

AGENDA REPORTS PACK

ORDINARY MEETING

JUNE 2016

Item 16/124.

Annual Meeting of the Parish Council Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd May 2016 at 7.15pm

Present: Cllrs Young (Chair), Berenger, Bolitho, Collier, Collinson, Hodson, McCarthy, Mudd, Nicholas, Richards, Ward, SCDC Cllr Harford, the Clerk, Assistant Clerk and RFO

In attendance: 1 member of the public

- 16/092. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllr Morris was proposed by Cllr Nicholas and seconded by Cllr Collinson. Cllr Morris duly elected as Chair.
- 16/093. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office -** Cllr Young was proposed by Cllr Richards and seconded by Cllr Berenger. Cllr Young duly elected as Vice Chair. Cllr Morris arrived at 7.25pm.
- 16/094. Chairman’s Introduction and Apologies for absence –** apologies accepted from Cllrs Graves (personal), Heydon (absent), Wotherspoon (personal), SCDC Cllr Edwards (work), CCC Cllr Jenkins (personal) and CCC Cllr Mason (illness).
- 16/095. 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 Richards declared a pecuniary interest in item 16/116.
- 16/096. Minutes -** Resolution that the minutes of the meeting of the Full Council meeting held on the 5th April 2016 be signed as a correct record. **RESOLVED.** Item 16/109 brought forward for benefit of resident present.
- 16/109. Cottenham Guiding picnic –** Resolution for Cottenham & District Guiding to hold a picnic on the Village Green on 12th June 3-5pm. **RESOLVED.**
- 16/097. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opts). 1 vacancy.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3). 2 vacancies.
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts). 2 vacancies.
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4). Cllr Heydon stood down. 1 vacancy.
 - Standards Committee (ToR Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling). 1 vacancy.
- NB: Chairs to be appointed at the first meeting.
- 16/098. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
 - HR (Cllrs Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllr Ward & Berenger)
 - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Richards, Ward)
- 16/099. Endorse status “Task & Finish” Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford)
 - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd). Should complete in October.
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward)
 - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris). Should complete in July.
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & Clerk)
 - Youth Provision (new) Cllrs Berenger and Collier
- 16/100. Review representation as Trustees etc.**

- Cottenham Charities (Trustees, Cllr Mudd and DC Harford)
- Church and Causeway Charity (Trustees, Cllrs Berenger & Collier)
- Cottenham Community Centre (Trustee, Cllr Collier)
- Cottenham Village College (Governor, Cllr Collier)
- Mobile Warden Scheme (Trustee, Cllr Collinson)
- Ladybird Pre-School (Representative, Cllr Collier)
- CPS (new). Subject to acceptance by the School. (Representatives, Cllr Morris & the Clerk)
- Rec ground/VH users (new). (Representative, Cllr Richards)

16/101. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho & Cllr McCarthy)
- Playground Inspectors (Cllrs Mudd and Nicholas)

16/102. To review policy recommendations by Committees

- Child Protection (adopted November 2013). Refer to CALF to review appendix 1.
- Code of Conduct (adopted July 2012); amended July 2015
- Complaints procedure (adopted August 2012); amended July 2015
- Equal Opportunities (adopted November 2013)
- Financial Regulations; (amended 1st March 2016). Refer to FLAC to review 13.4.
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Procedure for handling FOI requests (adopted March 2013)
- Risk Assessment; to consider recommendations by FLAC
- Standing Orders (adopted July 2012; amended May 2015) to consider recommendations by FLAC

16/103. Public participation – Standing Orders to be suspended. No questions. RFO left the room at 7.50pm and returned at 7.53pm.

16/104. Reports

- **SCDC** – SCDC Cllr Harford gave a verbal report. SCDC Cllr Edwards has had a Portfolio Holders meeting regarding shared financial management services. The project is on track. There were 132 applications for help with paying rent and 95 were awarded. Have looked at quarterly figures for council tax, rent, etc. collections and these were up with the exception of non-domestic rates which was down by 1%. JDCC gave outline permission for the ‘Wing’ development; only 30% affordable housing. Reminder that the Leaders Portfolio Meeting is on 19th May and they will hear the first applications for the Community Chest grants. Pat Matthews has left and Rob Mungovan is covering his workload. Letter on the way to us about the scheme of delegation. It was clarified that despite the shared services the statistics will probably be kept separate. Regarding update on the HC Moss enforcement, a recommendation will come to Planning.
- **CCC** – report circulated prior to the meeting. SCDC Cllr Harford complimented us on getting stuff done in terms of pothole repairs. Cllr Richards left the room at 8.00pm and returned at 8.02pm.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. FECA AGM on 12th May. Twinning Ceilidh this weekend; nobody able to attend (Cllr Ward already attending in a personal capacity).
- **RFO** – outlined details of the new audit regime which we were only made aware of at the recent SLCC roadshow (we were one of several PC’s who hadn’t received any paperwork about it). We have automatically been opted in, with only 70 Councils across the country opting out. From 2017 an external auditor will be appointed to us. NB: there will be an increase in fees.
- **CALF** – Cllr Mudd outlined the report which was circulated prior to the meeting.
- **FLAC** – Cllr Young outlined the report which was circulated prior to the meeting.
- **Highways Committee** – Cllr McCarthy outlined the report which was circulated prior to the meeting. Cllr Collier commented that the child-designed road signs needed to be bigger. Cllr Collinson asked for clarification of what the pavement project entailed.

- **Planning Committee** – Cllr Mudd outlined the report which was circulated prior to the meeting. Need to check with Enforcement for updates and what actions are taken. Cllr Young queried the status of the 4 year strategic framework but this should be linked to the Neighbourhood Plan.
- **Standards** – Cllr McCarthy outlined the report which was circulated prior to the meeting
- **Update on major developments** – Cllr Berenger left the room at 8.21pm and took no part in discussions. Gladman and Endurance are being heard by the District Planning Committee on 11th May. The report will be available online but current recommendations by Officers are delegated approval for Endurance and refusal for Gladman. Cllr Berenger returned to the room at 8.30pm.
- **Update on Neighbourhood Plan** – Cllr Morris outlined the report. Comments currently being analysed. Cllr Young left the room at 8.31pm. It was clarified that the ambassadors were a group of 250 residents who have signed up to be kept up to date on progress. Cllr Young returned at 8.33pm.

16/105. FECA Membership – Resolution to renew membership of FECA. **RESOLVED.**

16/106. Clerk Resources – Resolution to purchase reference books (Minute taking, Risk Management, Meetings) from the SLCC at a cost of £31.78 inc. delivery. **RESOLVED.**

16/107. Annual Governance Statement – to consider approval of the annual governance statement 2015-16 – RFO outlined that as per the new rules we have to go through section 1 of the report. Resolution to approve the Annual Governance Statement 2015-16 as a true record. **RESOLVED.**

16/108. Accounting Statement – Figure for total fixed assets amended to £1,878,428. Resolution to approve the Accounting statement 2015-16. **RESOLVED.**

16/110. Community Land Trust – to consider supporting an initiative to create Cottenham Community Land Trust – Cllr Morris outlined. The Trust would be a third party entity (may need to have temporary trustees to get the Trust going and then make more formal arrangements). Grant may be available from SCDC.

Resolution that CPC support in principle the effort to set up a CLT in Cottenham. **RESOLVED.**

16/111. Playhouse – Resolution to accept CALF recommendation to purchase replacement playhouse at a cost of £1543 + £637 installation + VAT & delivery. **RESOLVED.**

16/112. Litter picking equipment – Resolution to purchase 15 litter pickers at a cost of £192.46 inc VAT & delivery. **RESOLVED.**

16/113. August meeting schedule– Resolution to cancel meetings during August with the exception of the Full Council meeting and Planning Committee (1 meeting may still be necessary). **RESOLVED.**

16/114. Connections Bus – Resolution to host up to 6 visits by the Connections Bus during the school summer holidays. **RESOLVED.** NB: day of the week to be confirmed by Connections.

16/115. Colts 5 a-side – Resolution to remove section of bund by Bowls Club to allow access for parking on the 3rd Field for Colts 5-a-side tournament on Sunday 29th May. **RESOLVED.**

16/116. Finance

Income	Description	Net	Gross	
Jane Williams	February 16 invoice	£ 207.00	£ 248.40	
Day Centre	March 16 invoice	£ 250.00	£ 300.00	
Debbie Prince	March 16 invoice	£ 21.00	£ 25.20	
Michelle Plowman	March 16 invoice	£ 862.00	£ 1,034.40	
Bowls Club	Rent and Water costs	£ 100.00	£ 100.00	
Cott Festival				
Adele Kitching	For stall at the festival	£ 20.00	£ 20.00	
		£ 1,460.00	£ 1,728.00	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for May 16	£ 3,481.66	£ 3,481.66	
HMRC	Tax (£358.20) and NI (£418.92) for May 16	£ 777.12	£ 777.12	

Legal and General	Pension cost for May 16 DD	£ 48.73	£ 48.73	
Connections Bus	Connection bus visits for Jan 16 to Mar 16	£ 2,178.00	£ 2,178.00	534
Sports & Social Club	Contract services from Jan - Mar 16	£ 1,080.00	£ 1,080.00	535
Green and Purple	Year end accounts 2015-16	£ 800.00	£ 960.00	538
Sovereign	Balance 80% for gym equipment	£ 1,713.13	£ 2,055.76	545
360 TSL	Traffic data collection	£ 1,025.00	£ 1,230.00	546
A J King	Monthly contract costs & Verti-drain of Football pitch	£ 2,786.24	£ 3,343.48	552/553
		£ 13,889.88	£ 15,154.75	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
SLCC	Regional roadshow for Clerks and RFO	£ 138.00	£ 165.60	533
Southern Electric	Electricity bill for the Green	£ 49.93	£ 52.42	536
Southern Electric	Electricity bill for the Pavillion	£ 252.40	£ 302.88	540
Debbie Seabright	Expenses re O2 sim card and stationary	£ 39.17	£ 39.17	537
Zurich	Cover for the Queens birthday Beacon event	£ 60.00	£ 65.70	539
Travis Perkins	3 x Vandalene black (anti-climb paint)	£ 101.97	£ 122.36	541
Chubb	25% deposit for work on security system in Village Hall	£ 223.50	£ 268.20	542
Jo Brook	Exp re Mileage to SLCC roadshow in P'boro	£ 33.30	£ 33.30	543
Sam Mcmanners	Exps re spoons/clock/mouse/mileage/fire extinguisher	£ 43.76	£ 43.76	544
Jo Brook	Exps for APM	£ 3.53	£ 3.53	
Debbie Seabright	Exps for stamps/envelopes	£ 15.69	£ 15.69	
Travis Perkins	Redwood planed timber	£ 49.20	£ 59.04	547
BC Group Trust	Work on Crowlands manor site	£ 360.00	£ 360.00	548
Calor gas	Standing charge	£ 17.13	£ 17.99	549
Fen Edge Community Assoc	Annual membership for FECA	£ 15.00	£ 15.00	550
Chris Richards	Expenses re cupcakes for Queens birthday event	£ 99.00	£ 99.00	551
Cromwell Fire Ltd	Dry powder fire extinguisher - Queens Beacon event	£ 76.50	£ 91.80	554
Chris Richards	Gas for the Queens Birthday Beacon	£ 40.29	£ 40.29	555
		£ 1,618.37	£ 1,795.73	
Transfer cheques				
Transfer	Half the precept from Lloyds to Unity Trust current account	£ 103,469.50	£ 103,469.50	

CLlr Collier left the meeting at 8.58pm. Cllr Richards and Assistant Clerk left the room at 8.58pm. Assistant Clerk returned to the room at 9.00pm.

Resolution to pay these invoices. **RESOLVED**. Cllr Richards returned to the room at 9.01pm.

- 16/117. Management accounts** – to review the monthly management accounts – FLAC have reviewed. No further comments.
- 16/118. Bank reconciliation** – to review monthly bank reconciliation – Details as per the reports pack. NB: the money for the November VAT claim has arrived today.
- 16/119. Matters for consideration at the next meeting** – Request to site additional Royal Mail box between Lambs Lane and the Community Centre (Cllr Collinson), Public Liability Insurance for litter picks (FLAC), Councillor apologies for absence (Standards), Public Liability Insurance for private hire of Village Hall (CALF).

- 16/120. Dates of next meetings** – Planning 5th May (Office), CALF 17th May, Planning 19th May, FLAC 24th May, Full 7th June.
- 16/121. Close of Meeting** – 9.07pm

Signed _____ (Chair) Date _____

Item 16/126 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils May 2016

The Annual General Meeting [AGM] of **Council** saw the election of committees, their chairs and vice-chairs. And this year we also saw the election of a new Leader of the Council. Ray Manning, Leader for the last 9 years, stood down. Tributes were paid to him for his leadership, character and humour during those 9 years of successfully steering the Council through the many challenges it has faced. The new Leader is Cllr Peter Topping, District Councillor for Whittlesford Ward and Cambridgeshire County Councillor for Duxford Division. Council welcomed new members after the local elections and congratulated them and those who were re-elected including our own local member, Simon Edwards. Other items included a change of name for the Corporate Governance Committee which will in future be called the Audit & Corporate Governance Committee, a name that more accurately reflects its responsibilities, and the reappointment of Stephen Hills as Director of Ermine Street Housing for a further 12 months. Agenda pack: <http://tinyurl.com/jap6msl> Minutes: <http://tinyurl.com/hw8bevz>

Just prior to the Council's AGM, Cllr Ray Manning held his last Portfolio Holder [PfH] meeting as Leader. Items on the agenda included the rationalisation of Community Chest application criteria for repairs to historic buildings/monuments/memorials and grants to the tree and hedge planting scheme. He also considered the Community Chest applications received. Simon and I were both present to support the successful application by Oakington & Westwick Parish Council. Grants totalling over £22,000 were awarded from the £55,600 available for the current year. Subsequently officers have advised that a further £24,000 is being transferred to the scheme being the remnants of other historical grant funding schemes. It is obvious that Community Chest funds are quickly diminished and, even with this top up, they are not likely to last very long. Well done to Oakington & Westwick for getting quickly off the mark. Future responsibility for the award of Community Chest grants has been passed by the new Leader to Simon Edwards as Finance & Staffing PfH. Agenda pack: <http://tinyurl.com/j9h7fdj> Decisions: <http://tinyurl.com/jl9gavp>

From an agenda which included 6 applications made on the basis that SCambs cannot demonstrate a 5 year housing land supply, **Planning Committee** finally considered 2 applications for Cottenham. Of those 6 [2 of which were on or included land which was allocated in the Submission Local Plan] 3 were approved including the outline application for 50 homes on land at 36 Oakington Road, Cottenham. 40% of those homes [20] will be affordable; allocation will be made with priority being given to local people. The 3 refusals included the outline application for 225 homes/70 bed extra care facility on land on Rampton Road, Cottenham. No appeal has yet been lodged but I understand that a reapplication for a lesser number of dwellings is proposed. The Gladman appeal against the refusal of its application at Foxton was dismissed. This is good news showing that the council is able to defend its decisions of refusal where it has robust reasons for doing so. Regrettably this does not apply to all of the speculative applications coming forward. Agenda pack: <http://tinyurl.com/hwacfzr> Draft minutes: <http://tinyurl.com/hexfpo4>

The Homes & Communities Agency [HCA] is now consulting on a Design Code for the town centre of Northstowe Phase 2 having held very interesting workshop and drop in events: https://northstowe.commonplace.is/?utm_campaign=Northstowe_facebook Closing date is 10 June. The format of the consultation is somewhat different to the one that we are all perhaps more familiar with; you can see the comments made by others and respond to those too, if you wish.

The **Joint Development Control Committee** [Cambridge Fringes Sites] [JDDC Fringes] gave permission for 2 reserved matters applications for Darwin Green on land between Huntingdon Road and Histon Road. The first was for 114 residential units and local centre including library, community rooms, health centre and retail units and included 40.35% affordable housing. The second was for 173 market and affordable dwellings with associated internal roads, car parking, landscaping, amenity and public open space. The affordable allocation here was 39.9% of the total. Agenda pack: <http://tinyurl.com/gmzzvo2>

The provision of affordable **Housing** continues to be a challenge for all local authorities. Recent government policy announcements have indeed provided a significant challenge to SCambs' original council house building plans. It continues, however, to maintain its commitment to building council houses. 20 new homes were opened in Swavesey this month and represent part of the fully funded pipeline of 72 units that will be completed over a 3 year period. Construction of another 15 units has already started at Foxton. In the meantime alternative ways of funding new homes are being sought including the sale of HRA owned plots suitable for self-build homes the proceeds from which can be used to match fund Right to Buy receipts.

For the past couple of years, SCambs has been part of a county-wide project to help residents get part-funded solid wall insulation and other **home energy** measures. The project is nearing its end but government has recently announced that we can spend some of the remaining money on fully funded work for low income households. SCambs is seeking 20 households to benefit. Applicants must be owner/occupiers or living in private rented properties that could benefit from loft, cavity wall or solid wall insulation and/or a new gas boiler to replace an inefficient one or to replace electric heating. They must also be in receipt of means tested benefits or have a household income of less than £26,000 [couple] or £13,000 [single person living alone] and have savings of less than £20,000. Applicants should contact siobhan.mellon@scambs.gov.uk, 01954 713395 or elizabeth.davy@scambs.gov.uk, 01954 713111 as soon as possible. Funds are limited and will be allocated on a first come, first served basis. Contracts must be in place by around the end of June.

The **Elite Athlete Award Scheme** re-opened on 01 May. £10,000 is available to help support local elite athletes reach their potential. The scheme is open to both able-bodied and disabled athletes, who live in South Cambridgeshire, whether competing regionally, making progress nationally or representing Team GB. Grants can be used to fund any aspect of equipment, training or competition costs. The maximum grant award is £2,000 per applicant. Information at: <https://www.scambs.gov.uk/eliteathlete> or email/phone: duty.communities@scambs.gov.uk/01954 713070

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Monthly report for parish and community councils May 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

The Council held its annual meeting during May. Go to <http://bit.ly/1sk7jF6> for a narrative of the day. There were three motions of interest: one about selling off Shire Hall, one urging the Council to co-operate with other councils and one calling for improvements to the A10.

Committee meetings and other council matters

Adults: the committee met but there were no key decisions. However it did agree to reduce the standard rate of Disability Related Expenditure from £26 per week to £20 per week (see last month's report regarding a surprise consultation). Seems a bit tough to me.

Assets and Investments: this committee met for the first time and the meeting was largely procedural. However it was noted that CCC's 'pre-app' regarding its proposed development in Cottenham had been received 'constructively'.

Children & Young People: the committee met and there was one key decision. It agreed to modify its policy regarding new schools to accommodate DfE 'advice' regarding the role of free schools. This seems to mean that sponsors of free schools have pre-emptive rights.

Economy & Environment: the committee met. There were three key decisions on the agenda. The first related to allocation of the Integrated Transport Block grant. It's not a big grant but hidden in the proposals was an extra £200K for Minor Highways Improvements. The second one concerning concessionary fares on community transport was withdrawn. Number three was about CCC's Energy Investment Strategy which prompted a request that Council reconsider its position on wind turbines.

General Purposes: the committee met And there were three key decisions on the agenda. The first related to finance and the need to increase prudential borrowing to cover a short-term cash flow issue. The second was about a proposal to set up an in house or CCC owned agency worker operation. My feeling is that the idea is flawed but there's to be a business case at the July meeting. Number three was withdrawn. It concerns Cambridgeshire Future Transport which is held up because of an issue related to Fenland Association for Community Transport (FACT).

Health: The committee met and in its scrutiny role it conducted a 'final' review of the collapse of the UnitingCare contract. There's a full account at <http://bit.ly/25ueDzY>. There were no key decisions but the committee commended the Annual Public Health and the Annual Health Protection reports.

Highways & Community Infrastructure: the committee met and there was one key decision viz a complementary decision to that taken at Economy & Environment regarding the ITB. However the Committee did confirm that the new money received for potholes would be additional to the pothole money already in the budget. Go to <http://bit.ly/25regma> for more information.

The Planning Committee met but there were no items on the agenda of direct relevance to CH&I.

Consultations relevant to this division

The satisfaction survey relating to Cambridgeshire's children's centres continues and will run until 29 Jul. It aims to find out how satisfied parents, carers, childminders and other service users are with services being provided by them.

There's a new consultation about a proposed change of age range of Cambridgeshire maintained nursery schools (<http://bit.ly/1U5xpSI>). It closes on 19 Jun 16. There's also a new consultation regarding the new phase of cycleway development on Huntingdon Road (<http://bit.ly/1TQGGCf>) running until 27 Jun 16.

The consultation about the service provided by Special Educational Needs Specialist Service (SENDSS) teams (<http://bit.ly/1SBx51k>) closed on 31 May.

Finally the audit of governing body effectiveness (<http://bit.ly/1r6eCiV>) continues and runs until 31 Aug. The aim of the audit is to aid governing bodies in evaluating their practice and to provide county wide information on governance.

More local matters

I joined a meeting of County officers and Histon & Impington parish councillors and officers to begin to explore opportunities to integrate services for older people across the councils.

I attended the consultation about options for extra primary school capacity in Histon & Impington. I have subsequently been briefed on secondary school capacity issues north of the Cam.

I attended a briefing on the proposals for the City Deal which are going to the assembly and executive in June. The headline is no congestion charge but lots of other changes including improvements to Histon Road for buses and cyclists. There's a narrative at <http://bit.ly/1XGVW5M>.

I joined a meeting with County officers and Histon & Impington parish councillors to find ways of moving forward with the community's surface water management plan.

I have enabled progress with respect to a long overdue Traffic Regulation Order in Cottenham.

Diary (next public meetings)

2 Jun	1000	Greater Cambridge City Deal	Assembly South Cambs, Cambourne
9 Jun	1000	*Economy & Environment Committee	Shire Hall, Cambridge
9 Jun	1430	Greater Cambridge City Deal Executive Board	Meadows Community Centre
16 Jun	1000	Planning Committee	Shire Hall, Cambridge
29 Jun	1400	Cambridgeshire Police & Crime Panel	Peterborough Town Hall
7 Jul	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
12 Jul	1000	Highways & Community Infrastructure	Shire Hall, Cambridge
12 Jul	1400	Children and Young People Committee	Shire Hall, Cambridge
14 Jul	1400	*Health Committee	Shire Hall, Cambridge
24 Jun	1000	*Assets & Investments Committee	Shire Hall, Cambridge
19 Jul	1030	Full Council	Shire Hall, Cambridge
26 Jul	1400	*General Purposes Committee	Shire Hall, Cambridge

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

And finally ... I've gained a little useful experience this month. It's always said you develop empathy by 'walking in someone's shoes' and I did so because I fell off my bike (!) and went for a week or so with significant back pain and bad sleeping. It's largely cleared up now but it did make me think. Back pain is said to be debilitating and I can believe it. Every move is made with caution and getting into a comfortable position to sleep is just impossible.

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CLERKS REPORT – June 2015

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.
- **Harlestones Road, Lyles Road, Franklin Gardens – Have been micro-asphalted. Waiting for lines to be reinstated.**
- 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. David Lines is looking into this for us. Waiting update.
- Routine jetting has been carried out around the village. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.
- **Beach Road – Road has been surface dressed. Cllr McCarthy liaising with CCC Cllr Jenkins/Martin Gowler re. sweeping.**
- TROs have been submitted for double yellows on Lambs Lane, no overnight parking in layby on Twentypence Road, waiting restrictions by new PO layby and TTRO for Remembrance parade. **Following intervention from various parties the 3 TRO's are now being progressed with advertising due mid-June and works expected around the end of July.**
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- Safety Barrier, Cottenham Lode is broken again and some of the railings are missing: NM-94440. Showing as closed but work not done. Graham checking with bridges team.
- Dragon Patcher – Noted that some, but not all parts of Broad Lane have been patched. Whilst an improvement there are still several areas that need attention.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. County to arrange to have cleaned when funds available.
- Leopold Walk – Waiting response from Community Payback team re. dealing with the overgrown shrubs/trees. Graham has been chased CP team. If no action shortly he will arrange for cutting back this financial year.
- Racecourse View - several residents asking if/when there are going to be any white 'give way' lines painted.
- Damaged bollards on High St/Denmark Road junction reported and will be re-set.
- **Notification received that Lambs Lane will be closed (except for access) from 23rd – 30th August.**
- **Numerous potholes have been filled w/c 30th May.**
- **Liaison on-going with Andi Caddy re. progressing the 3 TRO's. He visited the sites 1st June and will be getting firm costs to us asap.**
- **Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. AC has contacted Highways accordingly.**

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)
- Broken bracket on kitchen shutters has been reported. Nick to repair.
- Guttering between the high roof and flat roof has been damaged and requires repair.
- **Boiler service booked for 3rd June.**

Recreation ground

- User meetings ongoing to finalise contracts.

- Repair/maintenance work due to be undertaken on picnic benches (date TBC).
- Bowls Club are holding tournament on 11th June. Cricket Club require 12 parking spaces on the same day and have informed opposition.
- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- Groundsman has requested that all training now takes place on the third field. He has closed the training area to re-seed (by the floodlights).
- **New playhouse has been ordered. Installation on 11/12th June.**
- **Following an incident whereby a toddler was injured the police have stepped up patrols on the Rec. They have advised that any incidents of antisocial behaviour is reported via 101 so they have a record.**
- **Connections Bus summer sessions confirmed as Wednesday night at 7.30pm.**
- **Police called to incident of ASB on night of 28th May; Groundman + cricket club members attended. In addition to cricket covers being moved there was a fire on the skatepark itself. NB: groundsman has reported that there have been 2 other fires, one of the second field and one on the third field. Clerk + Cllr Berenger cleaned up the area on the morning of 29th May (Colts event). Evidence of under-age drinking plus one of the trees has been damaged (bark gouged out).**
- **General litter issue at the skatepark including broken glass from beer bottles. Suitable posters have been installed.**

Misc admin

- May Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. 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.
- WARG Field – The trees at the bottom end of the field need some thinning (remove self-seeds) and brambles removing – groundsman to quote. This area would lend itself to some woodland bulbs (Snakeshead Fritillary & Wood Anemone, both which like damp ground). Plus there are some well-established trees which could take the addition of a bird or bat box. Hedging – 250m will cost around £600 (plus labour) if planting 3 hawthorn plants per metre (90-120 high bare root plants). For more immediate effect you can plant up to 7 per metre. This is based solely on hawthorn but we may want to consider a mix (dogwood, blackthorn and hazel would also be suitable). NB: takes around 3-7 years to grow to desired height. Groundsman to provide catalogues detailing meadow mixes. Ideally needs to be planted March/April or Aug/Sept and will take approx. a year to establish. Suggested not to sow the entire field and leave the rest of the grass to grow as per the Old Rec – if cutting rides you would then need to collect and dispose of the cuttings (can't leave meadow cutting because unlike grass it won't come back and continue to flower). There are various different mixes available so could go for a butterfly/bee mix in one area and a perennial wild flower mix in another etc. We have already resolved to install a bench (with plaque thanking donors) and swing. With no parking allowed on site we may want to consider installing bike racks.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Connections Bus have had a couple of sessions whereby they've been unable to park at the Rec due to Colts training. Signage going back up and have spoken to Colts about leaving spaces free. Bollards being ordered.
- S106 grant forms have been sent to Dissenters regarding replacement fence.
- **Youth emergency first aid course took place on May 18th and was attended by 10 young people. Course was extremely well received by both the attendees and parents.**
- **Litter pickers have been ordered.**
- **Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. Car park- plainings have arrived and been spread/computed. The kissing gate – she has appointed a contractor to install a new gate, lay stone and add a geotextile layer in the hope that**

this will ensure the entrance stays a bit drier and cleaner. 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? The dog bin- she is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. 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 in the next few weeks.

- Histon Road litter pick arranged for 14th June (meet 7pm on the Village Green). This is a joint initiative with Histon. The main community litter pick will be on Saturday 16th July.

Correspondence

- Resident wrote to thank us for installing equipment on Tenison Manor and asking for further play equipment to be considered at this location.
- Police Panel meeting on 14th June at 7.30pm in Orchard Park Primary School.
- Invitation received from Sea Cadets re. attendance at an open evening on Tuesday 28th June. Given that Cottenham is the main recruitment area, they're keen to have involvement with CPC.
- Thanks received from the Colts for our support over the last few months with their mini festivals and the 5 a side were really appreciated and help the club to keep going. The support of their events makes a real difference and has also allowed them to show off the great facilities we have. They had some great feedback from visiting teams on the event and the facilities.
- Parent wrote to thank us for running the emergency first aid course.
- Thanks received from Rainbows (both the leaders and kids) for allowing them use of the Rec to 'camp' (Rainbows aren't allowed to camp overnight so the event was set up to give them a flavour).

Facebook

- 616 likes.

Update on Neighbourhood Plan

No tangible progress since last month.

Next step is to translate survey findings and suggested options into draft planning policies for submission to SCDC.

Some pressure to submit preliminary draft plan to SCDC as part of the defence against speculative applications but care needed not to “open too many new doors”. May need to consider hiring planning professional to refine the draft.

Update on Tenison Manor adoption – Cllrs Morris/Mudd

Key stage is ownership transfer to CPC of Broad Lane drainage ditch, Little Cut and the Balancing Pond after appropriate restoration and receipt of commute sum for maintenance.

Persimmon representative visited site with Cllr Morris and Mudd and the Clerk to inspect the site and assess the restoration work needed.

The Balancing Pond site could, in principle, be opened to use by dog-walkers. There was CPC action to post “no dogs” notices following some problems with fouling.

Although we now probably understand the site history (going back to the 1960s), some ownership transfers are not yet clear so may further delay progress.

Update on transition to electronic payments and Unity Trust Bank – RFO

Our use of Unity Trust bank as our main bankers has enabled use of electronic banking, including on-line balance checking and payments.

Our Financial Regulations have been checked and include the key requirements to support the mechanisms provided by the Unity Trust Bank systems.

In practice, our RFO sets up the proposed payments on-line; publishes these for review at a Council meeting as now; then, instead of two signatories checking details and signing cheques, two signatories log-in and, after checking the proposed transactions, authorise the payments to be made.

A pilot exercise, undertaken by the RFO and Councillors Morris and Mudd, has verified the system.

Assuming other checks to be undertaken in the next few weeks are satisfactory, we should propose adoption under a formal resolution at next month’s Council meeting.

Update on Harradine lorries – Cllr Morris

Following previously-reported meetings between Councillors Morris and Mudd separately with the Gun Club and Harradine Haulage, we have received a progress letter.

The letter summarises the extent of the project and points out the long-term benefits of the project, including creation of a substantial area of woodland and a number of local jobs.

In the near-term it indicates the possibility of reducing the share of truck journeys passing through Cottenham from 60% to 50% while other measures are considered.

A follow-up meeting between the parties will be arranged and reported.

16/128. Land off Harlestones Road

For some time we have been considering converting land behind the Dissenters Cemetery into additional parking spaces to alleviate parking pressures in the area and to provide an alternative entrance to the cemetery.

Various enquiries have failed to establish underlying ownership of the land which is currently adopted and maintained as a highway verge by Cambridgeshire County Council.

Our offer of a grant to the cemetery so they can restore the fencing, including provision of a rear gate, highlights the need to establish ownership now.

It appears necessary to engage professional help in establishing the ownership of the land before any further decision can be recommended.

“consider engaging professional help up to £500 to establish ownership of the parcel(s) of land immediately behind the Dissenters Cemetery.”

16/130. Traffic Regulation Orders

Four CPC-proposed Traffic Regulation Orders have, despite chasing emails and letters to CCC, been stuck in the system for several months, one since November, with progress updates indicating ever later completions.

The TROs affect waiting restrictions on Lambs Lane, outside Shaun’s News, and on the Twenty Pence Layby plus the temporary road closures for the Remembrance Sunday event.

Recent interventions by CC Jenkins and Heidi Allen MP following a written request for our MP to intervene appear to have unblocked the system.

Despite this unblocking the process still takes several months of consultation and advertising to complete.

16/131. Village Hall redevelopment

Further meetings with the architects have:

- reduced the overall footprint by around 10%,
- eliminated one external design
- re-configured the internal layouts

Informal discussions with some current and potential partners in the project have confirmed suitability of the building and indicated interest in increased use of the building allowing development of a draft provisional business plan (available separately).

We have received free pre-application advice from SCDC on the proposals to extend car-parking. We need chargeable advice from CCC regarding the balance between traffic impact and benefit case.

Subject to further revision of the internal layouts being satisfactory, we propose that selection of the exterior design is made at the July Council meeting so the formal planning application process can begin.

16/132. Public Art competition

The deadline for receipt of entries for this competition is today, 7th June.

Subject to receipt of at least one entry, the Judging Panel (.....) will be convened in the next few weeks to decide:

- which, if any, of the entrants comply with the terms of the competition
- how much, if any, grant (up to £20,000) to offer to compliant entrant(s)
- offers (still subject to formal agreement) will be announced at the Cottenham Festival on 2nd July.

16/133. Shared working practices

The Chair of Histon & Impington Parish Council has suggested it may be worth sharing ideas for possible co-operation on projects of mutual benefit in future.

“consider representation at a possible meeting with Histon & Impington and/or other local Parish Councils to identify any scope for future co-operation to reduce costs or improve services to residents.”

16/134. Connections Bus Advertising

We placed an advert in the CPS magazine last year to advertise the Connections Bus and particularly the summer sessions.

Please find the rates below:

1/8 page £20

1/4 page £30

1/2 page £55

Full page £100

Voucher £25

Full back page £125

16/135. Boundary Review Consultation

The Local Government Boundary Commission for England has published new draft recommendations on the future electoral arrangements for Cambridgeshire County Council. Today is the start of a 6 week public consultation on the Commission's new draft recommendations on new electoral division boundaries across Cambridgeshire County Council. The consultation closes on 20 June 2016.

View the new draft recommendations

You can view the Commission's new draft recommendations at <https://consultation.lgbce.org.uk/node/4143> where you can find interactive maps, a report and guidance on how to have your say. The Commission has not finalised its conclusions and now invites representations on the new draft recommendations.

Enclosed with this letter is a summary outlining the Commission's new draft recommendations outlining the new draft recommendations. An interactive map of the Commission's recommendations for Cambridgeshire County Council, electorate figures and guidance on how to propose new divisions is available on the consultation area at: www.consultation.lgbce.org.uk. Further information about the review and the Commission's work is also published on our website at: www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/cambridgeshire-county-council.

Have your say

We encourage everyone who has a view on the new draft recommendations to contact us whether you support them or whether you wish to propose alternative arrangements.

Before finalising the recommendations, the Commission will consider every representation received during consultation whether it is submitted by an individual, a local group or an organisation. We will weigh each submission against the criteria the Commission must follow when drawing up electoral arrangements:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

It is important that you take account of the criteria if you are suggesting an alternative pattern of divisions. You can find additional guidance and information about previous electoral reviews on our website to help you or your organisation make a submission.

Get in touch

The Commission welcomes comments on the recommendations report by 20 June 2016. Representations should be made:

- Through our interactive consultation portal where you can explore the maps of the recommendations, draw your own boundaries and supply comments at: www.consultation.lgbce.org.uk.
- By email to: reviews@lgbce.org.uk.
- Or in writing to:
Review Officer (Cambridgeshire)
Local Government Boundary Commission for England
14th Floor
Millbank Tower
Millbank
London

SW1P 4QP

The Commission aims to publish every response it receives during phases of consultation. If you do not want all or any part of your response or name to be made public, you must state this clearly in the response. Any such request should explain why confidentiality is necessary. All responses may be subject to publication or disclosure as required by law (in particular under the Freedom of Information Act 2000).

This is the last opportunity to influence the Commission's recommendations before they are finalised. We therefore encourage local people to get in touch with us and have their say.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Alex Hinds

Review Officer

Reviews@lgbce.org.uk

0330 500 1274

16/136. Speed reduction wheelie bin stickers

“consider buying 100/250 ‘30mph wheelie bin stickers’ as a Festival give-away at a cost of £90/250 off the Highways budget.”

16/138. Cllr Training

Histon & Impington PC have booked a Highways training course on Monday 13th June which will cover: Speed management, parking and car parks, maintenance, private roads, road categories, lorry routes, footpaths, street lighting, street furniture, bus stops, street naming and postcodes.

The training will start from 7pm on Monday 13th June in the Community Room. The fee will be determined by the number of people attending.

16/140. CAPALC Membership

Membership of CAPALC, the regional arm of NALC, has some benefits and some limitations.

Many of its aims and services are of little benefit to larger, established Parish Councils, however membership does offer discounts on training courses for Councillors and they are a key part of the gateway to the Public Works Loan Board.

“consider renewing membership of CAPALC at an annual cost of ...”

16/141. Financial Regulations

We need to make a few changes to bring our Financial Regulations up to date (full text with tracked changes available separately):

- NALC have recently published an updated set of model regulations which suggest:
 - minor changes are necessary to the wording of 1.6, 1.9 and 1.15
 - clarifying the role of FLAC, as checking our systems on behalf of Council, in 2.4
 - the need to formalise in 5.4 the possibility of paying invoices at a council or committee meeting.

- the need to add 9.10 and 19.1 to cover any possible financial transactions regarding the King George Playing Field charity for which CPC is sole trustee.
- Our Clerk’s visit to the SLCC Road Show identified some changes in the Public Contracts Directive 2014/24/EU that affect how we place contracts above a value of £25,000. This was also included in the report by our Internal Auditor. This affects:
 - The procedure when awarding contracts above £25,000 in value (which now need to be advertised on the Contracts Finder website)
 - 11.1f, 11.1h, 11.1i and 11.1k are superseded by the lower contract value threshold of £25,000 and more transparent reporting of tender outcomes via Contract Finder.
- Our own review of stock-taking procedures suggest adding a material value of £250 as the “de minimis” threshold level in 13.4
- Some minor terminology or typographical corrections

16/142. Standing Orders

Our Internal Auditor recommended two changes to our Standing Orders (full copy with tracked changes available separately)

- Section 25, related to the now obsolescent “Power of well-being” should be removed
- Section 30, related to procurement, needs to be amended to comply with the Public Contracts Directive 2014/24/EU:
 - 30a v should read £25,000 not £60,000
 - 30b should read £25,000 not £60,000 and refer to section 11 of the financial regulations
 - 30c i, ii and v should include references to the Contract Finder website
 - 30e to be deleted as redundant

16/143. Terms of Reference

To maintain transparency yet recognise the impracticality of guaranteeing publication of minutes within 3 working days, insert “normally” before “within 3 working days” in two places of section 5 of ALL Committee’s Terms of Reference

“Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website **normally** within 3 working days and a copy sent to the Cottenham Library also **normally** within 3 working days.”

16/144. Salaries

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017