security certificate on our website (the padlock)
- Add password to sensitive electronic documents.
- We must have a privacy statement on our emails – also to note that the content of emails should always be considered carefully, and must not include emotion/opinion and based on fact as it could be used in an investigation in the future.
- Planning applications – SCDC should inform applicants how their data will be used.
- Booking forms/Hire agreements – need to introduce a tick box on our booking form to let hirers know that we will be processing their personal data for invoicing purposes and minutes (although will try to anonymise individual names in the financial spreadsheet for full council minutes)
- Grant application forms – applicants must be made aware that we will be processing their personal data.
- Minutes/Agendas/Reports – Need to anonymise information where possible, but do need an accurate record of the meeting.
- Letters from the public – need to ensure that they are disposed off according to retention policy.
- Banking/Accounts information – We do hold information in our accounts and where that pertains to an individual we will write to them to advise them that we hold this data and why e.g. invoicing/payment purposes
- Facebook – advice is that you don't respond as an individual
- Councillors have to look at their own responsibilities.

### **Security**

- All computers/Laptops/Smart Phone/Phones/tablets that have PC information on them should be secure. They should all have a password and be stored securely and not be used by others.
- All Councillors and PC staff should have an email for PC purposes only – not use personal email addresses. NB: if you have a .gov.uk email address it gives a higher level of security.
- Should have up to date virus protection (malware/spyware) on computers/phones etc
- It is advised that we should know where to find the Dropbox privacy statement and check it
- Personal information should be stored in lockable cupboards/ or locked files on computers/phones
- Suggestion of locking home offices

### **Policies**

- IT policy – check/add info regarding breaches and how we will deal.
- Homeworking policy. Should consider locking home offices.
- Mobile phone policy. Ideally phones should be password protected and encrypted. Screensavers to go off after x period to avoid others seeing data on screen.
- Leaving policy for Cllrs so that they don't hold onto personal info when they leave.
- Communications policy – update.

### **Useful info**

- Template letters etc will be available from the SLCC in January/February next year.
- ICO postcards are useful to print out and send out with letters or for information purposes.

## **18/007. Planning permission**

Persimmon were granted outline planning permission for S/1606/OL on 14<sup>th</sup> December so we have 6 weeks from then to challenge the way in which the decision was made – if we wish.

## **18/008. Donations, Grants & Loans Policy**

To clarify the qualification criteria, process and roles of various parties to ensure CPC only acts within its delegated powers.

## **18/009. Highways project**

- The project to improve pavements and crossing surfaces between Stevens Close, Victory Way, Lambs Lane, Franklin Gardens, Lyles Road, and Eastlands Close have escalated following the change in contractor, addition of project management fees, and project delays beyond our control.
- The overall effect was to almost double the estimated costs.
- However, following representations, the management fee will be waived and we can recover the VAT charge.
- Cost is likely to be near £40,000 with about £33,000 left in this year's budget
- With uncertainty on the outcome of the LHI project (interviews in February)
- Consider approving if less than approx. £40,000 ex VAT (funded from anticipated surplus in current year)

## **18/010. Grants for 2018/9**

- Most grant requests were considered policy-compliant by FLAC
- Despite "worthiness" the Mobile Wardens application benefits relatively few residents which is acceptable for an ad-hoc project but is disproportionate assistance when regular.
- Consider approving all the policy-compliant applications
- Consider the exceptional community value delivered by the Mobile Wardens scheme as justification for a "one-time" grant.

## **18/011. 2018/19 Budget – see appendix 2**

FLAC has reviewed income and expense revenues and projections over recent months and, taking account of representations from various Committees, estimates non-capital expenses during 2018-9 to be £237,308 and income to be £35,001.

These estimates assume the reconstruction of the Village Hall will comment mid-way during next year with some loss of income and reduced costs although substitute facilities will be available in the Sports Pavilion and Portakabins.

Finance for capital projects is handled separately though a combination of reserves and loans.

Consider the net £202,307 as the revenue budget component of the 2018-9 precept.

## **18/012. Village Hall/Nursery Finance**

Assuming the Village Hall and Nursery projects continue to make progress towards planning permission and successful tendering, the current level of "supplementary precept" should be sufficient to service the necessary long-term loans despite increased costs caused by the delay and increased costs of two buildings. Consider retaining the supplementary precept at its current £118,000 p.a. level.

## 18/013. Reserves

### Constrained funds

General reserve (emergency only)	£100,000		stands
s106 Open Spaces (might be vired?)	£128,045	(£20,000)	Dissenters
s106 Community Facilities (available)	£15,072	(£13,000)	Comm Centre
s106 Public Art (Could be used?)	£4,364		available
			(to be consolidated at year end into single "capital fund")
<b>Core reserves</b>			available
Other reserve (b/f)	£294,640		Monitor during Feb-March; possibly £70K
Surplus (around £50K at Y-E?)	£180,000		Collected during 2017-8
Supplementary precept	£118,000		Future presumption
PWLB Loan(s) - assuming £2M5 facility			

Although we have considerable capital investment planned, the current year "surplus" acts as a contingency fund.

## 18/014. Precept

Our tax base of Band D homes has increased slightly so the current £140 p.a. precept for a Band D home will yield a little more than this year, offsetting some increased costs elsewhere while allowing the "per-house" precept to remain unchanged.

Consider requesting a precept of £328,834 equivalent to £140 per Band D home – as in 2017-18.

## 18/015. Diversity Commission census

Have you heard about NALC's new diversity commission? The diversity commission has been formed by NALC to promote and increase the diversity of councillors in local councils as well as in county associations and NALC.

NALC thinks it is vital that diversity is promoted in a sector that strives for equality and fair representation of the community and the diversity commission wants your help to make this a success.

So how can you get involved? Take our local council census survey  
<<https://www.surveymonkey.co.uk/r/QCH56S7>>

The Diversity Commission wants to do something ground-breaking. For the first time ever they will be carrying out a national census survey of all of England's local councils. They want to know what local councils look like to establish how diverse local councils currently are. This will drive the work the Commission does but it doesn't happen without you. The survey takes 10 minutes to fill out and should be carried out by a councillor or clerk on behalf of the council.

Is your council a diversity champion? Should others follow your example? Let us know! We want to hear examples of what your local council is doing to encourage a diverse audience to get involved and what challenges you may be having. There are 4 optional questions for you to answer and we will be sharing your stories at some point in the New Year. Tell us here<<https://www.surveymonkey.co.uk/r/NZ7H9T9>>.

We want you to take action. We are asking councils to form pledges of what action they will take locally to encourage diversity. So far, we have had MPs and organisations pledge their support but we want local councils signed up too. Submit your diversity pledge here<<https://www.surveymonkey.co.uk/r/SMDCVYV>> or see what others have pledged here<<http://www.nalc.gov.uk/diversitypledges>>.

Spread the word!

Finally, we want you to spread the word about the campaign. Please forward this email on to your local councils and tell anyone you can about the campaign. We also want you to get your MPs to support the campaign. Please also make sure to tweet your diversity stories using @NALC and the hashtag #DiversityWork and we will retweet you. Anything you do will help!

For more information on any of the above please visit  
[www.nalc.gov.uk/diversitycommission](http://www.nalc.gov.uk/diversitycommission)<<http://www.nalc.gov.uk/diversitycommission>  
on> or contact  
[diversitycommission@nalc.gov.uk](mailto:diversitycommission@nalc.gov.uk)<<mailto:diversitycommission@nalc.gov.uk>>.

I look forward to hearing from you.

Ben Murray  
Policy & Projects Officer  
National Association of Local Councils

## 18/017. Growing a Rural Community survey

Dear Colleague

We are the national organisation that seeks to speak for rural areas across England. We fervently believe in community input and think that networking across all rural areas is massively important. We cannot take the current difficulties away but we can all work together to seek to help each other and to establish the rural consensus view nationwide. You can see how we are structured and what we seek to do by going on [www.rsnonline.org.uk](http://www.rsnonline.org.uk)

Rural areas are disparate across the country and getting consensus rural views is therefore more difficult but with email networking systems it is now achievable. At the present time we believe we communicate and work with some 50,000 people each week. We seek in 2017 to quintuple the number of contacts we have across the rural areas of England. We want to achieve a network of **250,000 rural residents** so that the clear consensus rural response system can be established to matters of the day. We will also set up a system of specific Sounding Boards and a Rural Panel to allow whoever is interested in rural issues to input three times a year in a little more detail. If we want government to listen to what rural areas have to say collectively, we need to demonstrate we can work together and set up a system that communicates with that number of rural residents.

We are writing to you asking for your help. We are also writing to the other 10,000 Parish/Town contacts in a similar way. If we can get all the information sought in our questionnaire from each rural parish we will have the information to be able to put together that network of a quarter of a million people. Please can you help us?

Could you please discuss with your Parish/Town Councillors and complete the online survey here:-  
[Survey Monkey – Growing a Rural Community](#)

Thank you for your help. This is a really important issue.

Kind Regards

David Inman  
Director  
Rural Services Network

## 18/018. Website amends

As part of the Data Protection changes we need to have an SSL certificate (padlock symbol). SSL encrypts information sent between your website and a visitor's web browser so that it cannot be read as it is sent across the internet.

SSL stands for secure sockets layer (you never know, it might come up in a quiz sometime), and it's most commonly used when websites request sensitive information from a visitor, like a password, credit card number or personal information. The address of pages viewed over SSL also normally starts https://, instead of http://. An SSL certificate is recommended if you are requesting customer's information through your website.

The cost will be £60 per year including set up and installation.

Additional as part of the GDPR we have to have a privacy statement on the website detailing how we use data obtained. There are also some general updates that need doing to the Wordpress template itself and the plugins to get them up to date. The cost for this will be £37.



## 18/021. Bank reconciliation

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£748,843.54	Cash at Bank (as of the 30 <sup>th</sup> November 2017)
- £12,093.70	Creditors
+ £2023.73	Debtors
£738,773.57	Net balance on bank reconciliation

**+ VAT owed £1861**

**Minus: £2000 Accruals**

**+ Salary Control Account £546**

**Minus: £799 PAYE**

**Net assets: £738,381.57**

### Creditors

- AJ King
- Alan Mappedoram
- Atlas Tree Surgery
- British Gas
- BCS
- Dean Minter
- Calor Gas
- Debbie Seabright
- Green and Purple
- Jo Brook
- John Slater
- MH Goals Ltd
- SSE
- Staples
- Travis Perkins

**TOTAL £12,093.70**

### Debtors

- Allotments
- Cricket Club
- International Workplace
- Jamie Harding
- Jo Brook
- Thurstons - £244.20 (OVERDUE)
- Jude Adcock £99

**TOTAL £2023.73**

## Appendix 1: Issues log

12 issues were reported to us by residents during December:

Date	Issue	Further details	Follow up
01/12/2017	Dog poo	Dog mess on pavement outside house. Happened between 7.30am-8.30am	Sprayed by Dog Poo Fairy
01/12/2017	Car accident	Car has gone through fence into garden on Twentypence Road. Happened approx 6 times in past 6 years. Spoke to County Highways who have said CPC would need to request arnco barrier.	Asst Clerk to follow up with County
02/12/2017	Rampton Rd cycle path	Hedge 'cutting' has taken place in a couple of sections with debris left uncleared. This is not the first time this has happened but is probably been left in a worse condition than previously. For us cyclists, this is the equivalent to pouring tacks onto the path.	Asst Clerk to follow up
02/12/2017	BGW dog bin	Dog bin is overflowing	Reported to SCDC
03/12/2017	Rampton Rd cycle path	All of the hedges have been cut along the path, however now the path is covered in thorns etc. Caused punctures to bike tyres.	Asst Clerk to follow up with County
04/12/2017	BGW dog bin	Dog bin is overflowing	Reported to SCDC
04/12/2017	CVC crossing	Poorly lit	Asst Clerk to follow up
05/12/2017	Histon cyclepath	Caked in mud, slippery and lights obscured	Asst Clerk to follow up with SCDC
07/12/2017	BGW dog bin	Dog bin is overflowing	Reported to SCDC
08/12/2017	BGW dog bin	There is now a bin bag on the floor full of poo and the bin is over flowing. It hasn't been emptied for 2 weeks.	SCDC to follow up
10/12/2017	BGW dog bin	There is now a bin bag on the floor full of poo and the bin is over flowing. It hasn't been emptied for 2 weeks.	SCDC to follow up
13/12/2017	Beach Road bins	Bin collections have been missed several times recently	Resident to report to SCDC

## Appendix 2: Draft Budget 2018/19

<b>INCOME</b>	<b>Budget 17-18</b>	<b>Half year analysis</b>	<b>Predicted</b>	<b>Budget 18-19</b>	<b>Notes for this year</b>	<b>Category</b>
		<b>April to September</b>	<b>End of year</b>			
Precept						
Cricket Club	1125	0	1125	1125	-	CUL
Ladybirds reimbursement	6116	1551	6116	6116	Remains unchanged	COR
Football Club Colts	0	0	1400	1660	FCs now split: Yet to send annual invoice	CUL
Football Club Adults	3060	67	3127	1400	FCs now split: Yet to send annual invoice	CUL
Skate Park	81	100	100	100	Annual fee unchanged	CUL
Hire of Green/Rec	1500	760	1500	1500	Estimate based on half year	CUL
CUSSC Rent	10,400	5,200	10,400	2,500	Reduced due to VH project	CUL
Cottenham Bowls Club	100	0	100	100	Yet to invoice	CUL
After School Club	10,000	5,444	10,000	10,000	Mobile room when VH project underway	CUL
Cottenham Day Centre	140	475	475	0	No longer renting the VH	CUL
Village Hall bookings	0	265	500	150	reduced because of VH project	CUL
Aerobics Instructor	1200	410	1000	800	Because of VH project	CUL
Recouped Utility costs	1200	157	1200	1200		CUL
Bank interest received	1200	38	1200	1200	December is when interest added at CBS	COR
Church and Causeway	3000	3000	3000	3000	No other activity for the year	COR
Rugby Club	320	0	320	320	Yet to invoice	CUL
Cottenham Festival	0	0	0	0	No festival this year	CUL
Town Ground Rent	250	0	330	330	Yet to receive	COR
Landing Stage	10	0	0	0	Paid in advance for 10 years last year	COR
Club room bookings	500	244	500	3500	CUSSC part year hiring added here	CUL
Miscellaneous income and donations	0	100	0	0	Donation for prize for Neighbourhood plan draw	COR
S106 Income	0	3,661	0	0		
Groundwork grant		4,200			Grant for £4200 (not included in total)	
	<b>40,202</b>	<b>25,672</b>	<b>42,393</b>	<b>35,001</b>		
<b>EXPENSES</b>						

General Administration costs						
Members expenses	300	0		300		COR
Clerks expenses	100	88		100		COR
Advertising	100	50		100		COR
Gross Wages	50,000	22,727		50000	£6000 in extra study hours but £5000 moved to Pavilion for Caretaker wages	COR
Employers NI	0	0		0	Included in Gross Wages	COR
Pensions	500	183		500		COR
Office Rent	2600	1300		2600		COR
Printing	100	0		100		COR
Postage and Carriage	50	17		50		COR
Telephone	150	52		150		COR
Website maintenance/hosting	200	35		200		COR
Office stationery	800	484		800		COR
Firesafe office hardware & software	1000	274		1000		COR
Miscellaneous Admin Costs	0	291		0	Bike for Sam	COR
Legal fees	3500	16,386		3500		COR
Other Fees	0	40		0	Office Shredding	COR
Election costs	0	0		3000	provision for the coming year	DEM
Training costs	500	128		1000	SLCC training costs	COR
Insurance	3300	3358		3300	No other activity this year? Add goal posts	COR
Hire of rooms	0	0		0		COR
Professional fees	3000	3874		3000		COR
Consultancy fees	0	0		0		COR
Auditing fees	2000	1361		2000	Both Internal and External audit costs in	COR
Bank Charges	100	36		100		COR
Neighbourhood Plan	0	0		3000	As recommended by Planning	COR
Subscriptions	900	895		900	No other activity this year	COR
	<b>69820</b>	<b>51579</b>		<b>75700</b>		
<b>OPEN SPACES</b>						
Old rec ground (Broad Lane)		105		-		CUL

Crowlands Manor site		1500		-		CUL
Memorial/Open spaces		475		-		CUL
Tree works		1100		5000	Contractor allocation	CUL
Fen Reeves expenditure		140		-		CUL
Tenison Manor		150		-		CUL
Brenda Gautrey Way		-		-		CUL
Kingfisher Way		-		-		CUL
WARG Field		220		-		CUL
Beach Road		-		-		CUL
Village Green		1498		-		CUL
Balancing pond/Little cut		-		-		CUL
Groundsman fees		15,217		38000	New cost of groundsman	CUL
Recreation ground general costs		4627		3000	Materials allocation	CUL
	<b>40000</b>	<b>25032</b>		<b>46000</b>	Overall figure for this section	
<b>CALF Projects for 17-18</b>						
Medical/Day Centre feasibility study	-	-		-		PRO
Drainage of 3rd Field	-	-		-		PRO
BGW LEAP	-	-		-		PRO
Tenison Manor Tree Belt - phase 2	-	-		-		PRO
Skateboard extension & Floodlighting	-	-		-		PRO
Minor Sports Improvements	-	-		-		PRO
Replacement LED Floodlights for training area	-	-		-		PRO
Mobile goalposts	-	-		-		PRO
Minor improvements (Village sign/War Memorial/Notice Boards/Bins)	-	-		-		PRO
WARG Field	-	-		-		PRO
Footpaths around the village	-	-		-		PRO
Path to the Pavilion ??Capital project	-	10000		-		PRO
	<b>24,000</b>	<b>10000</b>		<b>25000</b>	Over all figure for this section	

<b>SHARED</b>						
Water rates VH	2000	1060		2000		CUL
VH and Green electricity	6000	2307		6000		CUL
Heating oil for the Village hall	2000	0		2000	No cost this year as yet	CUL
Rates SCDC VH and Pavilion	12000	3215		6000	Reduced due to VH project	CUL
	<b>22000</b>	<b>6582</b>		<b>16000</b>		
<b>STREETS</b>						
Bus Shelters	200	0		200		HIGH
Phone Box	100	448		100		HIGH
Gazebo	0	192		0	Gazebo purchased mid-year	CUL
Footway lighting electricity	1500	0		1500	Not yet invoiced	HIGH
	<b>1800</b>	<b>640</b>		<b>1800</b>		
<b>PAVILION</b>					NB costs may increase due to intensified use	
Cleaning materials	200	86		200		CUL
Cleaning labour	0	2624		5000	Caretaker wages from Administration section	CUL
Pavilion electricity	3000	1583		3000		CUL
Pavilion gas	1400	654		1400		CUL
Pavilion maintenance	500	145		500		CUL
	<b>5100</b>	<b>5092</b>		<b>10100</b>	to include caretaker costs /	
<b>HIGHWAYS</b>						
Highways pavements	30000	0		-	Around £30000 due to CCC for pavement work	HIGH
Highways budget	4000	0		-		HIGH
Highways signage	0	414		-		HIGH
	<b>34000</b>	<b>414</b>		<b>20000</b>	Overall figure for this section	
<b>VILLAGE HALL</b>						
Annual deep clean of village hall	0	0		0		CUL
Rec building maintenance costs	0	1746		0		CUL

Village hall cleaning costs - materials	700	163		700		CUL
Village hall cleaning costs - labour	7000	3070		3300	VH project	CUL
	<b>7700</b>	<b>4979</b>		<b>4000</b>		
<b>FINANCING IN/OUT</b>						
Loan capital payments	3058	3058		3058		COR
Loan interest paid	3058	3058		3058	should be zero after Feb 19	COR
Goode Bequest from Church and Causeway donation	1500	1500		1500		COR
Dissenters Cemetery grant from C&C donation	1500	1500		1500		COR
	<b>9116</b>	<b>9116</b>		<b>9116</b>	Same as last year	
<b>PLAY AREA</b>	6000	4138		<b>3000</b>	Overall figure for this section	
<b>DONATION requests for 17-18</b>						
PTCA - Primary School	5000	5000		0		CUL
Cottenham Mobile Warden Scheme (Section 106a)	1500	1500		-		
Community Chest	1000	2450		5000	suggested amount	CUL
<b>Donation requests for 18-19</b>						
Cottenham football club	0	0		250	to go to full council	CUL
Cottenham Brass band (Juniors)	0	0		142	to go to full council	CUL
Cottenham Mobile Warden Scheme	0	0		1500	may quality (+1500?)	CUL
FETA (Fen Edge Twinning Association)	0	0		800	to go to full council	CUL
		<b>8950</b>		<b>7692</b>		
<b>OTHER</b>						
Xmas concert costs	1000	0		1800		CUL
Remembrance wreath	35	0		100	increased amount	CUL

Centenary event	0	0		2000		CUL
	<b>1035</b>	<b>0</b>		<b>3900</b>		
<b>YOUTH PROVISION</b>	12000	5199		<b>15000</b>	Overall figure for this section	CUL

<b>SUMMARY</b>	
<b>Income</b>	<b>35001</b>
<b>Expenses</b>	
Administration	75700
Open spaces	46000
CALF	25,000
Shared costs	16000
Streets	1800
Pavillion	10100
Highways	20000
Village Hall	4000
Financing in/out	9116
Play Area	3000
Donations	7692
Other	3900
Youth provision	15000
	<b>237308</b>
	<b>202,307</b>

Net

<b>Tax Base</b>	
2018-19	2345.6
2017-18	2312.4
2016-17	2309.6



**Loan for Village Hall (interest payment)**

<b>118,000</b>	Loan interest cost
<b>202,307</b>	Net cost
<b>320,307</b>	Net cost + Loan cost