

AGENDA REPORTS PACK

FULL COUNCIL MEETING

FEBRUARY 2018

Item 18/027.



DRAFT Full Parish Council Meeting

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 9th January 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Hodson, Mudd, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Edwards, the Clerk, Asst Clerk and RFO.

In attendance: 2 members of the public

- 18/001. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Nicholas (sickness). Clerk to send get well card.
- 18/002. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Interest in 18/010.
- 18/003. Minutes** – Minor amend made to wording for 17/276 (post box). Resolution that the amended minutes of the meeting of the Full Council meeting held on the 5th December 2017 be signed as a correct record. **RESOLVED.** Cllr McCarthy arrived at 7.18pm.
- 18/004. Public participation** – Standing Orders suspended 7.19pm. Resident 1 spoke regarding the Neighbourhood Plan and specifically the AECOM report. Clerk confirmed that it is now available on our website and that further evidence papers would be added this week. Cllr Morris mentioned that there would be a further consultation in the next few months. Standing Orders reinstated 7.21pm.
- 18/005. Reports**
- **SCDC** – Cllr Morris flagged the S106 issue regarding the County Council. Has heard that they are requesting money for some items twice. Cllr Wotherspoon confirmed this was one of the problems and that a lot of attention was being given to the matter at the moment. Cllr Wotherspoon also highlighted that we now have a 7th housing minister in 7 years. Had meetings lined up with the previous minister which were cancelled but is due to meet the current minister this month to press the urgency of the South Cambs housing problems.
 - **CCC** – No report. Biggest news is the A10 study has been published. There are 6 various options being looked at and business cases are being worked up. It appears that all options would reduce 'rat-run' traffic through Cottenham.
 - **Clerk** – Emergency repair carried out to broken boiler in the Village Hall. Email received from CPS regarding issues with fireworks display; item to be added to next CALF agenda. Planning Appeal has been received from County Council; item to go on next Planning Committee agenda. Swavesey Parish Council have requested a copy of our Rec Ground lease; Clerk to send. Wrong size mobile goal posts have been delivered for the Colts; they are liaising with the supplier directly. Lambs Lane bus shelter roof is damaged; add to CALF agenda. Election nomination packs will be available shortly. Cllr Young queried the Histon Road cyclepath issues; Asst Clerk still chasing. Cllr Mudd queried Leopold Walk issues; Asst Clerk to chase. Resident has reported potholes on Smithy Fen have been repaired today.
 - **Major developments** – CCC are appealing the original refusal for 154 houses but we don't yet know how long it will take for an Inspector to be appointed. New small application has come in for 23 homes off Oakington Road; this is being considered on Thursday.
 - **Neighbourhood Plan** – Further evidence papers going on the website this week.
 - **Village Hall & Nursery** – The NP paperwork provides substantial evidence for the Village Hall and Nursery – both the requirement and location.
 - **High Street Post box update** – No further update.
 - **Data Protection awareness** – As per report. Noted that item 18/018 related to some of the costs involved in the changes. The only other costs going forward would appear to be for the Data Protection Officer. Further information to follow from SLCC/NALC.
- 18/007. Planning permission** – consider the implications of grant of outline planning permission for S/1606/16/OL – Noted that we were now in the 6 week judicial review period. No further action.

- 18/009. Highways project** – consider the implications on budgets etc. of the cost escalation of the Stevens Close to Victory Way pavement improvement project – Cllr Morris outlined. Costs have escalated to £80k. We can reclaim the VAT and the project management fee will be waived which brings the cost down to around £40k. Resolution to accept quote for pavement improvement works at a cost up to the value of £40k + VAT. **RESOLVED.**
- 18/010. Grants for 2018/9** – consider FLAC review of applications received – RFO ran through the grant requests received (as show in appendix 2 of the reports pack). Discussion relating to Mobile Warden grant. Noted that there was a wider benefit to family members and that the scheme helps keep people in their own homes. Resolution to approve grant applications. **RESOLVED.**
- 18/008. Donations, Grants & Loans Policy** – consider asking FLAC to develop a formal Donations, Grants & Loans policy with particular reference to s.137 grants – Cllr Morris proposed a resolution of ‘FLAC to develop a formal Donations, Grants & Loans policy with particular reference to s.137 grants’. Cllr Collinson proposed an alternative resolution of FLAC to develop Donations, Grants & Loans guidance with particular reference to s.137 grants’. RFO left the room at 8.03pm. Discussions regarding both motions. RFO returned to the room at 8.04pm. Clarified that our Community Chest grants are dealt with separately. Resident 2 left the meeting 8.11pm. Resolution that FLAC to develop Donations, Grants & Loans guidance with particular reference to s.137 grants. **RESOLUTION FAILS.** Resolution that FLAC develops a formal Donations, Grants & Loans policy with particular reference to s.137 grants. **RESOLVED.**
- 18/011. 2018/19 Budget** - consider the FLAC suggested net budget of £202,307 based on expenses of £237,308 and expected income of £35,001 – Cllr Morris ran through the budget prepared by FLAC. Resolution to accept net revenue budget of £202,307 based on expenses of £237,308 and expected income of £35,001. **RESOLVED.** Resident 1 left the meeting at 8.24pm.
- 18/012. Village Hall/Nursery Finance** - consider, taking into account the current project situation, the FLAC recommendation to continue raising the “supplementary precept” of £118,000 p.a. – Cllr Morris said that this supplementary precept is necessary to service loans we expect to take from PWLB to fund the projects over the coming years. There is a significant amount of money accrued in various CPC reserves, not least from developer contributions, but we will need to borrow a significant amount more. The “unused” supplementary precept from 2017/8 will help, along with other reserves, to reduce the amount of capital we need to borrow. We don’t expect to be paying £118k every year for 25 years because the plan is to pay back some loans early as S.106 monies or revenues come in. Noted that don’t know when/if the s.106 monies will become available so cannot rely on those funds. Cllr Young concerned about the lack of business plans for the reconfigured Village Hall and Nursery. NP evidence documents have been worked on to show the need.
- 18/014. Precept** - Consider the net precept for 2018-19 of £328,834 equivalent to an unchanged £140 p.a. per band D property. This allows for the approved (18/011) net budget of £202,307 plus the ongoing supplementary precept of £118,000 p.a. plus the additional estimated highways project costs (18/009) and, because of the slightly higher tax base, (number of houses paying Council Tax) without increasing the amount paid by the average Band D home. Cllr Young proposed an alternative resolution to consider a net precept for 2018-19 of £210,834 – in effect, cancelling the supplementary precept at risk of undermining the finance case for raising a Public Works Loan. No seconder, resolution **FAILS.** Discussions regarding alternative, speculative loan amounts thought to be unworkable at present due to current uncertainties over the actual project costs. The goal remains to finance the projects within the £118,000 p.a. supplementary precept augmented by current reserves (including the £118,000 collected during the current year) and future developer contributions (although not available for several years). Resolution to set net precept for 2018-19 of £328,834 equivalent to an unchanged £140 p.a. per band D property. **RESOLVED.** Recorded vote: Cllrs McCarthy and Young voted against the resolution.
- 18/013. Reserves** – consider the provisional re-allocation of reserves – Cllr Morris ran through the report pack figures. Suggestion is that the core reserves should be re-allocated so that FLAC can set up a dedicated capital fund for the Village Hall/Nursery projects. Need to get business cases together urgently. Been a lot of work necessary to get the projects to this stage. Cllr Morris has taken a cursory look at the figures and even without the nursery the Village Hall should pay for itself eventually; and earlier if developer contributions are taken into account.

- 18/015. Diversity Commission census** – consider response to survey on how diverse Parish Councils are – Noted. Cllr Young left the room at 9.04pm.
- 18/016. Communications Policy** – consider a policy to proactively promote the work of the CPC to Cottenham residents – Cllr Smith highlighted the need to take a positive approach to communication with the public. Working party to be set up to produce a communications policy consisting Cllrs Collinson, Dewey, Smith and the Clerk.
- 18/017. Growing a Rural Community survey** – consider response to survey – Noted. Cllr Young returned to the room at 9.05pm.
- 18/018. Website amends** – Resolution to add SSL certificate and privacy statement to website (required under new data protection laws) and undertake minor updates at a cost of up to £100 + VAT. **RESOLVED.** NB: there would be a £60 + VAT renewal each year for the SSL certification; Cllr Dewey to send alternative method which may reduce costs to the Clerk.
- 18/019. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Cottenham Cricket Club	Annual invoice payment	£ 1,125.60	£ 1,350.72	
Village hall hirer	Hire of Village Hall	£ 30.00	£ 36.00	
Rugby Club	Annual invoice payment	£ 320.00	£ 384.00	
International Workplace	Rent of the Pavilion	£ 100.00	£ 120.00	
Aerobics sessions	November invoice payment	£ 92.00	£ 110.40	
HMRC	Vat payment	-	£ 486.46	
Groundwork UK	Grant re Neighbourhood plan	£ 4,350.00	£ 4,350.00	
		£ 6,891.52	£ 7,886.28	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for January 18	£ 3,592.19	£ 3,592.19	-
HMRC	Tax and NI for December 17 (month 9)	£ 822.36	£ 822.36	-
Arthur Peacock & Son Ltd	To Verti-drain three pitches at the rec ground	£ 984.00	£ 984.00	1033
Cambridge Water Business	Water bill for the Village Hall (DD)	£ 515.80	£ 515.80	1038
AJ King	Monthly Groundsman cost	£ 3,166.67	£ 3,800.00	1040
Browns of Burwell	Oil delivery	£ 539.50	£ 566.48	1042
Elveden Estate and Farms	Christmas tree	£ 432.00	£ 518.40	1043
Connections Bus Project	Twelve visits - Sept - Dec 17	£ 2,964.00	£ 2,964.00	1044
Nick West	Village Hall cleaning costs Sept/Oct/Nov 17	£ 1,707.76	£ 1,707.76	1050/ 51/52
John Slater Planning	Professional fees for supporting the Neighbourhood Plan	£ 521.50	£ 625.80	
		£ 15,245.78	£ 16,096.79	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for January 18 (DD)	£ 40.37	£ 40.37	-
Green and Purple Ltd	Monthly support for the RFO (Dec 17)	£ 50.00	£ 60.00	1025
Debbie Seabright	Expenses re Sim card for Pavilion (Dec 17)	£ 8.31	£ 9.97	1026
Cromwell Fire Ltd	Fire Extinguisher Service Charge	£ 121.39	£ 145.67	1027
CSA	Cleaning equipment/Towels/Pedal Bin	£ 61.36	£ 73.63	1028
Sam McManners	Sweets re Carols on the Green	£ 10.92	£ 13.10	1029
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1030
AJ King	Supply of new security cable	£ 16.66	£ 19.99	1031
CSA	Toilet rolls (72) £39.90 & cleaning materials	£ 124.42	£ 149.31	1032

Melsop Farm	Hire of Reindeers	£ 375.00	£ 450.00	1034
Travis Perkins	13 Amp Fuse/WD40	£ 6.44	£ 7.73	1035
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£ 285.53	£ 342.63	1036
Cambridge Water Business	Water bill for the Bowls Club/Allotments/ Pavilion (DD)	£ 360.50	£ 360.50	1037
Debbie Seabright	Mileage for SLCC training day in Sutton	£ 6.30	£ 6.30	1039
CB Creative	200 x Carol sheets	£ 85.00	£ 85.00	1041
Staples	Toner & Ink cartridge and stationery	£ 157.62	£ 189.14	1045
Tindall Security	Annual maintenance fee for CCTV system	£ 260.00	£ 312.00	1046
Debbie Seabright	Expenses re Sim card for Pavilion (Jan 18)	£ 8.31	£ 9.97	1047
Green and Purple Ltd	Monthly support for the RFO (Jan 17)	£ 50.00	£ 60.00	1048
CSA	Channel blocks	£ 13.95	£ 16.74	1049
Jo Brook	Sweets re Carols on the Green	£ 8.33	£ 10.00	
Jo Brook	Gifts re. Carols on the Green	£ 43.00	£ 43.00	
Jo Brook	Star for Christmas tree	£ 21.00	£ 26.25	
		£ 2,142.41	£ 2,464.90	

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

18/020. Management accounts – to review the monthly management accounts – Noted.

18/021. Bank reconciliation – to review monthly bank reconciliation – Noted. Decision will be made regarding Thurstons debt at year end.

18/006. Defibrillator – To review the decision at December 2017's Full Council meeting to provide no security for the proposed defibrillator to be housed 24/7 in the Phone Box by the War Memorial – Cllr Wilson outlined reasons why members believed the previous resolution to be inappropriate. British Heart Foundation say that if there is a risk of theft then protective measures should be taken. By calling 999 in an emergency you can get the access code for the defibrillator box. Noted that electricity supply required for box heater. Need process for checking battery (Caretaker to be asked to check Pavilion defibrillator quarterly). Resolution that defibrillator and secured box be purchased at a cost of up to £2k + VAT. **RESOLVED.**

18/022. Matters for consideration at the next meeting – post box.

18/023. Dates of next meetings – Planning 11th Jan, Highways 18th Jan, CALF 23rd Jan, Planning 25th Jan, FLAC 30th Jan, Full 6th Feb

18/024. Close of Meeting – 9.25pm.

Signed _____ (Chair) Date _____

Item 18/029. - Reports

South Cambridgeshire District Council Report January 2018

At January's meeting of Council there was unanimous support for the continuation of the Council's current Localised Council Tax Support Scheme [LCTSS]. The scheme has been in operation since April 2013 when the Government passed responsibility for payment of this benefit to local councils and awarded them just 90% of the forecast Council Tax Benefit cost for that year to do so. The SCambs scheme is one of the most generous offered by local councils with protection against any reduction in support being given to vulnerable groups: pensioners, carers, disabled people, lone parents with children under 5. Over its duration the scheme has continued, with only minor technical changes, to offer the general principle of a maximum of 91.5% for those who qualify but are not in one of the vulnerable groups. Collection rates for Council Tax have remained high since the introduction of LCTSS providing some assurance that the Council has got the right balance between support for less well-off residents and revenue yield. During the forthcoming year the impact of the full introduction of Universal Credit [UC] will be monitored. Until now UC has affected a very small number of SCambs residents but its full introduction later this year will see this number increase significantly.

The most contentious item on the agenda was the Community Governance Review for Willingham and Over. With even local members for the ward being split in their views the debate was at times uncomfortable. One side argued for the practicality of making the change. This was supported by residents who were directly affected [and from among whom the request for a review had originated]. Those opposing any change were ideologically in favour of maintaining the historical boundary. There was a majority decision for change following amendment to the original boundary proposal. Agenda pack/decisions:

<http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=410&MId=7000&Ver=4>

Members of Planning Committee gave permission for a self-build plot in Great Shelford and, with support from local members, this and two others for which outline planning permission has already been granted [one at Balsham at one Milton] will now be put on the market. Following a separate marketing exercise a decision was also made by the Housing Portfolio holder to sell a fourth plot at Babraham. Receipts from the sale of self build plots will be used to match fund Right to Buy receipts and used towards the Council's own house building programme. Planning Committee agenda pack and supplements:

<http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=768&MId=7086&Ver=4>

Employment Committee received a report outlining the Council's Annual Pay Policy Statement. It was noted that due to new equality legislation the Council is now required to publish the average gender pay gap. This data contrasts the average pay for men and women employees of the Council and is not the same thing as equal pay which aims to ensure that men and women are paid the same amount for the same work. The pay gap data for SCambs favours women employees. The reasons for this include: the number of male waste operatives whose pay scale is in the lower quartile; the transfer of City Council staff as part of the Joint Waste Service; the fact that the Council employs more women than men in both the upper-middle quartile and upper quartile. The ratio between the highest and lowest paid employees was reported as 1:9:1 which compares favourably with other authorities and the private sector in general. The Council does not currently pay staff below the Living Wage. Agenda pack and decisions:

<http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=413&MId=7186&Ver=4>

At its January meeting the Greater Cambridge Partnership [GCP] Joint Assembly received a presentation from Steer Davies Gleave on the Rapid Mass Transit Options Appraisal. The general response was enthusiastic about the study's findings. Whilst there was some anxiety expressed regarding financial sustainability and sources of revenue funding for subsidies, Assembly members felt that there was a key role for the GCP to play in the development and delivery of the elements of the network that lie within the Greater Cambridge area.

Members of the Joint Assembly also considered a report on the findings of the Ely to Cambridge A10 Transport Study and proposals for next steps. Among concerns expressed was one about land take and compulsory purchase should any dualling include diversion from the road's current alignment. The Joint Assembly supported the recommendations to the GCP's Executive Board [due to meet on 08 February] that the Cambridgeshire and Peterborough Combined Authority [CPCA] should have responsibility for approving

the study's recommendations and taking them forward for consultation. Members view was that the GCP should take forward and deliver the proposals identified for modal shift [walking, cycling and public transport improvements] and aligning the public transport improvements with the Cambridge Mass Rapid Transit Options Appraisal findings. Agenda pack/decisions:

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=1073&MId=7168&Ver=4>

In view of the fact that we apparently use over 141 million cans, foil trays and aerosols every year in SCambs and the City, the Greater Cambridge Shared Waste Service has launched a new campaign to get as many of those recycled as possible. The 'Make your metals matter' campaign will reach out to all 119,000 households across both districts. Leaflets will be delivered to each home and events organised for residents. There will also be use of social media and a smart 'MetalMatters' livery for the shared waste service's new fleet of refuse collection vehicles. If all the waste metal packaging generated by homes in SCambs and Cambridge City each were recycled, it is estimated that it would save something like the volume of carbon dioxide that would be saved by taking 812 cars off local streets for a year. Used metal packaging can be recycled into new products at a lower cost to the environment than making them from raw materials and continuous recycling allows those benefits to be felt over and over again. Similar campaigns in other areas of the UK have seen significant increases in the amount of metal packaging collected for recycling and it is hoped that locally we can equal or even exceed previous results. For full details of the campaign and its benefits go to:

<https://www.scams.gov.uk/metalrecycling>

There is a consultation underway on a proposal to close Cambridge Magistrates' Court and surrender the lease in order to consolidate and improve the efficiency of the other courts in the area. Full details: consult.justice.gov.uk/digital-communications/cambridge-magistrates-courtproposal-on-future/ Consultation closes 29 March 2018

We welcome your questions and comments on the foregoing or any other local or strategic matter.

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

To follow

Tim Wotherspoon

CLERKS REPORT – January 2018

Anything in bold is new or an update.

Highways

- Rooks St - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs. HO suggests implementing a weight limit, Cllr Wotherspoon investigating. **Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon to action.**
- Rooks Street - Cllr Morris & Asst Clerk met with Highways Officer (HO) on 17th Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24th, pathway repairs will be a while longer (up to 12 weeks). HO also going to enquire as to whether we can get the pavements slurry sealed (a homogenous mixture of emulsified asphalt, water, well-graded fine aggregate, and mineral filler that is used to fill small surface cracks & provide a thin covering on the existing pavement). Concrete bollard at entrance to Fitzwilliam House broken – replacement ordered. 30th Nov; HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- Wilkin Walk (High St end) – overgrown laurel and brambles, lightly trimmed, nettles cleared, cuttings left in situ. Visited as part of village walk with HO. Some areas identified for cutting back. HO has advised that County are responsible for up to path edges only (normally up to a concrete border) - any verges/vegetation are the residents' responsibility, however, upon checking CCCs map it says CCC are responsible for the Wilkin Walk bit – HO to check with searches team; awaiting update. 30th Nov; HO has chased searches again, but only one person on the team(!)
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light. Neighbouring property has submitted a tree works application for works to the 7 plum trees. Works undertaken 27th Oct 2017 (to rear boundary of 315 High St). Bulb replaced in street lamp 19th Oct 2017. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary.
- Beach Road – HO and CCC Cllr Wotherspoon visited 24th August 2017. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to carry out “Hydroblast Texturing” and patching. “Hydroblast Texturing” was carried out during the Dec road closure, damage to be assessed and relevant repairs ordered. **Emailed Martin Gowler 1st Feb 2018, awaiting update.**
- Rampton Rd – broken foot/cyclepath sign reported to County.
- **Coolidge Gardens – resurfaced 11th to 19th January 2018. Positive feedback from residents.**
- Blocked gully outside 243 High St - works ordered, works due 28th Nov to 1st Dec including patching from zebra crossing to Co-op bend and curb repairs. The patching works not carried out as this part of the High St is too narrow for workmen to work safely, particularly with the amount of HCVs going through. **Road Closure applied for; Telegraph St to Co-op, 5th March 2018.**
- Lambs Lane - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). Urgent works have been ordered for the pothole outside 46 Lambs Lane. Pothole repaired 18th Dec 2017 – disintegrated the following week – have requested it be repaired properly. **Re-plugged 15th Jan 2018 which lasted less than a week – re-reported, but now access problems due to Cadent gas works. Pothole outside no. 96 repaired 24th Jan 2018.**
- Junction of Victory Way/Lambs Lane - potholes and flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks).
- Footpath from Pelham Way through to High St – 20th Dec, HO will be looking at overlaying this footpath early next financial year. At the moment nothing really causing any concerns except the tree root running across the footpath, will have another look after Christmas and see if there is anything he can do for this.
- **Denmark Road white lining – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure).**
- **Histon Road foot/cycle path – mud on road and foot/cycle path from Cottenham Skips; reported to Environment Agency (they issue the operating permit). They have a 24/7 incident reporting hotline 0800 807060. They ideally like to receive reports in real time and from as many residents who are having problems as this helps with evidence.** HO has advised if road surface becomes slippery, then report to police using 101

- **Potholes** – CCC are behind on potholing due to the current number they are experiencing and more so as they have had to deal with an increasing number as emergencies. This means the crews get diverted away from the planned potholes works to attend particularly dangerous ones which puts them behind schedule. Works ordered for Twentypence Road, Broad Lane (up to the Bridge), Rampton Road, Long Drove. Smithy Fen was partially done as a trial of their new dragon patching equipment, this was meant to have been done earlier on the year but the previous patcher was more than slightly prone to breakdowns.
- **Histon Road Cycle/Foot path** – some lighting studs not working – from the Team Leader, Cycling Projects, Major Infrastructure Delivery, Cambridgeshire County Council: “the studs have a battery inside which is recharged daily by a small solar panel. If the studs get covered over with debris or undergrowth, then it can prevent the units from recharging sufficiently. Noted that Working Party went out on 13th Jan 2018 to clear the path. Hopefully this will have the effect of getting the non-working studs to recharge. If not then all that is left is replacement. Technically this would fall to my maintenance colleagues to address, but given their very tight budgets and other priorities, I think it’s unlikely that this will be done. Where we have other cycling projects nearby we have replaced lengths of solar studs en masse, so in due course I would hope that we can do this length, but it may not be for a few years. The only other option would be for the Parish to pay – costs are around £70 per unit to supply and install.” Following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Cllr Wotherspoon to set up a joint working group to push project forward.
- **Yellow Line Project: Margett, Rooks and Telegraph Streets** – resolved at Highways Meeting on 18th Jan 2018 not to take Yellow Line Project any further to discuss way forward due to lack of enforcement, will move parking problems elsewhere, parked cars do slow traffic.
- **Anglian Water** have been carrying out asset surveys on all public sewer manholes in various locations throughout the village.
- **Gas works** – expected to be completed at the end of March. Currently on Lyles Road/Lambs Lane and should complete just after half term. There have been a few traffic management issues and we have liaised directly with Cadent as and when.
- **Pavement Project** - price has increased yet again; total cost now £60K. Franklin Gardens and Eastlands Close to be dropped from the project to stay within our means, and quote accepted for Victory Way and Stevens Close (resolved at full meeting on 9th Jan 2018 to spend up to £40k, ref 18/009).

Traffic and Transport Working Group

Meeting held on 1st Feb to discuss reactivating Community Speedwatch. Mike Brooks, Watch Co-ordinator from Cambridgeshire Constabulary gave a presentation and signed up 9 volunteers (inc Cllrs Morris and Ward and Asst Clerk). Mike and Asst Clerk to meet at suggested locations on 26th Feb (High Street, Rampton Road, Histon Road, Beach Road, Oakington Road and Denmark Road) which will be risk assessed for suitability; taking into account volunteer and driver safety. When locations have been approved, we will receive equipment training at one of the approved sites. We will share Police provided equipment with another group or can purchase our own (approx cost £2-3,000). At least 3 volunteers must be present at sessions – a mobile speed activated sign (MVAS) attached to a tripod will be placed on flat ground and a warning sign placed ahead of it, all volunteers must wear Hi Viz jackets. Sessions can take place at any of the approved locations, during daylight hours, on dates and times chosen by the Speedwatch group. The date, speed, registration number, make, model and colour of speeding vehicles will be recorded in writing and sent to Police within 48 hours, along with the total number of vehicles travelling through the location. The Police will send out letters to drivers that are 10% + 2 miles over the speed limit (35mph in a 30mph zone). Data from across Cambridgeshire is collated to highlight problem areas and note any patterns in speeding behaviour. Repeat ‘offenders’ will receive up to 2 letters, if a third is needed this will be hand delivered by a PC and advice given. The main aim of Speedwatch is to educate drivers to change their habits. Speedwatch won’t solve speeding issues, however, evidence shows there is a reduction in speeds in areas where Community Speedwatch operates.

Our next meeting we will be defining the main objectives of the group and ways to portray the group in a positive way. We also plan to have regular updates in the Cottenham Newsletter.

Village Hall

- Clerk obtaining quotes for painting of anti-climb paint.

Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches. May now need to wait until the spring.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Groundsman to put hedges fencing in as a stopgap.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote being obtained for repairs to tennis courts.
- **Pump inspection for Rec and Ladybirds undertaken 19th January. All ok.**
- **Emergency works undertaken due to fallen telegraph poles (result of gale) which knocked out the phone line to the Hall and Ladybirds as well as damaging the school fence. RFO checking with insurers as to whether it's worth making a claim. Waiting to hear from CPS re. fence repairs.**
- **Tree also fell during the gale and getting the remaining inspected 29th Jan. Advised that full tree survey is required and consultant has been contacted accordingly.**
- **As agreed by CALF, 1x 7v7 junior pitch has been marked up on the 1st field, with a 9v9 on the 2nd field for a trial period only; this is due to waterlogging issues on the 3rd field and Colts having several matches cancelled.**

Misc admin

- January Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple. **Site inspection scheduled for 29th Jan. Advised that full tree survey is required and consultant has been contacted accordingly.**
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- **War Memorial repairs completed.**
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. Brian Heffernan is prepared to act as go between with TW and CPC. Meeting took place on 13th October. **Further meeting being arranged.**
- Post box on Twentypence Road has been missing since approx. March/April 2017. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be revised by our Planning Committee on 9th Nov). **Chased 23/1/18. Should be completed in next 2 weeks.**
- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales. **Chased 16/1/18 and told they are still trying to obtain details from a contractor (first contacted 10 weeks ago).**
- **Interest registered in CAPALC DPO scheme (GDPR).**
- **Memorial bench has been installed at Aldreth High Bridge.**
- **Attended meeting with Cadent contractors to find out what gas works were being undertaken. Have been liaising with them re. traffic issues on Lambs Lane.**

- **Met with Michael Sexton and Karen Pell-Coggins (SCDC) re. County Council planning appeal on 14th March.**
- **Met with Celia Wignall (Conservation Officer) and Charles Swain (Enforcement) re. enforcement issues.**
- **Defib – need to investigate power supply to phone box.**

Facebook

- 900 likes/944 follows. Need to consider setting up Twitter account in addition so that we get more coverage – this will be particularly useful for the forthcoming NP consultation and to stimulate interest in the elections.

Major developments

Bellway	– outline permission; Reserved Matters application to be determined
Gladman	– outline permission; the site is now up for sale with offers due by 2 nd March
Persimmon	– outline permission; no immediate prospect of Reserved Matters application
County Council (2876)	- refusal appealed; appeal due 14 th March; Rule 6 participation recommended
County Council (3551)	- no immediate prospect of application coming to Planning Committee
Lau (Oakington Road 23)	- refusal recommended; minor amendments to be considered by CPC on 8th Feb
Manor Oak (Beach Road 50)	- refusal recommended; possible Rural Exception site in NP

Neighbourhood Plan

- John Slater (Inspector) support is paying off.
- Draft v4 now with SCDC to obtain report on impact on Environment and Habitat Regulations
- Seventeen “NP planning evidence papers” being published on our website as v4.1 is being finalised.
- Draft Plan being cited in planning applications.
- Regulation 14 “local consultation” arrangements being prepared.

Village Hall and Nursery update

- Hall and Nursery designs submitted to SCDC in readiness for pre-app meetings with SCDC and Highways
- Preliminary cost estimates are being reviewed to squeeze out some cost without affecting functionality.
- Draft Business Plans for each now published.

Highways Improvements update – Highways

- “Safe routes to schools” s106 project affecting Beach Road and High Street crossings close to being put to contract.
- “Pavements” project limited to Victory Way / Lambs Lane and Stevens Close to stay within £40K budget.
- “Post Office Zebra Crossing” LHI project (£20K contribution from CPC) to be decided by CCC on 7th February.

18/030. CAPALC AGM EOM

CAPALC AGM Extra Ordinary Meeting (EOM)

Dear Member Councils

There will be an CAPALC AGM Extra Ordinary Meeting on 22nd March 2018, 7.30 pm for an 8.00pm start, at the Histon and Impington Sports and Recreation Hall, New Road, Histon, CB24 9LU to conclude the unresolved matters from the CAPALC AGM of December 2017.

The CAPALC chairman Henry Clark will also be delivering a briefing on the progress of the joint Cambridgeshire project and the forward direction of CAPALC.

Please share this email with your councillors and encourage them to attend this very important meeting and have their say. We welcome everyone's views.

Please notify Tina at the CAPALC office if a councillor representative of your council will be able to attend.

Thank you in advance.

Yours sincerely,

Ian Dewar
CAPALC CEO

18/031. Northstowe public consultation

We are pleased to announce that proposals are being developed to design and construct the Northstowe Education Campus. The campus, which will be built out in a number of phases, will ultimately provide primary (including pre-school), Secondary, SEN (Special Education Needs) and sixth form provision as well as sports and community facilities.

The emerging proposals focus on the development of a robust masterplan, covering the whole of the campus, with a specific focus on the Phase 1 provision comprising a 4FE secondary school and sports provision, 12FE secondary core facilities, 110 place SEN school and elements of indoor and outdoor community sports.

The project team, comprising Cambridge Meridian Academies Trust (CMAT), Homes England, South Cambridgeshire District Council and Cambridgeshire County Council supported by Kier Construction and architects, Frank Shaw Associates, have been developing initial proposals for some months and would welcome your views on the emerging design concepts.

A public consultation event has been arranged for **21st February from 3.30pm until 7.00pm**. This is a drop in event and will be held at Pathfinder School, Northstowe.

The project team recognises the importance and value of consulting with the local community and would welcome your views on the emerging proposals as part of the ongoing development of the scheme, ahead of submission of a formal planning application.

Representatives from the project team, including CMAT as the school sponsor, will be pleased to discuss the current design proposals with you and would welcome your views.

Subject to a satisfactory planning process, construction work will commence late in 2018 with a partial completion of core curriculum facilities to be available for September 2019 and Phase 1 completing the following June.



18/033. County Council Planning Appeal

Clerk, Chair and Philip Kratz met the Appeal Officer and Case Officer.

SCDC's stance limited to defence of two refusal grounds with reluctance to defend 5-year land supply ground. Landscape ground may not be enough to allow full consideration of impact on Recreation Ground.

Rule 6 status would allow our direct ("entitled" rather than "discretionary") participation.

We are likely to add the NP Recreation Ground strategy and NP Housing position to the defence.

Impact of the appeal being allowed are considerable; possibly involving relocation of the Rec.

Direct cost implications (legal support) are around £1,000+VAT. Indirect cost risks are considered negligible. "consider accepting the inspector's offer of Rule 6 participation in the appeal".

18/034. Land adjacent to Dissenters Cemetery

We have persuaded Persimmon to date the strip of land behind the Dissenters' cemetery to CPC. The transfer will enable us to give "free passage" over the land as part of the fence project we are funding. "consider signing the title transfer as a deed"

18/035. Financial Regulations

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.
10.5	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, before the issue of any order, 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

"consider amending Fin Regs 10.1 and 10.5 to substitute £100 for £25 and require a log of orders issued above to be referenced by NNN.nnn etc where NNNN is the related account line from the Management Accounts and nnn is a sequential serial number within that line of account."

18/036. SCDC Consultation

Dear Chairman

District Councillor Engagement with Parish Councils

As Parish Councillors will be aware, all South Cambridgeshire District Councillors will be up for election in May 2018 at which point the ward boundaries will be changing. Ultimately this will result in fewer District Councillors post the May 2018 elections. Because of these changes, the District Council has set up a Task and Finish Group to best facilitate this change. As part of this exercise we are consulting with all Parish Councils across South Cambridgeshire to get a better understanding of what Parish Councils expect from their District Councillor. With changing ward boundaries District Councillors will not only cover a wider area but will often have more Parish Councils within their ward.

District Councillors want to remain engaged and connected with Parish Councils in their ward however with some District Councillors having many Parish Councils within their ward it makes it difficult for them to attend all Parish Council meetings. We are looking to Parish Councils to advise us on how best District Councillors can keep connected with them. Parish Councillors may want to comment on some of the following methods (or indeed to suggest other ideas) to ensure that District Councillors can keep in touch with their Parishes:-

- Better access to and contact with officers at South Cambridgeshire District Council.
- Recommendations for website improvements.
- Written reports from District Councillors (more often/less often, are they helpful?)
- District Councillors meeting with representatives from multiple Parish Councils (this is already happening in some wards under current boundaries).

We would very much welcome your views on how best your District Councillors can positively connect with the Parishes in their ward. Please would you forward any comment from your Parish to Kathrin John, Democratic Services Team Leader, whose contact details are shown above, by 9 March 2018 so that your feedback can be reviewed by the Task and Finish Group.

Yours sincerely,

Graham Cone
Councillor Graham Cone Chairman of the Task and Finish Group

18/037. Play spaces on new developments

SCDC has a planning policy requiring play space to be provide within developments but this is often substituted for a developer contribution when acceptable play space (e.g. at the Rec) is nearby (within 450 metres) to allow higher density development of smaller plots.

We have considered retrofitting play kit onto Tenison Manor and Brenda Gautrey Way.

Given the child obesity issue should we insist on on-site play space in new developments of more than 30 houses?) beyond 450 metres from the Rec?

18/038. Village Hall hire

Sunflowers is a fully adapted, four bedroomed home-from-home based in Cottenham. We offer nurse-led care to children aged 0-18 with a variety of complex health needs, including Long Term Ventilation. We also offer long-term step down care and short break respite care as well as rehabilitation following illness or injury and can accommodate those who are wheelchair dependent. Our care is delivered by a team of nurses, carers and therapists and we are registered with the Care Quality Commission.

Care is individually planned and we focus on children having fun during their stay as well as acknowledging each child's developmental and social needs. We offer facilities for parents to stay with their child while they're at Sunflowers as we firmly believe that families should be together whenever possible.

We are looking to hold a quiz night for our charity Support 4 Sunflowers, and would like to enquire if the Parish Council would have a room we could use for this event. It would be held on Friday 23rd March 2018 from 20.00hrs - 23.00hrs. We would also like to bring in outside catering if this is permitted.

NB: CUSSC can provide bar.

18/041. Bank reconciliation

Reconciled on 15th January 2018

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

In summary:

£741,851.16	Cash at Bank (as of the 31 st December 2017)
- £11,528.25	Creditors
+ £3705	Debtors
£734,027.91	Net balance on bank reconciliation

+ VAT owed £1624

+ Salary Control Account £546

Minus: £2000 Accruals

Minus: £822 PAYE

Net assets: £733,375,91

Creditors

- AJ King £3819.99
- Anglian Water £153.34
- Arthur Peacock and Son Ltd £984
- Browns of Burwell £566.48
- BCS £67.20
- Cambridge Water Business £876.30
- CB Creative £85
- Cromwell Fire £145.67
- CSA £239.68
- CUSSC £1080
- Debbie Seabright £16.27
- Elveden Farms Ltd £518.40
- Green and Purple £60
- Clerk £79.25
- Nick West £1707.76
- Assistant Clerk £13.10
- SSE £509.95
- Staples £189.14
- Tindall Security £312
- Travis Perkins £7.73
- Xmas Direct £96.99

TOTAL £11,528.25

Debtors

- Cottenham Community Land Trust £9#
 - CUSSC £3120
 - Feel Good Fitness £42
 - Hire of Village Hall £90
 - Aerobic instructor £82.80
 - Jo Brook £36 (has now been paid)
 - Thurstons - £244.20 (OVERDUE)
- TOTAL £3705**

Appendix 1: Issues log

27 issues were reported to us by residents during January:

Date	Issue	Further details	Follow up
01/01/2018	Fireworks	Someone has let off fireworks next to the war memorial.	Photo taken at 10.30am with fireworks still in situ on the memorial 'apron', in close proximity to Denmark Road.
01/01/2018	Fireworks	Someone has let off fireworks next to the war memorial.	Photo taken at 10.30am with fireworks still in situ on the memorial 'apron', in close proximity to Denmark Road.
05/01/2018	Pothole	Large pothole on Beach Road	Asst Clerk reported to Highways
05/01/2018	Pothole	Large pothole on Beach Road	Asst Clerk reported to Highways
05/01/2018	Pothole	Large pothole on Beach Road	Asst Clerk reported to Highways
08/01/2018	Pothole	Large pothole on Beach Road	Asst Clerk reported to Highways
10/01/2018	Mud on road	Histon Rd cycle path & road is covered in mud	Asst Clerk to respond
10/01/2018	Overgrown vegetation	Brambles overgrowing from neighbouring property onto pavement.	Asst Clerk to respond
11/01/2018	Dog poo	Dog poo on pavement outside High St doctors surgery	Dog poo fairy has sprayed
11/01/2018	Dog poo	Dog poo on pavement outside High St doctors surgery	Dog poo fairy has sprayed
11/01/2018	Pothole	Large pothole on Twentypence Road	Asst Clerk reported to Highways
12/01/2018	Double yellows	Problems with people parking across driveway nr Costcutter. Would like double yellow lines installed	Asst Clerk to respond
15/01/2018	Fly posting	Malicious poster on telegraph pole outside 20 Oakington Rd	Removed accordingly.
16/01/2018	Broken streetlight	Light on walkway between Tenison Manor/High Street is broken	Chased Bovis for update (doesn't belong to County).
16/01/2018	Fly posting	Malicious poster on telegraph poles on Broad Lane.	Removed accordingly.
17/01/2018	Fly posting	Malicious poster on telegraph pole outside 5 Broad Lane.	Removed accordingly.
22/01/2018	Fly posting	Malicious poster on telegraph poles on Broad Lane.	Removed accordingly.
22/01/2018	Loose cables	Phone cables have come loose from telegraph pole during gales	Resident to contact to BT Openreach
24/01/2018	Gas works	Problem with timing of pedestrian crossing for school vs traffic lights resulted in huge build up of pedestrians waiting to cross road.	Asst Clerk to speak to Cadent
25/01/2018	Pothole	Severe potholes on Broad Lane from junction with Tenison Manor to the Cut bridge	Asst Clerk to report
26/01/2018	Gas works	Issues with right turn out of Rec Ground car park	Referred to Cadent
28/01/2018	Parking	Issues with cars parking badly on Lyles Road	
28/01/2018	Antisocial behaviour	Antisocial behaviour on Tenison Manor	Referred to PCSO
31/01/2018	Dog poo	2 lots of dog poo on Wilkin Walk	Has been sprayed
31/01/2018	Pothole	Large pothole outside 65 Rampton Road	Asst Clerk to report
31/01/2018	Pothole	Large pothole on Twentypence Road	Asst Clerk to report
31/01/2018	Pothole	Large pothole outside 20 Oakington Road	Asst Clerk to report