

AGENDA REPORTS PACK

FULL COUNCIL MEETING

January 2019

19/003. Minutes



DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4th December 2018 at 7.15pm

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

In attendance: 9 members of the public

- 18/237. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Graves (work), Nicholas (sick) and SCDC Cllr Wilson (personal).
- 18/238. To accept Declarations of Interest and Dispensations** – None given.
- 18/239. Minutes** – Resolution that the minutes of the Full Council meeting held on the 6th November 2018 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the the EOM of 17th October 2018 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the EOM of 15th November 2018 be signed as a correct record. **RESOLVED.**
- 18/240. Public participation** – Standing Orders suspended 7.19pm. No comments. Cllr McCarthy arrived 7.19pm. Standing Orders reinstated 7.20pm.
- 18/243. PCC briefing** - Consider follow-up to Police & Crime Commissioner's Parish & Town Council briefing – Item brought forward. Cllr Morris outlined meetings with PCC with the second one being more positive. 105 PCs to be recruited (able to arrest and be more visible), PCSO's to be reduced (more expensive than a PC). South Cambs is one of the safest areas in the country, however different types of crimes are on the increase; modern day slavery, domestic abuse, counter terrorism, child abuse. Police are looking at decriminalising parking – with councils taking over so that income generated from fines goes to them (currently police do not receive any of the income from fines). What can we do as residents? Sgt Emma Hilson has worked with Willingham community over the last few months and drawn up a community plan. Reported crime much higher than Cottenham. Next steps for Cottenham could include developing a similar plan – 2-300 hundred people attended public meetings at Willingham; can Cottenham be as proactive? Standing Orders suspended 7.29pm. Resident expressed surprise with lack of public attendance. Concerns/comments raised included cars racing side by side on the High Street near Dentons. Possible repeat of historical problems. Unmarked police car should sit at strategic points around the village and witness the types of behaviour taking place. Confrontations taking place in shops including racist comments. Speeding down Smithy Fen. One resident said they were impressed with Facebook communication/helping each other. Older residents feel anxious to walk around the village and require reassurance and dog walkers are feeling unsafe currently. The Neighbourhood Watch scheme may help with perception and well-being. SCDC Cllr Gough has met with Sgt Hilson and believes she is genuinely concerned and is eager to engage with residents. Willingham events have taught Police a valuable lesson – community saying lots of problems but this didn't tally with statistics. Reiterated to keep reporting – if it's not reported it didn't happen. Need more residents to engage. Cllr Morris said that 101 service had improved (previous problems down to lack of staff). 101 calls will not necessarily get an immediate response but are all logged. Discussion regarding whether Cottenham could do the same as Willingham? Although Willingham is an extreme case, if we can get enough people interested (50 or more), then it could be possible – last week a public meeting was cancelled at Swavesey due to low confirmed attendance. Query as to whether SCDC had an up to date list of sites/travellers for Smithy Fen. Cllr Morris stated that there were some injunctions on-going but they take a long time. CPC do have a dialogue with travellers and have dealt directly with a few incidents but we do need to re-establish links. Cllr Wotherspoon commented that prevention is key – following public meetings at Willingham, young people were spoken to, visits made to known/perceived criminals so they know they are being watched. There has been a concerted effort by residents to get the problems noticed. RFO left the room at 7.50pm. Query regarding if the new station at Milton would replace Histon; no, it's to cover growth in north Cambridge and has a far larger number of custody suites. Separate query as

to when Beach Road will be repaired as it is very dangerous and problems likely to escalate during winter. Asst Clerk to press County Highways. RFO returned to the room at 7.52pm Standing Orders reinstated 7.53pm. Comments will be forwarded to Sgt Hilson and CPC to start ball rolling with regards to setting up a public meeting in February. Clerk advised that Sgt Hilson had suggested adding reporting information to our Facebook site and the village site if possible. Should also add to noticeboards and village newsletter. CPC to look into getting postcard printed with the information which can then be distributed to residents. General advice is to keep reporting incidents.

18/241. Reports

- **SCDC** – Report noted. Clerk queried the 2050 zero carbon date being a long way into the future. SCDC Cllr Gough stated that it was an aspiration and that they hope to do it sooner. Cllr Smith mentioned that no letter of apology was received from Bellway regarding issues on Oakington Road; Cllr Gough to follow up. Cllr Young mentioned that the road repairs weren't satisfactory; Asst Clerk has already contacted Streetworks regarding this matter and an inspector will be investigating. The need for a road closure to install the pavement was queried.
- **CCC** – Cllr Wotherspoon stated that it had been a quiet month. Lights on the Histon Road cycleway will be replaced in the new year.
- **Clerk** – Report noted. As of today there are problems with both the oil tank gauge and sewer pump. Clerk has passed for CiLCA unit with 2 more close to submission. Asst Clerk stated that the street cleaning pilot hadn't been forgotten. Cllr Smith mentioned HCV's turning right into Bellway site from the village.
- **Major developments** – Report noted. Persimmon reserved matters application being heard on 12th December by SCDC. Cllr Morris to attend on behalf of CPC. Noted that the This Land pitch layout diagram is aspirational not factual.
- **Village Hall & Nursery** – Report noted. Still waiting decision notice for nursery. Design team meeting tomorrow.
- **Neighbourhood Plan** – Report noted. Will be an item on the January agenda regarding endorsing the Plan.
- **Drainage and tree works** – Report noted. Cllr Mudd asked how close Tenison Manor was to adoption; still don't know. Roads and drains have been signed off but still an issue with surface water. Asst Clerk mentioned that no issues can be reported online to County Highways for the estate due to County system not being updated. CCC Cllr Wotherspoon to follow up.
- **Carols on the Green event 11th December** – Carol sheets being printed. Cllrs Collinson, Kidston and Ward offered to assist with distribution of carol sheets.
- **Sustainable Cottenham** – Report noted. Still looking at funding for timebanking. Also looking to reduce single use plastics in the village and are liaising with Histon/Impington. Cllr Morris stated a possibility of waterless urinals in the new Village Hall and that the number of solar panels would be increased on both new buildings.
- **Update on EA work to Cottenham Lode** – Report noted.

18/242. Co-option - To consider applications for co-option onto the Council – Following a closed ballot process Rosemary Dalqvist was co-opted to the Council. Clerk to contact all candidates to thank them for applying.

18/244. CALF Terms of Reference – Resolution to accept CALF recommendation for revised Terms of Reference. **RESOLVED.**

18/245. Health & Safety Statement – Resolution to accept FLAC recommendation for revised Health & Safety statement. **RESOLVED.**

18/246. LHI bid - consider attendance at County Highways on 14th or 16th January to represent our LHI application for road safety improvements to Histon Road – Cost should read £10k not £1k. Cllr Morris ran through the suggestions. Cllr Young queried whether the MVAS could collect data; yes. Query whether we should still do the work if we don't get the grant. It's possible but the cost would be more because the LHI works are bundled together. Resolution that Cllrs McCarthy and Morris attend County Highways on 14th or 16th January to represent our LHI application for road safety improvements to Histon Road. **RESOLVED.**

18/247. Grant requests - To consider the recommendations regarding donation/grant requests for 2019/20 – FLAC received 6 grant requests, 2 of which weren't compliant and 1 will be funded through our youth budget. Resolution to approve grants of £1150 (Mobile Warden scheme) via s.106a of the

Transport Act 1985, £1210 (Girl Guiding Cottenham) via s.19 of the Local Government Misc Provisions Act 1976, and £1500 (FECA) via s.145 Entertainment & Arts. **RESOLVED.** RFO thanked.

18/248.Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics instructor	Invoice payment	£23.00	£27.60	
Curry Palace	Invoice payment - room hire	£500.00	£600.00	
Baby Clinic	Invoice payment - room hire	£103.50	£124.20	
Greater Cambs Partnership	Invoice payment - room hire	£50.00	£60.00	
Guiseppe Piran Ltd	Donation for Christmas lights	£35.00	£35.00	
Cricket Club	Annual invoice payment	£1,126.00	£1,351.20	
Village Hall Hire	Village hall hire in December	£75.00	£90.00	
		£2,786.42	£3,336.70	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 18	£3,915.63	£3,915.63	-
HMRC	Tax and NI for November 18 (month 8)	£1,089.07	£1,089.07	-
Nick West	Cleaning of the village hall - Oct 18	£668.25	£668.25	1310
Browns of Burwell	Oil Delivery to the pavilion	£845.79	£845.79	1311
Mike Overall	Tree guard for the Oak tree at Centenary event	£690.00	£828.00	1323
Cambridge Van Leyden	Part payment for detailed design work on the Village Hall	£8,000.00	£9,600.00	1326
AJ King	Monthly contract invoice	£3,166.67	£3,800.00	1328
AJ King	Reimburse payment of Sand from Hanson Aggregates for recreation ground	£1,600.00	£1,920.00	1329
AGB Environmental	Ground contamination check - new Hall/nursery	£777.00	£932.40	
Survey Solutions	Topographical study - new hall/nursery	£950.00	£1,140.00	
CB Creative	Xmas lights/posters/carol sheets & banner	£535.82	£642.98	1330
		£22,238.23	£25,382.12	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December 18)	£173.08	£173.08	-
RFO	Expenses re Sim card for the pavilion	£8.64	£10.37	1312
Dean Minter	PA and lighting for the Centenary event	£400.00	£400.00	1313
Dean Minter	PA and lighting for the Christmas carol event	£400.00	£400.00	1314
Assistant clerk	Sweet for carols on the green and phone top up	£33.60	£33.60	1315/ 1315a
Clerk	Oak tree £24.99 plus mileage (28 miles) £12.60	£37.59	£37.59	1316
Business Consultancy Servs	Payroll processing	£56.55	£67.86	1317
AJ King	Expenses re Gas for the Beacon	£37.14	£39.00	1318
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1319
CSA	Toilet rolls/Soap/Channel blocks/ Detergent/Cleaner/Hand wipes for Village Hall	£146.13	£175.37	1320
CB Creative	Song sheets for Centenary event	£175.00	£210.00	1321
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£260.83	£312.99	1322
Assistant clerk	Christmas Gifts	£23.20	£23.20	1324
Staples	Ink cartridges for RFO and Clerk	£103.47	£124.16	1325
SSE - Southern Electric	Electric bill for the Green (DD)	£487.48	£584.97	1327
		£2,392.71	£2,652.19	

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

18/249. Management accounts – to review the monthly management accounts – Noted.

- 18/250. Bank reconciliation** – to review monthly bank reconciliation – Noted. Reconciliation date should read 30th October. NB: no invoices currently over 30 days.
- 18/251. Matters for consideration at the next meeting** – Neighbourhood Plan, 2019-20 budget, policing.
- 18/252. Dates of next meetings** – Planning 6th Dec, CALF 18th Dec, Planning 20th Dec, Full 8th January 2019
- 18/253. Close of Meeting** – 9.13pm.

Signed _____ (Chair) Date _____

19/005. Reports

District Councillors' Report for Cottenham and Rampton – January 2019

Cambridge Recycling

A further enforcement visit was made by officers from Cambridgeshire County Council, following our intervention. There are still concerns relating to dust and litter arising from the operations on the site and the site will be regularly inspected. The operator has confirmed that the damaged bay wall has now been replaced. The operator has also confirmed that the suction-based density separation equipment that has periodically produced particular dust and litter issues has now been decommissioned and will be replaced by a second "air knife" blowing into a caged enclosure.

Malary

A number of complaints have been received relating to night-time HGV movements, machinery noise and odours from the Malary site. We are interested to hear from residents on this matter to understand whether any problems are more widespread than just in the immediate vicinity.

Fly-tipping

Additional cameras have now been installed in the Setchel Drove area. The SCDC application for the gating order is currently held-up pending collection of further data on previous fly-tipping incidents. The number of reported instances is currently insufficient to support a successful application – another consequence of under-reporting of incidents.

New Developments

Cllr Gough spoke in support of the Parish Council at the Planning Committee relating to the Persimmon development on reserved matters. The Committee has significant concerns relating to the design and layout of the site. Several recommendations from the Urban Design officer had been ignored without adequate justification.

The Community Liaison Group, set up to improve communication with residents and resolution of issues relating to the new development in the village will meet in February 7. Cllr Gough has been in touch with Bellway relating to the desirability of weekend working (if a closure is required) and the timing of the closure to coincide with half-term. Bellway have now written to County to seek approval for the works to be completed in this window.

Greater Cambridge Partnership

At the Greater Cambridge Partnership Joint Assembly, Cllr Wilson has consistently raised the point that the focus of the work, up to now, has ignored the needs of residents in medium to large villages, such as Cottenham, that are not served by adequate transport alternatives to cars for those trying to access employment in and around Cambridge, other public transport options and the Bio-Medical Campus. Peter Blake, the Transport Director of the GCP, has acknowledged that the needs of these villages have been overlooked in the past and has committed to address the "Cottenham Question".

The GCP engagement events in Cottenham in November and December on the proposed Rural Travel Hub at Oakington yielded only a modest attendance. However, we have been informed that response to the questionnaire has been quite strong. There will be more consultation with the public on various aspects of the GCP transport proposals as part of a further round of The Big Conversation. Councillor Wilson has been discussing with the GCP Communications Officer, the need to include the residents of medium to large villages who would be affected by proposals of the Access to Cambridge project intended to discourage people from driving in to Cambridge so that those villages may also benefit from better public transport options.

Histon Road

The report of consultation on the Histon Road improvement project was published in November 2018. There were serious concerns about some last minute changes that had been made to provide shared use cycle/pedestrian paths rather than the segregated paths that residents had favoured. These proposals affect a

number of residents in Cottenham who cycle in to Cambridge. After these concerns were raised by District Councillors and residents at the GCP Joint Assembly, further discussions with the Local Liaison Forum resulted in reinstatement of the segregated paths, considered to be much safer.

This demonstrates the value of residents taking an active interest in any consultation process.

East-West Rail Company

We expect a public consultation on the proposed routing of the East West railway link to be launched early in 2019. This strategic link will rejoin Oxford and Cambridge 50 years after the Varsity Line was closed. There will be a number of route options including to the North of Cambridge.

Contact your District Councillors

Neil Gough: neilgoughcrw@gmail.com or Tel. 07919 990299

Eileen Wilson: eileenwilsoncrw@gmail.com or Tel. 07825770899

Facebook: @CottenhamRampton

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

To follow

CLERKS REPORT – December 2018

Anything in bold is new or an update.

Highways

(HO = Highways Officer, AC = Assistant Clerk)

- **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. 31/5/18 requested urgent action as causing a nuisance. Bushes to be removed in Autumn 2018. 19/10/18 LHO advised that works to be completed before Christmas – will be carried out during school hours (there was still nesting activity at the end of Sept that delayed project). **3/1/19 – works to be rescheduled (no explanation as to why).**
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update. Martin Gowler, Network Management Officer, Highways Service at Cambridgeshire County Council, has recently gone out to the site with Skanska to mark up extra patching to be target costed and added to the remedial patching already marked up by Eurovia, with a view to having all the works done at the same time. Martin has chased the contractor for the target cost so that an order can be placed for the CCC element of the work, and again requested a program date for it to be done. As soon as he's heard back from the contractor, he will let us know. Centre sections repaired 20/21 Sept, awaiting CCC to confirm when the other sections will be repaired. 15/10/18 CCC have now reached agreement with the contractor over costs to carry out the final element of these works and the order has been placed. It is now for the contractor to mobilise and advertise the 3 day closure these works will require and agree dates with the County's Streetworks team. No timescales given. **Emergency repairs carried out to some areas Dec 21st Dec following damage to vehicles (reported by SCDC Cllr Gough/Asst Clerk – no previous reports logged by other road users). 14th to 16th January 2019 will be closed from the junction with Long Drove to the Landbeach junction; 9.30am to 3.30pm for repairs.**
- **Junction of Victory Way/Lambs Lane** - 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). Still puddling, reported to LHO 19/10/18 – will be reassessed next financial year (2019/20).
- **Footpath from Pelham Way through to High St** – 9/8/18 - will be re-inspected, HO needs to ascertain whether tree roots are near to the surface; if they are he's doubtful anything can be done as if the roots was 'shaved' could make the tree unstable – Asst Clerk will go and have a look and a measure. He did say though that his pavement budget had more or less run out. Hedge Letter sent to resident regarding overhanging conifers 31st August. 13th Sept HO has confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done. No footpath budget available - will be reassessed next financial year (2019/20).
- **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. **Lights will be replaced in the new year.**
- **Cadent Gas** – 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) Forwarded details to Streetworks 20/06/18. Resent to Cllr Wotherspoon, Cadent and Streetworks 27th Sept.
- **Histon Road Traffic Survey** – Following on from a 7-day traffic survey carried out in July 2018 and seeking advice from a traffic consultant, the Highways Committee has submitted an LHI bid to reinforce existing speed reduction measures. **LHI panel meeting 16th Jan – Cllrs McCarthy and Morris to attend.**
- **High St road markings** – HO has ordered all the lining to be done along the High St – from the church to Histon Rd – centre lines, yellow lines, keep clears, etc. 18/10/18 LHO advised that paint used was not to CCS's specification, and is being sorted out at levels above LHO due to what Skanska have ordered from

D-Line and what the specification states (insufficient reflective particles). **4/12/18 Waiting on a date from the contractor to test the reflectivity.**

- **Blocked Gullies** –19/10/18 no budget available so unlikely to happen prior to next financial year.
- **Twenty Pence road** - pre-patching re-scheduled to February 2019 – gullies down to the church will be jettied as part of this project. **Will be closed 15th to 19th January 2019 from the village to the river bridge; and is a night closure from 8pm to 6am.**
- **High St Zebra Crossing (New)** – Column lights too bright making it difficult to see pedestrians waiting to cross during dark. Project Manager to investigate Jan 2019.
- **Smithy Fen Bridge** – Asst Clerk reported crack to LHO Dec 2018, awaiting structures team to inspect. (No other reports received from residents).
- **Smithy Fen potholes** – dragon patcher due to visit Jan/Feb 2019.
- **Rampton Road** – bus stop by Alms Houses post damaged (during recent gas connection works), LHO to inspect on next visit (date TBC).

Village Hall

- **Both pumps had to be replaced due to wipes being put down the toilets.**

Recreation ground

- The FA sign has been damaged.
- 2x benches and picnic tables have been ordered. **Benches have arrived.**
- Aquarius due to do pump inspections 8th January 2019.
- **Shockwave treatment has been completed.**

Misc admin

- December Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Post box on Twentypence Road has been missing since approx. March/April 2017. **Now reinstated!**
- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8/18 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release. **4/1/19 – signage has been delayed but should be installed in the next few weeks then the press release will be sent out.**
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing.
- During amends to the backend of the website it was discovered that several Register of Interest forms were out of date on the SCDC site (our website links to SCDC's). Cllrs to follow up on missing info directly.
- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- Defib equipment has arrived. Struggling with electricity supply and waiting response from CHT.
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- **Clerk has passed second CiLCA unit (Core Roles).**
- **Carols on the Green** – event very well attended and the additional stalls worked well. Received £490 in sponsorship. There has since been a problem with the electrics in the old box which has meant the lights were on 24/7 over Christmas (box gets damp and the timer and contactor had to be removed). For 2019 need to take all power for the lights from the new box at Rampton Road end. Lights taken down 4/1/19.
- Clerk writing to additional sports reps with a view to joining CALF.
- **New Life in the Old West project** – more detailed proposals received for the Old Rec which encompass approx. 28% of the existing site. Need to determine whether we're happy with the scale.

Correspondence

- **Police surgery taking place Wednesday 30th Jan between 10.30-12.30 outside the Co-op**

Facebook

- 1060 likes/1145 follows.

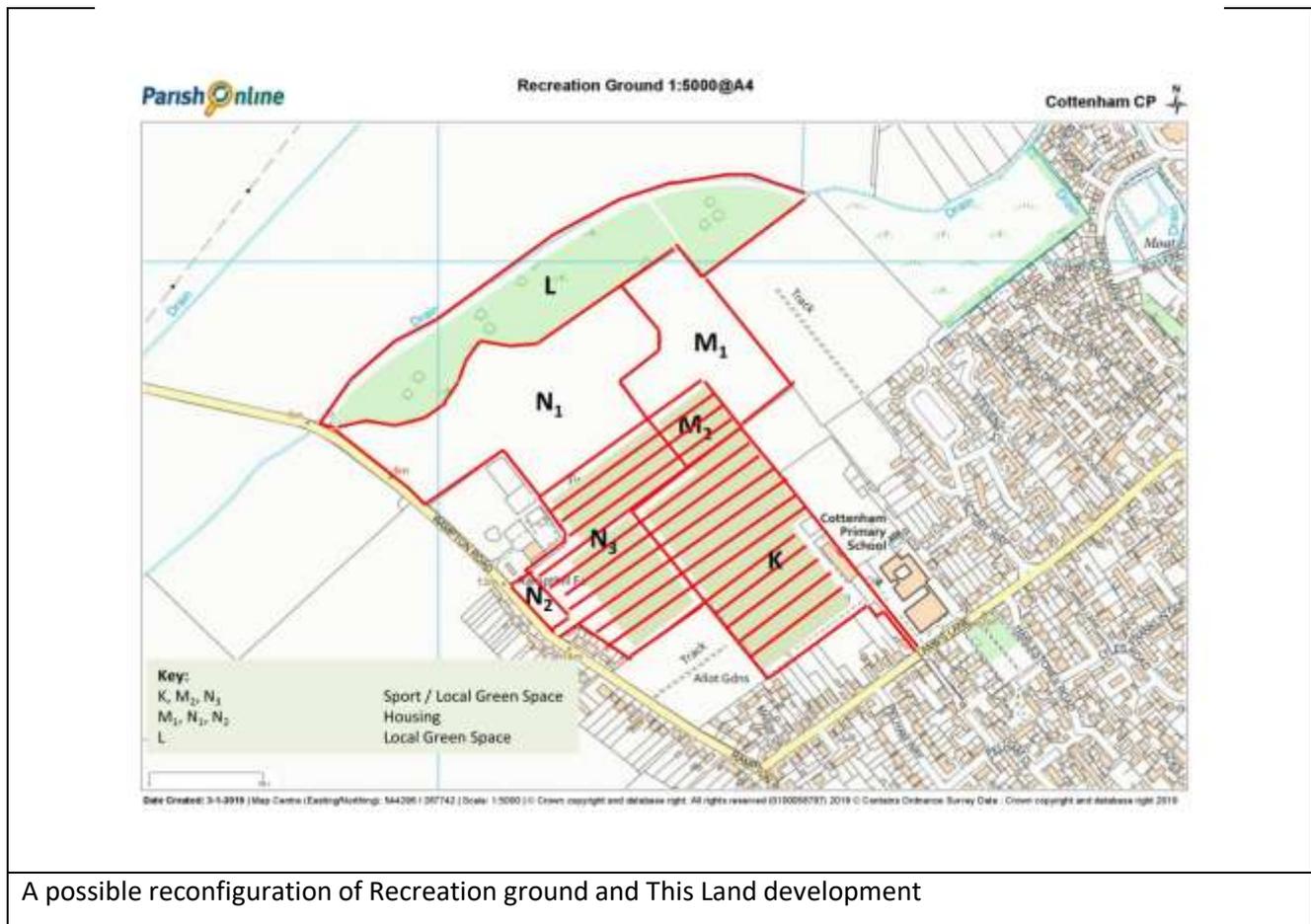
Major developments

Bellway are making rapid progress building out their site on Oakington Road with work expected to be complete early in 2020.

Gladman are seeking permission to split the development of their site so the residential places with care can be built at a different time to the 200 or so houses.

Persimmon have design and drainage details to resolve before they will receive “reserved matters” permission and begin construction. Most of the concerns relate to long-term arrangements for maintenance of the roads and surface-water drainage, although the designs and site layout are also problematic. This is coming back to SCDC Committee on 16th January.

The County Council and their developer This Land recognise the sensitivity to how their site is developed and have been discussing with us ways in which the development can be used to improve the layout of the site for sports and recreation purposes as part of their “reserved matters” application.



The Manor Oak application on Beach Road has been refused planning permission and also lost their appeal against the refusal. One other, smaller, application on Oakington Road was also refused and awaits the appeal result.

Village Hall & Nursery

Next month we should be putting both these projects out to tender and, assuming funding is in place by then, choosing the contractors to build them over the coming months for completion around the end of 2019. Once the contracts are under way, we will be arrange an exhibition or two so users can see what is in store. We are especially interested in meeting anyone who can sponsor part of the buildings or set up a long-term partnership to use some of the spaces – especially the drop-in business club and indoor recreation space.

Neighbourhood Plan

The long haul is almost over. Thank you to those who commented on the “pre-submission” plan back in July/August. Those comments have been reviewed as part of the “Consultation Statement” and, where appropriate, adapt the plan’s policies.

By now we should have published the “Submission Plan”, the “Consultation Statement” and a “Basic Conditions Statement” plus all the necessary supporting evidence (22 documents in all – see table below) for independent examination.

You will be relieved to know that there are actually very few changes beyond format changes between most of the pre-submission documentation (B1 to B24) and this “submission” set of documentation.

Reference	Paper
B1	Cottenham Neighbourhood Plan Survey – Final Report (NPS)
B2	Cottenham draft Pre-submission Neighbourhood Plan v2.1
B3	Cottenham draft Pre-submission Neighbourhood Plan v3.1
B4	AECOM Housing Needs assessment
B5	AECOM Site assessment
B6	AECOM Heritage & Character assessment
B7	Evidence Paper E1 Housing need and supply
B8	Evidence Paper E2 Brownfield sites
B9	Evidence Paper E3 Rural Exception Sites and Community Land Trust
B10	Evidence Paper E4 Recreation Ground
B11	Evidence Paper E5 Village Hall
B12	Evidence Paper E6 Nursery
B13	Evidence Paper E7 Medical and Drop-in & Chat Centre
B14	Evidence Paper E8 Village heritage and character
B15	Evidence Paper E9 NP Golden thread
B16	Evidence Paper E10 Burial ground extensions
B17	Evidence Paper E11 Drainage & Flooding
B18	Evidence Paper E12 Village Design Statement 2007
B19	Evidence Paper E13 Traffic & Transport Strategy
B20	Evidence paper E14: Community Transport
B21	Evidence paper E15: Play
B22	Evidence Paper E16: Open Space
B23	Cottenham draft Pre-submission Neighbourhood Plan v4.2
B24	Strategic Environment Screening Opinion
B25	Consultation statement
B26	Cottenham draft Submission Neighbourhood Plan v5
B27	Strategic Environment Assessment
B28	Basic Conditions Statement

The new stuff:

B25 – the consultation statement outlines how we got here and changes since pre-submission consultation.

B26 – the draft Submission Plan

B27 – the Strategic Environment Assessment of the draft Submission Plan

B28 – the Basic Conditions Statement outlines why we think it is a legal plan

You can find all the documentation on the Parish Council website <http://www.cottenhampc.org.uk/neighbourhood-plan/> and there'll be another opportunity for you to comment on the plan via SCDC's website once submitted.

All the comments received at that stage will be made available to the independent Neighbourhood Plan Examiner, who may require us to provide more evidence to justify some policies. This stage can take several months and, if successful (i.e. the Examiner agrees that the Plan, with his/her suggested/required amendments, meets the Basic Conditions), SCDC will arrange for a referendum on the plan.

If the plan receives a majority "yes" vote, it will become part of the Local Plan and be used to guide all future planning decisions that affect Cottenham.

19/006. 2019/20 budget

FLAC has produced a provisional “current account” budget for 2019/20 of £177,098 based on:

- Expenses at £205,500
- Expected income of £28,402.

However, this assumes an election expense of £3,000 allowed for a referendum on the NP which we now know will be funded by SCDC.

Are there other costs that can / should be reviewed?

Are there other expected income amounts that need to be reviewed?

Recommendation: “**Council sets a budget for 2019/20 of £174,098** based on £202,500 expenses and £28,402 income.”

19/007. Reserves

Our reserves are summarised month-by-month in the Balance Sheet of our Management Accounts. Some of these – usually s106-based contributions - are “ring-fenced” for particular projects or types of expenditure.

At the end of November, these reserves were:

General reserve	100,000
s106 Open Spaces	67,111
s106 Community Facilities	0
s106 Public Art	3,536
Neighbourhood Plan	3,368
Hall/Nursery Fund	477,163
Other reserve	28,390
Surplus in current year (transferred between reserves at y/e)	103,636
	<hr/>
	783,204

Although we do have some commitments that will draw on these reserves:

S106 OpenSpace – Dissenters CIO fencing around £20,000

Hall/Nursery Fund – funding design and early offset to loan costs

Other reserve – approximately matches the fee due to County Highways for the “pavements project”

About £12,000 per month taken into current account to finance normal operations.

And our “General Reserve” is not for routine use.

Our “uncommitted” end of year reserve position should be approximately:

s106 Open Spaces	47,111
s106 Community Facilities	0
s106 Public Art	3,536
Neighbourhood Plan	3,368
Surplus in current year (transferred between reserves at y/e)	50,000

Are these reserves enough (or too much)?

In which case we have an opportunity to supplement or draw down from these reserves.

Recommendation: “**Council has reviewed its reserves and their allocated usage and has decided they are adequate for 2019/20.**”

19/008. Village Hall/Nursery Finance

At present, the financing depends on:

1. Funding design etc from reserves,
2. Public Works Loan of around £2,800,000, initially repayable over 30 years
3. Repayments* from the £1/week Band D precept

Consider, taking into account the need to finance the current project with a proposed Public Works Loan of around £2,800,000 over up to 30 years, accept the FLAC recommendation to continue raising the “supplementary precept” of £1/week per Band D home – equivalent to £123,058 p.a.

19/009. 2019/20 Precept

Taking into account:

- The proposed net budget £174,098
- Any agreed drawdown / supplement from / to reserves £0
- The supplementary precept £123,058

Consider setting a precept for 2019/20 of £297,156 (equivalent to £125.60 per Band D home); a reduction of around 10%.

19/010. Neighbourhood Plan

Background position as per the update report.

A formal resolution is needed to authorise submission and agree arrangements for consultation and independent examination, allowing minor changes to the published documentation provided these are reported back to the parish Council at the next available opportunity.

Recommendation that “Chair/Clerk are authorised to submit the draft Submission Plan and its supporting documentation to the Local Planning Authority, making arrangements for consultation and independent examination. Any necessary amendments for improved clarity, procedural compliance or typographical accuracy to be made and reported back to CPC.

19/011. HR working group

A volunteer is needed to join the group, primarily to assist with staff reviews.

19/012. Way leave agreement

Some time ago, SSE Telecom enquired as to feasibility of running an underground cable across our POS at Brenda Gautrey Way.

Clerk and Chair met their representative on-site to review routing etc.

There will be no above ground equipment and the proposed annual wayleave fee is around £200 p.a.

The contract provides for mutual cancellation etc.

Recommendation that Clerk/Chair are authorised to sign the final agreement when available.

19/013. SLCC Regional Training Seminar

East Regional Training Seminar on the 30th January 2019 at the Wyboston Lakes Resort, Bedfordshire for your unrivalled learning opportunity to ensure you are promoting best practice and serving your community to the fullest.

Visit your local, one day Regional Training Seminar (RTS) for an unrivalled learning opportunity to ensure you are promoting best practice and serving your community to the fullest.

Make sure you attend the event to:

- **Discover** how to improve, regenerate or manage change in your community
- **Gain** practical tips on writing your press release
- **Consider** cyber insurance to remain secure, vigilant, and resilient
- **Understand** the latest legal advice and information
- **Find out** how your Society will be evolving to further meet your needs in 2019
- **Share** good practice with colleagues and learn from their experiences
- **Benefit** from local case studies delivered by your fellow clerks

Attendance at an RTS is worth 2.5 CPD points.

Appendix 1: Issues log

There were xx reported incidents during December.

Date	Issue	Further details	Follow up
04-Dec	Drains on The Herons	Drains on main road are blocked and required clearing. Road not adopted.	Cllr Morris to follow up
13-Dec	PC Notice Board	Knocked over by down draft from emergency helicopter landing on Tenison Manor	Groundsman removed to storage
13-Dec	Banner on Green	All Saints Church asked permission to install banner to advertise Jan concert.	Asst Clerk approved (Carols on the Green banner to be removed)
14-Dec	Smell	Bad smell coming from Malory	Resident reported to EA
18-Dec	Bus Shelter on Lambs Lane	Not fit for purpose - roof does not provide much shelter from the rain and there is often a huge puddle covering most of the concrete base in wet weather	Comments forwarded to CALF