

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

FULL COUNCIL

JANUARY 2015

Item 15/004

COTTENHAM PARISH COUNCIL

Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd December 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Morris, Nicholas, Ward, Wotherspoon, Young, CCC Cllr Jenkins, SCDC Cllr Edwards, SCDC Cllr Harford and Clerk Jo Brook

In attendance: 2 members of the public (arrived at 7.30pm)

14/310. Chairman's Introduction and Apologies – Chair raised the SCDC green space consultation and notification received from County objecting to the 3rd field being designated green space. Question raised as to whether the land was being looked at for possible development. CCC Cllr Jenkins was unaware of anything but would keep an eye on the situation. Apologies accepted from Cllrs Mudd (illness), Richards (work and will arrive later), CCC Cllr Mason (personal) and RFO (personal).

14/311. Public participation – Standing Orders to be suspended – none.

14/312. 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 Ward expressed a non-pecuniary interest in item 14/325 but requested to leave during discussions.

14/313. Minutes - Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th November be signed as a correct record. **RESOLVED.**

14/314. Reports

- **SCDC** – report circulated prior to the meeting. No further comments.
- **CCC** – report circulated prior to the meeting. No further comments.
- **Clerk** – report circulated prior to the meeting. Cllr Young asked for an update on the gullies on Rampton Road. Clerk spoke to Highways earlier in the day and although they had been inspected there was no update on when the work would be done. Cllr Jenkins mentioned that he has spoken to Jon Clarke and the maintenance schedule has been revised to take seasonal conditions into consideration. Clerk to chase Balfour Beatty for a date on installation of lighting column on Lyles Road.
- **Police** – No report received but Clerk reported car accident by the Co-op corner which had happened earlier in the day.

Standing Orders suspended at 7.33pm. Residents asked what they needed to do to get the lime trees replaced (item 14/316). Standing Orders reinstated at 7.34pm.

14/315. Finance

Income	Description	Net	Gross
Debbie Prince	Use of Recreation ground (Oct)	£ 32.00	£ 32.00
Michelle Plowman	Rent of village hall (July, August & Sept invoices)	£ 2,605.00	£ 2,605.00
Day centre	Rent of village hall (Sept and Oct)	£ 540.00	£ 540.00
Jane Williams	Rent of village hall (Oct)	£ 170.00	£ 170.00
HMRC	VAT repayment	£ 3,250.16	£ 3,250.16
Ladybirds	Recharged utility costs	£ 292.13	£ 292.13
Allotments	Water charges	£ 73.29	£ 73.29
Target Print	Donation towards the Christmas tree	£ 50.00	£ 50.00
Malary	Donation towards the Christmas tree	£ 100.00	£ 100.00

Dentons Carpets	Donation towards the Christmas tree	£ 25.00	£ 25.00
CI Photography	Donation towards the Christmas tree	£ 150.00	£ 150.00
		£ 7,287.58	£ 7,287.58
Expenses	Description	Net	Gross
Salaries & Settlement figure	Salaries and A. King Settlement figure	£ 7,110.80	£ 7,110.80
HMRC	Tax and NI	£ 2,821.97	£ 2,821.97
Jo Brook	Expenses re postage	£ 7.15	£ 7.15
The BC Group Trust	Maintainance of Crowlands Manor Site	£ 315.00	£ 378.00
Andrew King	Mileage costs	£9.20	£ 9.20
Andrew King	Hire of equipment	£370.00	£ 444.00
Green and Purple Ltd	Accountancy support - Changing rooms project	£ 250.00	£ 300.00
Debbie Seabright	Stamps and large envelope	£ 14.55	£ 14.55
Debbie Seabright	Printer Cartridge and paper	£ 27.58	£ 27.58
CSA	Cleaning equipment including toilet rolls at £19.95	£ 37.45	£ 44.94
Cambs County Council	Street lighting energy Oct 13 to Oct 14	£ 876.53	£ 876.53
Old West Internal Drainage	Drainage rates for 1.10.14 - 31.3.15	£ 2.28	£ 2.28
Cromwell Fire Ltd	Fire Extinguisher service charge	£ 209.82	£ 251.78
Royal British Legion	Payment for Wreath and donation	£ 35.00	£ 35.00
Martin Graves Carpentry	Repairs to seats and notice boards	£ 394.70	£ 473.64
Nick West	Cleaning of village hall: Labour £529.88 bulbs £24	£ 553.88	£ 553.88
EON	Electric bill for the Recreation Ground	£ 264.91	£ 264.91
Cambridge Water Co	Water bill for the Village hall	£ 706.11	£ 706.11
Cambridge Water Co	Water bill for Bowls club and Allotments	£ 193.85	£ 193.85
A Mappedoram	Fitting 2 new lights - outside toilet & over exit door	£ 121.09	£ 145.30
Mark Weatherhead	Morris Hydraulic oil 25 Ltr	£ 64.81	£ 77.39
King and Co	Legal costs re transfer of bit of land (Histon Road)	£ 399.00	£ 469.00
Aquarius Liquid	Routine inspection of the pumping station	£ 190.00	£ 228.00
South Cambs DC	Costs incurred in the admin of the May 14 election	£ 3,200.39	£ 3,200.39
Cottenham United FC	Reimbursed costs for the purchase of a Defibrillator	£ 250.00	£ 250.00

Cllr Nicholas asked if the street lights that we pay for had been identified. Clerk has a list from SCDC. Typo noticed on King & Co item which should read 'bit'.

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

- 14/316. Lime Trees** – To consider replacement variety and location following information received from SCDC Trees Officer – Cllr Leeks outlined the background. Replacement trees have now been offered by County but with the stipulation that they aren't be planted on Highways land. Cllr Collinson asked that the matter was raised by our County Cllrs and Cllr Jenkins agreed to get the matter on an agenda. It was agreed strongly that the trees should be located as close as practical to their original location. It was noted that the wall, which was allegedly being damaged by the trees, hasn't been repaired and the weeds on the verge left. A suggested location of the wider grass verge next to the previous location may be suitable. The proposed height of the new trees was queried (2.5m) and bigger ones requested if possible. Resolution that CPC would like the species of replacement trees to be lime trees and that they are located as close as practical to where the original trees were felled. **RESOLVED.** Cllr Jenkins left the meeting at 7.56pm.

- 14/317. Changing Rooms** – To receive an update on the project - Cllrs Morris stated that since our last meeting there had been various discussions with contractors and further meetings are scheduled for this week. The final tender document should be ready this Friday which will then be sent to

the grant bodies. If they accept then we will be able to sign the contracts in the next couple of weeks. Durman Stearn would start in January and be on site for approx. 2 months. Murfitts would then be onsite for 5 months so by July we should be near completion. Cllr Harford spoke to say that the Leader had queried the length of time a number of projects given grants were taking to claim. Cllr Morris responded that we should be in a position to claim in the next couple of weeks. Following much work the estimate on the running costs has reduced from £24k to £14k. This is mainly due to the removal of a holding tank which will be replaced by connecting to mains sewerage, therefore significantly reducing our foul water costs. Running costs breakdown to be added to the next FLAC agenda.

- 14/318. Budget delegation** - To consider partial delegation of budgets to CALF and Highways Committees – Cllr Morris outlined the report sent prior to the meeting. Currently there is no delegated authority to the committees. Suggested changes were made to the proposed wording. The proposed wording would change the Terms of Reference and allow spending of up to £3k. There was a suggestion that all committee minutes were included in the full meeting for scrutiny. Standing Orders suspended at 8.15pm. SCDC Cllr Edwards stated that although approved minutes used to be presented in their main meeting they were't any more because they lengthened the meetings. Standing Orders reinstated 8.16pm. Item deferred to next financial year. Regarding the idea of a Scrutiny Committee the Chairs of the existing committees will meet to discuss.
- 14/319. Tree surgery – Brenda Gautrey Way** – Resolution that the quote for £850 is accepted for various tree works on Brenda Gautrey Way. **RESOLVED.**
- 14/320. Tree surgery – Recreation Ground** – Resolution that quote for £220 is accepted for work to the poplar trees at the recreation ground. **RESOLVED.**
- 14/321. Insurance premium for buildings** – To consider update following meeting with Ladybirds – Clerk gave an update on behalf of Cllr Mudd. Following his meeting with Ladybirds they have stated that they will budget in 2015/16 for the insurance premium.
- 14/322. Youth Provision 2015/16** – To consider ideas for future youth provision – Cllr Collier circulated a report prior to the meeting detailing various proposals. She has met with Andrea Kramp who is involved with youth provision in Histon and Milton and proposes to do something similar for Cottenham. The suggestion was that in 2016/17 a youth club could be run for approximately £7k therefore we would need to continue with the Connections Bus for a further year. The bus is providing an excellent service for those children in the village who need advice and help from trained staff. In addition to the bus in the next financial year we should look at running babysitting and first aid courses. These would be available for 15 children at a time. This provision would give more of a balance and cover a wider spectrum of children in the village. Cllr Young stated that we still need to look at ways of maximising usage of the Bus. Cllr Collier to cost the courses and provide budget figures for consideration at the next FLAC meeting in January. Andrea Kramp to be invited to the meeting. Cllr Harford left the meeting at 8.33pm.
- 14/323. Carol Concert** – To consider update on organisation for the event – Report circulated prior to the meeting. Cllr Berenger is going to organise the sweets. Meeting with lighting technician to look at what can be done to light up the green during the event. May need to consider crowd control for the arrival of Father Christmas! Cllr Bolitho mentioned that we may be able to borrow barriers from Morgan Sindall. Elf and fairy costumes being sourced.
- 14/324. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Meeting closed at 8.45pm.
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.
- 14/326. Groundsman Contract (closed item)** – To consider progression of contract negotiations. Cllr Ward left the meeting at 8.50pm.
- 14/325. Office Space for CPC** – To consider office options commencing April 2015
Meeting re-opened at 9.07pm.
- 14/327. Matters for consideration at the next meeting** – Changing rooms, skatepark, Highways report

- 14/328. Dates of next meetings** – Planning 4th & 18th December, Highways 9th December, Facilities 15th December, Finance 6th January, Full Council 13th January
- 14/329. Close of Meeting** – 9.10pm

Signed _____ (Chair) Date _____

Item 15/005

South Cambridgeshire District Councillors' Report to Parish Councils December 2014

December was a month of announcements both expected and unexpected.

Finance

Details of the Local Government Finance Settlement announced on 18 December brought confirmation of a further cut of 31% [£830,000] for South Cambs in 2015/16. Broadly in line with its expectations, further details in the new year are required before the council can set its budget. In 2011 the council's annual grant funding was just over £6million; in 2015/16 it will be less than £2million - a cut of some 70%. In response savings of around £5million have already been delivered over the last 4 years and, whilst further savings are part of the plan going forward, investment in areas such as the council's housing company will provide revenue to help to offset the cuts.

As a high growth area South Cambs could receive up to £4.1million in New Homes Bonus for 2015/16. The continuity of this particular funding stream however is not certain and the council has therefore committed to use it to fund one off capital items such as transport improvements through the City Deal and its contribution to the A14 upgrade.

Planning

The government issued a press release on 02 December <http://bit.ly/1zstep6l> The first 3 paragraphs announced 'a radical new approach to housing' and described Northstowe as the pilot for this. Shortly after, on a flying visit to Northstowe, Danny Alexander, Chief Secretary to the Treasury, took the opportunity to say a few words on the subject and left everyone very confused. During the following week or so senior officers and councillors from both South Cambs and the County Councils strove to clarify just what the government's intention was. On 11 December Brandon Lewis, Minister of State for Housing and Planning visited to clarify things; a joint news release agreed by both the district and county councils, Gallagher, the Homes & Communities Agency and the Department for Communities & Local Government followed. Tim Wotherspoon has produced his own, very clear version of the 100 words written for the Treasury by a government official:

'The government will take forward development of Northstowe: the Homes and Communities Agency will retain its landholdings there, continuing to act as master developer for phase 2 and beyond, taking the new town up to 10,000 houses. The government will be inviting other bodies (including local authorities) to invest in the project, forming some kind of joint development company with a view to speeding up delivery and guaranteeing quality. A pilot will be trialled and evaluated for directly commissioning construction of houses for sale or rent, examining the feasibility and economic impacts of pursuing this model at a wider scale.'

Nicely put, I think, and not so very divergent from the principles upon which we were working anyway.

Tim was also able to raise with Mr Lewis the subject of the new Planning Practice Guidance on S106 agreements and its possible impacts on South Cambs. Exempting developments of 10 and under from such obligations will have an enormous impact on the delivery of affordable housing for our villages. The loss of open space, community improvement, etc contributions was coming anyway through the introduction of CIL but it is

the loss of the affordable housing that will be most keenly felt. Contributions from S106 agreements recently signed or in the process of being signed are also at risk. At Tim's suggestion I have written to the Minister to substantiate our concerns and to suggest a possible means of mitigation.

Waste and Recycling

It seems that our residents are coping with the changes that have been implemented [a] temporarily over the winter for green bins and [b] for the Christmas/New Year period. Locally Simon, Tim and I have done all we can to support the council's efforts to publicise the details. Only yesterday Simon and I dealt with a query from a resident on Twitter with the communications teams from both South Cambs and the County councils joining in to provide the information that he needed. Key points to remember are that the council always collects additional recycling left at the side of the blue bin; that, for the first collection of black bin waste in the new year, it will also collect bagged waste left with the black bin; that collection times have changed and bins should be put out by 06.00 and may be collected as late as 17.00. Whilst these changes are contributing to cost savings, the council still aims to deliver a quality service and both the council and your local district councillor team welcome feedback.

We hope that you have all enjoyed a happy time with family and friends over the Christmas period and offer you our best wishes for a peaceful, healthy and happy 2015.

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Monthly report for parish and community council December 2014

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

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Full Council meeting

The council met in December. There's an account at <http://bit.ly/17aUJC2>.

Committee meetings

The General Purposes Committee met. There was a thin agenda but it did agree in the use of a windfall £2.5million to reduce pressures in next year's budget. £2million will be used in Children's and Young People's Services and £0.5million in Economy, Transport and Environment.

The Adults & Wellbeing Committee had a full agenda. There were no key decisions. These largely related to a tidying up of responsibilities between the Council and its partners.

The Children & Young People Committee had a very short meeting. There were no key decisions. In fact there were no decisions of note.

The Economy & Environment Committee did not meet in November.

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.

The Health Committee had a short meeting with no key decisions. It did agree to fund activities related to falls prevention. However the actual decision was delegated pending the delivery of a business case because the papers only talked about where the funding would come from and not for what it would be used!

Highways & Community Infrastructure Committee had a very short meeting. There were no key decisions. In fact there were no decisions of note.

Consultations relevant to this division

The Council is consulting with families with young people who access specialist speech and language provision at secondary school regarding its future (<http://bit.ly/1Aa3e1V>). It runs until 12 Jan 15.

It is also consulting all current Adult Social Care (ASC) 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 (<http://bit.ly/1hE3rX>). It runs until 12 Mar 15.

Other County Council matters

There have been no new issues on www.shapeyourplace.org. funding for this site is being withdrawn so presumably it will cease to be active 1 Apr 15. www.cambridgeshire.net is also losing its funding.

The Northstowe Joint Development Control Committee met for a 'review' meeting only.

I have been picking up increasing evidence that the bus service is not performing as well as it should be. I raised it at last month's council meeting, I have discussed it with Andy Campbell, Stagecoach boss in Cambridge and I am pushing it through the Spokes' meeting (<http://bit.ly/14mqy5r>).

Work begins tomorrow (5 Jan 15) on the improved measures for cyclists along Huntingdon Road (<http://bit.ly/1Ht1852>).

More local matters

I met officers to review options relating to the funding of the project to make the War Memorial junction at Station Road safer.

I met officers to get a better idea of options for extra school bus capacity for Oakington.

I joined officers and representatives of Histon & Impington Parish Council at a meeting with Balfour Beatty to finalise lighting plans for Histon Green.

I met officers to gain a better understanding of how funding might be secured for necessary flood prevention work in Histon & Impington.

I attended a North Area Committee meeting where a presentation was given about this year's Northern Corridor Growth Fund Section 106 projects. There are two in Histon & Impington.

I rode the Green Bus to Ely (<http://bit.ly/1wQaPSm>).

Diary (public meetings)

6 Jan	1000	General Purposes Committee	Shire Hall, Cambridge
6 Jan	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
13 Jan	1400	Children and Young People Committee	Shire Hall, Cambridge
13 Jan	1000	*Economy and Environment Committee	Shire Hall, Cambridge
15 Jan	1400	*Health Committee	Shire Hall, Cambridge
20 Jan	1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
22 Jan	1000	*Planning Committee	Shire Hall, Cambridge
27 Jan	1000	General Purposes Committee	Shire Hall, Cambridge
28 Jan	1400	*Northstowe Joint Development Control Committee	SCDC, Cambourne
17 Feb	1030	Full Council	Shire Hall, Cambridge

*committees of which I am a member

And finally ... I'm becoming increasingly frustrated with the quality of the papers being considered by the Council's committees. It didn't seem to matter that much when they went to the Cabinet which most councillors weren't a part of but now that we are all committee members they are important. The papers we get are long, formulaic and turgid. But more important they often miss the point. And don't ever think about reading an 'executive summary'. It's true of course that if officers had more time they could write shorter reports. Good prose is concise but you do have to work at it. But what we get is a standard format, it hasn't changed since I've been a councillor, there's lots of boiler plate and the substance and rationale for the recommendation are generally hidden. The item at the Health Committee to which I referred above was typical. It completely missed the point. If we were to agree to spend money we should at least have been told what we would spend it on and what benefits would accrue!

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CLERKS REPORT – January 2015

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 confirmed that the signs were requested for the wrong end of the road. Waiting further comment from Gavin Wiseman.
- 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 – The path was swept again on the 1st December and cyclists at the time reported an improvement but there have been additional complaints since. 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. County looking to do the work in the spring.
- 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.
- 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. 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.
- 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. County looking to do the work in the spring.
 - Broken street lights by the village green crossing reported to Balfour Beatty.
 - Street light for Lyles Road has been ordered. Still waiting installation date.
 - Low-hanging tree over Narrow Lane has been reported to BT Field Services and now cut back, albeit by not very much.

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.
- ABCO have now repaired the gutting on the side of the building.
- Deep clean for kitchen was booked for mid-December but needs to be re-arranged due to staff illness.
- Waiting delivery of waterproof thermometer for Legionnaires testing.
- Quotes being obtained for new front door and mats.

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.
- Bowls club have nearly completed installation of security cameras.

Misc admin

- December Issues log distributed separately.
- Kingfisher Way trees – the work at the back of residents houses was carried out w/c 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).
- Lime trees – I have written to Ian Lorman updating him of the PC's discussions following the December full Council meeting. To date I have not had a response. CCC Cllr Jenkins was going to ensure the issue was added to a County agenda; no update received as yet.
- Amazon Tree Surgery have been contacted regarding carrying out of works on BGW and at the Recreation Ground.
- Carol concert – the event was extremely well attended and the reindeers proved a big hit with everyone. The tree was very well received by residents and there were a huge number of compliments. For 2015 we need to investigate better management of how Father Christmas distributes the sweets.

- Noticeboard signs have been ordered.
- 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.
- WEEE recycling – we had a huge amount of interest from residents prior to the event and it was great to see so much electrical waste for collection on the day of the event. There were issues with some residents whose items weren't collected and I have liaised with WISER regarding this. Apparently they were overwhelmed by the amount of waste we had and ran out of daylight hours! A second collection was arranged for the next afternoon and residents notified accordingly. We will receive £40 per tonne of waste collected and the money is to be used towards community projects.
- Moat – over the Christmas period BC Trust removed the post and rail fence alongside the ditch outside of the site to enable better access to the ditch for maintenance purposes. They had been informed that permission had not been given by full Council for this work but went ahead anyway. The posts were significantly rotted and I have been presented with one as evidence!
- I have met with Rob Lewis, Education Officer at County. He wanted to discuss early years provision in the village and to find out how the village hall was used by Kids Only along with any issues experienced. He mentioned possible early years S106 funding which may be available for minor hall improvements; he will look into this and report back.
- Telephone conversation with Tim Holmes from Endurance Estates regarding land SW of Oakington Road. There is some confusion over ownership of the land and the names they have given differ to those supplied from another source. Cllr Berenger is looking into this further. Endurance are planning a scheme of 40-50 houses and are trialling working with Cambridge Community Foundation. They are keen to 'fashion a scheme to fit the village', find out about pressure points i.e. highways, school, medical facilities and support local groups. I have made them aware of space issues at the primary school. Endurance would like to meet with CPC to discuss their plans in further detail. Suggested date is prior to the planning meeting on Thursday 5th Feb – they need about 30-45mins.

Facebook

344 likes. We've seen a big jump in the number of people linked to our Facebook page over the past month. In particular there has been a very positive reaction regarding all the 'green' initiatives (WEEE recycling, free thermal imaging surveys etc.)

15/010 – Budget setting and precept 2015/16

Cottenham Parish Council- DRAFT BUDGET 2015-2016

INCOME	<i>BUDGET 14-15</i>	<i>BUDGET 15-16</i>	<i>Notes</i>
<i>Precept</i>			
<i>Cricket Club</i>	850	1000	
<i>Ladybirds Finance</i>	6220	6220	
<i>Football Club</i>	2500	3000	
<i>Hire of Green/Rec</i>	600	600	
<i>CUSSC Rent</i>	7500	10000	
<i>Cottenham Bowls Club</i>	20	100	
<i>After School Club</i>	9000	10000	
<i>Cottenham Day Centre</i>	2700	3000	
<i>Village Hall bookings</i>	700	700	
<i>Aerobics Instructor</i>	1300	1400	
<i>Recouped Utility costs</i>	1300	1000	
<i>Bank interest received</i>	200	0	
<i>Church and Causeway</i>	2000	2000	
<i>Rugby Club</i>	300	500	
<i>Miscellaneous income and donations</i>	245	0	<i>Can't be predicted</i>
<i>S106 Income</i>	0	0	<i>Can't be predicted</i>
<i>Insurance claims</i>	0	0	<i>Can't be predicted</i>
	35,435	39,520	
EXPENSES- General	<i>BUDGET 14-15</i>	<i>BUDGET 15-16</i>	
<i>Members expenses</i>	250	250	
<i>Clerks expenses</i>	250	250	
<i>Gross Wages and Employers NI</i>	63,800	33000	
<i>Office Rent</i>	520	3000	<i>Parish council office rent for the year</i>

Printing	0	3000	Provision for Laser printer and Ink cartridges
Postage and Carriage	100	100	
Telephone	200	150	Clerks mobile phone
Website maintenance	100	100	
Office stationery	300	500	
Firesafe office hardware & software	0	2000	Computers are 3 years old so cost of possible replacement considered
Legal fees	1500	3500	Legal fees
Professional fees	0	1000	Accountancy fees
Auditing fees	1500	1500	For internal and external audits
Loan capital repayments	3058	3110	re Ladybirds extension
Loan Interest paid	3058	3110	re ladybirds extension
Subscriptions	800	800	Consider renewing with Capalc (to take to full council)
Election costs	1000	1000	Amount put aside each year towards cost
Training costs	1500	1250	For staff training
Insurance	7200	5000	General insurance costs
	85136	62620	
Community and Leisure Facilities	BUDGET 14-15	BUDGET 15-16	
Recreation ground building maintenance costs	3500	3500	
Village hall cleaning costs	7000	10000	To consider Cleaning costs and Handyman costs separately.
Play area	1000	500	In case of broken equipment etc
Bus shelter cleaning costs	0	200	Yearly clean
Groundsman	0	30000	Grounds maintenance is now contracted. Amount includes materials
Water rates (Rec and Green)	2700	1500	
Electricity (Rec and Green)	10000	4000	
Heating oil for Rec ground	2500	2500	
Repairs and Renewals		1000	General maintenance re village signs/notice boards
Old Rec ground (Broad Lane)	500	500	
Fen Reeves expenditure	500	500	Maintenance inc grass cutting & treeworks not in Groundsman contract
Crowlands manor site	4000	5000	Upkeep of Crowlands manor site

Footway lighting	1500	1500	for 28 lights owned by SCDC - cost is for electricity
Open spaces	1000	200	
Tree works	5000	2000	
Christmas concert costs	1000	1000	
Annual deep clean of the village hall		1000	
Additional grass cutting around the village (+2PA)		500	
		65400	
Projects	BUDGET 14-15	BUDGET 15-16	
Projects suggested by Highways	50000	40000	
Main access roads traffic calming:Phase 1 Beach Rd/Denmark Rd			
Main access roads traffic calming:Phase 2 Histon Rd/Oakington Rd			
Main access roads traffic calming:Phase 3 Rampton Rd/Twenty pence Rd			
Speed reducing 'Soft signs' produced by children (5 sets of 4)			
Priority signs on Smithy Fen bridge (2)			
Speed camera zone signs on 5 village approaches and at 3 key High Street locations			
Strategic Mobility Routes:Phase 1a Linking Coolidge Gardens to High Street			
Strategic Mobility Routes:Phase 1b Linking Franklin Gardens to High Street			
Strategic Mobility Routes:Phase 1c Linking Stevens Close to Lambs Lane			
Strategic Mobility Routes:Phase 1d Linking Franklin Gardens to Lambs Lane			
Strategic Mobility Routes:Phase 1e High street and Lambs lane crossings			
Clean up Lambs Lane/Victory Way junction			
Limited sale (sample 300) consultation on road markings - remove or add, 20 mph zones etc			
Additional street lighting (3)			
Projects suggested by CALF	BUDGET 14-15	BUDGET 15-16	
OS fitness equipment on the Rec plus Broad lane		11250	
Bike learning trail		7500	

<i>OS circular walking route, path,fence, benches, signage etc</i>		7500	
<i>New LED lights for around the green</i>		5000	
<i>Rugby development - trial drainage</i>		5000	
		36250	
New Changing room project (running costs)	BUDGET 14-15	BUDGET 15-16	
<i>Maintainance costs -overall figure (see breakdown below)</i>	12000		
<i>Electricity</i>		263	
<i>Water/Sewage</i>		375	
<i>Cleaning</i>		3,900	
<i>Insurance</i>		1,125	
<i>Maintenance</i>		2,250	
<i>LPG</i>		3,000	
		10,913	
VAT		5000	
		5000	
Donations/S137	BUDGET 14-15	BUDGET 15-16	
<i>Donations (other)</i>		2000	
<i>Youth Provision</i>	10000	12000	
<i>Goode Bequest from Church and Causeway donation</i>	1000	1000	
<i>Dissenters Cemetary from Church and Causeway donation</i>	1000	1000	
<i>Cottenham Primary School</i>		1000	<i>For library resources</i>
<i>Cottenham Primary School</i>		0	<i>Towards cost of Ukelele group</i>
<i>Cottenham Community Centre</i>		0	
<i>Open spaces society</i>		0	
<i>Over day centre</i>			
<i>Fen Edge community association</i>		0	
<i>Remembrance Wreath</i>	35	35	

S137 Applications for 15-16			
<i>S137 - Cottenham Roller Hockey club</i>		400	
<i>S137 - First Cottenham Brownies</i>		100	
<i>S137 - Cottenham Mobile Warden scheme</i>		1500	
<i>S137 - Traveller Literacy project</i>		200	
		19235	
Total Income		39520	
Summary of main expenditure estimates			
		62,620	<i>EXPENSES - General</i>
		65400	<i>Community and Leisure facilities</i>
		40,000	<i>Project suggested by Highways</i>
		36250	<i>Projects suggested by CALF</i>
		10913	<i>New changing rooms project (running costs)</i>
		5000	<i>VAT</i>
		19235	<i>Donations/S137</i>
Total estimated expenditure (excluding capital projects)		239,418	

DRAFT BUDGET NOTES 2015-16

INCOME

Recreation ground and Green Hire – this includes income from the Sports Clubs and organisations that use the Recreation ground and the building. In addition we have other parties such as the fair and the circus who hire the village green.

Village Hall Income – We Financed part of the Ladybirds building and they reimburse us the cost of the loan. We also receive income from a number of groups in the village including the Day Centre, Kids Only after school club, the Sports & Social Club and aerobics instructors. The hall is also rented out to casual users for events.

Other Income – We are able to recoup some of our utility costs at the recreation ground and on the green from users. We receive a donation from the Church and Causeways charity on an annual basis and this is paid out again to the Goode Bequest and the Dissenters Cemetery. This figure appears in our expenses, so the income and expenditure do cancel each other out. Any bank interest we receive is included here.

EXPENDITURE

Precept - As you will see from the expenditure portion of the budget, we are responsible for a large number of areas and council owned assets and land, all of which we need to maintain in line with statutory legislation and health and safety rules. The cost of some of these areas can be very high. All other income to meet these responsibilities and to deliver much needed services to the residents needs to be raised via our portion of your council tax bill.

Administration – this covers the cost of running the council, including salaries, website, stationery, phone and our office.

Utilities – We pay for electricity on the recreation ground, in the buildings and on the green. In addition we pay for water bills and oil for heating the building.

Recreation Ground – All areas of the recreation ground including the sports pitches, play area, Skate Park, fencing and hedging are our responsibility.

Insurance – This covers all aspects of the Council from Buildings to Public liability.

Legal & Professional Fees – This covers the cost of representation at any public enquiry that the council will need to attend, particularly any controversial planning applications etc. In addition architects fees, planning fees, general legal advice and financial advice would be included here

Audit Fees – We are required by law to have both an annual internal audit by an independent Auditor as well as submit our yearly accounts to our external auditors.

Training Fees – This is to ensure that new councillors can attend proper training courses in order to familiarise themselves with the huge amount of legislation that they are required to understand and follow. In addition the Clerk and RFO are required to ensure that all relevant training is kept up to date.

Cost of Borrowing – We have a current loan in place which was taken out to extend our existing building to accommodate Ladybirds pre-school. The cost of this loan is recouped by quarterly payments from ladybirds totalling £6220 in a year.

Village Maintenance – In addition to the Recreation ground, we are responsible for large portions of land in the village. This includes the Village Green, the old Recreation ground on Broad Lane, Fen Reeves Woodland, the Pond, The Pound car park and Crowlands Manor (which is a heritage site). We also are responsible for the War Memorial and its surrounds, tree works on hundreds of trees owned by the Parish, bus shelters, ditches, litter bins and some costs of footway lighting.

Traffic Safety Projects – Although Highways/roads are the responsibility of the Cambridgeshire County Council, we as a Parish Council are approached all the time by residents who would like to see the traffic slowed down and made safer at a number of points in the village. County Highways budgets are being cut and work we regard as a priority comes much lower on their priority list so will not be done unless we contribute financially. We have received a ‘price list’ from them and the costs are very high, partly due to related safety assurance during work on the highway. We would like to try to make improvements to mobility routes in the village and provide some of the traffic calming measures that our residents are asking for.

Youth Provision – We would like to provide good facilities for the young people of Cottenham. We would like to continue to fund visits from the Connexions Bus throughout the year and are in addition are looking at other youth provision projects i.e. first aid and babysitting courses which a recognised qualification for the young people participating.

Christmas Carol Concert – This is a yearly event that is partly funded by the Parish Council and much enjoyed by many residents.

Elections – We are required to accrue funds for a possible election every 4 years as we are charged around £4k by SCDC to run an election and even if it uncontested (if there are not enough candidates running) we do still incur costs.

Donations & Grants – Under S137 powers we have the ability to support groups and charities within our village that request help from us.

Contingent Projects – We always strive to provide good facilities in Cottenham but cost has to be a consideration and the budget can only go so far. We are continuously looking for sources of finance outside the precept. Our current Changing Rooms project and Skate Park would not have been possible without substantial grant funding. We are waiting to hear whether we have been successful in grant applications for 10K from Cambridgeshire County Council as part of their Local Highways Initiative. If successful this LHI bid will allow further improvements to our highways and pavements. Likewise with the Beach Road development underway we expect to get a sum of S136 “development contribution” monies which will be targeted at improvements to the Village Hall and road safety improvements.

15/011 – Finances

14F/106 - Resolution that the Finance, Legal and Administration committee recommend that historic reserves are simplified/tidied for 2015-2016 onwards and that there is an annual review of budget allocations that have been carried over into reserves. RESOLVED.

This would mean having just 3 pots of money: a general reserve, capital fund for the changing rooms and skate park projects and a reserve fund.

15/012 – Changing Rooms update

- Following receipt of tenders on 31st October and the issuing of the initial Tender report, various clarification discussions took place with two of the potential Contractors to agree several changes of scope, particularly related to the foul water treatment system, provision of electricity, gas and water services and some fittings.
- Following a meeting with ECB, the Cricket Club are developing their Business Plan to support an application for an interest-free £50K loan
- The funding pot was topped up nicely by the Football Club's Quiz Night in November. Other endeavours are under way by the Football and Cricket clubs.
- Following issuing of the final Tender Report on 5th December, and provision of various supplementary information we secured confirmation of all three sources (Football Foundation, Sport England and SCDC, of external funding (£390K total) on Monday 15th December.
- Formal acceptance of offers (total £590K) has been issued to the two contractors – Durman Stearn and C J Murfitt.
- Approximately £18K of professional services fees have been identified across various parties, including Wilby & Burnett, Northmore Associates and Peter Dann Limited.
- Preliminary discussions with Calor and others have resolved specific design issues related to the concrete base and protective fencing but overall costs are well within the retained provisional sums.
- Issues around VAT registration have been clarified so that registration with HMRC can be initiated with all our buildings "opted-in" for VAT purposes.
 - Users, except registered Charities, will need to be charged VAT, although this can be absorbed.
 - The Changing Rooms must be exclusively used for VAT-chargeable purposes for 10 years to avoid HMRC's Capital Goods Scheme being applied to prevent full input VAT recovery.
- Work has progressed with our Accountants to restructure our management accounts to provide better progress-checking, not only for the capital projects but also for all budget lines so budgets can be monitored more closely.
- Durman Stearn have been on site to conduct preliminary drainage and foundation tests.
- A formal pre-contract "kick-off" meeting is scheduled for 16th January.
- Thoughts are circulating in anticipation of a formal opening, including attendance by our finance providers and other supporters.

15/013 – Skatepark update

- On Monday 15th December, we received formal notice of a grant offer of £45K towards the SkatePark. Along with the £2K4 from SDC and agreed s106 viring from CPC reserves, all funding is now in place.
- The “input VAT recovery” position has been clarified and will apply provided we treat the SkatePark as a business by charging a User Club a nominal £100+VAT per annum for non-exclusive use; the Skatepark will remain open to any (responsible) user to satisfy our grant providers.
- Wheelscape have been contacted and will advise their Q2/Q3 availability etc in the coming days.
- There is some scope to combine the (currently separate) proposed access pathway with construction of the Skatepark, possibly with assistance from Durman Stearn, Morgan-Sindall or Mick George.
- Expressions of Interest for Contract Administrator have been requested by advertisement on the SourceCambridgeshire website with several replies who will shortly receive an outline brief for their proposals which will be due on Friday, February 13th.
- Once a provisional construction timetable is available, we will:
 - arrange a meeting with a representative group of users to check user acceptance of the proposed design.
 - agree contracts with Wheelscape
 - appoint a Contract Administrator

15/014 – Tenison Manor adoption

Following conversations with Sue Reynolds at County she has been trying to assist with moving on the adoption of the estate. It is clear from the information she has provided that Persimmon currently have a different view to CPC on some matters. Sue is prepared to attend the meeting with Persimmon and Anglian Water.

15/015 – Vertidrainning

CALF resolved to vertidrain 2 of the pitches at the recreation ground to improve ground drainage.

To provide a qualified operative and all machinery and equipment in order to carry out Verti-Drain works to the two football pitches at Cottenham Recreation Ground to substantially improve drainage and aerate the soil to improve the condition of the grassed areas. Verti-Drain to be fitted with 1 inch tines, inserted at 6 inch spacings and approximately 8 to 10" deep.

£440.00 + VAT (£220.00 + VAT per pitch)

15/017 – Fen Reeves

It has been identified that work is needed at Fen Reeves to cutback tree growth which is overhanging the paths, therefore improving access.

Ref: Fen Reeves Woodland – Twenty Pence Road

Cut back small branch growth overhanging pathway,

Option One	Using hand held tools.	£ 175.00
Plus vat		£ 35.00
Total		£ 210.00
Or		

Option Two	Using tractor and flail	£ 80.00
Plus vat		£ 16.00
Total		£ 96.00

15/018 – Narrow Lane

We have received a number of complaints regarding issues on Narrow Lane (footpath between High St and Telegraph St).

Ref: Narrow Lane – High Street adjacent to the Co-Op

To spray weeds at the High Street end and remove shrubs and rubbish at Denmark Road end.

Total	£ 100.00
Plus Vat	20.00
Total	£ 120.00

15/019-21 – Shredder/laminating machine/display boards

The current shredder is inadequate for shredding large amounts of documentation and needs replacing. Approx cost £200 + VAT (Staples). There are occasions when it would be useful to laminate posters/notices etc. Approx cost £30-50 + VAT (Staples). We need some proper table top exhibition display boards for use at events i.e. Feast. Approx cost £83 + VAT for a 3 panel display + header & carry bag. This is an example:

http://www.go-displays.co.uk/acatalog/Table_top_display_boards_91JD12.html#SID=17