

AGENDA REPORTS PACK

ORDINARY MEETING

JANUARY 2017

Item 17/003.



Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th December 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collier, Collinson, Graves, Hodson, Ward, Wilson, Young, SCDC Cllr Harford, the Clerk and Assistant Clerk

In attendance: 2 members of the public

- 16/257. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Mudd (illness), Nicholas (personal), Richards (work), Wotherspoon (work), RFO, CCC Cllr Jenkins (holiday) and CCC Cllr Mason (personal), Cllr Bolitho arrived at 7.16pm. Clerk to send get well card to Andy Ward.
- 16/258. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Collinson declared a pecuniary interest in 16/263 (PTCA grant) and will leave the room during discussions. Cllr McCarthy arrived at 7.17pm. Cllr Berenger declared a pecuniary interest in 16/261 (major developments) and will leave the room during discussions. Cllr Collier declared a non-pecuniary interest in 16/265 (resident).
- 16/259. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 1st November 2016 be signed as a correct record. **RESOLVED.**
- 16/260. Public participation** – Standing Orders suspended at 7.20pm. SCDC Cllr Harford spoke as a resident to thank the Council for the works to clear the Tenison Manor tree belt. Standing Orders reinstated 7.21pm.
- 16/261. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Young highlighted the comment regarding planning applications as being pertinent. Cllr Morris attended a briefing meeting by John Williamson (part-time planning inspector) who provided a useful update on the planning situation.
 - **CCC** – report circulated prior to the meeting. Cllr Bolitho mentioned the 2% levy for social care which County opted out of last year. What is County doing to improve the situation. Clerk to add agenda item to January meeting. Standing Orders suspended 7.25pm. Resident arrived and wanted to know more about the Village Hall project/survey. The survey doesn't explain the duration of the loan etc. Cllr Morris explained that it would be up to 25 years at a fixed interest rate. Resident said that the current building was voted on by only 22 people. The public toilets were too expensive to run and had to be sold off so how is the Council going to afford to keep the new Village Hall open? Cllr Collinson responded that the toilets were closed down due to repeated vandalism (pre-1988). Standing Orders reinstated 7.29pm.
 - **Clerk** – report circulated prior to the meeting. Fire extinguisher test today in Pavilion and Village Hall; one replacement needed at £50 + VAT. Crowlands Moat – more den building going on and bricks being used. Fen Reeves – appears to be some possible ritual burning going on and a puppy has been buried. 2 new waiting restriction signs to be erected on Lambs Lane – side opposite primary school. Signage outside Post Office should be erected this week. Cllr Young asked if we would request another road sweep.
 - **Major developments** – Cllr Berenger left the room at 7.31pm. Endurance – waiting for reserved matters application so no S106 agreement available yet. Gladman 1 – as per report. Gladman 2 – yet to go to SCDC Planning Committee (probably January). Persimmon – they have submitted some changes to the roundabout, although not as drastic as Gladman + amended

drainage information. This will be discussed by our Planning Committee on 8th December. County – they have contacted us asking permission to dig 13 50m long x 1.6m wide x 1.5m deep archaeological trenches over the whole of the 3rd field. Response no: field is currently being played, would affect draining trenches and recent drainage improvement works and render the field unusable for several years. Cllr Morris to circulate chart mentioned in report. Cllr Berenger returned to the room at 7.37pm.

- **Tenison Manor adoption & maintenance** – As per report.
- **Update on Neighbourhood Plan** – We are still waiting for written feedback from SCDC. The text has moved on and some key questions have been circulated and are being displayed at mini-consultations (3rd & 7th December). Hoping to have an illustrated revised draft before year end and we have a couple of people lined up to assist.
- **Update on Village Hall Project** – Cllr Morris ran through the project background for the benefit of the residents present. CPC are looking at the planning application on 8th December. Hope that once the building is established that the precept can be reined in but this isn't guaranteed. The result of the survey will influence the decisions regarding the building, precept etc. Assuming we get permission, we will look to start work on the carpark extension asap. It was confirmed that a hearing loop would be included in the fit out. Cllr Collier mentioned that we need to have the funds in place before we're able to apply for grants! Standing Orders suspended 7.50pm. On the assumption that we borrow £2.5m one way to pay is to put up the Cottenham part of the precept (about 45% but 3% overall tax). Resident queried what percentage of residents were in Band D. Discussions about the different bands and estimated increases. Q: is the nursery commercial or being subsidised? A. don't know who is going to run it yet but we know there is a need for extended childcare in the village. Resident accepted that the project was a good idea. Cllr Young mentioned that on the Council Tax bill it mentions how to calculate the figures. Cllr Morris said that if the interest rates were to go up then we couldn't afford to do the project. Once we've taken the public works loan the rate is frozen for the duration. Resident thought the upstairs use would be limited. Cllr Morris said that there are still lots of decisions to be made in the future regarding usage etc. Confirmed that the transition would be made as easy as possible for Ladybirds during the building works. Standing Orders reinstated 8.05pm. SCDC Cllr Harford left the meeting at 8.05pm.

- 16/262. Postbox** – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris wrote to Royal Mail over 3 months ago. The Telegraph Street post box is still out of action and has been for some time. If necessary, we will get MP involved. Resolution to write again to Royal Mail requesting urgent attention of replacement post box(es). **RESOLVED.**
- 16/263. Donations** – to consider donation applications and recommendations by FLAC – Cllr Collinson left the room at 8.08pm and took no part in discussions. Cllr Morris outlined. None of the applications fit S137 grants. PTCA – we can use some of the S106 money. Resolution to grant £5,000 to Cottenham Primary School PTCA towards swimming pool roof. **RESOLVED.** Cllr Collinson returned to the room at 8.12pm. FECA – they have a lot of money in reserves and we can't give a grant but can provide a donation under S145. Resolution to donate £1500 to the Fen Edge Festival for the provision of musical entertainment. **RESOLVED.** Mobile Warden – we can grant money under community transport. Resolution to grant £1500 to the Mobile Warden Scheme. **RESOLVED.**
- 16/264. CCTV** – to review CCTV tender report for Pavilion – Cllr Morris outlined. Need to examine the technical specifications further to ensure the system does what we want. Discussions regarding how safe the cameras were; all described as 'vandal resistant' but cages could be added if required. They cameras will be infrared. Resolution to recommend delegation of further consideration of the leading bids and placing contract(s) subject to a budget ceiling of £7,500. **RESOLVED.**
- 16/265. Tenison Manor tree belt** – to consider putting remaining tree belt maintenance works out to tender – Cllr Morris reported that the contractor had almost finished works to clear the ditch, thin trees/scrub and create a track/ditch access. Phase 2 consists of Tenison Manor towards Victory Way (along the back of Woodlark). The work had been cheaper than expected which left funds in

the original budget. Resolution to invite the previous bidders to offer a similar service for the remaining section, retaining the existing £10,000 delegated budget as the overall ceiling for all the work. **RESOLVED.**

- 16/266. Fen Reeves** – to consider requests for use of Fen Reeves for bushcraft courses and forest play group plus consider maintenance requirements for the site – Clerk outlined. Cllr Graves stated that the car park would need to be big enough to have a turning circle. We may want to consider requesting access via the adjoining County field which would afford safer access onto the highway. Cllr Collinson warned of previous issues with parking in the vicinity being used improperly. Cllr Bolitho raised concerns about the site being used by fly-tippers. Item referred to CALF for further examination.
- 16/267. Crowlands Moat** – Resolution to award tender for maintenance contract of Crowlands Moat to AJ King. **RESOLVED.** This will come into effect from 1st January 2017.
- 16/268. Slide** – to consider quote for maintenance works to slide mound at the Recreation Ground – Clerk outlined issues. Clerk to contact ROSPA to check whether the proposed solution is suitable. Resolution that subject to Inspector approval CPC accept quote for £600 + VAT for repair work to the slide mound. **RESOLVED.**
- 16/269. Walking routes** – to consider formal response to County regarding their proposal to seek to help improve or create a wider path network in Cottenham – Cllr Collinson stated that the tree belt was a requirement of the original planning permission for Tenison Manor estate and was needed as screening so we would need to be careful of any changes. It was considered that during the speculative planning application period from County it was inappropriate to have any discussions. Clerk to respond accordingly.
- 16/270. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for October 2016	£ 100.00	£ 120.00	
Debbie Prince	Rent for October 2016	£ 21.00	£ 25.20	
Jane Williams	Rent for October 2016	£ 80.50	£ 96.60	
Cambridge Kids Club	Rent for November 16 (in advance)	£ 873.92	£ 1,048.70	
AG First Aid	Rent for running first aid training course in the Village Hall	£ 37.50	£ 45.00	
Allotments	Recharge for water	£ 80.26	£ 96.31	
CUSSC	Quarterly rent payment	£ 2,600.00	£ 3,120.00	
Emma Tuck	Rent of Village Hall	£ 25.00	£ 30.00	
Curry Palace	Donation towards Christmas tree	£ 100.00	£ 100.00	
Cosworth Group	Back payment of rent for Landing stage	£ 80.00	£ 96.00	
		£ 3,998.18	£ 4,777.81	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 16	£ 3,351.90	£ 3,350.90	
HMRC	Tax and NI for November 16 (month 8)	£ 653.11	£ 653.11	
agb Environmental	Phase 1 Contaminated land desk study	£ 695.00	£ 834.00	717

Nick West	Invoices for Sept 16 (£621) & Oct 16 (£637.88)	£ 1,258.88	£ 1,258.88	718/719
Nick West	Expenses re cleaning products & Light bulb	£ 17.99	£ 17.99	718a
Calor Gas Ltd	Gas delivery for the Pavilion	£ 524.69	£ 550.92	720
Bird's Farm	800 Hawthorn & 450 Blackthorn plants	£ 583.34	£ 700.00	724
Cambridge van Leyden	Support to planning stage re New Hall	£ 5,342.00	£ 6,410.40	731
MTC Engineering	Draft Travel Plan re New Village Hall	£ 500.00	£ 600.00	732
Southern Electric	Electric bill for the Recreation ground DD	£ 1,032.49	£ 1,238.98	733
A J King	Contract costs + treework on Green & cleaning bus shelters	£ 2,736.24	£ 3,283.48	736-738
Cambridgeshire Cricket	Drainage work on 3rd field	£ 550.00	£ 550.00	
		£ 17,245.64	£ 19,448.66	
Expenses under £500	Description	Net	Gross	code
Royal British Legion	Donation for Wreath	£ 35.00	£ 35.00	713
Green & Purple Ltd	RFO support	£ 50.00	£ 60.00	714
McVeigh Parker & Co	Mobility Gate for Crowlands Moat	£ 213.40	£ 256.08	715
Debbie Seabright	Sim card cost and postage (1.74)	£ 11.46	£ 11.46	716
CSA - Cleaning	Toilet roll and Floor cleaner	£ 73.80	£ 88.56	721
Mark Weatherhead	2 x rat traps	£ 21.92	£ 26.12	722
Staples	Ink cartridge and paper	£ 62.06	£ 74.47	723
BCS	Payroll processing	£ 28.00	£ 33.60	725
The BC Group Trust	Work on Crowlands Manor site	£ 282.00	£ 282.00	726
D & K Minter	PA and Lighting for Carols on the Green	£ 400.00	£ 400.00	727
Staples	Transparent pockets - Stationery	£ 2.91	£ 3.49	728
Southern Electric	Electric bill for the green DD	£ 45.99	£ 48.28	729
Southern Electric	Electric bill for the Pavillion DD	£ 227.98	£ 273.57	730
Cambridge Water Co	Water bill May-November for Bowls club/ Allotments DD	£ 354.58	£ 354.58	734
Cambridge Water Co	Water bill June -November for Sports and Social Club DD	£ 455.53	£ 455.53	735
Melsop Farm	Reindeer hire for carol concert	£ 350.00	£ 420.00	
Jo Brook	Toner cartridge	£ 17.00	£ 17.00	
		£ 2,631.63	£ 2,839.74	

Michelle Plowman debt has been delegated to FLAC. Solicitor to confirm whether the debt is personal or business. Clerk confirmed that the carol concert was currently under budget. Resolution to pay these invoices. **RESOLVED.**

- 16/271. Management accounts** – to review the monthly management accounts. No further comments.
- 16/272. Bank reconciliation** – to review monthly bank reconciliation. Cllr McCarthy ran through the report. Cllr Morris went through the balance sheet figures.
- 16/273. Matters for consideration at the next meeting** – road markings on Broad Lane roundabout (Asst Clerk to speak to County Highways)
- 16/274. Dates of next meetings** – Planning 8th December, FLAC 15th December, CALF 20th December, Planning 22nd December, FLAC 3rd January 2017, Full 10th January.
- 16/275. Close of Meeting – 9.05pm**

Signed _____ (Chair) Date _____

Item 17/005. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils December 2016

To follow

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Monthly report for parish and community councils December 2016

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

Full Council meeting

There was a full council meeting in December. Click here for my account. Two motions were passed with an immediate impact on our communities. One reinstated gritting routes omitted when the gritting map was redrawn earlier this year (click here for my thoughts on that), the other reversed the overnight street light switch off decision.

Committee meetings and other council matters

General Purposes: there were no key decisions however the committee did consider several 'transformation fund' bids. This fund has been set up to enable significant changes to take place in council practice and thereby to deliver substantial savings. Many exciting projects are coming forward but why on earth this did not happen sooner. At the end of the meeting the committee went into a private session to consider comments which I had regarding the Guided Bus situation.

Adults: there were no key decisions.

Children & Young People: there were no key decisions.

Economy & Environment: there were several key decisions. The committee approved the construction of the Abbey to Chesterton cycle/footbridge (click here for more info). It also approved allocations for spending the 'integrated transport block', that's the specific government grant funding for transport schemes.

The City Deal Joint Executive Board met. Its focus was on western orbital bus routes and priorities for Tranche 2 (this despite Tranche 1 being not yet signed off and due for some debate I imagine early in 2017). The Assembly also met and noted that it expected reports on the Milton Road and Histon Road schemes at its Mar 17 meeting.

Highways & Community Infrastructure: there were two key decisions. One related to the funding of Medical Examiners and the other to the real-time passenger information (RTPI) offering. The latter is run with other authorities and it was agreed to continue this and to procure a new contract.

Assets & Investments: there was one key decision regarding the acquisition of new offices in Huntingdon to house CCC's Highways staff and its new highways contractor

Health: there were no key decisions. However in its scrutiny role the committee began to look at the Sustainability and Transformation Plan (STP), it looked at GP capacity and planning thereof and had a first sight of plans to consult on changes to the provision of fertility services.

Planning: there were no items on the agenda relating to Cottenham, Histon & Impington.

There was no meeting of the Cambridgeshire Police & Crime Panel. The Cambridgeshire & Peterborough Fire Authority met to agree next steps regarding the development of a business case for 'closer collaboration'.

The Shadow Cambridgeshire & Peterborough Combined Authority met for the first time. It was a largely procedural meeting in which County Council leader Steve Count was appointed chair.

Consultations relevant to this division

Consultation	Purpose	Due date and link
2-year-old check and assessment in	To consult parents with children aged 2-3 years who have participated in the	06 Jan 17

Cambridgeshire	Integrated Review.	http://bit.ly/2eoerd2
Survey of Adult Carers in England (SACE)	This survey has been developed to learn more about whether services received by carers are helping them in their caring role	17 Feb 17 http://bit.ly/2ftpxlr

More local matters

Officers have advised that they will recommend that CCC work with Cambridgeshire Primary Education Trust (CPET) to build a new primary school at Buxhall Farm.

Histon library has reopened after refurbishment which will include installing a new staff desk, rewiring and re-carpeting. Much thanks to the Friends and the Red Lion Beer Festival

CCC and Histon & Impington Parish Council have agreed actions to move forward ideas to better support older people in the community.

The Histon Road Local Liaison Forum met again and will have one final meeting to finalise its input to the City Deal Assembly (see above) 9 Jan 17.

Diary (next public meetings)

10 Jan	1400	*General Purposes Committee	Shire Hall, Cambridge
12 Jan	1400	*Health Committee	Shire Hall, Cambridge
12 Jan	1000	*Economy & Environment Committee	Shire Hall, Cambridge
17 Jan	1400	Children and Young People Committee	Shire Hall, Cambridge
17 Jan	1000	Highways & Community Infrastructure	Shire Hall, Cambridge
18 Jan	1000	Greater Cambridge City Deal Assembly	South Cambs, Cambourne
19 Jan	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
19 Jan	1000	Planning Committee	Shire Hall, Cambridge
19 Jan	1000	*Health & Wellbeing Board	Pathfinder House, Huntingdon
25 Jan	1430	Greater Cambridge City Deal Executive Board	Meadows Community Centre
27 Jan	1000	*Assets & Investments Committee	Shire Hall, Cambridge
1 Feb	1400	Cambridgeshire Police & Crime Panel	Peterborough Town Hall
9 Feb	1400	Cambridgeshire Fire Authority	Hinchingbrooke Park
21 Feb	1330	Full Council	Shire Hall, Cambridge

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

And finally ... pundits are forever telling us that one of the problems with the UK is our low productivity. Evidently you can measure it and we compare poorly with the USA on the one hand and other countries in Europe on the other. I'm not sure if it's true in factories because I've seen some pretty impressive automated production lines but I can believe it when it comes to services. I despair at the inability of the average UK barista to multi-task and I'm sure that many of our professions are riddled with inefficiencies because of long entrenched practices. But there is another angle and that's the number of days that we work. Not so long ago those days between Xmas and New Year were working days, no more. That takes a percent or two out of our productive capacity.

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CLERKS REPORT – December 2016

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and site visit done on 29th July and we're waiting on update. Site visit 29/07/16 ref flooding during heavy rainfall. Due to lack of rain lately nothing to report, and when we have had rain simply did not have time to visit but will monitor. Cycle path needs sweeping to clear the solar studs of mud/vegetation. Budgets are currently under pressure and this work would be very low on list of priorities. This would be an ideal job for volunteers (Community Highways Volunteering Scheme). Sustainable Cottenham have a litter pick arranged for 14th January 2017 and they plan to tackle the cycle path from Cottenham to Histon - clearing plant growth/brambles and hopefully cleaning the solar studs. How much is achieved will be determined by how many volunteers turn up.
- 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. Approx. £1000 - £1500. This would have to be 3rd party funded (current signage meets with legislation).
- TRO - High Street (Shaun's/Post Office) – signs ordered 29/09/16, timescales unknown. AC chased 11/11/2016 "we are currently awaiting confirmations from utilities companies so the contractors don't drill into a utility" and 1/12/16 for update – awaiting response.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2016 and then again when the annual works were done. Works to be carried out after leaf-fall. Jetted 03/11/2016. AC has requested another sweep/jetting – awaiting response.
- Leopold Walk – overgrown shrubs/trees. Graham will order works post-nesting season. Budgets are now such that Graham has to prioritise works and unfortunately this matter would be low on the list. Graham has suggested that it would be an ideal job for volunteers. As for the footway being covered in berries etc., this would be a matter for South Cambs District Council as they deal with all matters relating to street cleansing. Asst Clerk went back and stated that this is too big a job for volunteers and we have been requesting this for over a year. Answer: Unfortunately all funding for vegetation works has run out.
- Grass cutting undertaken w/c 22nd Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is still awaiting comment.
- High Street/Rampton Road, Reference - Following repairs carried out in May 2016, some of the marked out areas were missed, markings had worn away before works started. The worst areas being the junction between the High St & Rampton Road and pothole opposite Cross Keys Court. Junction of High Street/Rampton Road. This has been fully resurfaced and is awaiting white lining (timescales unknown). Unable to locate a pothole opposite Cross Keys Court, however there is a sunken cover belonging to Cambridge Water Company. MANHOLES ARE RESPONSIBILITY OF ANGLIAN WATER. Cambridge Water inspected 8/11/16, awaiting works order.
- Village Maintenance carried out w/c 22/08/16 –Twentypence Road verges were NOT cut, lots of dead grass left behind (as it had been left so long since previous cut). Verges on Twentypence Road are outside the village centre and are cut on a separate rota (cut 23/08/16). In relation to straw in the road please contact South Cambs District Council as they deal with all matters relating to street cleansing.
- Wilkin Walk (High St End) – Overgrown weeds, brambles and hedges – Response: This is part of the village maintenance and is cut twice a year. This would be an ideal job for volunteers. Asst Clerk went back and stated that as these were now over 20ft and full of brambles, we can't expect volunteers to cut. Answer: Unfortunately all funding for vegetation works has run out.
- Replacement child-designed road signs have been received. **Now installed.**
- LHI bid has been submitted: Speeding on Histon Road, Crossing near to Post Office and Pavement Improvements

- **Oakington Road will be closed 25-31st Jan for new services to be connected. This will mean a long diversion for residents from Orchard Close and beyond. Pedestrian access is being maintained.**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- **Damaged guttering between the high roof and flat roof has been repaired.**
- Need to give kitchen keys to Bowls Club and Cambridge Kids Club.
- Vermin issue in kitchen and store cupboard. DRE Pest Control have been contacted.
- Light cover in main hall has fallen down. **Struggling to find replacement without getting lamp unit as well. Nick West following up.**

Recreation ground

- Cars parked at own risk sign has been removed completely. The FA sign has also been damaged.
- Groundsman has reported issues with vermin in the vicinity of the containers (coming from allotments). Traps have been set and DRE Pest Control also contacted.
- **Pavilion fire extinguishers check carried out 6th December. One new extinguisher needed on stage in Hall.**

Misc admin

- December Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying. **CALF members doing site visits and will discuss at January meeting.**
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Works to be undertaken second week of January 2017. **Letters distributed to residents in the vicinity.**
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- **Mobility gate for Moat has been collected and will be installed in January.** Recycle existing gate at WARG Field.
- Contractor appointed to undertake repairs to phone box on Denmark Road/High Street. Will probably be done in March when the temperatures are more conducive for painting outside.
- Wings for Life 2017 will be taking place on Sunday 7th May and the route will come through Cottenham again (Oakington & Rampton Road only this time).
- **Feb/March newsletter article submitted + additional advertising for Connections Bus.**
- **Thank you letter received from Cottenham childminders re. donation towards Christmas breakfast.**

Facebook

- **693 likes. There was a spike in new 'likes' immediately after the carol concert and we've seen a significant increase in traffic over the past month.**

Major developments

- Endurance Estates (S/1952/15/OL) now fully approved following s106 agreement
 - Includes contributions to Community Facilities and Early Years education
- Gladman (S/1818/15/OL) Local Inquiry set for 24th May to 1st June
- Nothing new on the three others

Update on Neighbourhood Plan

- Mini-consultation on twelve questions received useful feedback
- Belated feedback received from October meeting with SCDC Planning Policy team and now being considered

Update on Village Hall Project

- Planning application (S/3163/16/OL) due for determination by 13th February
- Village-wide ballot on precept funding distributed in Cottenham Newsletter
- 445 votes cast by 19th December close with 270 in favour and 175 against

17/006. Budget 2017/18

In summary:

Income	£40,282
Expenses	
Administration	£69,820
Open spaces	£45,000
CALF	£30,000
Shared costs	£22,200
Streets	£1,800
Pavillion	£5,100
Highways	£34,000
Village Hall	£7,700
Financing in/out	£9,100
Donations	£9,000
Other	£1,035
Youth provision	£12,000
	£246,755
Net budget	£206,473

Suggested resolution: Council adopts the FLAC recommended net budget of £206,473

17/007. Village Hall Ballot

Summary

- A parish-wide ballot was held in the first few weeks of December 2017.
- Some background information was provided on the voting paper (more was on the Parish Council website and had been trailed elsewhere, in public meetings and on the Parish Council website and Facebook pages, over several months).
- The voting paper was distributed to all households with the Cottenham Newsletter and ballot boxes placed in nine locations around the village with options to email or post back responses.
- Every resident was invited to vote, if necessary by copying the single received copy or using the on-line copy.
- Voting closed on 19th December and the count made by two Parish Councillors on 20th December.
- Some anti-manipulation checks were applied to the papers before counting with no evidence found of significant manipulation.
- 445 votes were counted with a clear majority of voters (270 – over 60%) voting for the proposition and a significantly smaller number (175 – less than 40%) voting against.

Suggested resolution: Council accepts the result of the village-wide survey as representative and indicating general residential support for the project.

17/008. Village Hall Finance

Our reserves include:

- a) **GenRes:** £100,000 as a general reserve which we conserve against an emergency.
- b) **OpenSpace:** £172,296 of Open Space funding from s106 with £20,000 “promised” to the Dissenters Cemetery for their fencing upgrade – net £152,000 approximately.
- c) **CommFac:** £32,143 of Community Facilities funding from s106 with approx. £14,000 “promised” to the Community Centre for their building project – net £18,000 approximately.
- d) **PubArt:** £20,364 of Public Art funding from s106 with £16,000 promised to All Saints church for their altar-piece – net £4,000 approximately.
- e) **CapitalFund:** £259,402 of “savings” for capital projects.

Some reserves can be applied directly or indirectly towards funding of the main capital projects with a supplementary loan to complete the fund:

1. Open Space Reserve
 - £75,000 would fund the King George V Car Park & Pavilion Pathway elements of the project, leaving £77,000 which could be “unlocked” by applying to qualifying expenditure within the current and next year’s open space budget commitments
 - £77,000 available towards Village Hall & Nursery
2. Community Facilities Reserve
 - £18,000 available towards Village Hall & Nursery
3. Capital Fund Reserve
 - £259,402 available towards Village Hall & Nursery
4. Supplementary Loan
 - With estimated design and build costs of £2,400,000 for the Village Hall & Nursery, £2,100,000 should close the funding gap while being fundable within the “£1/week for Band D homes” criterion (£118,000pa from a taxable base of 2312.4 homes.)

Suggested resolution: Council adopts the FLAC review of Council reserves and the recommendation to take out a supplementary loan to finance the construction of the new Village Hall & Nursery

17/009. Precept 2017/18

To cover the net budget	£206,473	equivalent to £89.51 per Band D home
To finance the loan	£118,000	equivalent to £51.03 per Band D home
Total	£325,000	equivalent to £140.55 per Band D home

Suggested resolution: Council adopts the FLAC recommended precept of £325,000 (equivalent to £140.55 pa per Band D home), including £206,473 to fund the net budget and £118,000 to fund a supplementary loan to finance the construction of the new Village Hall & Nursery.

17/010. Borrowing Approval

This suggested borrowing limit allows for several uncertainties beyond tonight's decisions:

- Construction costs are estimates but risks will be mitigated during the technical design stage and by competitive tendering.
- Grants and developer contributions are uncertain in terms of both amounts and timing so will be treated as unplanned windfalls.
- Finance costs are subject to daily variation but "payment" ceiling can be maintained by extending the loan period by a few years if necessary.

Income streams are uncertain but risks can be controlled by keeping initial operating costs within "business as usual" income expectations. The business plan will have four milestones:

1. Positive net operating income – revenue exceeds operating costs
2. Positive cash-flow except capital repayments – revenue exceeds non-capital costs
3. Positive cash-flow – annual revenue exceeds annual outgoings
4. Positive return on capital – accumulated income exceeds accumulated outgoings

Council will still have to decide:

- When to initiate technical design (needs three months prior to two month tender period)
- Exactly how much to borrow over what period at a later date (once tenders reviewed)

Suggested resolution: Council approves application to the Secretary of State for permission to borrow up to £2,200,000 over approximately 25 years, subject to an annual repayment limit of £118,000.

17/011. Local Green Space designation

Letter received from Alison Talkington:

Thank you for providing the Council with additional information about the Local Green Space within your village. This has been included in an appendix to the Council's Written Statement for Matter SC4: Protecting and Enhancing the Natural and Historic Environment. This was submitted to the Local Plan examination inspectors on 25 November 2016.

Our Council was not the only one to submit written statements to the inspectors – here is a link to all of the other statements that were submitted for this matter including the Council's. The ones specific to Local Green Space are listed as SC4C.

<https://www.scambs.gov.uk/content/examination-written-statement-matter-sc4>

In January there are to be examination hearings for Matter SC4. The hearings considering Local Green Space are timetabled to start on Wednesday 18 January until Friday morning 20 January 2017.

There a number of objectors who have asked to appear at these sessions. The list is included in the latest Hearings Programme from page 33 –

34. https://www.scambs.gov.uk/sites/default/files/hearings_programme_v14_21_oct_2016.pdf

The hearing is run by the Inspector. There is no specific timetable for when each LGS will be discussed. From the experience of hearings that have already taken place the inspectors have worked their way through the list of questions as were included in the Matters document. It is likely that the discussion about LGS will not take up the whole of the two and a half days allocated to it.

Although no objector to the LGS in your village has asked to appear at the hearings the inspectors have sometimes asked additional questions of the Council at previous hearings. It could therefore mean that the LGS is discussed by the inspector.

The Council would like to offer you the opportunity to support us when we present our case at the hearings. Whether there is an appropriate opportunity to speak will very much depend on the issues that arise, and how the Inspectors choose to run their hearing. It important to note that this would only be to support the Council on specific points at the request of the Council, rather than having your own seat at the table.

It is important to note that the inspector already has a significant amount of written information from both parties. The discussion around each site could itself be relatively brief. If no objector attends in relation to a site, and if inspectors are content to rely on material they have had in writing, there may not be a discussion on a specific site.

If your Parish Council would like to take up this offer I am afraid it could mean making someone available for the whole two and a half day sessions. Due to logistics this should be one person only, although the hearings themselves can be observed by members of the public if others wish to attend.

If you would like to find out more about the hearings and what may be expected of someone assisting the Council when we present our case for each LGS please contact me to discuss.

We will need to inform the Programme Officer in the new year the list of people who will be appearing on the Council's behalf at the hearings in January. I would be grateful if you could let us know as soon as possible if your Parish Council wishes to support us in this way.

17/013. Buckingham Palace Garden Party

NALC has been requested by the Lord Chamberlain's office to inform member councils that Her Majesty will be hosting a Royal Garden Party at Buckingham Palace on 23 May 2017 and your County Association has been allocated 4 places.

The Lord Chamberlain has asked us to highlight a number of items therefore please read and comply with the following notes when completing the Garden Party Invitation:

- Invitations are in recognition of PAST service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Guests should NOT have previously attended a Garden Party. This must be emphasised to potential guests.
- It is essential that all details given to me are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. For example, ie if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.
- Ensure all nominated guests are accompanied, with each guest ideally being accompanied by one guest. However should any guest request to attend unaccompanied then please make certain that this option is clearly highlighted on the form. A party may number up to a maximum of 4 people only when it consists of the main guest, the main guest's spouse or partner and 2 children between the ages of 18 and 25.
- All names submitted must number within your overall quota. (Therefore a guest and companion are 2 guests / or a guest with 2 accompanying children are 3 guests).
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
- Each nominated guest may be accompanied by up to two children between the ages of 18 and 25, but within your overall quota.
- Older people or disabled people who need assistance MUST be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking close to the palace entrance is available provided this is made clear to me.
- All nominated guests must be British or European Union citizens, although their husbands, wives or companions may be of other nationalities.
- All guests, nominated or accompanying, must be resident in the United Kingdom.
- Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore once details have been submitted to the Palace by NALC this cannot be changed.
- Please remind your guest(s), that in the event they are unable to attend a Garden Party for whatever reason they will not be invited again.
- Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>
- If a guest has not received their invitation within three weeks of the date of the garden party, please contact NALC directly.
- All communications to Buckingham Palace should carried out via NALC rather than directly.

Please send to CAPALC your nominated attendee name and guest in attendance with them, a short paragraph telling us why they have been nominated, the service they have provided to your community/council. All names will be put in a hat and 2 names will be selected at random.

CAPALC will then contact you for further details to complete the forms for NALC.

Please ensure this information is sent to CAPALC by no later than 23rd January 2017.

17/014. Draft corporate energy strategy consultation

Letter from Sheryl French, Project Director, Mobilising Local Energy Investment, Cambridgeshire County Council

Just before Christmas I sent you a copy of a draft Corporate Energy Strategy for Cambridgeshire County Council and a link to an online questionnaire for you to feedback your comments. The consultation launches next week on 3rd January and will finish on 31st January 2017. Please find the draft strategy attached and the link to the online questionnaire.

http://www.smartsurvey.co.uk/s/Consultation_DRAFTCorporateEnergyStrategy_CCC/

We really are keen to get your feedback so please call me if you are having any problems with the document or online questionnaire.

17/015. Letter from Heidi Allen MP

Dear Councillors and Parish Council Chairs,

I am seeking feedback from constituents about public transport provision in South Cambs. Over the past month I have received a significant number of emails detailing separate public transport failings on local buses and trains. Much of the feedback has been negative, outlining poor service, delays, cancellations, lack of information and poor value for money.

Many of our rural constituents rely on public transport and I am concerned that the commercial operators have a poor understanding of the repercussions of these public transport failings. In some instances, constituents have missed hospital appointments, are late for work or school or end up having to make their own arrangements at greater cost to themselves.

If the problem is widespread, I'd like to take this feedback to the transport operators. If you are aware of repeated issues within your communities, please could you email details of these issues to me at heidi.allen.mp@parliament.uk using the subject title 'Public Transport Feedback'. Alternatively, please encourage your constituents to drop me an email or send a letter to my constituency office. I intend to present evidence of poor service to the transport companies by mid-January and so am seeking feedback by 13th January 2017.

Of course, some feedback about individual drivers has been positive and I'd welcome hearing about this too, so that we can celebrate good service within the same conversation.

I'm grateful to you for your assistance in building up a picture of South Cambs public transport. If you have further questions, please contact Nicola or Paula in my constituency office.

17/018. Bank reconciliation (to the end November 2016)

Council's Bank Accounts at end of November 16 were reconciled to our Sage system and are in order.

In summary:

£670,823.23	Cash at Bank
-£12,748.00	creditors
+ £5930.00	Debtors
£664,005.23	Net balance on bank reconciliation

+ VAT owed £2550

+ Prepayments £1300

Minus: £2000 Accruals

Minus: £653 PAYE

Net assets: £665,202.23

Creditors

AGB Environmental
BC Group
BCS
Cambridgeshire Cricket Ltd
Cambridge Van Leyden
Cambridge Water Company
CSA
Dean Minter
Debbie Seabright
Green and Purple Ltd
Mark Weatherhead
MTC engineering
Nick West
Southern Electric
Staples

TOTAL £12,748.40

Debtors

Cottenham Day centre
Jane Williams
John Thurston (Electricity costs)
Michelle Plowman

TOTAL £5929.61