

AGENDA REPORTS PACK

FULL COUNCIL

APRIL 2016

Item 16/076

Minutes of Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st March 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, Heydon, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward and Young, the Clerk, Assistant Clerk, RFO and SCDC Cllr Edwards

In attendance: Andrew Cameron (Enventure Research), 11 members of the public

- 16/047. Chairman's Introduction and Apologies for absence** – apologies accepted from SCDC Cllr Harford (illness), CCC Cllr Jenkins (work), CCC Cllr Mason (illness).
- 16/048. Public participation – Standing Orders to be suspended** – no comments.
- 16/049. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Written request for dispensation received from Cllr Richards re. item 16/056 (Chair of CUFC). Cllr Berenger declared a pecuniary interest in item 16/055 (member of land consortium), non-pecuniary interests in 16/064 and 16/065 (Trustee of Dissenters Cemetery). Cllr Mudd declared a non-pecuniary interest in 16/065 (Trustee of Cottenham Charities). Cllr Graves declared a non-pecuniary interest in 16/065 (Trustee of British School Trust).
- 16/050. Minutes** – Cllr Collinson made minor amendment (comment attributed to him altered to read Cllr Morris). Cllr Heydon queried whether Declarations of Interest were being recorded correctly as per the Standing Orders – reason should be included. Cllr Heydon queried her representation at the Police Panel Meeting, as she recollected that she would attend out of a Speedwatch interest and not as a CPC Cllr; both Clerks recorded that Cllrs Heydon and Nicholas to attend – no mention of Speedwatch. Cllr Young asked for consistency in the recording of Cllr names (CCC/SCDC). Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd February 2016 be signed as a correct record. **RESOLVED.**
- 16/051. Neighbourhood Plan presentation** – Standing Orders suspended at 7.25pm. Andrew Cameron, Research Manager from Enventure Research gave an outline presentation on the NP survey results. Cllr Heydon queried whether having the type of houses better defined would have garnered a better response rate. Cllr Collinson commented that the Government had muddied the waters regarding social housing. Cllr Young asked if the number of respondents were broadly representative. A: yes, 95% confident in the figures so it's a solid set of data, 16-24 age group underrepresented. Resident asked if the report will be available online. A: yes. Cllr Collinson asked if the response rate was considered good and Andrew confirmed that it was. Andrew conceded that Christmas affected the post but taking all things into account the 20% return was good. SCDC Cllr Edwards asked if there were any surprises in the responses. A: no. Enventure haven't done any other village surveys so they can't comment on whether the findings are representative. NB: Cllrs Morris and Nicholas met with representatives from Swavesey PC yesterday and they will be asking very similar questions in their survey. Resident asked what would now happen with the data. A: this will be covered under item 16/053. Andrew was thanked for attending. Cllr Richards left the room at 7.54pm and returned at 7.55pm. Standing Orders reinstated at 7.55pm. Cllrs Nicholas and Ward left the room at 7.55pm and returned at 7.56pm. Chair brought forward items 16/053 AND 16/055.
- 16/053. Neighbourhood Plan** – update on next steps – Cllr Morris outlined the background to the NP. Cllrs Morris, Nicholas and SCDC Cllr Harford met with SCDC Officers last week and we are on track. On the 9th March we will be holding a more in depth meeting to go through the full report; we will work through the challenges and brainstorm ideas. Will be holding a meeting with CVC students to get more information from that age group (currently under-represented). On 21/23 March there

will be workshops and we'll be putting ideas out on Facebook for residents to comment on. In mid-April we'll be focussing on land use and further workshops will be held towards the end of April. The information gathered will be shared at the APM. Then the process begins to bring the NP to consultation. The NP will ultimately achieve greater control over our development and will sit alongside the Local Plan. The Planning Officers have to respect what is stated in the NP and it has legal standing. Standing Orders suspended at 8.03pm. Resident 1 asked why we were producing a NP. Cllr Morris stated that he initially had an interest in the subject and whilst there are a lot of Plans being produced there aren't many in South Cambs at the moment. It is a community-led initiative, not run by SCDC or others. The idea for NP's initially came from the Government. We have received a grant which has covered 2/3rds of the cost of the survey. Resident 2 asked about the timescales for the Local Plan. A: no idea! However as long as our plan is in line with the strategic policies of the existing and emerging Plans it is legal. Resident 3 raised concerns about the questions re. developments – there wasn't a response box for no development. A: we know that people don't want developments already. Resident 4 asked what influence the NP will have on speculative developers. A: none until it is drafted and then it would have legal status. However the developers can't ignore the data. Cllr Young clarified that if there are material factors then it would be legitimate to use them in any planning response. Cllr Collinson stated that if the speculative developers go to appeal then the data may carry some weight and the fact we have a NP in progress is better than none at all. Cllr Morris commented that there is some information in the responses which could also be used against us by the developers in terms of mitigations. Standing Orders reinstated at 8.15pm. Cllr Berenger left the room at 8.15pm.

- 16/055. Major Developments** – to consider that CPC makes further written representation to SCDC in relation to major planning applications submitted, but not yet determined by SCDC, relating to the new information received since CPC earlier submissions – Cllr Young outlined. Felt that with additional information from the NP there may be further representations CPC could make (this has been checked with SCDC Officer). At the Highways Committee they have agreed to appoint an independent traffic consultant (ITC) to analyse the impact of the proposed major developments (up to a cost of £10k). We have now received a quote and it is well below this figure at £600 for an initial stage. Cllr Heydon suggested that data could also be downloaded from the roadside boxes. It was agreed that this may be useful further down the line. Cllr Morris commented that the traffic projections that have been made appear flawed and the travel plan is inadequate. Resolution that CPC make 2 further submissions to SCDC Planning Officer to reinforce our previous objections to the Gladman and Endurance outline planning applications. **RESOLVED.** The immediate study would cost less than £1k and we can then commission a further review if required. Cllr Graves asked if we have data from the East Cambs developments. Not yet but the immediate issue is that the Gladman data is potentially flawed. Cllr Morris reiterated that more local data was needed to give a fair comparison, TRIX database information was not local to South Cambs. The ITC could state whether or not the mitigations are adequate. Cllr Heydon queried whether 3 quotes required. Cllr Morris stated not in this instance because the costs are for professional services Cllr Young commented that there are factors, i.e. Northstowe, closure of A14 junction, which would have an impact and we'd need an opinion on. Cllr McCarthy asked how we ensure that the ITC hasn't or isn't working for the developers. Cllr Morris confirmed that they haven't. Resolution to commission an ITC (independent traffic consultant) to review the data received from Gladman/Endurance (up to a value of £600). Will get ITC to review the Committee papers and the mitigations further (up to £10k) if they exist. **RESOLVED.** Resolution that Cllrs McCarthy/Morris/Young to draw up representations as delegated working party. **RESOLVED.** Persimmon have yet to submit plans to SCDC. CCC have now formally approached CPC for representation, meeting arranged for 15th March 2016, same basis as Gladman and Endurance meetings; based on CPC's 9 planning principles. Cllr Berenger returned to room at 8.39pm.

16/052. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Mudd raised the subject of the contact centre and whether questions could be dealt with differently. SCDC Cllr Edwards stated that the system still wasn't right but they were working on it. Currently there are approx. 14/15 people answering calls.
- **CCC** – no report
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. We have received confirmation that Beach Road will be surface dressed and several areas have been marked up for patching prior to this work being undertaken. Harlestons Road confirmed for micro-asphalt surfacing. Brian Heffenden has responded regarding queries about drainage issues on Denmark Road; Clerk to forward to Cllr Mudd for follow up in relation to taking ownership of the ditch on BGW. The Bowls Club have informed us of a tournament on 11th June which will require additional parking. Clerk checking whether there is also a cricket match on and will liaise with the 2 clubs. Post Office – Heidi Allen to open on 8th April.
- **Office Move** – update on status – Cllrs Morris outlined the report; considered non-viable.
- **Remembrance Sunday** – update on arrangements – Cllr McCarthy stated that the application had been sent off. Still need a deputy and to organise training.
- **Update on major developments not yet submitted to SCDC** – Cllr Morris stated that we haven't heard anything further from Persimmon. County have now contacted us and a fact-finding meeting has been arranged for 15th March.
- **Police Panel** – report from meeting – Cllr Nicholas reported that approx. 25-30 people attended. The main points raised related to traffic issues. The Inspector informed residents about the high-visibility patrols which they were undertaking. The Bad Wolf test was mentioned; Clerk confirmed that this had been advertised on our website and Facebook.

16/054. Youth Provision – to consider setting up a working party to take forward youth projects – Item deferred.

16/056. VH hire requests – to consider requests for Village Hall hire – Assistant Clerk provided list of booking requests. Cllr Richards was unsure why the bookings were coming to full council. Cllr Morris said that as part of the new contract process we have to review the bookings. The S&SC also have the right to veto evening bookings. Cllr Richards couldn't understand why CUFC and other sports clubs were now being charged for their bookings. Cllr Morris stated that there was no right to free bookings in the agreements but Cllrs Richards highlighted that CUFC have not yet signed an agreement. Furthermore there has always been a verbal agreement for the sports clubs to have 2 free bookings of the Village Hall for fundraising each year. It was never mentioned to the clubs when the agreements were being drawn up that this agreement was being withdrawn and CUFC have had 2 free bookings since at least 1981. Clerk to add item to CALF agenda for further review.

Resolution that CPC waive their fee for the CUFC race night booking on a one-off basis. **RESOLVED.**
NB: £50 would still be payable to the S&SC.

Resolution to accept all remaining bookings with the exception of Scouts and 18th birthdays. Two bookings for 18th birthday parties to be reviewed further with S&SC. **RESOLVED.**

Cllr Berenger left the meeting at 9.27pm. Assistant Clerk left the meeting at 9.30pm.

16/057. Festival – to consider CALF request for £1200 for running of the Festival on 2nd July – Resolution to grant £1500 for the running of the Cottenham Festival on Saturday 2nd July 2016. **RESOLVED.**

16/058. S106 agreement – Resolution to sign indemnity for development of land at Rosemary Farm, Long Drove (£3104.38 public open space and £513.05 community facility space). **RESOLVED.**

16/059. Councillor training – Resolution to spend up to £300 for outreach Councillor training sessions. **RESOLVED.**

16/060. Clerk training – Resolution that the Clerk takes the iLCA online course at a cost of £99 + VAT. **RESOLVED.**

16/061. WARG Field – Resolution to accept quote for £702 + VAT (for 120m) to fence the WARG field (including proprietary materials and labour). **RESOLVED.**

16/062. RoSPA Inspection – Resolution to accompany Inspector during annual playground/skatepark inspection at a cost of £42 + VAT. **RESOLVED.**

16/063. Village Green – to consider permission for a commercial advertising sign for Speed Taxis on the Village Green (subject to Advertising Planning Permission) – The request is inappropriate use of common land and therefore permission will not be granted. Clerk to contact applicant.

16/064. Dissenters Cemetery – to consider possible grant and associated conditions for renovation work in the Dissenters Cemetery, to be funded from Open Space reserves – Cllr Morris outlined. Cllr Richards suggested that access to the rear of the Cemetery was put in now as part of the proposals in preparation. Cllr Morris to draw up draft contract. Resolution that CPC will in principle fund proposals for 2 oak fences without the benches (includes removal of conifers and new access path) to the value of £20,604k. Funds to come from Open Space reserves. **RESOLVED.**

16/065. Finance

Income	Description	Net	Gross	
Jane Williams	December 15 invoice payment	£ 126.50	£ 151.80	
Cottenham Day Centre	January 16 invoice payment	£ 200.00	£ 240.00	
Debbie Prince	January 16 invoice payment	£ 28.00	£ 33.60	
Michelle Plowman	December 15 invoice payment	£ 585.00	£ 702.00	
		£ 939.50	£ 1,127.40	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for March 16	£ 3,204.44	£ 3,204.44	
HMRC	Tax and NI for March 16	£ 618.76	£ 618.76	
Eight Associates	"as built" energy modelling & EPC Lodgement	£ 420.00	£ 504.00	477
Cambs County Council	Street lighting energy Oct 14 - Sept 15	£ 940.66	£ 940.66	481
Browns of Burwell	2000 litres of burning oil	£ 579.60	£ 608.58	486
Nick West	Cleaning costs for VH & cleaning materials	£ 623.70	£ 623.70	488-490
A J King	Groundsman contract costs for Feb 16	£ 2,536.24	£ 3,043.48	492
		£ 8,923.40	£ 9,543.62	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Travis Perkins	Overhead heater	£ 149.55	£ 179.46	472
Browns of Burwell	Oil delivery	£ 319.80	£ 335.79	473
Cromwell Fire Ltd	Fire alarm service charge	£ 98.70	£ 118.44	474
Debbie Seabright	Expenses re Sim charge for the Pavilion	£ 9.60	£ 9.60	475
The BC Group Trust	Maintainance of Crowland Manor site	£ 362.00	£ 362.00	476
Cromwell Fire Ltd	Fire alarm call out fee (to be recharged)	£ 75.00	£ 90.00	478
Travis Perkins	Toilet seat fittings	£ 3.73	£ 4.48	479
Travis Perkins	Pair of basin taps	£ 39.95	£ 47.94	480
SSE Southern Electric	Electricity bill for the Pavilion - Jan 16	£ 242.53	£ 291.03	482
CSA	Floor gel/Gloves/Protective glasses for Pavilion	£ 20.64	£ 24.77	483
Travis Perkins	Sealant and Sealant gun and tap connector/valve	£ 26.17	£ 31.41	484
Acacia tree surgery Ltd	Treework on the Green	£ 375.00	£ 450.00	485
Cambs County Council	TRO for Twenty Pence Road Layby	£ 250.00	£ 250.00	
Cambs County Council	TRO for High street parking restrictions	£ 250.00	£ 250.00	
Cambs Glass and Glazing	Supply & fit safety glass to bus shelter	£ 148.00	£ 177.60	487
Green and Purple Ltd	Payroll and Accountancy services Feb 16	£ 30.00	£ 36.00	491

A J King	Tidy up Fen Reeves,remove bench & attach fence	£ 45.00	£ 54.00	493
A J King	To wash down inside/outside 5 bus shelters	£ 100.00	£ 120.00	494
		£ 2,545.67	£ 2,832.52	
Charity donations from Neighbourhood plan				
Cottenham Charities	Charity donation from the NP	£ 82.50	£ 82.50	
Community Centre	Charity donation from the NP	£ 80.00	£ 80.00	
CPS PTCA	Charity donation from the NP	£ 70.00	£ 70.00	
Cottenham Day Centre	Charity donation from the NP	£ 60.00	£ 60.00	
Mobile Warden Scheme	Charity donation from the NP	£ 51.50	£ 51.50	
The Ladybird Pre-School	Charity donation from the NP	£ 39.50	£ 39.50	
FECA	Charity donation from the NP	£ 29.00	£ 29.00	
Dissenters Cemetery	Charity donation from the NP	£ 21.50	£ 21.50	
British School Trust	Charity donation from the NP	£ 19.00	£ 19.00	
Cottenham Toy Library	Charity donation from the NP	£ 18.50	£ 18.50	
		£ 471.50	£ 471.50	
Movement of funds				
Transfer of monies from Lloyds	Money into Unity Trust to open current account	-	£ 50,000.00	
Transfer of monies from Lloyds	Money into Unity Trust to open savings account	-	£ 50,000.00	
Transfer of monies from Lloyds	Cambridge Building Soc (S106 monies from Beach Rd)	-	£ 173,763.51	

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

- 16/066. Management accounts** – to review the monthly management accounts – Cllr Young highlighted that the carol concert costs were over what had been agreed. Cllr Morris stated that the electrician fees had been wrongly attributed and the RFO will move accordingly. In accordance with Standing Order 1z the meeting was closed (meetings shall not exceed a period of 2.5 hours).
- 16/067. Bank reconciliation** – to review monthly bank reconciliation – Item deferred.
- 16/068. Financial Regulations** – to consider revisions to Financial Regulations related to purchase authorisations on Trade Accounts and for low-cost proprietary items – Item deferred.
- 16/069. Incidental costs** – to consider a small allowance for incidentals at the Clerks discretion and amend financial regulations as necessary – Item deferred.
- 16/070. Matters for consideration at the next meeting**
- 16/071. Dates of next meetings** – Planning 3rd March, CALF 15th March, Planning 17th March, FLAC 22nd March, Full 5th April.
- 16/072. Close of Meeting – 9.50pm.**

Signed _____ (Chair) Date _____

Item 16/077 - Reports

SCDC – to follow

Monthly report for parish and community councils Mar 2016

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

Full Council meeting

There was of another big meeting of Full Council during February. Click here for my account of the meeting and click here for my take on the devolution issue.

Committee meetings and other council matters

General Purposes: There was one key decision of note viz the one relating to the Total Transport pilot scheme. This has been a long time coming but at last we are seeing an attempt to bring together all of the County Council's funded transport schemes to see if money can be saved. The big challenge though is not to save the money but to persuade the disparate users to accept some reduction in service for the greater good. Watch this space!

Adults, Economy & Environment and Children & Young People: there were no key decisions at these committees' meetings.

Highways & Community Infrastructure: there were no key decisions. However it did confirm the minor highways awards announced last month.

Health: there were no key decisions. However in its NHS scrutiny role it continued its scrutiny of the Uniting Care Partnership failure by challenging representatives from Monitor and NHS (England). The Clinical Commissioning Group's own report was available on the same day. NHS (England) advised that its report would be available in a couple of weeks. We are still waiting. The Health Committee also received an excellent update on the IT problems at Addenbrookes. It appears that the hospital is at last getting on top of the issues arising from this very ambitious project.

I attended a workshop at Peterborough City Hospital to address the high level of DTOCs (delayed transfers of care) linked to adult social care provision in Cambridgeshire.

I attended an East of England Local Government Association Health lead members' network meeting. These events are very useful because you get valuable insights about how other councils are responding to the same issues and problems which CCC faces.

I attended an Addenbrooke's stakeholder meeting to be briefed about the hospital's progress since its poor CQSC rating. The mood is buoyant but increasing A&E demand is making it difficult to get on top of waiting times and it doesn't seem to me that much progress is being made on finances.

There was again no meeting of the Northstowe JDCC. All scheduled meetings to the middle of this year continue to be shown as CANCELLED on the South Cambs web-site (<http://bit.ly/1TyKzNj>).

The Planning Committee met but there were no items on the agenda of direct relevance to CH&I. However there was an interesting debate about the future of the Northstowe JDCC and the observation that this committee can only function if both member councils participate.

Note the apparent absence of substantive business during the month. I guess this is just a function of the time of year with meetings coming after the budget has been set but before the new municipal year has started. April will be similar because there are no committee meetings! Consultations

relevant to this division The consultation on Community Navigators continues until 8 Apr 16 (<http://bit.ly/1NJJqJU>).

The consultation specifically about the proposal to remove concessionary fares for users of Dial-aRide schemes (<http://bit.ly/1LHs6ek>) continues until 13 Apr 16.

There's a new consultation on the Council's planning obligations strategy which will run until 17 Apr 16. This strategy provides guidance on what the Council will expect developers to contribute towards in terms of meeting the demand for infrastructure arising from new development.

A satisfaction survey relating to Cambridgeshire's children's centres has just surfaced. It's been running since 1 Feb 16 and will continue until 29 Jul 16. It aims to find out how satisfied parents, carers, childminders and other service users are with services being provided by them. More local matters I met the executive director of Economy and Environment to understand why so many apparently simple tasks are taking so long. There has been a significant shortage of resource in the group which does TROs. This has now been resolved.

I attended the MindEd conference. This event was put together following a recent tragedy and chimes with the mental well-being initiative in Histon & Impington.

I met officers to look at ways that bus stop signage can be improved in Drummer Street and at the Station. We are told that bus transfers are possible but nobody makes it very easy. At the same meeting I heard that there's no planning yet for the bus services relating to Chesterton Station which should be operational in about 12 months' time.

I met officers to review a number of guided bus issues.

I met officers to 'agree' the New Road, Impington TRO. Just in time for this year's Hornets' tournament!

Diary (next public meetings)

14 Apr	1000	Planning Committee	Shire Hall, Cambridge
10 May	1030	Full Council	Shire Hall, Cambridge
12 May	1400	*Health Committee	Shire Hall, Cambridge
17 May	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
17 May	1000	Highways & Community Infrastructure	Shire Hall, Cambridge
24 May	1400	Children and Young People Committee	Shire Hall, Cambridge
24 May	1000	*Economy & Environment Committee	Shire Hall, Cambridge
31 May	1400	*General Purposes Committee	Shire Hall, Cambridge

*committees of which I am a member; note these may change. I am Chair of the Health Com.

And finally ... it's been amazing to watch the comings and goings in Cuba. First Barack Obama and then the Rolling Stones. It's time that Cuba 'rejoined' the world but I just hope that as it does so it can maintain what it does really well viz education, health and social care, whilst not being forced to take on board aspects of 21st century life which might damage its cohesion. I'm thinking specifically about it not being obliged to open up its economy to unbridled capitalism. I enjoyed a couple of weeks there 4 or 5 years ago and shudder to imagine what might be the result of an 'opening up' and a Ryanair style explosion of cheap tourist flights between Miami and several Cuban cities.

CLERKS REPORT – April 2015

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at.
- Harlestons Road, Lyles Road, Franklin Gardens – Have been informed that they will be micro-asphalted in April/May 2016.
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. David Lines is looking into this for us. Waiting update.
- Routine jetting has been carried out around the village. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.
- Beach Road – Inspection has been carried out to look at sinking at the sides which may have contributed to car accidents. Graham checking with Inspector. Road will be surface dressed from Landbeach to Racecourse View junction.
- TRO has been submitted for works on Lambs Lane.
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- Damaged railings on the crossing near the College are being replaced completely – the existing ones aren't made any more and there are no spares available. Will be done in new financial year.
- Safety Barrier, Cottenham Lode is broken again and some of the railings are missing: NM-94440. Showing as closed but work not done. Graham checking with bridges team.
- Dragon Patcher – Broad Lane and Great North Fen Drove have pothole crew due w/c 1st Feb. Noted that some, but not all parts of Broad Lane have been patched. Whilst an improvement there are still several areas that need attention.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. County to arrange to have cleaned when funds available.
- Leopold Walk – Waiting response from Community Payback team re. dealing with the overgrown shrubs/trees. Graham has been chased CP team. If no action shortly he will arrange for cutting back in the new financial year.
- Racecourse View - several residents asking if/when there are going to be any white 'give way' lines painted. Also when official road name signs will be installed (current one put up by builders).
- **Damaged bollards on High St/Denmark Road junction reported and will be re-set.**
- **Patching work has been undertaken on the Cross Keys side of the Village Green.**

Village Hall

- **CLlr Richards arranging replacement door in men's toilets (to replace damaged door).**
- **Users have been told not to dump trade waste in the bins (owing to problems with excess)**
- **Broken lock reported to one of the toilet cubicles (ladies). Nick has mended.**
- **CLlr Richards has purchased anti-climb paint (as agreed by CALF)**

Recreation ground

- User meetings ongoing to finalise contracts.
- Repair/maintenance work due to be undertaken on picnic benches (date TBC).
- Meeting held with Fenland Leisure re. H&S report items. Actions passed onto groundsman. Quote now received for surfacing option for slide mound which will be presented to CALF. Alternative quotes to be sourced.

- Bowls Club are holding tournament on 11th June. Cricket Club require 12 parking spaces on the same day and have informed opposition.
- **1st pitch has been rolled and verti-draining being arranged**
- **Repairs undertaken to the pavilion driveway**
- **Managers reminded again not to use driveway whilst grass is establishing**
- **Tunnel key to be passed to the Bowls Club for access to the defibrillator. NB: we need to consider re-siting in light of new VH plans and with the sports clubs moving over to the new Pavilion.**

Misc admin

- March Issues log distributed separately.
- LKW car parking area is also badly rutted and needs attention. County have agreed they require attention however would like a contribution from CPC of £175 towards the cost. We'd need to be there when delivered and spread it ourselves! CALF have refused to contribute to maintenance of a County asset. Kissing gate - agreed this needs sorting and will look into this. Provision of dog bin - will discuss prospect with colleagues, but suspects if they agree that County can supply a dog bin, the maintenance and emptying responsibility will most definitely not be something that they would want to take on. Grass rides - there were small areas of slight overgrowth which they will deal with when it dries up a bit, but nothing that looked like it needed urgent attention. Tree guards - These do need to be removed and Anna will look into possible options. In terms of the longer term ideas, the interpretation board looks as though it could do with a clean in the first instance, if it still looks faded and dirty they could look at replacing it then. They are open to other suggestions as to how the wood could be managed going forward.
- Contacted Charlie Swain re. replacement gates to 180 High Street. **This has now been investigated by Enforcement and the gates are acceptable in planning terms.**
- **Sovereign to install gym equipment on 11th April on Tenison Manor. Meeting has taken place with Cllr Mudd and groundsman to decide location. Equipment to be sited so that it has no direct impact on surrounding houses and doesn't encroach onto the main grassed area.**
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- **Issues with streetlight on walkway between Pelham Way and High St have been resolved by Balfour. Baffles have been fitted and the light is now back to full power.**
- **Biodegradable paint has been distributed to Clerk/Asst. Clerk/Groundsman + 3 volunteers (Dog Poo Fairies). Scheme has been widely praised by residents with more volunteers coming forward than number of cans of paint purchased!**
- Clerk has passed iLCA course (module 1).
- Street light dimming/switching off commenced on 1st April. No comments from residents as yet.
- Official opening of new Post Office will take place on Friday 8th April at 11am. Heidi Allen MP will be attending.
- Public art grant competition has been launched. The deadline for applications is 7th June.

Correspondence

- Thank you letter received from the Cottenham Charities for the NP grant money.
- Community Centre have thanked us for NP grant money.
- Resident has been in contact to thank Assistant Clerk for getting large pothole on Smithy Fen fixed very quickly.
- Environment Agency update received from Heidi Allen's office has been circulated for comment.
- Cottenham Environmental Audit Group have stated that they are happy in principle to donate the remaining £400 balance of monies to us for work to WARG Field (landscaping - planting of hedges/wildflower sowing).

Facebook

- 602 likes.

Update on major developments

We have submitted an additional representation on the Endurance Estates application regarding their site on Oakington Road. This was based on findings in the NP survey and increased concerns over the unreliability of TRICS-based data in predicting trip generation rates for estates near “hot” economic centres like Cambridge. Endurance Estates has also submitted additional information which will be reviewed at our next Planning Committee meeting. It now seems likely that this application will be considered at a supplementary meeting of SCDC Planning Committee on 22nd April.

We have also submitted an additional representation on the Gladman Developments application regarding their site on Rampton Road. This was similar to that submitted in the Endurance case. No other news on this application.

No news on the anticipated Persimmon application.

Councillors Morris, Mudd and Nicholas and our Clerk met with a CCC Officer and TEP, their Planning Consultant, following their request. The meeting notes are on public record. CCC is at a very early stage of applying for permission to build up to 300 houses on their land off Rampton Road. The meeting reviewed the likely application against the nine development principles applied to similar previous meetings and confirmed the view that the form and scale of the likely application would be unacceptable to CPC. We agreed, in principle, to participate in any discussions necessary to cater for an expanded Primary School in the event any of the current proposals go ahead. The Planning Consultants are engaged in various surveys of the land and SCDC has been approached for pre-application advice.

Neighbourhood Plan – next steps

Following consultation meetings on 9th and 23rd March, we have nearly 500 additional comments about aspects of the survey, the identified gaps and a series of themed options to resolve them.

The current version of the vision statement is:

“Cottenham in 2030 is a safe rural village, proud of its heritage and has retained its sense of community while improving amenities and facilities, reducing the impact of traffic, especially in the centre of the village, and making housing more affordable for the next generation of residents.”

The next stage is to align, and consult on, options for each geographic area of the village and assess whether or not they will achieve the necessary aims in the context of a Neighbourhood Plan and be consistent with the evidence from the large-scale survey.

Key dates are:

- **Mid-April**, we will review with SCDC the “land use” suggestions that will probably form the core of our neighbourhood Plan.
- **18th April** – Community Centre (followed by email distribution and FaceBook pages to comment on). Afternoon workshop session to “select possible solutions”
- **26th April** – Village Hall (alongside Annual Parish Meeting) to “select probable solutions” for inclusion in Neighbourhood Plan

Then we begin to tackle a series of qualification hoops as we progress, via consultations, examinations and revisions, towards a referendum, later in 2016.

Update on Harradine traffic

Councillors Morris and Mudd have met separately with both the Cambridge Gun Club and their contractor Harradine Haulage to understand better the likely “scale and duration” of the muck movement involved in construction of the facilities at the Club. The construction itself was approved, with conditions, by SCDC under S/0329/11.

If nothing changes, around 6,000 more truckloads of material need to be moved onto site requiring some 12,000 trips to or from site over the next two years with some 60% passing through Cottenham.

We have explained that this level of heavy traffic is unacceptable to the residents of Cottenham and the parties have agreed to meet to discuss a number of alternative ways in which the Cottenham traffic might be mitigated.

A follow-up meeting is to be scheduled within the next two weeks.

16/078 Financial Regulations

The current version of our Financial Regulations formally neither properly covers purchases via Trade Accounts nor purchase of low-cost proprietary items.

For reference, our current Trade Accounts are:

Company name	Goods	Account arrangements
A C Leigh	Security keys for pavilion	Authorised signatories + passcode - Clerk, Assistant Clerk, Frank Morris
CSA	Cleaning products	Orders can currently be made by Clerk/Assistant Clerk/RFO/Nick West/Peter Boyden
Staples	Stationery products	Orders can be made by Clerk/ Assistant Clerk and RFO (generally Clerk orders on behalf of all of us)
Travis Perkins	Building maintenance products	Only people issued with the password are now able to place an order
Browns of Burwell	Heating oil	Orders can be placed by Clerk/ Assistant Clerk or RFO

These suppliers invoice us and the purchases are subject to our normal scrutiny process at Council meetings. Other purchases by contractors, members or staff are paid for personally and reimbursed after scrutiny at Council meetings.

The necessary proposed changes to specific Financial Regulations to bring practice into line with regulation are shown in **bold text** below.

10.1	An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate (as a result of low - <£25 - item cost or supply via a Council-authorized Trade Account) . Copies of orders shall be retained.
10.2	Order books and Authorised Person lists on Trade Accounts shall be controlled by the RFO
10.3	All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any <i>de minimis</i> provisions in Regulation 11.11 below
10.4	A member may not issue an official order or make any contract on behalf of the council
10.5	The Clerk or RFO shall verify the lawful nature of any proposed purchase of any item costing more than £25 before any purchase, whether or not on a Trade Account , and in the case of new or infrequent purchases or payments, the Clerk or RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used

ADD

11.11	Where the overall value of a proposed purchase is below £500, the requirement for multiple quotations can be waived provided the purchase is reasonably likely to represent best value for money
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16/079 Allowance for incidentals

Proposed changes shown in **bold** below

4.1	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.
4.1	<p>This authority is to be determined by:</p> <ul style="list-style-type: none">• the council for all items over [£3,000];• a duly delegated committee of the council for items over [£500]; or• the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below [£500] and above £100• the Clerk for any item below £100 <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>

16/080 Village Hall

The Working Party met with architects Wilby & Burnett to begin work on the project. The architects have begun consulting with SCDC on pre-application advice and will come back with two or three outline proposals on 18th April which could be displayed at the Annual Parish Meeting.

The project includes a necessary extension of the Car Park, whose urgency has been discussed by Council in light of continuing issues with parking for events on the Rec itself and during school arrivals and departures. This could be moved forward shortly.

As evenings get lighter, the new Pavilion could be used more extensively if there was a hard footpath alongside the green road. It makes sense to combine this procurement with that of the Car Park.

Our architects have been asked to take advice on and prepare drawings necessary to obtain permissions and quotations for these two projects, which could be funded from Reserves, as outlined elsewhere.

To allow this to move forward:

“consider extending the Car Park capacity, without removing the hedge, by moving the bund and main football pitch approximately 4 metres AND providing a 1.3 metre hard pathway directly to the new pavilion; to be funded by reserves to a value of approximately £60,000+VAT.”

16/082 Queen's 90th Birthday Beacon

- The Beacon itself has now been delivered. We still need to purchase a gas canister
- The official lighting time has been moved from 7.30pm to 8.30pm however we can light at the original time should we wish.
- The Browns/Guides/Rainbows has suggested various ideas for their involvement.
- The Chequers will be running a bar.
- Need to decide what time the event will start/end.
- Need to source music and possibly a PA – need a 'master of ceremonies' for the evening.
- Bob Ward has been approached to light the Beacon – also 90 this year.
- Cllr Richards has approached Barkers regarding cakes.

16/083 Sports & Social Club Contract

To note an additional agreement, authorised by CALF, with the Sports & Social Club

“consider, subject to agreement by CUS&SC, adding a supplementary clause to the agreement with CUS&SC to add SIX free Village Hall hires to CUS&SC's allocation for use during the period from 1st January 2016 to 31st March 2017 by member clubs with valid signed Partnership Agreements with the Parish Council. The free hires are only to be used by the member club to raise funds for its own use.”

16/084 CALF Terms of Reference

To allow CALF to review the risks for ad-hoc hiring requests and any possible discounts and waivers on CPC hiring fees, two resolutions are proposed:

“consider adding the following clause to CALF's Terms of Reference – review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more than 40 people, including at least 4 adults) for which standard contract terms apply, provide these are reported to the next Committee meeting.”

“consider adding the following clause to CALF's Terms of Reference – review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a registered local charity; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility.”

16/088 Provisional Allocation of Reserves

At the end of the 2014/5 financial year we had reserves of around £513,000.

Despite creating assets worth around £850,000 in the last financial year, we spent only £285,000 on them; in theory depleting our reserves to £228,000.

However, we received a further £180,000 in s106 funds from various developments during the year and we underspent on various items, adding around £230,000 in total. Although we did grant around £8,000 to the Primary School for Public Art.

This leaves our reserves provisionally at around £450,000.

We have set a precept which will cover our current account spending for next year. So, in the absence of other major commitments, our reserves will appear excessive for accounting and auditing purposes.

“consider the following provisional earmarking of reserves for accounting and auditing purposes”

Mandatory reserve:

- General reserve (approx. £100,000)

Approved commitments:

- Cottenham Community Centre (approx. £12,000)
- Dissenters (approx. £20,000)
- Public Art competition (up to £20,000)

Possible projects:

- King George V Car Park and Pavilion Access Road (£60,000)
- Additional Open Space procurement (£50,000)
- Village Hall design (£50,000)
- Village Hall initial financing (£100,000)
- Contingency (approx. £50,000)