

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

FULL COUNCIL

DECEMBER 2014

Item 14/313

COTTENHAM PARISH COUNCIL

Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4th November 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Young, CCC Cllr Mason, SCDC Cllr Edwards, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 6 members of the public

- 14/290. Chairman's Introduction and Apologies** – Cllrs Beckford, Wotherspoon and CCC Cllr Jenkins
- 14/291. Public participation – Standing Orders to be suspended** – Resident spoke in favour of the tree works behind Kingfisher Way.
- 14/292. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Richards declared a non-pecuniary interest in item 14/297 (changing rooms).
- 14/293. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 7th October be signed as a correct record. Cllr Heydon requested that 'police' be added in front of the words 'speed checks' on item 14/275. **RESOLVED.**
- 14/294. Reports**
- **SCDC** – report circulated prior to the meeting.
 - **CCC** – report circulated prior to the meeting. Cllr Young voiced concerns about reports not being circulated with enough time for Cllrs to read them. Cllr Jenkins to be requested to submit his report to the whole council rather than just the Chair/Clerk. It was noted that we don't have control over timings of receipt of external reports. Cllr Young requested an update on the Histon Road. It is now very dangerous in the vicinity of Cottenham Skips. CCC Cllr Mason will write to the enforcement officer again. He has discussed with Pat Matthews the cuttings along the verge and the issue will be addressed. Two new officers are in place and their details will be circulated shortly. Cllr Mason has also spoken to the cycling officer re. the Histon Road path and in particular visibility issues at the Histon Road end. This will require co-operation from residents to rectify. Cllr Richards mentioned that there were also issues re. raised ironworks and puddling along the edge of the road closest to the cycle path plus loose chippings. Regarding the circulation of reports Cllr Mason suggested giving a deadline for receipt. He doesn't provide written reports however it was noted that he doesn't always agree with Cllr Jenkins report and therefore it was suggested that he provide a report if at odds with Cllr Jenkins on specific issues.
 - **Clerk** – report circulated prior to the meeting. Cllr McCarthy queried whether the 'unsuitable for HCV' sign on Telegraph St therefore excluded buses. It was clarified that they are classed as public service vehicles. Additionally the signs are advisory and not mandatory. Cllr Richards raised another resident complaint regarding the Histon Road cycle path.
 - **Police** – no report received. Notification has been received regarding sharing of business wi-fi to allow police to complete electronic paperwork.
 - **Northstowe Parish Forum update** – report circulated prior to the meeting. Cllr Heydon mentioned that the report was available in a pdf format if required.
 - **Speedwatch update** – report circulated prior to the meeting

- **Northstowe Phase 2 Consultation Response** – report circulated prior to the meeting.
- **Update on meeting with County** arising out of the October Full Council meeting (Highways issues) – report circulated prior to the meeting. The Clerk mentioned that another complaint had been received regarding the CCC phone system which made it impossible for residents without internet to report potholes etc. The current system isn't fit for purpose.

14/295. Finance

Income	Description	Net	Gross
Jane Williams	Rent of Village Hall	£140.00	£140.00
William Prideaux-Brune	Rent of Green - for 3 x exercise classes	£24.00	£24.00
Cricket Club	Rent of Recreation & changing rooms	£855.00	£855.00
Cottenham Utd sports & social club	Rent of Village hall	£2,075.00	£2,075.00
Whyatts	Rent of Green	£347.00	£347.00
Cambridge Building Soc	Donation towards village Christmas tree	£50.00	£50.00
		£3,491.00	£3,491.00

Expenses	Description	Net	Gross
Salaries	Salaries November 2014	£4,718.77	£4,718.77
HMRC	TAX and NI for November 2014	£1,153.49	£1,153.49
Andrew King	Mileage and Hire of Equipment for Oct 14	£466.20	£557.20
Cyclescheme	Bike/Equip for Clerk - repay by salary sacrifice	£404.98	£479.97
Online Playgrounds	Inclusive boat seat	£74.00	£80.88
Staples	Office stationary and printer cartridges	£70.70	£84.84
PKF LittleJohn	Invoice for External Audit	£630.00	£756.00
Travis Perkins	foam wash for the village hall	£10.74	£12.89
Barton oil burner services	Emergency service to boiler at Ladybirds	£111.00	£133.20
Online Playgrounds	Sutcliffe Inclusive Swing	£518.00	£621.60
CSA cleaning	Cleaning materials for the village hall	£155.35	£186.42
CSA cleaning	Cleaning materials for the village hall - Mop	£5.90	£7.08
EON	Electricity Bill for the Recreation ground	£376.03	£451.24
RJW Machinery	Repair work to Kioti DK901C Tractor	£196.00	£235.20
Nick West	Cleaning of the Village hall	£550.13	£550.13
BC Trust	Moat maintenance	£643.00	£771.60
		£10,084.29	£10,800.51

Cllr Ward queried why there was no income showing from Kids Only. RFO said that she had been informed they had paid up to August and will pay September next week. Without receipt of the bank statements she was unable to check this information at the current time. RFO to notify Council after bank reconciliation has been done. Cllr Bolitho queried the CSA Cleaning figure for materials which he thought excessive. He suggested that we should have a spot check/audit of stock to be presented at the next FLAC meeting. There was a suggestion that materials should be included in the cleaning contract. Cllr Mudd queried the BC Trust invoice which seemed higher than normal. RFO stated that the hard copy hadn't yet been received due to issues at the BC Trust end so we were unable to check the exact details. Cllr Nicholas requested clarification of the two Online Playground invoices; 'inclusive boat seat' should read 'aerial slide'. Resolution to pay these invoices with the exception of BC Trust. **RESOLVED.**

14/296. Connections Bus 2015/16 – To consider ongoing support for the project in 2015/16 – Cllr Collier requested that the item was deferred since the 2015 figures weren't yet available. She mentioned that other PC's had budgeted in the region of £13k for their youth provision. Cllr

Collier is meeting with Andrea Kramp, who is involved with youth work for other parishes, to discuss other ideas. Item deferred.

- 14/297. Changing Rooms** – To consider authorising Cllrs Morris and Mudd, with the Clerk or RFO as required, to take all necessary steps to negotiate, place and supervise contracts for the building of the new Changing Rooms – Cllrs Mudd ran through the background to the project. Cllr Morris confirmed that following a meeting with the ECB they would give an interest free loan of £50k. This would be paid by the cricket club but funded by CPC so would require a contract. The headline price of £632k + VAT for the project is higher than we wanted due to the increase in material costs. However it was worth noting that the combined bid is now 10% lower. CPC would need to put up £250k. We must move quickly and would need to put signatures on contracts in the next couple of weeks. There are meetings scheduled for later this week with the two main contractors and architect. Cllr Morris has looked at the cashflow so that we maintain the minimum required in our reserves. The ECB loan would offer further protection. Cllr Young queried the running costs again and a document had been presented at a previous meeting showing projected figures of less £24k per annum. A separate project will be set up look at ways of mitigating the operating costs. Cllr Bolitho left the room at 8.45pm and returned at 8.46pm. Resolution to authorise Cllrs Morris and Mudd, with the Clerk or RFO as required, to take all necessary steps to negotiate, place and supervise contracts for the building of the new Changing Rooms on the basis of a net input of no more than £250k of CPC funds excluding grants + VAT. Authorise Cllrs Morris & Mudd to:
- a) Negotiate scope and terms with bidders as detailed in the tender report dated 3rd November 2014
 - b) Secure funding confirmation from grant sources (Football Foundation, Sport England & SCDC)
 - c) Sign related procurement contracts on behalf of CPC
 - d) Ensure timely VAT registration of CPC with HMRC
 - e) Ensure timely reconfiguration of CPC accounts to track project finances
 - f) Ensure systems in place for timely recovery of grants and VAT
 - g) Deliver monthly progress reports to CALF, FLAC and CPC
 - h) Secure additional interest-free loans if financially advantageous
- Guarantee to support the New Changing Rooms project with up to £250K from Council funds.
RESOLVED.

The Chair expressed thanks to Paula Johnson for her previous work on the project. Cllrs Morris and Mudd were also thanked

- 14/298. Tree surgery – Kingfisher Way** – To consider quotes for work along border with Kingfisher Way – Clerk outlined the background. Resolution that we accept quote from Atlas Tree Surgery for pruning back various trees and scrub overhanging the rear gardens and parking areas at a cost of £320 + VAT. **RESOLVED.** Resolution that we spend up to £1200 + VAT for clearing of dead wood from the screening belt behind Kingfisher Way. **RESOLVED.**
- 14/299. Tree surgery – Brenda Gautrey Way** – To consider quotes for various work on BGW – Item deferred.
- 14/300. Tree surgery – Recreation Ground** – To consider quotes for work to the poplar trees at the recreation ground – Item deferred.
- 14/301. Remembrance wreath** – Resolution to donate £35 towards the wreath. **RESOLVED.** Cllr Leeks will attend on behalf of CPC.
- 14/302. Budget 2015/16** – To consider impact of reducing Central Government funding to CCC on local services – Cllr Leeks outlined the County Council finance cuts of £30m per year over the next 5 years. Naturally the service we would expect will be affected and it was suggested that the parish may want to undertake some of the work ourselves, perhaps using voluntary groups where possible. Concerns were raised regarding insurance and liability. Cllr Collier offered to look into village voluntary groups in January and this offer was accepted. We generally need to

know where the cuts are before we can make a final decision. Cllr Morris left the room at 9.12pm and returned at 9.15pm.

- 14/303. Financial Regulations** – To consider adoption of revised Financial Regulations – Cllr Morris outlined the document which has been done to incorporate recent NALC changes. FLAC have looked at the revised document and suggested minor amends. The final document now tightens up our controls and makes the system more robust. Resolution to adopt revised Finance Regulations. **RESOLVED.** Cllr Mason left the meeting at 9.22pm.
- 14/304. Street lighting** – To consider the Highways Committee recommendation that the lamp column outside 13 Lyles Road is reinstated at a cost of £1850 + maintenance and energy charges, as per resolution 14H/024 (Highways Committee meeting 14/10/14) – Cllr Heydon stated that this was an exception site and the lamp was needed on safety grounds. Cllr Nicholas provided further background. Cllr Collinson commented that the PFI lighting contract has been a shambles and that we are now paying more for less. Resolution that the lamp column outside 13 Lyles Road is reinstated at a cost of £1850 + maintenance and energy charges. **RESOLVED.**
- 14/305. Speedwatch signage** – To consider Highways Committee recommendation of the installation of two fixed Community Speedwatch signs at the cost of £69 + VAT (min order is 2) on Rampton Road as per resolution 14H/022 (Highways Committee meeting on 14/10/14)– Cllr Heydon outlined. Resolution to install two fixed Community Speedwatch signs at the cost of £69 + VAT on Rampton Road. **RESOLVED.**
- 14/306. Insurance premium for buildings** – To consider passing on proportionate insurance charges to tenants (resolution 14F/049 from Finance Committee) – Cllr Mudd stated that in the Ladybirds contract it mentions that they are responsible for their own buildings insurance. Having checked the portion attributed to the building is £804.77. Concerns were raised that Ladybirds wouldn't be in a position to cover this cost. It was also noted that it would be difficult to apportion the insurance for the main building to all of the other users. Therefore we should make it clear that it is an exclusion to the contract. Standing Orders suspended at 9.42pm. Andy Ward commented that the S&SC contract mentions that they must have separate insurance although the only have public liability. Standing Orders reinstated at 9.44pm. Cllr Mudd to speak to Ladybirds to make them aware of the situation. Item deferred.
- 14/307. Matters for consideration at the next meeting** – Youth provision (Cllr Collier), changing rooms (Cllrs Morris/Mudd), changing rooms fundraising (Cllr Richards), Carol Concert (Cllrs Berenger/Collier).
- 14/308. Dates of next meetings** – Planning 6th & 20th November, Facilities 18th November, Finance 11th November, Full Council 5th December, Highways 9th December
- 14/309. Close of Meeting** – 9.47pm.

Signed _____ (Chair) Date _____

Item 14/314

South Cambridgeshire District Councillors' Report to Parish Councils November 2014

Unbelievably, this report is for your last meeting of 2014. As the calendar year approaches its end South Cambs, along with all first and second tier authorities, waits to hear the Chancellor's Autumn Statement [due 03 December] and details of the Local Government Finance Settlement [due the week before Christmas].

When **Cabinet** met on 13 November it considered a report reviewing the council's medium term financial strategy [MTFS]. Assuming a continuing reduction in central government funding the indication is that additional income/savings in the region of between £1.170m to £1.315m will be needed to ensure that balances in the General Fund are maintained at no less than £2.5m by the end of March 2020. Prudential allocation of funding from New Homes Bonus since its introduction will limit the risks that possible changes to the scheme following next year's general election may pose. For the first two years this source of funding provided approximately £1.8m and was used to meet General Fund expenditure and replace income from previous housing grants. Any excess received from 2013/14 is shown in the MTFS as being transferred to a reserve to meet nonrecurring expenditure on infrastructure, including £5m towards the cost of the A14 upgrade.

The report also includes reference to the formation of a Northstowe Joint Delivery Vehicle [NJDV]. In July **Cabinet** approved development of detailed proposals and a business case for a joint project with the Homes & Communities Agency [HCA]. The timetable indicates completion of a business case by the end of January 2015 for approval by all parties in February 2015 [update to follow at that time]. Meanwhile a decision has been taken to appoint a suitably qualified officer to the new role of Housing Developments Manager [shared between SCDC and the City Council]. This role will provide support for the Housing Revenue Account programmes of both councils and the City Deal in building the housing development business and will contribute to the initial development of the NJDV.

Cabinet also approved the inclusion of £500,000 in the draft capital programme for installation of solar panel arrays at the Cambourne car park and the Waterbeach depot.

For more information on these and other details of the report and meeting agenda: bit.ly/1uVJgcr and decisions: <http://bit.ly/1xGu4lB>

The meeting of **Planning Committee** on 05 November was notable for 2 departures: for the first time that even very long standing members and officers could remember, the meeting was held outside South Cambs Hall. The public examination of the council's Local Plan was being held in the council chamber and, needing more space to accommodate the number of residents wishing to attend for some items than any other facility at the council offices was able to offer, the meeting was re-located to the Cambourne Hub. The second departure or at least acknowledgement of, was that of Nigel Blazeby, Development Control Manager. Having served the council well for some 25 years he has now left for pastures new in the private sector. The items that provoked most attention among local residents were the ones for [a] Anglia Ruskin University which would see massive intensification of use of their Howes Close sports ground in Girton [refused], [b] further solar farm applications at Thriplow [deferred], Melbourn x 2 [both delegated authority] and Waterbeach [delegated authority]. Decisions: <http://bit.ly/1vcsbMJ>

Local Plan examination continues. Developer representatives raised objections at both the two most recent hearings on the subjects of Employment & Retail and Infrastructure/Monitoring/Viability. Full information: <http://bit.ly/1topB1H>

When the **Scrutiny & Overview Committee** met on 06 November there were some very challenging questions asked of the Corporate & Customer Services PfH about the performance of the Customer Contact Centre. The

objective of resolving an enquiry at first point of contact has resulted in many callers experiencing unacceptably long waiting times to get through. Further work is currently being undertaken to remedy the situation and a further report will come to Scrutiny in February 2015. Following receipt of complaints about the school bus service in Oakington a request has been made to the Chairman of the **Partnerships Review Committee** that the County Council's policy be scrutinised. It is hoped it will be included in the January 2015 meeting agenda. The agenda for the **Planning PfH** meeting on 18 November included approval of the council's draft response to the Travellers & Planning consultation. The view of members present was that the response to Question 1 should be expanded and the PfH agreed to an appropriate amendment.
Agenda: <http://bit.ly/1rp63z9>

The **Northstowe JDCC** met on 26 November and before business commenced paid tribute to County Councillor John Reynolds, a much respected colleague who died suddenly a few days before. The main agenda item was the developer's appeal for non-determination of an application to remove condition 14 relating to minimum room sizes. There was extended debate before members agreed that the council should contest the appeal and that it should request a hearing. There is strong feeling among members that the condition upholds an important principle and the 4 parish councils' responses echoed this.

At his meeting on 27 November the **Leader** approved the virement of £10,000 to the Community Chest enabling approval of the two applications received. The remaining £7,900 will be available to satisfy applications received before Christmas. To apply: <http://bit.ly/1muEsWw> Leader's PfH Meeting Agenda: <http://bit.ly/1AY1EWN>

Council met on 27 November. A short agenda included governance arrangements for the City Deal and what amounted to a tidying-up exercise for the Planning Scheme of Delegation. Both items had previously been discussed in at least one other forum but the first item particularly was the subject of protracted debate.
Agenda: <http://bit.ly/1rwuPgY>

Housing: The location has been announced of the first of the sites that will together deliver 1,000 affordable homes through the City Deal. Up to 18 homes will be provided at Littlington.

I came across this website recently and thought you might find it interesting/helpful. It includes a lot of useful information about community rights and also gives details of new [fairly short term] government funding for the preparation of **Neighbourhood Plans**: <http://bit.ly/1y3PysK>

South Cambs 5th **Annual Community Awards** are now open for nominations: <http://bit.ly/1rcXQIL> There are new categories this year. As well as the familiar Village Hero the categories now include Parish Councillor of the Year and 3 Community Pride categories: Youth Group or Initiative; Business developing Talent and Local Services & Amenities.

South Cambs is also asking for the views of local residents on "**Shaping our Future Priorities**" <http://bit.ly/1qTx3GX> Consultation closes on 30 January 2015.

Diary dates:

08 December: Parish Planning Forum at South Cambridgeshire Hall. Starts 18.30
17 December: Northstowe JDCC [Provisional]. Starts 14.00

As always you can contact your district councillors about these and any other local or strategic issues. We look forward to seeing you at your meetings and to receiving your comments/questions:

Simon Edwards
cllr.edwards@scambs.gov.uk
07711 079089

Lynda Harford
cllr.harford@scambs.gov.uk
01954 251775/07889 131022

Tim Wotherspoon
cllr.wotherspoon@scambs.gov.uk
01954 252108

Monthly report for parish and community council November 2014

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

David Jenkins www.chilibdems.co.uk 07739 748859

ccc@davidjenkins.org.uk 01223 236232

Full Council meeting

There was no council meeting in November.

General Purposes

The committee met in November and the agenda was largely financial with a bridging loan to finance a funding gap resulting from late payments of Section 106 funds, a grant for Special Educational Needs and Disability (SEND) Implementation and a loan to the Arthur Rank Hospice for the development of a new 24-bed hospice in Shelford.

www.shapeyourplace.org did feature CH&I relevant issues in November. One relating to the frequency of grass cutting along the busway (4 times a year) and two others related to Orchard Park (parking and general snagging). Both of these are being addressed by the Community Council. The Ring Fort Path in Orchard Park consultation is now open until 1 Dec 14 (<http://bit.ly/1zog2ad>).

Adults & Wellbeing

This committee met in November. There were no key decisions.

There's a consultation on CCC's 'strategic commissioning approach for children and young people with Special Educational Needs and Disability' running until 5 Dec 14 (<http://bit.ly/1y4vuXv>).

Children & Young People

This committee met in November. There were no key decisions.

The rules for free childcare have changed. There's more information at <http://bit.ly/1CuWD9S>.

Economy & Environment

This committee met twice in November. I missed the first meeting because of my vacation. There were no key decisions but the Committee did endorse the list of priority projects for the City Deal which includes the improvements to Histon Road and agree to go forward with parking charges for the guided bus P&R sites (I wish I'd been there for that; I've asked for it to come back early in 2015). Go to <http://bit.ly/1z4PPu4> for my report on the second. The Committee had two key decisions: first to OK the Long Term Transport Plan (minus the controversial Wyton airport A14 link road) and then to set the framework for the Ely Southern Bypass project.

I attended a meeting of the Northstowe Joint Development Control Committee. It was a one item agenda and the Committee agreed to contest a Gallagher appeal that the minimum house size condition be dropped. Go to <http://bit.ly/1w6aDn7> for a fuller account.

Health

This committee met in November. I was unable to attend (business). There was one key decision related to the awarding of the procurement of an Integrated Lifestyles Service. The Committee endorsed progress to date and delegated the final awarding of the contract to officers.

It's worth noting that free flu jabs are now available for those over 65, children between 2 and 4 years old and people with long terms health conditions. Go to <http://bit.ly/12heqkg> for more info.

Highways & Community Infrastructure

This committee met in November. There were no key decisions. However in a debate about the 2015/16 budget it was agreed to endorse a proposal to use any potential additional funding for winter maintenance (£300,000), street lighting (£80,000) and community grant (£15,000), subject to the outcome of the General Purposes Committee in December 2014.

More local matters

I attended a meeting at Cambourne to review responses to August's flooding. Representatives of the Environment Agency and Anglian Water were present along with officers from SCDC and CCC. I met officers to review bus options for Rampton.

I met officers to review jetting plans for Histon & Impington and (other officers) options for the St Andrew's Centre local highways initiative project.

I am following up the Oakington school bus issue. I have not yet been given access to the details and given the lack of precision on measuring home to school distances this needs some careful analysis. The B1049 south of the Green and the approach to the Junior School in Histon have both been resurfaced relatively painlessly.

The daily 106 bus service from Rampton to Ely ceased operation but the 110 Freedom bus got reinvented as the twice weekly Green Bus to Ely via Rampton. I rode this service and the other passengers were very positive.

Diary (public meetings)

2 Dec	1000	General Purposes Committee	Shire Hall, Cambridge
2 Dec	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
9 Dec	1400	Children and Young People Committee	Shire Hall, Cambridge
9 Dec	1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
11 Dec	1000	*Planning Committee	Shire Hall, Cambridge
11 Dec	1400	*Health Committee	Shire Hall, Cambridge
16 Dec	1030	Full Council	Shire Hall, Cambridge
13 Jan	1000	*Economy and Environment Committee	Shire Hall, Cambridge
28 Jan	1400	*Northstowe Joint Development Control Committee	SCDC, Cambourne

*committees of which I am a member

And finally ... I had a week's holiday during the month (go to <http://bit.ly/1z5bz94> for that story) when I went to Turkey, Cappadocia to be specific. Truly memorable. Turkey is of course a country at several crossroads: in or out of Europe, secular or Islamic, developing or developed. I've been several times, often on business, and have always been impressed with the people that I've met. It's an enormous country with lots of natural resources and its Mediterranean coast is blessed with a good climate. The country's leaders have a real challenge to get their policies right for the future so that its people can share in the wealth which it's starting to acquire. I'm reminded about the change in Spain. In Franco's pre-EU times Spain was a cheap holiday destination. Now it's a proud and (reasonably) prosperous nation. You see its nationals enjoying their own country. I trust that the same will be true for Turkey. I've posted some photos on Flickr at <http://bit.ly/1uZpLfz>.

David Jenkins
ccc@davidjenkins.org.uk

www.chilibdems.co.uk

07739 748859
01223 236232

CLERKS REPORT – December 2014

Highways

Items in red have been outstanding for some while and reported again in bulk to County. Still waiting updates.

- Telegraph Street - unsuitable for HCV's sign has been installed but at the High St rather than Denmark Road end. Highways have been asked to either move or provide additional signage. Waiting further follow up from Emma Murden (Highways). FOI request submitted to Emma Murden on behalf of resident, asking to see the original order form for the work. This has now been received and confirms that the wrong location was specified in the works order.
- Harlestones Road – have been informed that the road hasn't received a capital bid and it is unsuitable for standard resurfacing. Jon Clarke is liaising with Martin Gowler to see what else can be done. Have pressed for action due to the very poor state of the Lambs Lane end.
- Denmark Road – the blockage to the pipe running from Denmark Road to BGW was scheduled for clearance w/c 28th July. Still waiting an update from Emma Murden (Highways). Met with agent for TW on 7th Oct. They have been instructed to clear the ditch on BGW by the end of the month. However job is far bigger than initially thought and will require the removal of the majority of the hedging. Agent to report back to client and confirm how this will progress.
- Histon Road – Numerous complaints regarding chippings on the path itself and I have contacted Martin Gowler who arranged the surface dressing work. The path will be swept again on the 1st December. The end of the cyclepath hasn't been marked.
- 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. Have been informed that this now won't be looked at until replacement for Jon Clarke is found. However following meeting with David Lines he will now look into this for us.
- White line reinstatement has been requested for Oakington Road and the missing Rampton Road/Lambs Lane junction white/yellow lines have been chased again. These have been missing since Jan 2013 when the junction was resurfaced.
- Have followed up with County re. additional work needed for the Knotweed issue on Wilkin Walk. This still hasn't been actioned since initial contact back in late April.
- Tenison Manor adoption – have been liaising with Sue Reynolds, Highway Development Manager, at County. She is now chasing Persimmon to follow up ownership of the Little Cut. Have chased Sue for an update.
- All of the gullies have been cleaned w/c 15th September. I have obtained a list of streets to double check that all areas are covered. Despite the work done there is still an issue with a gully on Lambs Lane which was previously reported several months ago and I had been assured had already been cleared. I have contacted Pauline Peachy about this. Chased again on 10th November since no response to previous 2 emails. Crew should be onsite w/c 24th Nov. However there may be a bigger issue with the Lambs Lane gullies; if so then the maintenance team will need to be involved. There are still 5 gullies on Twentypence Road which haven't yet been cleared.
- Have spoken to Jon Clarke re. gritting routes with the intention of getting Beach Road upgraded this year. Still unable to get the road upgraded because it doesn't meet their criteria – despite being used by school buses. The only suggestion was to set up community gritting scheme but this is only for pavements.
- Have contacted CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. No info received.

- Railings on the Cut bridge are broken again. Reported to Stephen McGee.
- Line reinstatement requested at junction of Broad Lane/Tenison Manor.
- Large pothole by the Old Rectory reported and has been fixed.
- Broken street lights by the village green crossing reported to Balfour Beatty.
- Street light for Lyles Road has been ordered. Installation date TBC.
- Low-hanging tree over Narrow Lane has been reported to BT Field Services for cutting back.

Village Hall

- ABCO contacted regarding repairs to guttering on the village hall.
- Fire extinguisher inspection has taken place. Kitchen extinguisher has been replaced; the previous powder version is now deemed illegal in kitchens.
- Users have been contacted re. keeping the alarm cupboard locked at all times and a note put on the door as a reminder. Additionally it has been requested that children are kept out of the kitchen.
- Aquarius Liquid Engineering have carried out the annual pump inspection.
- Deep clean of the building has been given the go ahead by CALF. Date TBC.
- Alan Mappedorum has been instructed to replace the light on the side of the building (transformer broken), install a sensor light in the outside toilet and replace the hand dryers in the 2 toilets.
- Ladybirds have cancelled their booking for Breakfast with Santa + Christmas show and will holding it in the Ladybirds building instead.

Recreation ground

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced.
- Cradle swing seats on old frame have been identified as needing replacing. Quotes being obtained from original supplier.
- Quotes being obtained for deep-tine pitch aeration (with sand dragging) + digging a ditch.
- Mike Overall contacted re. repairs needed to shed roof following attempted break in.
- Permission has been given by CALF for the Colts to hold their annual tournament on 24th May. A meeting will be arranged prior to the event to go over their requirements.

Misc admin

- November Issues log distributed separately.
- Kingfisher Way trees – the work at the back of residents houses will be carried out on 15th December. The rest of the work on the other side of the ditch has been scheduled for 19/20th February 2015 (which was the earliest available slot).
- Waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Dog bin on Rampton Road by the allotments has been moved to alleviate the vision problems for drivers.
- Refurbishment of benches on the Pond and High St has been completed. Martin has also removed the village sign in preparation for work.
- The SLCC have negotiated a discount for members with Office Depot so I have registered us. We already have an account with Staples but this will enable us to compare prices to get the best possible deal on our stationery supplies.
- WARG Field – Roger Covell has confirmed that registration has been completed by the Land Registry.

- Permission has been given by CALF for the annual Yesteryear Roadrun to use the village green on Sunday 19th April 2015.
- Permission has been given by CALF for the Fen Edge Family Festival to use the village green on 18th – 22nd June 2015.
- New signage has been requested from Screens & Graphics for our Parish noticeboards + replacement signs at the rec ground.
- Fen Reeves has been inspected and needs some maintenance. Groundsman to clear 'rides' and will trim around the pond area. Possible tree work needed in addition.

Facebook

316 likes.

14/316 – Lime Trees

Background:

Ian Lorman, the Trees Officer at SCDC, has been asked to liaise with CPC regarding the replacement trees for the ones removed outside 333 High Street. There is one main criteria that has come from Wayne Stewart at County; he is adamant that the trees aren't to be planted on Highways land. This obviously means that they can't be planted as a direct replacement for the limes.

Ian has stated that:

- The replacement trees must preferably be planted as a copse or in a row. Ideally somewhere prominent in the village
- Need to be planted this season (before March)
- They will be large species trees (prob 2.5m high to start with)
- Would need to be planted 5-6m apart

Considerations:

- The new trees will need a large space allocated to them
- The parish would become liable for their upkeep
- Need to decide species
- Expectations from residents as to the location of the replacement trees

14/317 – Changing Rooms

Since the last full Council meeting:

Contractors:

Following the last Council meeting, Councillors Morris and Mudd, with our architects, have met both leading contractors to clarify the scope of their offers.

There are some minor cost-saving variations in phase 1 scope for which we need to understand the implications on capital outlay:

- using pumped mains sewerage rather than a very large on-site holding tank with frequent emptying by tanker
- retaining excavated soil on site rather than transporting off-site and landfill penalty charges.

There are a number of minor cost-saving measures in phase 2 that are now close to resolution

- choice of facing brick
- switch to fluorescent lighting rather than LED
- various material substitutions
- etc

We are close to the point of diminishing returns where further cost refinements are offset by increased engineering costs.

Fund Providers

We have been keeping our key stakeholders – FF, SE and SCDC - informed of progress and are getting reassurance that, as we are so close to starting work, the funding appears secure – at the moment.

The Cricket Club are also preparing submissions to ECB in support of a short-term interest-free £50K loan as discussed previously.

General

We have also:

- estimated the long-term running costs based on likely usage in support of FLAC's budget deliberations and CALF's negotiation of user charges.
 - These should be in the region of £14,000 per annum, equivalent to about £60 per match where showers are provided or £40 per match without use of showers.
- rehearsed the position on VAT reclamation with HMRC

Next steps

- Another round of meetings with the two contractors within the next week or so.
 - Resolve residual overlaps and gaps in the key bids and other suppliers
 - Finalise scope and cost for the bulk of the work on these three phases
 - Agree a provisional timetable for the works
- Retain a provisional sum ourselves for "out of scope" services and minor fittings (where further donations and/or fund-raising will help)
- Advise Fund Providers in order to seek "permission to proceed"
- Place contracts

14/318 – Budget Delegation

As we move, following our adoption of new Financial Regulations, to clearer budgets for each of these two main committees, we could consider extending their delegated authority (currently limited to professional services) to include limited authority to authorise spending (within FR procedures) up to £3,000+VAT in a quarter, on maintenance and capital within their remit.

We also need to consider how “reporting back” is scheduled into CPC agendas, probably as a standing item on the agenda in which these two Committee Chairs are required to comment on significant items – including spending decisions – recorded in minutes of Committee meetings held since the last full Council meeting or anticipated in the next quarter. We could then drop the current quarterly reporting requirement (which you have all ignored):

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council

If adopted, the relevant term of reference would change from:

- Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

To:

- Noting emergency financial delegation policy for the Clerk *and acting within CPC’s Financial Regulations*, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, *up to £3,000 plus VAT in a quarter, on items within that Committee’s delegated remit*, without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

14/319 – Tree surgery – Brenda Gautrey Way

On visits to the site various maintenance issues have been noted as needing attention:

- Remove fallen tree alongside ditch running along fence line of properties (Leopold Walk end)
- Reduce tree badly overhanging the pavement
- Walnut tree encroaching onto property – reduce
- Remove deadwood to apple and some of the larger trees

The best quote obtained is £850

14/320 – Tree surgery – Recreation Ground

Groundsman noted that during the recent gales quite a lot of branches had been blown down from the Poplar trees. On inspection quite a lot of deadwood was noticed which needs removing.

The best quote obtained is £220

14/322 – Youth Provision

Background:

My name is Andrea Cramp, I live in Cottenham and have two children - in year 3 and year 6. I have worked as a Young People's Worker at Cambridgeshire County Council for 10 years and currently on secondment as a Youth Worker to Histon & Impington Parish Council.

I am concerned about the lack of youth work in the village and would like to propose that some money is set aside in next years' budget to get some new projects up and running.

I am attaching some sample quotes for set up of various projects that could run. I have also listed my ideas of projects and activities that I think the Parish Council could consider. We may be able to save some costs by using volunteers to help run clubs and projects and I already have a list of enthusiastic members of the community who would support this idea.

Fen Edge Festival

I feel it would be a good time to raise the profile of young people and get as much involvement from them as possible at this event. Ways in which this could happen:

1. Assist with running of Toy Library children's corner
 - Run face painting stall
 - Set up stalls within this space for biscuit decorating and craft opportunities
 - Assist the use of the bouncy castle and equipment
 - Collect money on entry

Young people could use this towards their Duke of Edinburgh qualifications.

They could attend a babysitting course and receive **The British Red Cross Looking After Other People's Children Certificate** and **Basic First Aid Certificate**. See attached quotes.

We could set up a separate planning group running through basic skills, planning and safety procedures they would need to adhere to.

2. Set up a youth club at which young people are able to make products to sell at The Fen Edge Festival. Asking members of the community to share their skills and knowledge with the group – creating intergenerational projects. This could include crafts; baking; sewing projects; upcycling/recycling projects.

COTTENHAM YOUTH CLUB DRAFT QUOTE

Young People's Worker	£14.40 per hour	X 4 hours a week	X 39 weeks	£2246
Three Youth Workers	£8.07 per hour	X 2.5 hours a week	X 39 weeks	£2360.48
Venue hire	£10 per week		X 39 weeks	£390
Resources	£10 per week		X 39 weeks	£390
On costs	15%			£691
Management Fee	20%			£921.29
Total				£6998.77

COTTENHAM BABYSITTING DRAFT QUOTE

Lead Youth Worker	£9.70 per hour	X 3.5 hours a week	X 12 weeks	£407.40
Youth Worker	£8.07 per hour	X 2.5 hours a week	X 12 weeks	£242.10
Venue hire	£10 per week		X 39 weeks	£390
Resources	£10 per week		X 39 weeks	£390
First Aid	£200			£200
Training Fee				
On costs	15%			£97.42
Management Fee	20%			£129.90
Parental Contribution	£10 each			-£150
Total				£1576.92

Looking after other people's children course



What is this course about?

This is a tailor made course to help you gain a basic level of knowledge, understanding and learning in looking after other people's children (babysitting). As well as offering practical and hands-on experience, you will complete a portfolio of your work and receive a certificate on successful completion of the course, including First Aid.

Where Cottenham Village College? Cottenham Community Café?

- When** A course of 10 sessions on XXXX from 3.45 – 5.15pm
Starting XXXX
Please note the First Aid Course will be on XXXX – which will be a longer session until 7pm. You must attend the first aid course in order to complete the course.
- Who** Open to young people aged between 14-16 (13 if you will be 14 by XXXXX).
- Cost** £10 per person – to include a Certified First Aid Course
Some free places available – please get in touch with Andrea to discuss this if payment is difficult for you and your family. Tel: 0789 990 4959 Email: youth.worker@hisimp.net
- Enrol** XXXXX

Safe in your hands



A babysitting course can help you to become better equipped and more confident about looking after children.

Babysitting Course

SAMPLE Programme

Tuesday 30th September

Introduction to the course, getting to know each other and what makes a good/bad babysitter

Tuesday 7th October

What should we be able to expect from a babysitter/parent/child?

The law

Tuesday 14th October

What does a baby need? Handling Babies and changing nappies

Home project: create a collage of pictures/drawings of items babies need taken from internet and catalogues

Tuesday 21st October

Feeding babies, putting babies to bed, babies crying and childcare

Half Term – no session this week

Tuesday 4th November – Accident prevention, fire safety and safety in the home

Tuesday 11th November - First Aid Course

Please note this will be a longer session running until 7pm.

In order to achieve your Babysitting Certificate you must complete the First Aid Training.

Tuesday 18th November

Toys and activities – visit to Early Years Centre

Tuesday 25th November

Looking after children in groups

Tuesday 2nd December

Child Protection

Tuesday 9th December

Dealing with Challenging Babysitting situations

Personal values

The art of listening and assertiveness

Tuesday 16th December – no session but deadline to submit portfolios for assessment

Proposal to provide: Basic emergency first aid course

First aid can be a life-saving skill, and you never know when you may need to use it. Come along to one of the following 2 hour basic emergency training courses and ensure you have the skills and knowledge to know how to help.

When: xxxxxxxxxxxxxxxxxxxxxxxx

Course 1 will run from 4.00 – 6.00pm

Course 2 will run from 6.30 – 8.30pm

Where: Cottenham Village College? Cottenham Community Café?

What: The course duration is 2 hours and covers the following:

- Calling for Help
- Dealing with Emergency Blocked Airway
- Bleeding
- Basic CPR Procedures
- Provides the candidate with a 1 Year Attendance Certificate

Why: To enable young people to help someone else who has been injured or taken ill before the arrival of a medical professional.

Another qualification you can add to your Curriculum Vitae.

Who: This course is available to all young people at CVC in all year groups. Maximum of 15 people attending each session.

How: XXXXXXComplete a registration form. Enclose payment of £5 cash or cheque made payable to Cambridgeshire County Council.

Pass registration form and payment to Andrea Cramp, Youth Worker for Histon & Impington Parish Council via The Finance Office at IVC or at The Parish Office, Histon & Impington Recreation Ground.

Budget:	Staff	Andrea Cramp	part of contracted hours	£0
	Instructors from	TJ Training	£150 per 2 hour course	£300
	Room Hire		Community Room	£0
	Refreshments		drinks and biscuits	£10
	Income from bookings		£5 pp x 15 seats	-£75
	Total cost to Youth Committee Budget			£235
	Cost of £7.83 per young person to complete the course from Parish Council Budget.			

14/323 – Carol Concert

- A 35' Christmas tree has been ordered from Rougham Estates with a requested delivery date of Friday 5th December. Andrew will be onsite but we need some extra volunteers needed to help put the lights on please!
- Cllr Berenger has obtained eight donations towards costs so far and other companies have been approached.
- The lights around the green will be installed on 8th December. New lights have been purchased for the Christmas tree for some extra twinkle. Replacement bulbs obtained for the main lights. NB: need to look at better storage for the lights to prevent further issues with breakages.
- A lighting technician in the village has also offered to floodlight the green for the carol concert. Clerk arranging meeting to discuss costs etc.
- The carol sheets will be re-typed and made into a booklet format which will also make them easier to read. Have contacted Cottenham Brass Band to see if any tweaks to the carols required (remove/add new ones).
- Two reindeer will be in attendance at the event with the opportunity for people to feed them and take photos etc.
- Advertising banner will be installed on the corner of the village green and posters are going up around the village.
- Ladybirds are providing a BBQ and The Chequers will provide mulled wine & mince pies.
- Speakers and mics have been arranged.
- Cllr Berenger organising sweets for children
- Robert Smith has got the trailer ready to transport Father Christmas to the green.
- Robert Clarke is providing a trailer for the brass band to perform on.
- 'Scratch' choir made up from primary kids attending the event will perform.