

**COTTENHAM PARISH COUNCIL**

**AGENDA REPORTS PACK**

**FULL COUNCIL**

**FEBRUARY 2015**

## Item 15/033

### COTTENHAM PARISH COUNCIL

#### Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 13<sup>th</sup> January 2015 at 7.15pm

**Present:** Cllrs Leeks (Chair), Beckford, Berenger, Collier, Collinson, Heydon, Morris, Nicholas, Mudd, Ward, Wotherspoon, Young, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 4 members of the public

- 15/001. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Richards (arriving late), CCC Cllr Jenkins (holiday) and CCC Cllr Mason (work).
- 15/002. Public participation – Standing Orders to be suspended.** Cllrs Bolitho, McCarthy and Richards arrived at 7.17pm. Eileen Wilson, Chair of FECA, addressed the Council regarding their grant application which was submitted after the deadline. Cllr Morris pointed out that legally we can't give FECA money under the S137 scheme but there may be some other way we can help. It also needs to be acknowledged that CPC donate use of the green free of charge for the event. Additionally CPC aren't a charity but by asking us for money which FECA then give in grants we aren't able to 'control' who we then give those grants to. The question was raised of why FECA have £40k on their balance sheet. Eileen stated that the reserves could be used to fund the event however they may want to use the money to give additional grants going forward. Cllr Heydon queried the acceptable use of S137 and this was clarified.
- 15/003. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate. Cllrs Berenger and Collier declared a pecuniary interest in item 15/006 (expenses). Cllr Collinson declared a non-pecuniary interest in the grant to the Mobile Warden scheme (item 15/010). Cllr Richards submitted a formal dispensation for the changing rooms. Resolution that CPC accepts dispensation from Cllr Richards. **RESOLVED.**
- 15/004. Minutes** - Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 13<sup>th</sup> January be signed as a correct record. **RESOLVED.**
- 15/005. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Young queried the finance cut of 31% and it was confirmed that this figure was correct. Regarding S106, Cllr Harford mentioned that another authority have registered for a judicial review. SCDC haven't registered. Beach Road – some discussion about the S106 monies; it looks like first occupation will be approximately the end of March but waiting confirmation. Cllr McCarthy asked if there would be a survey following the delayed bin collections over the Christmas period. Cllr Harford firstly responded that the blue bins would always have 'side waste' collected (if in a reusable or cardboard box). She also thanked CPC for putting the bin collection details on our website and Facebook. SCDC will look at feedback and review the scheme in advance of next Christmas.
  - **CCC** – report circulated prior to the meeting. Issue of cyclepath cleaning raised again.
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Gritting – CCC Cllr Jenkins has suggested that the 3 parishes involved pay for the gritting themselves. Endurance – members of the

Planning Committee to meet with them to gain further information. Cllr Wotherspoon left the room at 8.05pm.

- **Police** – no update provided.

#### 15/006. Finance

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Debbie Prince	Use of Recreation ground (November)	£ 24.00	£ 24.00
Michelle Plowman	Rent of village hall (October)	£ 965.00	£ 965.00
Day centre	Rent of village hall (Nov)	£ 560.00	£ 560.00
C.F Gawthroup	Town Ground Rent	£ 245.00	£ 245.00
Toy Library	Donation from the Toy Library from Toy sale	£ 27.50	£ 27.50
CUSSC	Donation from quiz night towards changing rooms	£ 747.00	£ 747.00
Curry Palace	Donation towards the Christmas tree	£ 100.00	£ 100.00
Jane Williams	Rent November	£ 130.00	£ 130.00
		<b>£ 2,798.50</b>	<b>£ 2,798.50</b>
<b>Expenses</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Salaries	Salaries	£ 3,996.83	£ 3,996.83
HMRC	Tax and NI	£ 1,469.84	£ 1,469.84
A Mappedoram	Checking of lights at village hall & sensor light	£ 39.95	£ 47.10
CAPALC	Outreach training Courses x 3	£ 1,050.00	£ 1,050.00
Open Spaces Society	Annual subscription	£ 45.00	£ 45.00
Travis Perkins	Rope coils for Carol banner on green	£ 7.41	£ 8.89
Andrew King	Mileage costs to end of November	£ 4.80	£ 4.80
Green and Purple Ltd	Accountancy support re Changing rooms (Nov 14)	£ 250.00	£ 300.00
The BC Group Trust	Crowlands Manor site	£ 245.00	£ 294.00
Debbie Seabright	Stamps and Envelopes	£ 14.72	£ 14.72
The BC Group Trust	Crowlands Manor site	£ 412.50	£ 495.00
Andrew King	Reimbursement for inv for reindeers at carol concert	£ 420.00	£ 420.00
Sarah Berenger	Expenses re Sweets for the Carol concert	£ 55.54	£ 55.54
CSA	Bucket and mop and Zip Strip & Toilet rolls (at £39.90)	£ 153.35	£ 184.02
Jo Brook	Expenses re Carol concert and Stationary	£ 102.70	£ 102.70
Alex Collier	Expenses re the sound man at the Carol Concert	£ 70.00	£ 70.00
Green and Purple Ltd	Accountancy support re Changing rooms (Dec 14)	£ 250.00	£ 300.00
JK & GA Agnew Woods	Christmas tree for the green	£ 425.00	£ 510.00
Atlas Tree Surgery Ltd	Phase 1 work on Tenison Manor	£ 400.00	£ 480.00
Nick West	Cleaning of the Village hall (labour )	£ 610.88	£ 610.88
Nick West	Keys cut	£ 150.00	£ 150.00
Nick West	Air freshner/ Duracel batteries/ Cleaning equipment	£ 87.28	£ 87.28
Southern Electric	Electricity on the Green DD	£ 21.35	£ 22.41
Andrew King	Inv for Dec 2014 Labour £2083 Materials £383.33	£ 2,466.33	£ 2,950.60
A Mappedoram	Erection of the christmas lights on the green	£ 488.95	£ 586.74
Connections Bus	Sept-Dec (14 visits)	£ 3,318.00	£ 3,318.00
		<b>£ 16,535.43</b>	<b>£ 17,583.35</b>

Cllrs Berenger and Collier left the room at 8.06pm. Cllr Wotherspoon returned at 8.07pm.

Expenses for Cllrs Berenger and Collier approved and they returned to the room at 8.08pm. RFO mentioned an amendment to the figures for Andrew King; should be £2152.91 + materials net and £3043.48 gross. Cllr Mudd mentioned the BC Trust invoice for £245 since although the work

needed doing it hadn't been approved by the Council. Resolution to pay these invoices.

**RESOLVED.**

- 15/007. Election of Vice Chairman** – Resolution that Cllr Morris is appointed as Vice Chair. **RESOLVED.**
- 15/008. CVC Governor** – Resolution to appoint Cllr Collier to the role of College Governor. **RESOLVED.**
- 15/009. Appointment of members to Traffic Committee** – Resolution to appoint Cllr Nicholas to the Committee. **RESOLVED.** NB: 1 vacancy still outstanding.
- 15/010. Budget setting and Precept 2015/16** – to consider Finance Committee recommendation of setting an expense budget for 2015/16 of £239,418 – Cllr Young gave the background. FLAC haven't recommended a precept figure in advance of discussions tonight. Initial projected expenditure £239,418, income £39,520 gives a net of £199,898. Groundsman costs amended to £30,435. S106 figures for Tenison Manor £2k, BGW £1k and a maintenance figure for WARG Field of £200 to be separate line items. Cllr Young clarified that tree works had been reduced based on 2014 expenditure. Furthermore following the changing rooms and skatepark projects there will be reserves which will act as 'contingency'. Additional £500 added to playground maintenance. Further discussions required with the Community Centre regarding rent. Cllrs Morris and Mudd are still working on the revised Sports & Social Club agreement to unbundle the additional work done by Nick West and Andy Ward. Cllr Richards raised the provision of disabled toilets at the Village Hall. £5k for Christmas lights to be swapped to disabled toilet project. Cllrs Berenger and Collier stated their intention to raise the money needed for the lights by looking for sponsorship from local companies and individuals. Resolution that with an expenses budget of £243,618 and income of £39,520, CPC recommends a precept for 2015/16 of £204,098. **RESOLVED.** Cllr Harford left the meeting at 9.06pm.
- 15/011. Finances** – to consider Finance Committee recommendation of viring of historic reserves into a general reserve, capital fund and loan fund plus an annual review of budget allocations and reserves already made – Cllr Young gave the background to this item. Essentially there will now be 3 rather than the current 5 pots of money. Need to ensure that ringfenced money is properly accounted for. Resolution to accept Finance Committee recommendation of viring of historic reserves into a general reserve, capital fund and loan fund plus an annual review of budget allocations and reserves already made. **RESOLVED.**
- 15/012. Changing Rooms** – To receive an update on the project - Cllrs Morris ran through the key items in the report provided in the agenda pack. In addition an irregularity has been found which relates to an earlier tender bid and he is awaiting advice from the SCDC Monitoring Officer. This doesn't contaminate the current tenders because the contractor isn't involved in the current process. Meeting scheduled for this coming Friday with Wilby & Burnett plus all the contractors.
- 15/013. Skatepark** – To receive an update on the project - Cllrs Morris ran through the key points in the report provided in the agenda pack. Wheelscape have come back with a revised quote of £84,500. Contract Administrator quote has come back which still keeps us within the agreed £90k budget. Resolution that CPC now authorises the skatepark working party to proceed with the project and negotiate contracts. **RESOLVED.**
- 15/014. Tenison Manor adoption** – to consider setting up a meeting with Sue Reynolds (County), Persimmon and Anglian Water to progress adoption of the estate – Resolution that Cllrs Morris and Mudd will meet with all parties involved in the adoption of the estate. **RESOLVED.**
- 15/015. Verti-draining** – Resolution to accept CALF recommendation (resolution 14L/120) of deep-tine aeration at rec ground at a cost of up to £220+VAT per pitch (2 pitches). **RESOLVED.**
- 15/016. Facilities Committee** – to consider a delegated budget for CALF covering Open Spaces, Village Hall and Changing Rooms (resolution 14L/122) – Cllr Morris outlined the plan which would allow up to 10% of the budget per quarter within delegated line items to be spent. This would be voted on at Committee level for maintenance and approved projects only. Resolution that Council delegates a budget to CALF of up to 10% of the budget of expenditure per quarter within delegated line items for maintenance and approved projects only. **RESOLVED.**
- 15/017. Fen Reeves** – Resolution to accept quote for cutting back of small branch growth to clear pathways at a cost of £90 inc VAT (using tractor and flail). **RESOLVED.**
- 15/018. Narrow Lane** – Resolution to accept quote for spraying of weeds at High St end of path and removal of weeds from Telegraph St end at a cost of £120 inc VAT. **RESOLVED.**

- 15/019. Office shredder** – To consider purchase of a new shredder at a cost of up to £200 + VAT as recommended by FLAC – In relation to motions 15/019, 15/020 and 15/021 Cllr Beckford offered to supply the items via his work and this offer was accepted.
- 15/020. Laminator** – To consider purchase of a laminating machine at a cost of up to £50 + VAT as recommended by FLAC – See item 15/019.
- 15/021. Display boards** – To consider purchase of exhibition display boards at a cost of up to £83 + VAT as recommended by FLAC – See item 15/019.
- 15/022. Neighbourhood Planning working party** – Resolution to set up a working party comprising Cllrs Morris and Nicholas with SCDC Cllr Harford. **RESOLVED.**
- 15/023. Scrutiny Committee** – To consider setting up a Scrutiny Committee – Item deferred.
- 15/024. August Full Council meeting** – To consider that no full Council meeting is held during August – Item deferred.
- 15/025. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Meeting closed at 9.57pm.  
*It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.*
- 15/026. Sale of grounds equipment (closed item)** – To consider the best method of selling all unwanted machinery equipment. The meeting re-opened at 10.03pm.
- 15/027. Matters for consideration at the next meeting** – Changing rooms, skatepark, church & causeway, grants
- 15/028. Dates of next meetings** – Planning 5<sup>th</sup> February, Highways 10<sup>th</sup> February, Facilities 17<sup>th</sup> February, Planning 19<sup>th</sup> February, Finance 26<sup>th</sup> February, Full Council 3<sup>rd</sup> March
- 15/029. Close of Meeting** – 10.05pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## Item 15/033

### South Cambridgeshire District Councillors' Report to Parish Councils - January 2015

#### Housing

I am delighted to confirm that the 5 affordable homes on Histon Road, Cottenham were handed over for occupation on 28 January. The changes to S106 thresholds are going to affect the supply of affordable housing for our villages and we are going to be even more reliant on landowners offering up land for exception sites. These 5 homes would not have been built in Cottenham by Icen for Hundred Houses had not a group of local landowners made the land available. They have also given Cottenham Parish Council the piece of land to the rear of the new development and the use of this is currently under discussion by CPC.

#### Finance

At his meeting of 20 January the Finance & Staffing PfH received a report on the Council's borrowing and investment strategy and agreed to recommend it to Cabinet and Council for approval. He also agreed to write off a debt of £57,900.41, all possibilities of recovering the debt having been investigated and proved unsuccessful. Since 01 April 2013 the new Retention of Business Rates scheme has meant that the full cost of a write-off is borne by the council; previously all business rate write-offs could be off-set against the council's contribution to the national non-domestic rating pool. The quarterly review of the performance of Revenues & Benefits service showed, however, that the number of unoccupied business premises is steadily declining and it is to be hoped that debts resulting from business rate payment defaults will show a similar pattern. Full details: <http://bit.ly/1KeURIO>

#### Planning

There were no applications from our ward. You may be interested though to know that members voted almost unanimously in support of an officer recommendation to refuse an application at the sand and gravel quarry on the Sawston bypass. The application site is in the narrowest part of the green belt around Cambridge and currently benefits from permission for mineral extraction to create an agricultural reservoir. The outline application was for 50 holiday lodges and various sports/recreational facilities around the reservoir. Planning Committee agenda pack: <http://bit.ly/1EuZUGl>

#### Northstowe

Following on from the confusion of last month members of the NJDCC were advised that they would now be required to determine the Phase 2 outline application in March. The complexity of the application is such that this caused some considerable consternation. However, it has now been confirmed that an approval subject to: agreement of the conditions that will apply and the S106 agreement is what is required at the earlier date. Bearing in mind that the S106 agreement for Phase 1 took 18 months to draft, the issuing of a decision notice is likely to be a good while later than the end of March whilst, of course, building on Phase 2 cannot commence until the upgrade to the A14 is complete. At the meeting of 28 January members of the NJDCC considered the responses to the consultation on Phase 2 and reviewed the risk register. The feedback from the consultation has provoked further consideration of several issues: the inclusion of a town park and the height of the buildings around Rampton Drift among them. Re-consideration of the level of car parking provision which features in the feedback from many consultees is still being discussed with the developers. Agenda pack: <http://bit.ly/18Cvk0o> and supplement: <http://bit.ly/1yfYfxk> [inc Rampton PC response omitted from original pack].

## **A14 Upgrade**

A member update seminar held on 26 January provided very little that is new. However, I received a reassurance that there is collaboration between those working on the A14 upgrade project and developers at Northstowe and the two teams are not working in splendid isolation.

The **Leader's PfH meeting** on 29 January brought a flurry of applications [totalling £18,994.44] for the £9,461.80 remaining in the Community Chest for the current financial year. There was very transparent consideration of the 14 applications and 9 [including Cottenham Charities - £1,000 granted in full] received either full or part of the sum they had requested. Agenda pack: <http://bit.ly/16c7yY8>

**Council** also met on 29 January. There was unanimous approval of the proposal that the current scheme which appears to be working well should continue for 2015/16 with minor amendments. The agenda item which allows for questions from councillors about joint meetings provided an opportunity for debate on the recent meeting of the City Deal board. Information on the board's decisions about infrastructure projects to be prioritised: <http://bit.ly/1CM436S>

For me the last meeting of the month which I attended after Council on Thursday was extremely pleasurable. I was part of a panel who considered the nominations for South Cambridgeshire District Council's annual awards. The greatest number of nominations was received in the 'Village Hero' category. We certainly have a great many residents who are committed to serving their local communities and choosing overall winners was an extremely difficult task. It was great to see nominations for Cottenham and Oakington for the parish council award. I very much look forward to attending the evening event in March when the awards will be made.

We welcome your questions about these and any other matters, local or strategic.

Simon Edwards  
[cllr.edwards@scambs.gov.uk](mailto:cllr.edwards@scambs.gov.uk)  
07711 079089  
@Cllr\_S\_Edwards

Lynda Harford  
[cllr.harford@scambs.gov.uk](mailto:cllr.harford@scambs.gov.uk)  
01954 251775/07889 131022  
@2whit2whoo

Tim Wotherspoon  
[cllr.wotherspoon@scambs.gov.uk](mailto:cllr.wotherspoon@scambs.gov.uk)  
01954 252108  
@TimTheMan1

# Monthly report for parish and community council January 2015

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](http://www.chilibdems.co.uk) 07739 748859

[ccc@davidjenkins.org.uk](mailto:ccc@davidjenkins.org.uk) 01223 236232

## Full Council meeting

The Council did not meet in January.

## Committee meetings

The General Purposes Committee met twice during January. There was a key decision relating to the procurement of security services for Council premises. There were two key decisions at the second meeting. The first related to an asbestos removal contract and how to procure it. The second related to land at Estover Road in March. The recommendation had been for the Council to exploit its value for housing. However there was active lobbying and at the meeting it was proposed instead to make it available to an 'organisation duly established and constituted for the purpose of managing the land as a community sports facility' at a peppercorn rent for a 99 year lease. This sets an interesting precedent for current ByPass Farm discussions. This meeting also made the recommendation that council tax be raised by 2%. This will go to the February Full Council meeting.

The Adults & Wellbeing Committee met. There were no key decisions. However there was one item 'in committee' relating to Care Home provision and this will return to the Committee in May.

The Children & Young People Committee met. There were two key decisions. The first related to the School Funding Formula for 2015/16. This sets out the rules for distribution of the grant from Whitehall for schools. Cambridgeshire has done badly and until recently has been very close to the bottom of the table in terms of funding/pupil. This year there is extra money and although Cambridgeshire is still close to the bottom it's not as badly off as it has been. In a second key decision the Committee is agreed the draft Cambridgeshire County Council and Clinical Commissioning Group (CCG) Personal Budget Policy for Children and Young People aged 0-25 with Special Educational Needs and Disabilities.

The Economy & Environment Committee met. It took no key decisions. However it did approve a proposal for cycling improvements along King's Hedges Road which have some impact on Orchard Park. It also approved applying for funding to implement the recommendation of the 'Histon and Impington Surface Water Management Plan' reports. It noted the A14 Development Consent Order (the need to be mindful of the need for noise barriers was noted at my request).

I attended a meeting of the Northstowe Joint Development Control Committee. This meeting reviewed the responses to the phase 2 consultation. It now has a target of March to approve this application which is a significant advance on the previous schedule and seems unnecessary since work cannot start anyway until A14 developments are advanced. The developer's (the Homes and Communities Agency) plans have attracted some criticism and I am particularly concerned that an affordable housing level of just 20% is being suggested which is not compatible with the needs for such housing as evidenced by South Cambs analysis.

There was also a less formal briefing meeting earlier in the month.

Meetings of the bodies related to the City Deal took place during January and the priority projects for the first phase were approved. The list includes improvements to Histon Road which will be positive for residents of Cottenham, Histon and Impington.



The Health Committee met with one key decision re an interim arrangement for the School Nursing Services until it can be included in a wider strategic procurement of children's health services.

The Highways & Community Infrastructure Committee met. It had one key decision viz the Transport Delivery Plan. This included:

- Histon & Impington PC's Local Highways Improvements project;
- the two big projects for the B1049 (at the Green and on the A14 approach);
- the completion of the Impington to Milton footway;
- resurfacing of Youngman's Avenue in Histon and Coolidge Gardens in Cottenham; and
- surface treatment of Holmefield Close/Roselea in Impington

The Committee also approved the Library Service transformation strategy.

### Consultations relevant to this division

The Council continues to consult current Adult Social Care service users, their carers, Care Managers, Day Centre and other service staff including third sector volunteers and charities about how transport support is currently used and what reception a transport policy would receive across the County ([bit.ly/1bE1rx8](http://bit.ly/1bE1rx8)). It runs until 12 Mar 15.

It is also consulting with a number of identified stakeholders including service users, carers, the Cambridgeshire Alliance, the voluntary sector as well as various health partners to seek their views on the Draft Care Act Policy Framework ([bit.ly/1vpdzYA](http://bit.ly/1vpdzYA)). It runs until 20 Feb 15.

### Other County Council matters

[www.shapeyourplace.org](http://www.shapeyourplace.org) appears to have died.

I took the opportunity during the month to meet the Director of Public Health and to talk about ways in which papers could be improved.

Note that despite my comments about thin agendas all but one of the Council's Committees are using their February reserved dates for meetings

### More local matters

I joined County officers and representatives of the Histon & Impington Village Society to review options for the villages' archives.

I met County officers to review the status of cycle related projects within the division.

I met the Chair of the General Purposes Committee to review Histon & Impington Parish Council's ByPass Farm project.

It's potholes season and I am sure that more are being reported. I see 2 or 3 being reported each week on [www.fixmystreet.co.uk](http://www.fixmystreet.co.uk). Unfortunately Cambridgeshire appears to do less well than other counties ([bit.ly/11Qsdw6](http://bit.ly/11Qsdw6)). However the best that local people can do is to act like squeaky wheels and to keep reporting the problems.

Denis Payne and I met officers to ensure that the Library Service transformation strategy was not incompatible with the continuing operation of Histon Library in its present location.

## Diary (next public meetings)

17 Feb	1030	Full Council	Shire Hall, Cambridge
18 Feb	1030	Cambridge Fringes Development Control Committee	City Hall, Cambridge
24 Feb	1930	Friends of Histon Library	Histon Library
25 Feb	1400	*Northstowe Joint Development Control Committee	SCDC, Cambourne
25 Feb	1900	Police Panel	Cottenham Village College
26 Feb	1000	*Planning Committee	Shire Hall, Cambridge
3 Mar	1000	General Purposes Committee	Shire Hall, Cambridge
10 Feb	1400	Children and Young People Committee	Shire Hall, Cambridge
3 Feb	1000	*Economy and Environment Committee	Shire Hall, Cambridge
12 Mar	1400	*Health Committee	Shire Hall, Cambridge
3 Feb	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
10 Feb	1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge

\*committees of which I am a member

And finally ... everyone I've met since the turn of the year seems to be ill, have been ill or has a close member of the family in a similar situation. I'm sure it's no different to any other year and thankfully none of my contacts have been seriously ill but it does get you thinking. There's been no flu epidemic as such so the flu jobs that some of us have had don't seem to have been material but most people refer to 'a virus'. And of course when you got to the doctor he/she generally reaches the same prognosis and says something like 'be patient, it'll pass'. Well I am being patient. I felt rough a week ago and haven't really gotten ill but I'm a week in now and I still feel a bit rough. Not bad enough to not work (or to write this report) but not 100% either. More patience needed!

## CLERKS REPORT – February 2015

### Highways

**NB: Items in red have been outstanding for some while and reported again in bulk to County.**

**Anything in black is new or an update.**

- Histon Road – The path was swept again on the 16<sup>th</sup> January. The end of the cyclepath hasn't been marked but will be looked into over the spring.
- Have followed up with County re. additional work needed for the Knotweed issue on Wilkin Walk. SCDC EH offices has advised that they have looked into this. The land is owned by a builder from Colne, not a local resident, he is aware of the problem re the knotweed and is taking measures to combat it. A company called K Fergusons are contracted to eradicate it. It has been sprayed and cut back. Some has been removed and burnt. Further action will be taken when new growth appears in the spring. Fergusons are following the Environment Agencies Code of Practise in respect of this. The County Council were advised re the knotweed may be affecting their footpath, they have been out to examine it. They are not taking any action. NB: It is not an offence to have knotweed only an offence to encourage its growth and spread.
- 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 confirmed that the signs were requested for the wrong end of the road. County have stated that they currently have no funds available to move the signs to the correct end of the road and that it will be reviewed in the new financial year.
- 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 28<sup>th</sup> July. Still waiting an update from Emma Murden (Highways). Met with agent for TW on 7<sup>th</sup> 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 is trying to contact owners of the fields on the other side of the ditch to ascertain whether access can be gained from that side (they feel it would be cheaper to compensate them rather than pay for the removal of the hedging). No further movement from the County end regarding the actual blockage/collapse affecting 5 Denmark Road.
- 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. County looking to do the work in the spring.
- 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.
- Line reinstatement requested at junction of Broad Lane/Tenison Manor. County looking to do the work in the spring.
- Broken street lights by the village green crossing reported to Balfour Beatty.
- All of the gullies have been cleaned w/c 15<sup>th</sup> 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 10<sup>th</sup> November since no response to previous 2 emails. Crew should be onsite w/c 24<sup>th</sup> 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. Meeting took place in December although nobody from CPC was able to attend. The outcome was the following four options are available and these are to be explored further.
  1. Apply political pressure to get the road gritted as a precautionary rather than secondary route.
  2. County officers to work out the cost of carrying out the gritting and seek sponsorship for carrying out the service.
  3. Parish Council to look for community to treat the road with support and training from Council officers.
  4. Alternative route to school to be considered.
- New street light for Lyles Road has been ordered. Installation date will be approx. 6-8 weeks (mid/late March)
- Blocked drain in Lambs Lane reported (near junction with Pelham Way). Causing damage to front wall outside property.
- Pothole on Telegraph St/Denmark Road junction reported.
- Streetlights – Balfour are rescheduling all the outstanding issues and I am liaising with Keeley Russell to get the date.
- There has been an ongoing issue since May 2014 whereby a couple of residents have been directly liaising with County regarding a filled in ditch on Histon Road, in front of the new affordable houses. Due to a lack of response from both the County Officer, who has failed to respond to any emails in the past 7 weeks, and Cllr Mason, who has been mailed twice and asked to assist, I have mailed Bob Menzies directly to take the issue to a higher level. Responded to say he would investigate and get a response sent shortly. Residents were informed accordingly. Response now received from Sass Pledger and I am awaiting residents feedback.
- Following email correspondence from County re. contacting Highways I have provided feedback to Chris Stomberg re. their online Highways reporting tool and phone system. Conversation arranged for 2<sup>nd</sup> Feb with Nicola Speechley who manages the Contact Centre to discuss issues. Re. the online system Chris will be investigating making possible changes going forward.

### **Village Hall**

- 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. Monitoring of the situation confirms that the process is working.
- Lockable cabinet for the cleaning products is being supplied. This will be situated in the alarm cupboard. COSHH assessment forms will be completed for all cleaning items.
- Deep clean for kitchen was completed on 28<sup>th</sup> January. Some issues with the polish on the hall floor lifting but this is down to the poor condition of the floor. Replacement or continued maintenance needed along with cleaning by correct methods.
- Waiting delivery of waterproof thermometer for Legionnaires testing.
- Quotes being obtained for new front door mats.
- Thermal imaging survey carried out by Sustainable Cottenham. Particular issues identified around the side fire doors and hall ceiling.
- Leaking tap to hand basin in kitchen reported by users which will be repaired by Nick West.
- More heating oil ordered.

### **Recreation ground**

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced. CGM have been asked to advise.
- Cradle swing seats on old frame have been identified as needing replacing. Quotes being obtained from original supplier. Still waiting response from them.
- New signs for 'no dogs/bbqs/camping' to be installed.

## **Misc admin**

- January Issues log distributed separately.
- Kingfisher Way trees – the remaining works on the other side of the ditch has been scheduled for 19/20<sup>th</sup> February 2015 (which was the earliest available slot).
- Lime trees – Meeting arranged for 12<sup>th</sup> Feb with Gavin Wiseman, Emma Murden, Martin Allen replacement and CCC Jenkins. We will be looking at various Highways issues + the lime trees. CCC Cllr Jenkins was going to ensure the issue was added to a County agenda in January; no update received as yet.
- Amazon Tree Surgery will be carrying out of works on BGW and at the Recreation Ground on 3<sup>rd</sup> February.
- Noticeboard signs have been ordered and will require installation.
- Sue Reynolds is contacting parties involved with Tenison Manor adoption to organise meeting.
- Still 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.
- Works on Fen Reeves have been completed.
- CGM have been appointed to carry out vertidrainage at the rec.
- Works on Narrow Lane have been completed.
- Wreaths have been removed from the war memorial following consultation with Ann Scott.
- Correspondance received from the Village Society expressing concerns of the use of the name Pelham Grange for the new estate. Have informed them that this is a working name only and we are currently awaiting confirmation of the official name from SCDC.
- Correspondance received from Community Centre Trustees re. whether we would like them to fill in the door between the office and hall with sound-absorbing materials.
- Two residents have contacted us regarding article in the last Newsletter requesting suitable land for affordable housing. Site visits being arranged.

## **Facebook**

354 likes. SCDC are now following us and will use info on our website and Facebook to promote our work.

**Northstowe**  
**To follow**

### **15/036 – Changing Rooms update**

- “All-party” meeting held successfully on January 16th
- Durman Stearn site possession commences/d on February 2nd
- Handover to C J Murfitt expected around April 6th
- Material completion expected within August allowing a few final weeks of fitting out.
- CPC now registered for VAT; some “opt-in” documentation to complete
- Expected weekly expected cash flows and management being analysed with RFO and accountants
- Invoicing, payments and claims schedule being developed – some cheques need to be signed at FLAC meetings

### **15/037 – Skatepark update**

- Contract Administrator appointed
- “All-party” meeting held successfully on January 19th; site issues (buried cables) being checked
- Plan now includes sub-structure of permanent pathway through to Skate Park
- Awaiting WREN contract following project registration with ENTRUST.

15/040 – Beach Road speed limit changes





## **15/043 – Village sign refurbishment**

The painting in the sign is in need of refurbishment in addition to the woodwork. We have a couple of options where the painting is concerned.

1. we get the painting restored professionally. The cost could run into several hundred pounds.
2. we have it photographed and then a graphic designer can digitally correct/enhance the picture. It can then be screen printed onto a laminated thin plastic or vinyl sheet which will be harder wearing and more moisture resistant than the painting. As and when the picture fades it can just be re-printed. Approx. cost £75

## **15/044 – Committee Terms of Reference**

We recently discovered that our previous interpretation of “ex-officio” is incorrect. Ex-officio members are not a separate class of members; they have all the same rights as a member. The “ex-officio” exception is that the normal requirement that they assume the Chair at any meeting they attend is waived.

A proposed correction is to amend Term of Reference 1a from:

FROM 1a) Membership is N members of the Parish Council + Ex Officio

TO 1a) Membership is N + 2 members of the Parish Council including Chair and Vice Chair “ex-officio”.