

AGENDA REPORTS PACK

FULL COUNCIL MEETING

MAY 2018

Item 18/089.

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd April 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Dewey, McCarthy, Mudd, Smith, Ward, Wotherspoon, the Clerk and RFO

In attendance: 11 members of the public

- 18/065. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Graves (personal), Hodson (personal), Nicholas (sick), Wilson (holiday), Young (holiday) and the Asst Clerk. SCDC Cllr Edwards arrived 7.16pm.
- 18/066. Professor Stephen Hawking** – tribute to Professor Hawking, a former resident of Cottenham – Cllr Bolitho gave a brief statement regarding Professor Stephen Hawking who previously lodged at 1 High Street during 1962. One minute silence held in his honour.
- 18/067. To accept Declarations of Interest and Dispensations** – none received.
- 18/068. Minutes – Minor amend to 18/047. Resolution** that the amended minutes of the Full Council meeting held on the 6th March 2018 be signed as a correct record. **RESOLVED.**
- 18/069. Public participation** – Standing Orders suspended 7.23pm. Resident 1 spoke regarding the County report. The Amey planning application consists of over 300 documents. Disappointed that most residents only found out in March which left little time for response. Hasn't received any direct information from the elected members whereas by contrast in Waterbeach there was a public meeting. Why was Cottenham kept in the dark and an absence of engagement with the community? When did CCC Wotherspoon find out about the application and why didn't he inform residents? Resident 2 echoed the comments. Saw planning minutes which said that CPC approved in principle and wanted to know the thought process. Resident 3 was new to the village and unaware of the incinerator application at the time of purchase. Concerned about the emissions. Wanted to know why in principle there was no objection to the application when it will release some level of pollution. Nobody can say that it won't release harmful pollutants in the air. Standing Orders reinstated 7.32pm. Cllr Morris responded that CPC had a briefing from Amey just before Christmas and the application came before us in January. Both events were flagged on our Facebook page and agendas. We aren't a competent judge of the technology information. It will be replacing a lot of landfill which in itself is polluting. We are only comfortable on the condition that further information regarding the environmental details are received and we backed Landbeach PC with their concerns.
- 18/070. Reports**
- **SCDC** – No further comments.
 - **CCC** – Query regarding why trees near Holiday Inn at Impington have been removed; CCC Wotherspoon unsure but it could be to do with the A14 works. Cllr McCarthy raised concerns that it was done during the nesting season and has contacted CCC Jenkins; Histon/Impington PC are following up. CCC Wotherspoon to chase. CCC Wotherspoon amended item on page 3 of his report; should say published in March 2018. He only found out about the Amey application in August 2017 when he received a leaflet and it was widely publicised at the time in the Cambridge News. Only became clear at the end of 2017 that the application hadn't been widely publicised directly to residents. The consultant employed on behalf of County has raised issues which must be answered. There is now a second round consultation and CCC Wotherspoon and his colleagues have pressed for public meetings. He will reserve his view until receives full information including feedback from residents.
 - **Clerk** – The Rampton Road cycle studs are being installed (joint project between Cottenham and Rampton PC's). Fun Run have asked retrospective permission for a banner on the Green; acceptable but will need to move between next 2 trees (towards CVC). GDPR – getting through checklist. NB: need to add Emergency Plan and Flood info to list of those to request permission from.

- **Major developments** – Bellway may be reported for mud on the road. Persimmon – possibility that it will be on 24th April SCDC planning agenda. CCC – S106 issues i.e. too precise regarding the medical centre.
- **Neighbourhood Plan** – If the CCC planning application is approved it could have an affect on our NP wording. Cllr Smith asked for clarification of the next stages (for benefit of those present). Cllr Morris reported that we will shortly be undertaking a Regulation 14 consultation, this is followed by a Regulation 16 consultation which is hosted by SCDC and reported on rigorously then passed to the NP examiner. The NP has to broadly conform to the Local Plan and must be compliant with the NPPF. It would then go to referendum and if accepted would carry the same weight in planning terms as the Local Plan. Should safeguard us from speculative developments until 2031. Standing Orders suspended 7.55pm. Chair checked that the explanation was clear to residents. Standing Orders reinstated 7.55pm.
- **Village Hall & Nursery** – Should get pre-application report at the end of April.
- **Highways Improvements update** – Pavement improvements and zebra crossing near the Green are ongoing. CCC Wotherspoon has spent the day in Waterbeach with Urban and SCDC Chief Executive. Has received positive response regarding a Cottenham to Landbeach cyclepath. Terry Fuller, Homes England, will raise the subject of a Cottenham to Oakington cycleway.
- **High Street Post Box update** – Cllr Collinson outlined background for benefit of those present. Regretfully it appears there is nothing further that can be done.

- 18/071. Street naming** – Consider proposed names for the Bellway Homes development – Neither of the proposed names are suitable. Cllr Bolitho suggested theme of Professor Hawking, previously a Cottenham resident. Standing Orders suspended 8.08pm. Chair asked residents present for their input: Hawking Way and Newton Close were put forward. Standing Orders reinstated 8.09pm. Resolution to submit Hawking Way and Newton Close as road names for the Bellway Homes development. **RESOLVED.**
- 18/072. Summer Reading Challenge** – Consider grant request from Cottenham Library for the Summer Reading Challenge – Request has been considered by FLAC and is compliant with our regulations. Resolution to grant £200 to Cottenham Library towards the Summer Reading Challenge. **RESOLVED.**
- 18/073. Cottenham Fun Run stall** – Resolution to host an information stall at the Fun Run on 5th May and donate £250 from the Cottenham Chest. **RESOLVED.**
- 18/074. Training & Development policy** – Resolution to accept Training and Development policy. **RESOLVED.**
- 18/075. Year end** – Consider End of Year accounting issues, including likely balances and proposed viring between reserves – Cllr Morris outlined. Not as much money as it looks because approx. £100k is allocated against specific projects. Need to move £400k for early stages of the Village Hall/Nursery project; it is just a capital fund and we could reallocate later should we wish. Resolution to approve the creation of a £400,000 CF Capital Fund by viring necessary funds from the s106 Community Facility Reserve, other reserve and current surplus. **RESOLVED.**
- 18/076. Tree survey report** – Consider findings of tree survey for Village Green and Recreation Ground and next steps – Clerk outlined the findings and the safety issues arising. Clerk to obtain 3 quotes for the work. Need to get a programme of works in place for the autumn. Resolution to get PICUS test done to 2 trees on the Village Green. **RESOLVED.**
- 18/077. Tree survey (2)** – Resolution to undertake tree survey of Crowlands Moat, Tenison Manor, Brenda Gautrey Way, The Pond, Old Recreation Ground and WARG Field. **RESOLVED.** Clerk to obtain quote.
- 18/078. Fence repairs** – Consider quote provided by CPS for damage to fence between School and Recreation Ground a) caused by storm and b) from vehicles hitting the fence – Resolution to accept quote of £330+VAT for storm damage works. **RESOLVED.** Vehicle fence damage deferred until after building works.
- Standing Orders suspended 8.32pm. Cllr Smith asked residents if they had any further questions. Resident 4 asked if there were any plans to improve the Recreation Ground. Cllr Morris said that it would depend on the outcome of the CCC planning application and expansion of the Primary School. In the Neighbourhood Plan evidence we ideally need another 2 hectares to extend the land. In the S106 agreements for Oakington/Rampton Road there is a lot of money for a MUGA (approx. the size of 3 basketball courts), extension to the skatepark, loose wording around a rugby

pavilion and possibly a 3G football pitch which would give us additional usage (but very expensive). There is an evidence paper on the website. Require an additional 1.6 hectares for the additional residents. Cllr Collier mentioned that we had already budgeting for drainage and reseeded of the existing pitches. The Amey application can't be discussed in any detail because it's not an agenda item and no decisions can be made. Discussions around EA inspections (twice a year); concerns that residents will be breathing pollutants; need to weigh up positives (production of electricity) vs negatives (pollution/extra vehicle movements); lack of public engagement; need for public meeting. Cllr Wotherspoon said that the earliest the application would be considered is July and that Amey will be asked to provide a response to the expert concerns. The ball is now with County and residents can lobby them accordingly; when it comes back to the Parish for consideration then it will be advertised. Cllr Wotherspoon to look at whether it is possible for the independent expert to attend a public meeting. Standing Orders reinstated 9.09pm.

18/079. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Town Ground Rent	Annual payment	£ 275.50	£ 330.60	
HMRC	VAT repayment	£ 2,069.95	£ 2,069.95	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Rampton Parish Council	Contribution to the cycleway lighting	£ 2,000.00	£ 2,000.00	
		£ 5,288.37	£ 5,532.05	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 18	£ 3,501.27	£ 3,501.27	
HMRC	Tax and NI for March 18 (month 12)	£ 731.16	£ 731.16	-
Chubb	Charge for annual contract	£ 771.46	£ 925.75	1096
Agenta tree surveys	Plotting of trees on digital map and maps for the green & rec ground	£ 521.40	£ 521.40	1097
Browns of Burwell	Oil for the recreation ground	£ 1,259.60	£ 1,322.58	1098
Rampton Parish Council	Contribution towards reflective cycle studs in the cycleway	£ 2,000.00	£ 2,000.00	1099
South Cambs District Council	Annual trade waste bill	£ 2,499.00	£ 2,499.00	1107
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1108
		£ 14,450.56	£ 15,301.16	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (April 18)	£ 138.81	£ 138.81	
CSA	Toilet rolls (72)	£ 39.90	£ 47.88	1090
RFO	Expenses re Sim Card for the Pavilion	£ 8.31	£ 9.97	1091
Green and Purple	Accounting support for the RFO	£ 50.00	£ 60.00	1092
Assistant Clerk	Batteries/refreshments for office/Phone top-up	£ 9.99	£ 9.99	1093
John Slater Planning Ltd	Professional Services re Neighbourhood plan	£ 350.00	£ 420.00	1094
Staples	Stationary and ink cartridges	£ 103.80	£ 124.56	1100
SSE - Southern Electric	Electric bill for the Pavilion	£ 311.55	£ 373.86	1101
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1102
Bridgeman Maintenance	Painting at the Village hall and Pavilion	£ 285.00	£ 285.00	1103
Travis Perkins	Water softener salts for the pavilion	£ 55.44	£ 66.53	1104
Cambridge Water Business	Annual water charge for the memorial	£ 68.13	£ 68.13	1105
Clerk	Sign re anti climb paint	£ 2.58	£ 2.58	1106

AJ King	Stump grinding at the rec ground	£ 100.00	£ 120.00	1109
MD Contracting & Farming	Digger and driver hire	£ 300.00	£ 360.00	1110
CB Creative	Neighbourhood Plan exhibition materials	£ 390.00	£ 468.00	1111
		£ 2,102.70	£ 2,450.10	
Agreed grants for 18-190				
Cottenham Holiday Club	Holiday club in August 18		£ 250.00	
CUFC	Cottenham United Football club		£ 250.00	
Cottenham Junior Brass	Music folders		£ 150.00	
FETA	Twinning weekend		£ 800.00	
Mobile Warden Scheme	Running costs for the project		£ 1,500.00	

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

- 18/080. Management accounts** – to review the monthly management accounts – As per report.
18/081. Bank reconciliation – to review monthly bank reconciliation – As per report.
18/082. Matters for consideration at the next meeting – Amey update.
18/083. Dates of next meetings – Planning 5th April, CALF 17th April, Planning 19th April, FLAC 24th April, Planning 1st May, Full 8th May, APM 10th May
18/084. Close of Meeting – 9.17pm.

Signed _____ (Chair) Date _____

Item 18/097. - Reports

South Cambridgeshire District Council Report April 2018

To follow

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

To follow

Tim Wotherspoon

CLERKS REPORT – April 2018

Anything in bold is new or an update.

Highways

(HO = Highways Officer, AC = Assistant Clerk)

- 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. 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 discussed with James Broder (LHO), but given his advice that it would have to be done through an LHI bid and a crossing near Shaun’s has higher priority. However Cllr Wotherspoon has subsequently learned that such a crossing may be under consideration as part of traffic management associated with development in the area, so his next step is to discuss the potential with Derek Crosby, as suggested by Cllr Morris.
- Rooks Street - Cllr Morris & Asst Clerk met with Highways Officer (HO) on 17th Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24th, pathway repairs will be a while longer (up to 12 weeks). HO 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 & provide a thin covering on the existing pavement). Concrete bollard at entrance to Fitzwilliam House broken – replacement ordered. 30th Nov; 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, 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. **26/04/18 - HO has looked at the adoption plan and there is a 3' 6" planted strip from the pedestrian barrier running alongside the footway that is adopted. From memory this corresponds to the area of the laurel bush, but he needs to come out check. If it is theirs he will talk to Network Management about getting it on their program to cut back.**
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light. 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. “Hydroblast Texturing” was carried out during the Dec road closure, damage to be assessed and relevant repairs ordered. Emailed Martin Gowler 1st Feb 2018, awaiting update. 7th Feb 2018 – CCC’s contractor and their supply chain do have it on their list of sites to mark up for patching work. 14th March 2018 – road has been marked up for extensive repairs – date of works to be confirmed. **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 to 1st Dec including patching from zebra crossing to Co-op bend and curb repairs. Road Closure; Telegraph St to Co-op, 5th March 2018. Road closure 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).
- 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).
- Footpath from Pelham Way through to High St – 20th Dec, 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.
- Potholes – CCC are behind on potholing due to the current number they are experiencing and more so as they have had to deal with an increasing number as emergencies. This means the crews get diverted away from the planned potholes works to attend particularly dangerous ones which puts them behind schedule. Works ordered for Twentypence Road, Broad Lane (up to the Bridge), Rampton Road, Long Drove. Smithy Fen was partially done as a trial of their new dragon patching equipment, this was meant to have been done earlier on the year but the previous patcher was more than slightly prone to breakdowns. County Highways still inundated with potholes. CCC have approximately 800 on their repair list and about 100 coming in daily due to the weather conditions. With 5 crews assigned they clear about 100-150 a day so slowly catching up. **17/04/18 HO inspected Lambs Lane, Rampton Road, Rooks Street and Denmark Road; several holes marked out for repair. Yellow markings indicate urgent repairs, normally within 5 days. White markings indicate non-urgent repairs, 21 days. They are still behind schedule due to excessive saturation. FOR INFO: Sealing of repairs, commonly called overbanding, CCC policy decision to stop doing this a number of years ago due to a number of motorcycle accidents on overbanded areas. The material at the time had no grip value to it. Materials have changed over the years and they are currently running a trial in one division with new overbanding materials to evaluate. Dependant on where the pothole is and the condition of the material around it will depend on if the crew cuts and patches the pothole or just plugs. Patching is a permanent repair. Unfortunately, over this winter even when they cut and patched them they were reoccurring frequently. Why do they fill one pothole but not the others around it? Simply they do not meet the criteria to fix. A pothole needs to be 40mm or deeper now for me to fix it. On average a crew can do 20-30 potholes a day dependant on how far they travel between each one, if they fixed everything that did not meet the criteria they would never keep up with the ones that do require repair under Highways policy.**
- Histon Road Cycle/Foot path – some lighting studs not working – from the Team Leader, Cycling Projects, Major Infrastructure Delivery, Cambridgeshire County Council: “the studs have a battery inside which is recharged daily by a small solar panel. If the studs get covered over with debris or undergrowth, then it can prevent the units from recharging sufficiently. Noted that Working Party went out on 13th Jan 2018 to clear the path. Hopefully this will have the effect of getting the non-working studs to recharge. If not then all that is left is replacement. Technically this would fall to my maintenance colleagues to address, but given their very tight budgets and other priorities, I think it’s unlikely that this will be done. Where we have other cycling projects nearby we have replaced lengths of solar studs en masse, so in due course I would hope that we can do this length, but it may not be for a few years. The only other option would be for the Parish to pay – costs are around £70 per unit to supply and install.” 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 – awaiting response.**
- LHI Bid - Zebra crossing on the High Street near to the Post Office, **narrowly missed out.**
- **LED lamp replacement works scheduled for Leopold Walk, Paxton Close and Worland Way on 18/6.**
- Rampton to Cottenham cycle/foot path – **Installed, very effective, positive feedback from users.**

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 notification that the RoSPA inspection is due April/May.
- Swing damaged (4 bay). Groundsman has repaired however it was noted that the swing shackle was worn. Wicksteed have been contacted for quote for replacement to all 8 shackles **however they're uncertain whether they'll fit. RFO has ordered 1 replacement clamp shackle as a trial from Online Playgrounds. If it fits we can order the remaining 7.**
- Groundsman to oversee all pitches and training areas (with the exception of the 3 smaller pitches on the 3rd field) first week of May. Pitches will need 'resting' but 1st field will be playable for Colts tournament at end of May. Some remedial seeding may be required after the event.

Village Hall

- **Oven clean undertaken.**

Misc admin

- April 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. 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.**
- Defib – **Proposal will go to CALF in May.**
- Have contacted web hosts regarding upgrading our package. Waiting response.
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action in the spring. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat. **Signs in place to remind that use of metal detectors on scheduled monument not legal.**
- **Clerk & RFO attended first CiLCA session on 11th April. 3 further sessions scheduled between now and July.**
- **WWI Centenary working party met 9th April. Has been confirmed by the Commonwealth War Grave Commission that we can add a wrought iron stay to the Memorial (to keep wreaths in place). Next meeting 21st May.**
- 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.**
- Noticeboard repairs (Village Green and the Pond) **ongoing.**
- **Various Neighbourhood Plan marketing material supplied. Banner installed on Green and sign at the Rec.**
- **PICUS test to 2 trees on Green undertaken 19th April. Waiting outcome.**

- **Met with Ian Lorman on 19th April to go around the areas identified for tree surveys.**
- **June/July Cottenham Newsletter article submitted.**

Correspondence

- **CAPALC April bulletin – please note finance training courses for Cllrs.**
- **3C Shared Services – holding objection received regarding street names submitted for the Bellway development. Consultations are ongoing and further to a meeting of the Council we will be notified of the outcome (Bellway are happy with the names we've provided).**

Facebook

- 946 likes/1002 follows.

Major developments

The permitted speculative developments:

- Bellway now has full planning permission for up to 50 homes off Oakington Road.
- Persimmon, so far, has only outline planning permission but that could change in June when SCDC consider their “Reserved Matters” application.
- Gladman also only has outline planning permission but we have no news yet on whether or not they have managed to sell the site on to a builder.

County - The application under appeal

- No news yet, despite 6 weeks from hearing

Recent refusals

- Applications from **Manor Oak Homes** and **Lau developments** have both been refused recently with much discussion over whether or not SCDC has a 5-year supply of housing land. NB: we’re just received an amendment to the Lau application which we’ve queried with the Case Officer; waiting response.

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 on the site. The planning decision by the County Council is likely in July.

Neighbourhood Plan

- Following revisions to minimise the strategic environment impact and some potential clashes with the SCDC Local Plan, version 4.1c has been published
- **Hopefully you noticed the NP banner on the Green** or the Notice Board at the Rec?
- The banner is part of the build-up to a formal consultation on the plan in the coming weeks.
- The multi-hexagon symbol identifies six themes within the plan and the QR code (that “pixelated box” will take you directly to the full text).
- There’ll be a series of consultation events and messages over the coming months to make the plan more digestible as “bite-size” snacks and individual chapters.
- Once we know the outcome of the CCC appeal, and sort out a GDPR-compliant consultation process, we can consider any final amendments before beginning formal consultation.

Village Hall & Nursery

- SCDC Planners are taking an age to produce their report
- County Highways, as usual, are demanding payment before issuing theirs.
- Once we have the reports we can consider if and how to proceed (approx. 15 months):
 - Work necessary to apply for and obtain full planning permissions(s)
 - Business plan and financing arrangements
 - Detailed technical design
 - Competitive tender process(es)
 - Demolition and construction process

Highways Improvements

Pavement Project

Several hold ups due to delays on other projects and being unable to work at the same time as Cadent.

- **Lambs Lane/Victory Way/Stevens Close** – tactile crossing points installed, surfacing to be completed 10-11th May
- **Beach Road** – Footpaths at junction with Coolidge Gardens surfaced 30th April. Priority feature with crossing point and speed cushions; were due to be installed by 4th May – awaiting response as why they haven’t!

- **High Street Zebra Crossing (near to Green) – to be completed 11th May; overnight road closure 20:00 to 06:00.**

Traffic and Transport Strategy Working Group

At our April meeting, we were fortunate to be joined by Andy Preston, CCC Highway Projects & Road Safety Manager to advise us on what is and is not possible in our objective to make the High Street as unattractive as possible to through traffic.

Pros, cons, effectiveness and costs of different traffic management approaches are set out at

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/>

Next meeting 14th May, 7.30pm - 46 residents in group.

Cottenham Community Speedwatch is Back!

Thanks to 12 budding volunteers, Community Speedwatch has returned to Cottenham. We have received police training and with help from Andy at Histon and Impington Speedwatch team giving up two of his Saturday mornings, we've been shown how to use the equipment.

We have held two sessions (both at 11am for an hour each): 14th April on the north end of the High Street 184 vehicles passed through, 2 were recorded as speeding, the highest speed was 38mph. On 21st April on Beach Road, 137 vehicles passed through, 12 were recorded as speeding. The highest speed was 46mph. We aim to carry out more sessions over the coming months.

Mobile Vehicle Activated Sign (MVAS) trial

The A14 integration team, offered us the use of one of their vehicle speed activated signs for a 2 week trial. The sign was situated outside B&C Motors, aiming north bound. It was in stealth mode (looks as though it's not working) for the first week, then flashing for the second, but it will collect data for the whole two weeks (24hrs) - we can then compare the 'before & after' data and from there decide whether to invest in one. These signs are movable; so can be located in different areas around the village, and can be used by the Speedwatch team for their sessions. To get police to do speed checks in problem areas, we need data to prove there is a problem - these signs provide that data. There are many parameters these signs can be set at, one way is to have the maximum speed set at for example 45mph (wont flash above 45mph); which in theory should prevent drivers aiming to record higher speeds. The results from the trial are:

	Stealth Mode: 13.03.2018 - 20.03.2018	Flashing Mode: 20.03.2018 - 27.01.2018
No of Records	7871	12251
Average speed of road	27.4mph	27mph
85th Percentile	32mph	31mph
Maximum Speed Driven	59	70
Average Reduction in speed through the radar	1.2mph	1.2mph

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Cottenham Parish Council – 2017/18

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £373,406.40

Expenditure: £343,405.51

Reserves: £613,406.82

AGAR Completion:

Section One: No

Section Two: No

Annual Internal Audit Report 2017/18: Yes

Proper book-keeping

Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within SAGE and year end accounts. SAGE transactions are referenced providing a clear audit trail.

Reference numbers are included on the corresponding invoice which enhances the current referencing system. Signatories initial the corresponding invoice.

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 2/5/2017 (Ref: 17/095) Adopted July 2012 – amended June 2016

Financial Regulations in place: Yes

Reviewed: 2/5/2017 (Ref: 17/095) Amended 6/2/2018 (Ref: 18/035)

VAT reclaimed during the year: Yes

Registered: Yes

General Power of Competence: No

Financial Regulations and Standing Orders in place. Financial Regulations have been updated to include the Public Contracts Regulations 2015.

Committee Terms of Reference were reviewed and approved at a meeting held on 2/5/2017 (Ref: 17/090).

VAT is recovered monthly. Supporting paperwork is in place to support VAT claims. VAT on the 2 art projects carried out during the year using s106 monies has not been reclaimed in accordance with VAT rules.

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes

Data Protection

The General Data Protection Regulations are changing and the new Regulations will come into force on 25 May 2018. It is likely that this will affect the way in which the Town Council handles its data. It is advised that the new Data Protection Regulations should form part of the Town Council's Risk Assessment.

It is noted that the Council have taken on board the requirements of the forthcoming GDPR requirements and are working towards compliance.

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls, was reviewed on 2/5/2017 (Ref:17/095).

The Council have good internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000.
Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: No

The Council is not subject to the requirements of the Transparency Code for smaller Councils.

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £324,289

Date: 10/1/2017 (Ref: 17/006)

Good budgetary procedures are in place. The Clerk ensures the Council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.</i></p>						
Petty Cash	<p>Associated books and established system in place</p> <p><i>No petty cash held. A satisfactory expenses system is in place with supporting paperwork.</i></p>						
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and P60s have been produced as part of the year end process. The Council are aware of the pension regulations and have taken the appropriate steps.</i></p>						
Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost (net) value. The total value of assets are recorded at £1,244,746. The asset register is reviewed regularly and updated as and when assets are acquired or disposed of. The Council have no long term cash investments.</i></p>						
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank reconciliations are undertaken on a monthly basis and ratified at full Council and FLAC meetings. As part of the monthly examination a checklist a checklist is completed and signed off by a councillor. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p>						
Reserves	<p>General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified</p> <p><i>The Council have adequate general reserves and have identified earmarked reserves in their year end accounts.</i></p> <p><i>Bank balances at 31/3/2018 were confirmed as:</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>Unity Trust a/c 1</i></td> <td><i>£264,513.61</i></td> </tr> <tr> <td><i>Unity Trust a/c 2</i></td> <td><i>£150,215.34</i></td> </tr> <tr> <td><i>Cambridge BS</i></td> <td><i>£282,342.84</i></td> </tr> </table>	<i>Unity Trust a/c 1</i>	<i>£264,513.61</i>	<i>Unity Trust a/c 2</i>	<i>£150,215.34</i>	<i>Cambridge BS</i>	<i>£282,342.84</i>
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Year-end procedures	<p>Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.</p>						

End of year accounts are prepared on an Income & Expenditure Basis. Creditors and Debtors are identified. It is noted that the accounts are still in draft format and have yet to be finalised and approved by the Parish Council.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is a sole trustee of the King George Field Cottenham Charity (Reg. No: 1082174). The Annual Return was submitted for the 2016-2017 financial year on 2/10/2017.

Internal Audit Procedures

The Council should review the effectiveness of the internal audit. An Audit Plan and Scope of audit has been provided to help with the review. The Council may like to consider undertaking this either when carry out the review of their risk assessment or when they formally appoint the internal auditor.

The 2017 Internal Audit report was considered by the Council at a meeting held on 2/5/2017 (Ref: 17/098).

Heelis & Lodge were appointed Internal Auditor at a meeting held on 30/1/2018 (Ref: 18F/170).

Recommendation: *To carry out a review of the effectiveness of the internal audit.*

External Audit

The External Auditor's report was considered by the Council at a meeting held on 7/11/2017 (Ref: 17/256).

There were no matters raised by the External Auditor in relation to the 2016-2017 External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 2/5/2017, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk and RFO to the Council for their assistance during the course of the audit work



Heather Heelis
Heelis & Lodge

23 April 2018

18/100. GDPR

General Data Protection Regulations (GDPR) come into force from 25th May.

The regulations increase people's rights to privacy for their personal information, whose definition now includes names, email addresses etc.

We have to ensure we have a legal basis on which to hold or process personal information unless we obtain the individual's positive consent.

That holding or processing extends beyond CPC's computer systems to back-ups and email systems to which Councillors contribute.

All of us need to be careful to respect our privacy policy, especially in email correspondence.

We can be challenged to report promptly all the personal data we hold on an individual in a "subject access request" and, unless prevented by legal or other considerations, must completely delete it. This can be costly and we may need external resources.

Our staff are approaching pragmatic compliance in a number of ways that do not significantly increase our bureaucratic burden over the next few weeks; these will need embodying later in a few clearly-written policies (to be drafted by FLAC for approval by Council):

- 1) Advise the public of our approach using a short "signature piece" on emails, prominent website notice, more detailed privacy policy and minor additions to contracts etc.
- 2) Generally minimise both the amount of personal information we hold and the length of time we hold it.
- 3) Check the legal basis on which we hold or process personal information – e.g. contracts, employee records etc.
- 4) Ensure there is adequate security for any personal information held – and a documented policy on how we achieve it.
- 5) If we find personal information that we feel we should hold but have no legal or otherwise defensible basis on which to hold or process it, give notice of potential deletion, inviting positive consent for us to retain it..
- 6) Develop an appropriate independent audit approach to our compliance.
- 7) When we collect further personal information, ensure we obtain consent for its intended use and likely time period.

18/101. Salaries

Staff Pay Review

Background

Each year our HR Working Party meets individually with each of our four members of staff to assess how each member feels they are developing. This identifies any issues that may need attention and, if appropriate, recommends changes to annual pay and/or position on the relevant scale.

There have been considerable changes in the amount and complexity of workload since 2014 when a provisional assessment was made of the appropriate scale point (32) for our Clerk and RFO.

- We have additional Committees and facilities and have added two part-time staff.
- Our finances have become more complex as we have increased the precept in readiness for design and construction of the new Village Hall, Nursery and other projects.
- Managing our planning responses has become more complex with the increased number of applications and preparation of the Neighbourhood Development Plan; together these have created pressure for more public meetings and better communications.

We have become a more professional and more transparent Parish Council as evidenced by the positive endorsements by our Internal Auditor and feedback from residents. All four of our staff are developing well within new or increasingly complex roles and deserve our thanks.

We face new pressures that will affect our staff:

- Adjusting to the new constraints of the General Data Protection Regulations will require changes in procedures and increased diligence.
- Both our senior Officers are now undertaking CILCA qualification which will, while we retain more than 2/3 of Councillors as elected, allow us to claim a “General Power of Competence”, freeing us from some of the constraints of the Local Government Act 1972.

Recommendations

1. We should revise the job descriptions of both our Clerk and RFO in the next 3 months. They are seriously out of date. Those for newer staff are OK.
2. We should also devise a way to collect “top-down” pre-review feedback that can be discussed in reviews alongside the “bottom-up” comments on which we focus today.
3. We should move all staff onto Local Government pay scales, with effect from 1st April 2018:
 - Pete is placed on Scale Point 21, which with the recent pay award will create a small increase
 - Sam, in recognition of her development, is placed on Scale Point 22.
 - Debbie, in recognition of continuing development, increased responsibility vis-à-vis GDPR and undertaking CILCA qualification, is moved to Scale Point 35 and on to 37 once qualified.
 - Jo, in recognition of continuing development, increased responsibility vis-à-vis GDPR and undertaking CILCA qualification, is moved to Scale Point 35 and on to 37 once qualified.

The scales themselves have been increased by 2% from 1st April 2018 and a further 2% from 1st April 2019 (with some re-numbering).

The changes will increase direct costs by approximately £2,000 on about £50,000 in 2017/8.

18/102. CPS magazine

Each year a very small number of volunteers from the PTCA produce this magazine which acts as a keep sake for that school year. We include articles about the school trips the children have been on, school club achievements, new and leaving teachers and any other events that have occurred during the school year. This year we have done a story writing competition throughout the school and the winning stories from each year group will be published in this magazine. This is usually very popular. We usually sell around 250 copies. This is a great way to raise much needed funds for the school. The printing cost is quite high so we have to try and cover those costs through advertising in the magazine in order to make a profit for the school.

This is where you come in. If you would be willing to place and advert in the magazine you would help us greatly as well as advertise for your own cause. This could be just a simple advert or include money off coupons if used in conjunction with the magazine.

The costs are:

- £30 for a quarter page
- £ 50 for half a page
- £100 for a full page

18/103. Tree survey

Parish of Cottenham - Tree survey

The provision of a health & safety survey (valid for at least 12 months) for several plots of land as guided by Jo Brook (Parish Clerk) on 19 April 2018 including those plots scheduled below

Description	Quantity	Unit Price	Amount GBP
Trees plotted on a digital map either as individuals or groups at the following sites: Old Recreation Ground, WARG Field, Tenison Manor / Dunnocks, Crowlands Moat, Brenda Gautrey Way and The Pond. Method: Visual Tree Assessment at ground level using no invasive equipment. OS map license valid for 12 months. License renewal required for subsequent use.	1.00	650.00	650.00
Supply digital OS base map at cost: All areas to be surveyed - Vectormap	1.00	51.46	51.46
		Subtotal	701.46
		TOTAL NO VAT	0.00
		TOTAL GBP	701.46

18/104. Setchell Drove/Lockspit Hall Road

Following representations, several residents showed Councillors Collinson, Morris and Wilson and two Officers from SCDC Environmental Health the current situation on Setchell Drove. Although invited, no District or County Councillors chose to attend.

There are two serious problems:

- Three significant areas of fly-tipping which appear to arise from more than one incident in each case, and
- Serious deterioration of the carriageway at almost every intersection between the concrete slabs that form the basis of the adopted highway; this deterioration makes passage difficult even in heavy-duty 4*4 vehicles.

Despite being reported over many months, nothing has been done and, without a higher level of intervention, no significant improvement appears possible:

- a) The fly-tipping, which appears to be a mixture of builder's and domestic waste scattered over carriageway, roadside ditch and field beyond, has accumulated over many months and is both a safety and health hazard,
- b) There are concerns that, even if the waste is removed, more will re-appear unless other measures are applied,
- c) Improving the carriageway may make further fly-tipping easier.

The Officers saw no immediate way to resolve the problems unless senior management change priorities and available resources.

The residents have offered help with the clear-up but do not see "stopping" the highway as a solution, especially as this would encourage further neglect by the Highways Authority of a fenland road that should be maintained and accessible.

The Councillors agreed to seek Parish Council approval for formal letters of complaint to be sent by the Parish Council to the Chief Executives of both CCC and SCDC, urging that proper resources are made available to:

- clear the current and any further fly-tips as a matter of urgency and
- develop a long-term solution to inhibiting fly-tipping in the area and
- making significant, sustainable improvements to the condition of the road

18/105. Title transfer

- Some months ago, as enabling works for the Village Hall and Nursery, Council agreed to purchase a small parcel of land from the neighbour.
- The land purchase has been agreed within the set parameters and two Councillors need to be authorised to sign the title transfer as a deed to complete the sale.
- Finishing work, already authorised, will then be initiated to move fencing etc. within approximately 1 month.

18/106. CAPALC membership

CAPALC membership renewal for 2018/19 is due. Our renewal would be £724.19 (this includes NALC membership). Services provided to member councils includes:

- Legal advice
- Help desk
- Two hours free specialise advice
- Advice & guidance for Chairs and Clerks
- Publications
- Advice & consent to take out loans
- Training and qualifications
- Data Protection Officer (DPO) scheme
- Local Council Award Scheme
- General Power of Competence
- Locum Clerk service

18/109. Bank reconciliation

Exceptionally, due to indisposition of Councillor McCarthy, Councillor Morris undertook the bank reconciliation on 17th April and related checks with the RFO:

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

In summary:

£697,071.79	Cash at Bank (as of the 31 st March 2018)
- £14,743.97	Creditors
+ £7639.20	Debtors
£689,967.02	Net balance on bank reconciliation

+ VAT owed £1313

Minus: £80,642 Accruals

Minus: £731 PAYE

Minus: £4500 CLT (Suspense Account)

Net assets: £605,407.02

Creditors

- AJ King - £3920
- Anglian Water - £153.34
- Argenta tree surgery - £521.40
- Birketts - £990
- Bridgeman Maintenance - £285
- Browns of Burwell - £1322.58
- BCS - £67.20
- Calor Gas - £591.78
- SCDC - £1129.85
- CB Creative - £468
- Chubb - £925.75
- CSA - £47.88
- CUSSC - £1080
- RFO- £9.97
- Green & Purple - £60
- Clerk - £2.58
- John Slater - £420
- MD Contractors - £360
- Nick West - £1589.63
- Assistant Clerk - £9.99
- Southern Electric - £549.19
- Staples - £124.56
- Travis Perkins - £115.27

TOTAL £14,743.97

Debtors

- Baby Clinic - £124.20
- Cottenham Bowls Club - £180
- Cottenham Colts - £1993.20
- Cottenham Community Land Trust - £90
- Cottenham United Football Club - £1680
- CUSSC - £3120
- Aerobic instructor - £110.40
- Village Hall Hire - £90
- Overpower fitness - £86.40
- SCDC - £165

TOTAL £7639.20

Appendix 1: Issues log

There were 19 reported incidents during April.

Issues log April 2018

Date	Issue	Further details	Follow up
05/04/2018	Rooks St	Whole street is littered with potholes and requires resurfacing	Asst Clerk to follow up.
12/04/2018	Pothole	hole in the footpath just along from the Jolly Millers (turn right coming out of the pub). It looks like one of those small BT covers has been broken.	Reported to CCC
12/04/2018	Cycle path	Histon cycle path is covered in mud and stones from the recycling centre. Who is responsible for maintaining	Passed on relevant information
13/04/2018	Debris	Tractor has been going up/down Rampton Road for past few days and manure has been falling from trailer onto the roads. Farmer has made no attempt to clear up the mess.	Asst Clerk to follow up.
16/04/2018	Tree/Ivy	Large conifer tree at the beginning of The Rowells (near the corner with Oakington Road) which is on council land - ivy has started to take over the tree which will eventually kill it. If it's left alone it could possibly go over in wind (this happened to a conifer in garden last year!).	Reported to CCC
17/04/2018	High St	When the High street was last resurfaced a large puddle was left at the entrance to 325. Have contacted Highways with no effect. Could the workmen in the area now rectify. Puddle wasn't there previously.	Asst Clerk to follow up.
17-Apr	Flyposting	Malicious poster on telegraph pole	Removed
18/04/2018	Flyposting	Malicious poster on telegraph pole on Broad Lane	Removed
18/04/2018	Wasps nest	Possibly wasps nest in slide steps at Rec	Groundsman to check
19/04/2018	Highways	Loose barrier at top of Wilkin Walk.	Asst Clerk to follow up.
19/04/2018	Rough sleeper	Rough sleeper seen on Village Green at lunchtime	Reported to SCDC
20/04/2018	Flyposting	Malicious poster on telegraph pole	Removed
20/04/2018	Beach Rd pavement	It seems that they are awaiting the top dressing but this means the kerb is slightly proud of the pavement and causing a trip hazard. There is nothing to flag up the potential hazard.	Asst Clerk to follow up.
23/04/2018	Pothole	At top of Rooks St	Has already been reported. Should be fixed today
23/04/2018	Parking issues	Parking problems on Telegraph Street	Asst Clerk advised accordingly
26/04/2018	Fair	Excessive noise coming from fair which can be heard inside house from some distance away	Advised to contact fair directly or EH

26/04/2018	Fair	Excessive noise coming from fair which can be heard inside house from some distance away	Advised to contact fair directly or EH
30/04/2018	Lorries	Large number of lorries coming through the village to/from Landbeach	Asst Clerk to follow up.
30/04/2018	Street light	Faulty street light on Stevens Close	Asst Clerk to report