

AGENDA REPORTS PACK

FULL COUNCIL MEETING

JUNE 2018

DRAFT Minutes of the Annual Meeting for Cottenham Parish Council

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 8th May 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Gledhill, Kidston, Mudd, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and RFO

In attendance: 3 members of the public

- 18/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office.** Cllr Morris was elected and Declaration signed accordingly.
- 18/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office.** Cllr Young was elected and Declaration signed accordingly.
- 18/087. Chairman's Introduction and Apologies for absence** – New Cllrs were welcomed. Apologies accepted from Cllrs McCarthy (sick) and Nicholas (personal). Cllr Graves was absent.
- 18/088. 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. (NB this does not preclude any later declarations).* None received.
- 18/089. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd April 2018 be signed as a correct record. **RESOLVED** (with minor typos amended).
- 18/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opts). Cllrs Gledhill and Wilson added.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts). Cllr Kidston added.
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4). Cllr Kidston added.
 - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling). Cllr Gledhill added.
- 18/091. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
 - HR (Cllrs Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllr Ward). Cllr Dewey added.
 - Drainage & Flooding (Cllrs Graves, Morris, Ward)
- 18/092. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young). Cllr Kidston and SCDC Cllr Gough added.
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward). Disbanded
 - Public Art – bench (Cllrs Nicholas, Richards & Ward). Disbanded
 - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk)
 - Village Hall Upgrade (CALF/FLAC - Cllrs McCarthy, Morris, Nicholas, Young, the Clerk & RFO). Cllr Wilson added.
 - Youth (CALF – Cllr Gledhill)
 - Communications (Cllrs Collinson, Dewey & Smith). Disbanded.
 - Centenary (Cllrs Dewey, Morris, Smith & the Clerk)
- 18/093. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustee, Cllr Mudd)
 - Church and Causeway Charity (Trustee). Defer
 - Cottenham Community Centre (Trustee, Cllr Wilson)
 - Cottenham Primary School (Rep, Cllr Morris and the Clerk)
 - Cottenham Village College (Governor). Defer
 - Mobile Warden Scheme (Trustee, Cllr Collinson)

- Ladybird Pre-School (Trustee). Defer
- VH Users – (Rep, currently Cllr Richards). Disbanded.

18/094. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho & Cllr McCarthy)
- Playground Inspectors (Cllrs Mudd and Nicholas)
- Communications (Cllr Dewey)

18/095. To review policy recommendations by Committees

- Child Protection (adopted November 2013)
- Code of Conduct (amended July 2015). Being updated by NALC later this year. To be reviewed by Standards.
- Communications (adopted March 2018)
- Complaints procedure (amended July 2015)
- Equal Opportunities (amended July 2017)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- Health & Safety (adopted October 2014). No mention of specific legislation; FLAC to review.
- IT & Communications (adopted October 2015). Need to review security section and add specific mention to length of time before screensavers go on. To be reviewed by FLAC.
- Risk Assessment (amended March 2018)
- Standing Orders (adopted July 2012) amended June 2016. FLAC to review.
- Training & Development (adopted April 2018)
- Asset Register (amended April 2018)

18/096. Public participation – Standing Orders suspended 7.49pm. SCDC Cllr Wilson introduced herself and SCDC Cllr Gough. She thanked Tim Wotherspoon and Lynda Harford and congratulated the Chair and Cllrs on their election. They are very much looking forward to serving the village and have already met with the Clerk to go through particular issues. Cllr Wotherspoon mentioned that he had already congratulated the new District Cllrs and mentioned Simon Edwards, who should also be thanked. Cllr Wotherspoon is happy to assist with a smooth transition. Standing Orders reinstated 7.52pm.

18/097. Reports

- **SCDC/County combined report** – Met with Flood team on 27th April re. Racecourse View discharge of conditions re. the ditch. Roads – currently need £18m per year for upkeep and County are spending £14m; this will be reduced to £8m going forward. Question of whether the priorities are right. Has asked for a survey of Setchell Drove/Lockspit Hall to see whether they would be suitable for the Challenge Fund. Sebastian Kindersley has mentioned possible legal action against the Planning Inspectorate re. the lack of action on the Local Plan; report expected in July. Cllr Young requested a monthly update on the Local Plan going forward.
- **Clerk** – Cllrs reminded to check their Register of Interests forms and update as necessary. FLAC to review the series of malicious posters to check whether there are any genuine comments. Cllr Bolitho requested that the issues log is published on our website.
- **Major developments** – Standing Orders suspended 8.11pm. Query whether the new SCDC Cllrs were on the Planning Committee; not yet allocated roles. Standing Orders reinstated 8.11pm. Standing Orders suspended 8.13pm. Cllr Young asked the District Cllrs for their views on the Amey planning application. SCDC Cllr Gough didn't believe that the consultation had been satisfactory. Has a number of questions regarding how the application will work in principle but would like an expert view. Standing Orders reinstated 8.16pm. Cllr Collinson queried how we had publicised. Clerk clarified that details of events had been publicised on numerous Facebook sites and there are posters for our planning committee meeting. Was also advertised at the recent Fun Run stall. Discussion whether consultation could be extended.
- **Neighbourhood Plan** – Can't go to Regulation 14 consultation until we get the results of County appeal.
- **Village Hall & Nursery** – Still waiting pre-application report from SCDC.

- **Highways Improvements update** – Beach Road delays have been blamed on the sub-contractor further sub-contracting the work. Delays also with the High Street crossing. There has been no response to date from Cadent regarding damage to pavements from their vehicles. 2 members of public left the meeting at 8.32pm.

18/098. Internal audit – Consider review of internal audit report – RFO reported that the auditor was happy with our processes. She has suggested a form to look at the scope of our audit for next year.

18/099. Year-end Accounts – Consider the year-end accounts for 2017-2018 – Need more consistency between the year end and management accounts. Extract from the unaudited accounts will be used at the APM. Full audit not yet complete; item deferred.

18/100. GDPR – consider outline principles of approach to user privacy – Cllr Morris reported that FLAC felt the NALC policies presented were too detailed for a Parish Council. Most of our ‘users’ already have contracts in place but there are still some areas where we need to do further work. Cllr Dewey queried whether we had a Subject Access Request template; Clerk confirmed it was available but not yet checked it through. Cllr Morris clarified the Parish Council possible exemption from having a DPO. Resolution to endorse approach. **RESOLVED.**

18/101. Salaries - Consider HR recommendations for Scale Point revisions – Cllrs Morris outlined the HR rationale for the suggested rates. Need to rewrite Clerk and RFO job descriptions and look at our annual review process. Increases will apply from 1st April 2018. Resolution to accept HR recommendations for Scale Point revisions for Clerk, RFO, Asst Clerk and Caretaker. **RESOLVED.**

18/102. CPS magazine – Resolution to have ½ page Connections Bus advert and 2x full page adverts for the Neighbourhood Plan in the CPS magazine at a total cost of £250. **RESOLVED.**

18/103. Tree survey – Resolution to accept quote for tree survey to cover WARG Field, Old Rec, The Pond, Brenda Gautrey Way, Tenison Manor amenity area and the Moat at a cost of £701.46 (no VAT). **RESOLVED.**

18/104. Setchell Drove/Lockspit Hall Road - Consider making representations to CEOs of SCDC and CCC about fly-tipping and road repairs – Cllr Morris outlined the issues. Standing Orders suspended 8.59pm. SCDC Cllr Gough stated that they had attempted to view the site but were unable to reach it due to the state of the road. Standing Orders reinstated 9pm. Farmer at the end of Setchell Drove is willing to put up CCTV. EHO has suggested installing a gate across the road however if the road was closed off then County Highways would un-adopt. Resolution for Cllrs Collinson/Morris/Wilson to write a letter to SCDC and CCC regarding fly-tipping and road repairs for Setchell Drove and Lockspit Hall Road; District Cllrs to be cc’d. **RESOLVED.** SCDC Cllrs Gough and Wilson left the meeting at 9.05pm.

18/105. Title transfer – Resolution to sign the title transfer for land at 60 Lambs Lane adjacent to the Recreation Ground. **RESOLVED.** Two Cllrs to sign and Clerk to witness.

18/106. CAPALC membership – Resolution to renew membership of CAPALC for 2018/19. **RESOLVED.**

18/107. Finance

| Income | Description | Net | Gross | |
|-------------------------|---|--------------------|--------------------|------|
| SCDC | Precept (50%) | £164,417.00 | £164,417.00 | |
| Cambridge Kids Club | Invoice payment | £ 873.92 | £ ,048.70 | |
| Bowls Club | Invoice payment | £ 180.00 | £ 180.00 | |
| Aerobics instructor | Hire of Village Hall | £ 92.00 | £ 110.40 | |
| Overpower Fitness | Hire of Recreation ground | £ 72.00 | £ 86.40 | |
| Baby Clinic | Hire of Pavilion | £ 103.50 | £ 124.20 | |
| Ladybirds | Quarterly repayment | £ 1,554.95 | £ 1,554.95 | |
| SSE - Southern Electric | Refund following meter reading at the Rec | £ 856.90 | £ 1,028.28 | |
| | | £168,150.27 | £168,549.93 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for May 18 | £ 3,699.83 | £ 3,699.83 | |
| HMRC | Tax and NI for April 18 (month 1) | £ 796.82 | £ 796.82 | - |
| Sports & Social club | Contract services Jan-Mar 2018 | £ 1,080.00 | £ 1,080.00 | 1114 |
| Calor Gas | Gas delivery for the Pavilion DD | £ 563.60 | £ 591.78 | 1115 |

| | | | | |
|----------------------------|--|--------------------|--------------------|-------------|
| Groundwork UK | Return of unused grant | £ 2,862.50 | £ 2,862.50 | 1116 |
| Connections Bus | Nine visits during Jan-Mar 18 | £ 2,223.00 | £ 2,223.00 | 1117 |
| Birketts | Legal costs re Planning Advice on: Land North East of Rampton Road | £ 825.00 | £ 990.00 | 1118 |
| Nick West | Village hall cleaning cost for Jan-Apr 18 | £ 2,176.88 | £ 2,176.88 | 1120-1123 |
| Cambs County Council | Annual Street Lighting Energy bill | £ 1,129.85 | £ 1,129.85 | 1124 |
| Wilby and Burnett | Preparation for Pre-application for Village Hall and Nursery | £ 3,825.00 | £ 4,590.00 | 1125 |
| CAPALC | Cilca training sessions for RFO and Clerk | £ 600.00 | £ 600.00 | 1130 |
| AJ King | Monthly Contract cost | £ 3,166.67 | £ 3,800.00 | 1134 |
| | | £ 22,949.15 | £ 24,540.66 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension costs (May 18) | £ 156.13 | £ 156.13 | |
| Green and Purple Ltd | Support for the RFO (April) | £ 50.00 | £ 60.00 | 1112 |
| RFO | Expenses re Sim card for the Pavilion | £ 8.64 | £ 10.37 | 1113 |
| Business Consultancy | Payroll Processing | £ 28.00 | £ 33.60 | 1119 |
| Sam McManners | Cups & refreshment for APM & Transport meeting | £ 14.60 | £ 16.92 | 1126-1127 |
| Travis Perkins | Paint brush and Wood protection paint | £ 40.62 | £ 48.74 | 1128 |
| PHS Group | Annual admin charge | £ 20.00 | £ 24.00 | 1129 |
| SSE - Southern Electric | Electric bill for the Pavilion (DD) | £ 337.97 | £ 405.56 | 1131 |
| Calor Gas | Delivery charge | £ 17.13 | £ 17.99 | 1132 |
| MP Cleaning Services | Deep clean of toilets & Kitchen | £ 468.00 | £ 468.00 | 1133 |
| Heelis and Lodge | Internal Audit cost for 17-18 | £ 420.00 | £ 420.00 | 1135 |
| Cambridge Water | Water bill for Memorial (DD) | £ 34.06 | £ 34.06 | 1136 |
| CSA | Cleaning equipment & Toilet rolls for Village Hall | £ 101.17 | £ 121.41 | 1137 |
| Green and Purple Ltd | Support for the RFO (May) | £ 50.00 | £ 60.00 | 1138 |
| | | £ 1746.32 | £ 1876.78 | |

Errors to figures amended. Resolution to pay these invoices. **RESOLVED.**

- 18/108. Management accounts** – to review the monthly management accounts – Noted.
- 18/109. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 18/110. Matters for consideration at the next meeting** – Defibrillator, Setchell Drove, year-end accounts, Governance statement.
- 18/111. Dates of next meetings** – APM 10th May, CALF 15th May, Planning 17th May, Highways 22nd May, FLAC 24th May, Full 5th June
- 18/112. Close of Meeting** – 9.22pm.

Signed _____ (Chair) Date _____

Item 18/117. - Reports

District Councillors' Report for Cottenham and Rampton – May 2018

South Cambridgeshire District Council AGM 23rd May

South Cambridgeshire District Council met for its Annual General Meeting on 23rd May. This was the first full Council meeting for Councillors elected on 3rd May 2018. Councillor Bridget Smith was elected as Leader of the Council. The Day 1 priorities that were announced included:

- the right mix of good quality market housing, including truly affordable housing, with the right infrastructures in place;
- putting the environment first– this has been started by the setting up of a new Climate and Environment Committee; and
- actively supporting business growth.

Councillor Smith also announced that the District Council will transform the way it works to make its work transparent, responsive, open and honest. The Council will introduce a process of pre-scrutiny of decisions. The process for deciding on grants will become fairer and ensure that grants have the greatest impact on those in need.

Councillor Smith concluded by saying that together, the elected Councillors will make the District Council a considerate and responsive Council.

5-year Housing Supply

On 21 May 2018, South Cambridgeshire District Council announced that it considers that it can demonstrate a five-year housing land supply for the period 2018-2023 so meeting Government requirements for the provision of new housing land. As a result, future planning applications in places like Cottenham and Rampton will be assessed against all the Council's local policies as well as those set nationally and will have more protection from speculative planning applications. This development has implications for Cottenham and Rampton and should see the end of further speculative planning applications that have resulted in permission being granted for over 500 homes outside village frameworks. However, we are very conscious that our ward has suffered a disproportionate amount of speculative development without plans for the commensurate investment in infrastructure being in place. We are of the opinion that mitigating the impacts of these speculative developments will form a large part of our workload in the coming years. A link to a briefing note on the 5 year housing supply is attached.

<https://www.scambs.gov.uk/content/annual-monitoring-report>

Rural Travel Hubs

There are a number of planned public engagement events scheduled to take place in Oakington regarding the Rural Travel Hubs project. Future events will take place as follows:

- 11 June - Rhyme Time Session at Crossways Community Café - 1 Longstanton Road - 9.30-11am
- 21 June - Crossways Community Café - 1 Longstanton Road - 1-4pm
- 30 June - Oakington Community Association Fair - Recreation Ground - 12-5pm

Hitherto, Cottenham and Rampton have not been included in these events. We have approached the Community Engagement Team at the District Council to ask for similar meetings to be set up in Cottenham and Rampton.

Other issues

We have been following up with District and County Council officers a number of issues relating to planning and the environment that have been raised with us by individual residents and Parish Councils. We will continue to pursue those matters and feedback results as and when updated information is available.

County Councillor's report for Cottenham, Rampton & Willingham May 2018

To follow

CLERKS REPORT – May 2018

Anything in bold is new or an update.

Highways

(HO = Highways Officer, AC = Assistant Clerk) – **AWAITING FOR HO UPDATE (requested 31st May)**

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. **These are the responsibility of Cambridgeshire County Council; HO needs to speak to the vegetation manager about getting them on an annual cut back and if they need to get them done it will be August due to bird nesting season. 31/5/18 requested urgent action as causing a nuisance.**
- **Leopold Walk** (Pathway to High St) – overgrown trees/shrubs, blocking light. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary. **1/6/18 Hedge letters sent to homes we believe are responsible.**
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update.
- **Blocked gully outside 243 High St** - works ordered, works due 28th Nov 2017 to 1st Dec including patching from zebra crossing to Co-op bend and curb repairs. Road Closure due; Telegraph St to Co-op, 5th March 2018, but was cancelled due to emergency water main burst, to be rescheduled, date TBC.
- **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). **Potholes marked out 4th May for repair.**
- **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 issue (within next 12 wks). **Works cancelled 25th May as new surfacing has solved issue (AC not convinced and will monitor).**
- **Footpath from Pelham Way through to High St** – 20th Dec 2017, HO will be looking at overlaying this footpath early next financial year. At the moment nothing really causing 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. Still not at intervention levels.
- **Denmark Road white lining** – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure). Road marking program (white lining) planned for early 2018/19 – concentrating on junctions.
- **Histon Road Cycle/Foot path** – some lighting studs not working –following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Cllr Wotherspoon to set up a joint working group to push project forward. Oakington is currently giving priority to its link with Girton. However, Cllr Wotherspoon has made contact with the transport group which is part of their community plan set-up. He has also been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there.
- **Cadent Gas** – Works were put on hold during school Easter holidays, to allow for High St Zebra crossing works. There have been a few traffic management issues and we have liaised directly with Cadent as and when. Current phase completed 4th May. Cadent have advised us that they have received another project from where they finished outside 34 Histon Road, up towards Histon for the best part of 2km. This should be a lot easier on traffic as only two-way lights. Dates TBC. List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and **14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon)**
- LED lamp replacement works scheduled for Leopold Walk, Paxton Close and Worland Way on 18/6.
- **Overhanging Trees – CVC & 345 High Street – requests to cut back sent 1st June.**

- **Histon Road Traffic Survey - At its' meeting on 22nd May the Highways Committee resolved to commission carriageway improvement advice based on a 7-day traffic survey at two points within the 30mph area. We need specific data relating to traffic flows, speed and vehicle types to help identify the best way to slow traffic. Speed cushions have been shown as the most effective way to slow traffic; HCVs and motorbikes are not affected by them. A highways engineer can look at the data collected and recommend the way forward, possibly through a Local Highways Initiative (LHI) bid. Traffic flows and speed are currently being measured by CCC, although this information is useful it won't provide enough information to support a bid for specific measures. Priority features are disliked by CC Highways, mainly due to maintenance. When the Beach Road one is installed, we'll be able to gauge effectiveness.**
- **Potholes – Response from Cllr Shuter, Chairman Highways & Community Infrastructure at Cambridgeshire County Council, when asked by the Highways Committee for assurances that a program of proper repairs will take place before next winter:**

16th May 2018

Dear Sam,

Thank you for the email concerning potholes in Cottenham.

We have been carrying out a lot of work behind the scenes regarding new improved ways of dealing with potholes. When a pothole is reported online a clear response will be received informing the customer within how many days the repair will take place. You will clearly see the pothole marked either in yellow or white depending on the timescale for repair. The repair will be cut out neatly and all the debris and loose stone swept away, and a smaller aggregate stone used in the repair to help the compaction. We are also trialling over band sealing products (the black edging around a repair) and once we have decided on which is best for Cambridgeshire all potholes and patches will be over band sealed.

This new improved process was presented to all the County Councillors last Friday and is being implemented by the highways teams from now on.

I have asked Evan Laughlin the District Highway Manager covering your area to speak with the relevant Local Highway Officer (LHO) to ensure that the potholes are marked up for the correct repair. I have attached our new pothole leaflet that may be of use to you and Evan and the LHO would be able to meet with you to explain the process further and visit any specific sites should you so wish.

Kind regards,
Mathew

WHY ARE THERE SO MANY IN WINTER?

Potholes are usually formed during the winter months, as a direct result of snow, ice and prolonged periods of rain.

They can appear at any time of the year but are more frequent during late winter and early spring.

Our roads see all sorts of conditions, including ice, rain and direct sunlight, which can all have devastating effects on the material that roads are made from.

HOW MANY POTHOLES HAVE WE REPAIRED?

| Year | Repaired |
|---------|----------|
| 2015/16 | 24,233 |
| 2016/17 | 29,370 |
| 2017/18 | 30,877 |

DOES THE COUNCIL FIX POTHOLES ON ALL ROADS IN CAMBRIDGESHIRE?

Not all roads - motorways and major trunk roads - M11, A14, A1, A1 (M), A11, A47 and A428 are maintained by Highways England.

HOW TO REPORT A POTHOLE?

You can report all potholes and highways faults by going to the County Council website

www.cambridgeshire.gov.uk

and search for:

Report a highways fault



POTHOLES

WHAT YOU NEED TO KNOW

FOLLOW US



@Cams_Traffic



@CambridgeshireCC

WWW.CAMBRIDGESHIRE.GOV.UK



WHAT IS A POTHOLE?

It's a hole in the road that's deeper than 40mm and wider than 75mm. However, these measurements can vary due to the road type. For example, a pothole on a quieter road will be repaired if the hole is deeper than 80mm.

WHAT CAUSES POTHOLES?

They're caused when water enters tiny cracks in the road, which are usually caused by traffic. When this water freezes, it expands - widening the cracks. When it melts, and traffic passes over the top, it causes the road surface to deteriorate.

HOW LONG DOES IT TAKE TO FIX A POTHOLE?

Depending on the size and location of the pothole and the risk to public safety we commit to dealing with potholes between five days and 12 weeks after they are reported: more than 40mm in depth and a significant risk to public safety - five days.

More than 40mm in depth, but less risk to public safety - 21 days; and 20mm to 40mm in depth - 12 weeks.

HOW DO WE KNOW IF A POTHOLE WILL BE FIXED?

When a pothole has been inspected and risk assessed, it will be marked with paint. Yellow paint indicates it will be fixed within 21 days and white paint indicates it will be fixed within 12 weeks.

HOW ARE POTHOLES FIXED?

We have a number of ways to fix potholes:

- EMERGENCY REPAIR

This is a quick and easy fix, with minimal disruption until it can be repaired as part of other programmed works.

- PERMANENT REPAIR

Crews repair potholes by neatly cutting out a square or rectangular area around the hole with a petrol saw. The area for repair is removed and then re-filled with new bitumen, which gets compacted with a wacker plate.

- DRAGON PATCHER

The Dragon Patcher is a specialist machine, which is much faster, quieter and more efficient than traditional methods. It fires out flames, to dry out the road surface, which is then cleaned with compressed air and sealed with a mix of stone and hot bitumen. The Dragon Patcher is around five times faster than traditional methods, and it's mobile - which is particularly good for rural areas.

WHY HASN'T A POTHOLE BEEN FIXED?

When potholes are reported each one is inspected and risk assessed, and marked with paint, to prioritise repairs for areas most in need. Some potholes are fixed immediately if they're considered a safety risk - which could be due to the position on the road or the hazard it may create - while others will be repaired as part of programmed maintenance work.

Recreation ground

- The FA sign has been damaged.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote being obtained for repairs to tennis courts.
- **Received the RoSPA inspection report. Minor items have been passed to the Groundsman. Report to be reviewed by CALF.**
- Swing damaged (4 bay). Groundsman has repaired however it was noted that the swing shackle was worn. RFO has ordered 1 replacement clamp shackle as a trial from Online Playgrounds. If it fits we can order the remaining 7. **Order has arrived however it requires a special tool to fit; RFO following up.**
- Groundsman has overseeded all pitches and training areas (with the exception of the 3 smaller pitches on the 3rd field). Some remedial seeding may be required after the event.
- **Pump inspection booked for 2nd July.**

Village Hall

- **Damage to outside toilet – soap dispenser vandalised twice and toilet seat broken. Items replaced prior to the Colts tournament.**
- **1x ladies toilet seat broken and has been replaced.**
- **Request from Kids Club to put a Yale lock on the front door so that parents can let themselves out of the building after collecting their child.**

Misc admin

- May Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- 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. Brian Heffernan is prepared to act as go between with TW and CPC. Meeting took place on 13th October. Further meeting being arranged. Cllr Morris has emailed Brian Heffernan and is waiting response.
- Post box on Twentypence Road has been missing since approx. March/April 2017. 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.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired 21/11/17. Will be advised of timescales. Chased 16/1/18 and told they are still trying to obtain details from a contractor (first contacted 15 weeks ago). Chased again 28/2. No response so chased again 17/4. Response 30/4 to say contractor is still being chased by Bovis.
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- **WWI Centenary working party met 21st May. Piper confirmed and provisional timetable of events scheduled, including an exhibition in the Community Centre and afternoon tea. Planning application needs submitting for addition of eyelets on the railings to secure wreaths.**
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. All 3 District Cllrs have pledged support for the grant. Waiting for quotes from Ladybirds before we take forward. **NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.**
- Noticeboard repairs (Village Green and the Pond) **completed.**
- **PICUS test on Green has determined that although the lime is ok, the red oak will need to be removed. Suggestion by Centenary working party to replant an English oak as part of the events and look into using the public art money to install a commemorative tree guard.**

- Tree surveys being undertaken 4/5th June for the Pond/WARG Field/Old Rec/Moat/Tenison Manor/BGW.
- Grant application to be submitted to FECA for money towards the defibrillator.
- CALF is investigating the siting of additional benches/picnic tables on the Rec.
- Basketball hoop/board has been ordered which will be installed on one of the floodlight posts on the Rec.
- New public footpath from Broad Lane to Les King Wood – seeded w/c 21st May. Will be inspected mid-June before a decision on when it will be formally opened.
- Website – have waited several months for existing host to upgrade our website package. Separate supplier has let us down re. SSL certificate and WordPress updates. New supplier has been recommended who can host (which includes the SSL certificate) and site will be moved accordingly. He will also be able to do the WordPress and plug-in updates.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing. Privacy policy has been added to website, notification put on FB and email signatures updated.
- Quotes being obtained for treeworks on Green and Rec and meetings arranged with suppliers. Tree order has been submitted to SCDC for felling of red oak and lime on the Green.
- Both Clerks had an informal meeting with the District Cllrs re. various issues including overhanging foliage, environmental issues, enforcement and planning.
- Pond has been created on Brenda Gautrey Way near the Leopold Walk end. Trying to contact those responsible but appears to be a joint 'project' between younger and older residents. Groundsman has confirmed that it doesn't inhibit grass cutting.
- Clerks & RFO are attending SLCC branch meeting on 8th June (includes talk on bullying & harassment in the workplace).
- Spoken to The Chequers (Greg) re. roping off war memorial during beer festival.

Correspondence

- Invite to Village Design Statement event on 26th June at Cambourne.
- FECA – email thanking us for attending fun run and donation. There was an overall surplus of £1050 which will be presented to the Cambridgeshire branch of the Motor Neurone Disease Association.
- Orchards East Heritage Lottery Project – the project aims both to research & record old orchards, and to establish new community orchards. The initial work – which aims to establish the location & condition of surviving orchards – is being carried out by volunteers. They don't have any volunteers for Cottenham and wonders if we knew of anyone prepared to help. Work is straightforward: volunteers are sent maps, a survey pack and full instructions, while a training day for volunteers in Cambridgeshire is planned for later in the summer. They also wondered whether we might know if anyone had considered establishing a new community orchard on any spare land in the parish – they are able to provide advice, assistance and fruit trees.
- CBWin wish to know whether we will be sending a representative to speak in relation to the Amey planning application. No formal notification has been received regarding a hearing for the application as yet.
- Dr James Rainbird has written regarding trees on Lambs Lane. Wants our help in getting a TPO on tree outside no. 44, examine options for protection of tree remains outside no. 42 and enter dialogue with CCC re protection for tree by the bus stop.

Facebook

- 959 likes/1018 follows.

Major developments

- **Bellway** now has begun construction of up to 50 homes off Oakington Road.
- **Persimmon**, so far, has only outline planning permission (up to 126 homes) but that could change when SCDC consider their “Reserved Matters” application (July?).
- **Gladman** also only has outline planning permission (up to 200 homes and 70 residential places with care) and we understand they have managed to sell the site on to a builder.
- **County Council** (up to 154 homes off Rampton Road): appeal was permitted by the Inspector so they also have outline planning permission
- Applications from **Manor Oak Homes** (50 homes) and **Lau developments** (23 homes) have both been refused recently with much discussion over whether or not SCDC has a 5-year supply of housing land.
- SCDC has declared that they have 5-year supply of housing land with planning permission and is probably nervously awaiting the first challenge by a developer.

Heidi Allen MP approached to facilitate a multi-agency review of increased flood risk arising from these and other local developments – her team is working on it.

Another planning application causing some concern.

- **Amey** is hoping to build an “**Energy from Waste**” incinerator on its Landbeach site. Potentially it could generate a lot of electricity and cut landfill by 75% but there are some pollution concerns if the facility is not “well-managed” - and there will be a 80 metre chimney stack and a bulky building on the site. CPC’s Planning Committee has recommended refusal. The planning decision by the County Council is likely in July.

Highways Improvements update

Pavement Project

- **Lambs Lane/Victory Way/Stevens Close** – works completed.
- **Beach Road** – Coolidge Gardens entrance narrowed. Awaiting installation date of speed cushions and give way feature – sub-contractor and pricing issues.
- **High Street Zebra Crossing** (near to Green) – road surfacing and line painting took place overnight 11/05/18, Belisha beacons installed 17/05/18 – positive feedback from residents

Traffic and Transport Strategy Working Group

Meeting held on 14th May 2018 – 22 in attendance, 4 new members (total in group 47 plus 5 Cllrs). We discussed the objectives and aims of the group in line with the NP; and methods on how to address them. The next meeting will be on 27th June 2018.

Speedwatch - May Events:

Histon Road - Friday 18th May, 17: 00-19:00 – 516 vehicles passed through, 14 were recorded as speeding, the highest speed recorded was 41mph.

Histon Road - Saturday 19th May, 11:00-13:00 – 258 vehicles passed through, 66 were recorded as speeding, the highest speed recorded was 57mph.

Histon Road - Monday 21st May. 07:30-09:00 – 979 vehicles passed through, 7 were recorded as speeding, the highest speed recorded was 40mph.

Oakington Road - Wednesday 30th May, 15:00-16:30 – 279 vehicles passed through (inbound), 8 were recorded as speeding, the highest speed recorded was 43mph.

GDPR

- We have begun our compliance steps by placing a short banner notice on our website and Facebook pages with a more complete privacy notice on the website as a policy.
- We now have three forms of email signature for use when sending out messages from staff or Councillor email addresses.
- We generally have identified the legal basis on which we hold information, minimise both the amount of personal information we hold and also the length of time we hold it.
- There is more work to do, especially related to the processing of subject access requests.

Tenison Manor adoption

- Much, if not all, of the necessary street works are now complete to CCC's satisfaction.
- Residual issues arise from unclear ownership of the Broad Lane ditch but this appears close to resolution.

18/121. Consultation

Summary

The government is seeking views on the effectiveness of powers for dealing with unauthorised development and encampments. This consultation closes at **11:45pm on 15 June 2018**

Consultation description

This consultation asks a series of questions relating to powers for dealing with unauthorised development and encampments, including:

- local authority and police powers
- court processes
- trespass
- planning enforcement
- the provision of authorised sites
- the impacts on the travelling community

<https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments>

18/122. Histon Road consultation

The Greater Cambridge Partnership has launched a consultation on proposals to improve Histon Road and is now seeking your feedback.

Have your say on:

- **Better public transport journeys**
- **New cycling and walking infrastructure**
- **Improved landscaping and planting areas**

For further information on the proposals and to have your say, please go to www.greatercambridge.org.uk/HistonRoadConsultation, or come along to one of our events listed below. The consultation runs until Monday 2 July 2018.

| Location | Date | Time | Address |
|--|------------------------|---------------|--|
| Saint Andrew's Centre (Histon) | Wednesday 30 May 2018 | 16:00 – 19:00 | Saint Andrew's Centre, School Hill, Histon, Cambridgeshire, CB24 9JE |
| St Augustine's Church & Community Centre | Wednesday 13 June 2018 | 16:00 – 19:00 | St Augustine's Church & Hall, Richmond Road, Cambridge, CB4 3PS |
| Chesterton Community College | Tuesday 19 June 2018 | 17:00 – 20:00 | Chesterton Community College, Gilbert Road, Cambridge, CB4 3NY |

If you would like to opt-out of mailings from the Greater Cambridge Partnership, please reply to this email with the word UNSUBSCRIBE, and we will update our records.

In the coming weeks we will be moving to a new emailing system and we will be emailing existing contacts about the changes and with the opportunity to subscribe to a wider range of information.

For further information on Histon Road please visit www.greatercambridge.org.uk/HistonRoad.

Kind regards,
Paul van De Bulk
Project Manager

18/123. Training

We have a number of new Councillors and Committee Chairs who may benefit from some of the CAPALC training courses. We also have a commitment via our Training Policy

Councillor Training)

9th June (Saturday - full day 9.30am until 4pm) Somersham Parish Council **Cost £75**

11th/18th/25th June 7pm Stilton Parish Council

13th/27th June/11th July 7pm Bassingbourn & Meldreth Parish Council

12th/19th/26th September 7pm CAPALC Office (**£35 per session**)

Chairman Training (full day 9.30am until 4pm) **Cost £75**

30th June or 14th July (Saturday) CAPALC Office, Lakeside Lodge Health Club, Fen Road, Pidley PE28 3DF

Finance for Clerks & RFO's (full day 10am until 3 or 4pm) **Cost £75**

9th July (Monday) Millennium Sports Facility, Somersham, PE28 3JS

Essential for Clerks & RFO's whether you have been in post for a while to ensure you are up-to-date with current legislation or are new to the role.

Finance for Councillors (2 hrs - evening 7—9 pm) **Cost £35**

This 2 hour session, outlines the essentials a councillor should be aware of.

Budgeting & Finance control (3 hrs 10 am—1 pm) **Cost £40**

6th September (Thursday) Millennium Sports Facility, Somersham, PE28 3JS

Provides detail about using spreadsheets, how the council tax base affects the budget and so on. This is aimed mainly at clerks & RFO's but is also suitable for councillors who want to get to grips with preparing a budget.

Finance for Councillors (2 hrs - evening 7—9 pm) **Cost £35**

2nd October (Tuesday) North Hall, Ermine Street, Papworth, CB23 3RD

This 2 hour session, outlines the essentials a councillor should be aware of.

18/124. Neighbourhood Plan

Since June 2017 when we conducted a local "Regulation 14" consultation on v2.1 of the draft NP, significant changes have occurred. We have:

- adapted the plan to include an allocation of land for housing to "qualify" for protection even if the District's supply of housing land is below 5 years; this was based on an objective assessment of housing need in Cottenham and an assessment of 12 candidate sites, both conducted by AECOM
- included Racecourse View and the permitted Bellway, Gladman and Persimmon developments within the development framework
- included key community facilities within the development framework
- included nine non-designated heritage assets as recommended by AECOM in their heritage and character assessment

Since Council recently endorsed the policies within the draft plan, we have published v4.2 ([link](#)) which:

- takes account of a review by SCDC planning policy team with guidance from our NP advisor
- includes part of the CCC land recently permitted for development at appeal
- includes a GDPR-compliant response form for hard copy or on-line responses.

We have also obtained free assistance to develop a Strategic Environment Assessment and a further grant of £6,500 to develop and promote the plan.

We are now proposing to publicise this plan for comment locally and by various statutory consultees by:

- publishing the updated plan on the CPC website for at least 6 weeks from, say, 19th June
- promoting the plan through:
 - banner on the Green
 - board at the Village Hall
 - advertisement in CPS house magazine
 - pull-up posters at events like the recent Fun Run
 - short talks at local meetings, like WI, supported by pull-up poster etc.
 - specific events in the Village Hall and/or Community Centre
 - hard copy plan and summaries in the Library, Office etc.
 - soft copies of the plan and summaries on the CPC web-site and QR-linked microsite
 - your comments and discussions with residents
- inviting formal comments, by advising directly:
 - statutory consultees
 - various interested parties identified by SCDC
 - our 250 or so NP Ambassadors

Suggested resolution:

“consider publicising the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012”

18/125. Village Hall

Late in 2016, CPC – despite the pre-application report containing some reservations - approved an application for full planning permission for an integrated Village Hall & Nursery on the site of the existing Village Hall. The application was dated November 2016 and a subsequent positive parish-wide ballot indicated 60+% support for an additional “£1/week” supplementary precept to finance it.

During the planning application process several steps were taken to mitigate some concerns raised by the case officer the urban design officer and County Highways. Despite these changes, not all of which appeared to be taken into account, the application was eventually refused planning permission in May 2017 mostly due to its scale and potential to increase peak-time traffic.

Several discussions were held with SCDC and CCC in 2017 to clarify the reasons for refusal and find a way forward. A new approach, based on separate hall and nursery buildings and an improved access road, received informal approval.

In parallel with these developments, work on the draft Neighbourhood Plan has confirmed the necessary functionality and locations of the facilities and their potential role in restoring cohesion in the face of an imminent 25% expansion of Cottenham’s population as a result of recent planning permissions.

This new approach was formalised into applications for new pre-application reports submitted in early February 2018, for which generally positive reports (copied separately) were provided this week. Inevitably estimated costs have increased due to the extensive delay and separation of the project into two buildings. Updated estimates, including the effects of the substantial developer contributions, have been included in the two draft Business Plans (copied separately) to demonstrate that the original £1/week commitment need not be exceeded, provided further delays are minimised with no surprise increases in building or interest charges. Efforts to contain or reduce costs will continue, especially by on-site synergies if the two projects coincide.

The next immediate step, subject to Council approval, is to complete several small-scale technical studies and prepare a documentation package, and apply for planning permission, which should be determined within two months of validation.

Subsequent steps, post permission, include:

- applying to MHCLG for permission to borrow the necessary capital to complete the project – largely based on the current Business Plan which demonstrates both the need and the repayment means (the supplementary precept).
- preparing detailed technical drawings for the building as the basis for a competitive tendering round in accordance with our Financial Regulations.
- delivering the project from contract negotiation, via demolition and construction, to commissioning, possibly by Christmas 2019.

Suggested resolution:

“consider applying for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £24,000+VAT)”

18/126. Early Years Nursery

Much of the planning story for the Nursery is the same as for the Hall as this was, until recently, an integrated project.

Added complexity arises from the planned location, slightly further into the “open countryside” than the similar Ladybird Pre-School although this is largely countered by the recent permission for development of CCC land beyond the Rec Ground and the extension of the village development framework within the draft Neighbourhood Plan. Nevertheless a sequential assessment has been undertaken of a number of alternative sites within the village and is reported in both the draft Neighbourhood Plan and Nursery Business Plan.

The design complies with CCC standards for new build early years facilities and the ladybird Pre-School management, as preferred operators, are in favour of the outline approach.

CCC has committed to pass on s.106 “early years” funding towards the costs of the project and, unlike “community facilities” funding 50% of this becomes payable before any houses are constructed, making cash flow easier to manage.

The next immediate step, subject to Council approval, is to complete several small-scale technical studies and prepare a documentation package, and apply for planning permission, which should be determined within two months of validation. Subsequent steps are similar to those for the Village Hall.

Suggested resolution:

“consider applying for full planning permission to build a new Early Years Nursery (architect and consultant costs not to exceed £10,000+VAT)”

18/127. War Memorial

The Armistice Centenary Working Party has met twice and is developing a programme of events from a piper at the War Memorial at 6am to a peal of church bells after the Last Post has been sounded and the Beacon lit on the Village Green around 7pm with various activities and entertainment in between.

As a more permanent reminder of this special year, two items have been suggested and are being costed:

1. planting of an Oak tree on the Village Green; this would replace the ailing Red Oak and will be protected by a specially-commissioned wrought iron girdle with a commemorative plaque.
2. Addition of a bronze commemorative plaque to the War Memorial and, although not directly related, the fitting of four eye-bolts around the plinth to facilitate securing of wreaths each November.

This latter item requires Listed Building planning consent.

Suggested resolution:

“consider applying for Listed Building consent to affix a commemorative engraved bronze plaque to the memorial and four eye-bolts to the plinth)”

18/109. Bank reconciliation

Reconciled on 16th May 2018 by RFO and Cllr McCarthy

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

In summary:

| | |
|--------------|--|
| £838,031.73 | Cash at Bank (as of the 30 th April 2018) |
| - £18,513.29 | Creditors |
| + £9296.46 | Debtors |
| £828,814.90 | Net balance on bank reconciliation |

Creditors

- AJ King £3800 (contract costs)
- Anglian Water £153.34
- Birketts £990 (Advice)
- BCS £33.60 (payroll)
- Calor Gas £591.78
- CALC £600 (Clerk and RFO course)
- Calor Gas £17.99
- Cambridge County Council £1129.85 (street lighting)
- Connections Bus £2223
- CSA £121.41 (cleaning supplies)
- CUSSC £1080 (services)
- RFO £10.37 (sim card)
- Green & Purple £60 (accountancy)
- Heelis and Lodge £420 (internal audit)
- MP Cleaning services £468 (deep clean of VH)
- Nick West £2176.88 (VH cleaning)
- PHS group £24 (admin charge)
- Assistant Clerk £16.92
- Southern Electric £549.19
- Travis Perkins £48.74
- Wilby and Burnett £4590 (Architect fees)

TOTAL £18,513.29

Debtors

- Baby Clinic - £124.20
- Cottenham Colts - £1993.20
- Cottenham Community Land Trust - £90
- Cottenham United Football Club - £1680
- CUSSC - £3120
- Aerobics instructor - £82.80
- Ladybirds - £1308.06
- Village Hall Hire - £90
- Overpower fitness - £43.20
- SCDC - £165
- Whyatts -£600

TOTAL £9296.46

Appendix 1: Issues log

There were 19 reported incidents during May.

| Date | Issue | Further details | Follow up |
|------------|-------------------------|--|---|
| 02/05/2018 | Cadent | Contractors have deposited materials on road, obstructing traffic | Passed on contact details for Cadent |
| 11/05/2018 | Verge cutting | When is the grass verge on Oakington Rd being cut? Highways informed them it was now being cut by Parish | Asst Clerk to speak to Highways. Info from Highways is incorrect; parish don't cut verges |
| 11/05/2018 | Road Surface | Beach Rd to Landbeach - when is it getting done? | Asst Clerk to chase Project Manager |
| 12/05/2018 | Footpath damage | Footpath and manhole cover has been destroyed by broken down lorry. Pavement is now unsafe. | Asst Clerk to follow up |
| 14/05/2018 | Bus shelter | When will Lambs Lane bus shelter be repaired? Roof badly damaged and is leaking | Quotes currently being obtained |
| 14/05/2018 | Footpath damage | Footpath and manhole cover has been destroyed by broken down lorry. Pavement is now unsafe. | Asst Clerk to follow up |
| 14/05/2018 | Parking | Car parked on Histon Road causing an obstruction | Matter referred to police |
| 14/05/2018 | Speed cushions/give way | Beach Rd - when are they going to be installed | Asst Clerk to chase Project Manager |
| 15/05/2018 | Grass cutting | Pelham Close overgrown area near to garages | Referred to CCC |
| 17/05/2018 | New crossing | Crossing is currently very dangerous. Lights have been turned around so not facing traffic | Should be installed today |
| 22/05/2018 | Parking | Car permanently parked on double yellows at top of Margett Street. | Resident has already reported to police several times. Have spoken to PCSO. |
| 23/05/2018 | Tree | Wants to find out who owns tree on public land next to Cross Keys Court | Asst Clerk to investigate |
| 24/05/2018 | Lorries/Speeding | Concerned with amount of lorries and speeding aggressive car driving wants 20mph on High ST | Asst Clerk to respond with T&T Group info |
| 25/05/2018 | Road Markings | What do the blue road markings indicate | Asst Clerk to follow up |
| 25/05/2018 | Parking | Vehicles are parking in the bus layby in front of house on Histon Rd and blocking entrance to their driveway | Asst Clerk to follow up |
| 25/05/2018 | Parking | Vehicles are parking in the bus layby in front of house on Histon Rd and blocking entrance to the driveway | Asst Clerk to follow up |
| 25/05/2018 | Wilkin Walk | Bushes overgrown and require cutting back | Asst Clerk to follow up |
| 29/05/2018 | High St/Histon Rd | Overhanging trees | Asst Clerk to follow up |
| 29/05/2018 | CVC | Overhanging trees | Asst Clerk to follow up |