

AGENDA REPORTS PACK

FULL COUNCIL

MARCH 2016

Item 16/050



Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd February 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collinson, Graves, Heydon, Hodson, Mudd, Nicholas, Ward, Young, the Clerk, Assistant Clerk, SCDC Cllrs Edwards and Harford and CCC Cllr Mason

In attendance: 2 members of the public

- 16/027. Chairman's Introduction and Apologies for absence** – Cllrs Bolitho (illness), Collier (personal), McCarthy (personal), Richards (illness), Wotherspoon (personal), RFO (illness) and CCC Cllr Jenkins (meeting).
- 16/028. Public participation** – Standing Orders suspended at 7.16pm. Two emergency co-ordinators, Suzanne and Peter Wolf, present regarding item 16/038. Standing Orders reinstated 7.17pm.
- 16/029. To accept Declarations of Interest and Dispensations** – Cllr Berenger declared a pecuniary interest in 16/031 (major developments) and will leave the room during discussions.
- 16/030. Minutes** – Minor amends made to typos. Resolution that the minutes of the meeting of the Full Council meeting held on the 12th January 2016 be signed as a correct record. **RESOLVED.**
- 16/031. Reports**
- **SCDC** – report circulated prior to the meeting – Cllr Mudd asked for clarification regarding how the Local Plan fits with our Neighbourhood Plan. Cllr Morris stated that the NP needs to be in line with strategic policies in the current Local Plan and align with the emerging Plan. SCDC Cllr Harford left the meeting at 7.20pm.
 - **CCC** – report circulated prior to the meeting – Cllr Nicholas asked about the Health Committee and who the 4 parties present at the meeting were. Cllr Mason to find out. Cllr Heydon expressed her pleasure at reading that the school crossing patrols were to be retained. Cllr Mason stated that there were a number of reversed decisions but that the situation was fluid and the final budget was due to be set on 16th February. Cllr Mudd expressed dislike of the political content in CCC Cllr Jenkins report and will take the matter up with him directly. Cllr Collinson asked for further details regarding discussions about the Primary School increased capacity. If County want to act as a speculative developer they can do so but this is in conflict with local wishes. Cllr Mason stated that the school figures were still being looked at.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – Assistant Clerk ran through some Highways updates. We have received correspondence from Balfour Beatty asking for feedback on how well they've done!
 - **Major development applications** - update on current and imminent planning applications – Cllr Berenger left the room at 7.37pm and took no part in discussions. Cllr Morris outlined the latest situation as per the report. County Highways has stated that the ball is currently with Gladman regarding the traffic report. Regarding the County Council application Cllr Mason stated that the meeting of the GPC approved the recommendation but further to discussions with CPC. Both Cllrs Jenkins and Mason have received emails from John McMillan regarding setting up a meeting with CPC. Unless we become engaged the instruction of the GPC is to press ahead with the application regardless. The fear is that if CPC don't become involved we are in danger of County saying we are refusing to meet. Cllr Mason urged us to meet to put our views forward otherwise they will push ahead without us. Cllr Morris said he was worried that if we speak to County it then gives the wrong impression to other developers. Cllr Mason also stated that local members weren't consulted on Primary School discussions in December and he has made a complaint about this. Cllr Young took the comments on board and suggested

that we could meet on a fact-finding basis only as per the other speculative developers. It was noted that as yet we have not had a formal approach from County to meet. Cllr Mason will let County know that should a formal approach be made then we are prepared to meet on a fact-finding basis only. Cllr Berenger returned to the room at 7.55pm. Gladman – Cllr Mason stated that they may go for non-determination and the application would therefore go straight to appeal. This would effectively mean they bypass the process and gain permission. If it only goes to written representations we may lose the right to speak. SCDC Cllr Harford will confirm the situation.

- **Neighbourhood Plan** – update on initial survey findings and next steps – Cllr Morris stated that 973 responses had been received. Thanks given to the ambassadors and working party, in particular Cllr Ward. The scale of the response and data is good and over 200 people are willing to help further. For the first time more people want a medical centre rather than swimming pool! The working party will be talking to the SCDC Officers regarding the data.
- **Northstowe public meeting** – Cllr Heydon stated there was no report however Cllr Alex Riley has provided detail which Cllr Heydon will share on condition that Cllr Riley is acknowledged as the author.

16/032. Finance

Income	Description	Net	Gross	
Jane Williams	November 15 invoice	£ 126.50	£ 151.80	
Cottenham Day Centre	December 15 invoice	£ 150.00	£ 180.00	
Debbie Prince	December 15 invoice	£ 14.00	£ 16.80	
HMRC	VAT payment for December 15	-	£ 1,743.31	
Michelle Plowman	November 15 invoice	£ 585.00	£ 702.00	
		£ 875.50	£ 2,793.91	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for February 16	£ 3,224.99	£ 3,224.99	
HMRC	Tax and NI for February 16	£ 654.36	£ 654.36	
Cambridgeshire Cricket	Completed Grounds Work for 3 pitches	£ 750.00	£ 750.00	459
Nick West	Invoices for November 15 and December 15	£ 1,113.75	£ 1,113.75	464/465
Andrew King	January invoice	£ 2,536.24	£ 3,043.48	467
		£ 8,279.34	£ 8,786.58	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Debbie Seabright	Exps re Sim card for alarm system DD	£ 9.60	£ 9.60	456
CSA	Toilet rolls x 72 for the Village hall	£ 39.90	£ 47.88	457
Aquarius Engineering	Callout and repair to boiler pumps	£ 314.00	£ 376.80	458
The BC Group Trust	For work at Crowlands Manor site - Jan 16	£ 176.00	£ 176.00	460
Southern Electric	Electric bill for the Pavilion	£ 258.46	£ 310.15	462
Debbie Seabright	Stamps and stationary	£ 22.43	£ 22.43	463
Green & Purple Ltd	Monthly accountancy support	£ 30.00	£ 36.00	468
A Mappedoram	Work re Christmas lights on the green	£ 386.00	£ 463.20	469
Calor Gas Ltd	Gas for the Pavilion - Payment by DD	£ 257.00	£ 257.00	461
Nick West	Plastic shelving/Batteries/Cleaning items	£ 111.48	£ 111.48	466
Aquarius Engineering	Routine inspection of pumping station	£ 190.00	£ 228.00	468
Jo Brook	Exps – Kettle & glasses for sports pavilion	£ 22.00	£ 22.00	
		£ 1,816.87	£ 2,060.54	

Cllr Mudd queried Calor Gas invoice since we've only just had one. Cllr Morris stated that one was for rental and the other is usage.

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

- 16/033. Management accounts** – to review the monthly management accounts – Cllr Young confirmed that there were no issues following the checking of the accounts and bank reconciliation.
- 16/034. Pension scheme** – to consider Pension scheme arrangements for staff employed by CPC – A scheme has been chosen. Two eligible staff have accepted auto-enrolment, one entitled has opted in and one has opted out.
- 16/035. Architects for new Village Hall** – to consider appointment of architects to design new Village Hall building and take plans forward to outline permission stage – Cllr Morris outlined. Resolution that CPC appoint Wilby & Burnett as architects, working closely with the VH Working Party and representative users, to take pre-application advice from SCDC, then develop and cost a creative, but cost-effective design concept on which to obtain outline planning permission from SCDC, including any necessary consultant studies. **RESOLVED.**
- 16/036. Police Panel meeting** – to consider representative attending meeting at CVC on 24th February – Cllrs Heydon and Nicholas to attend.
- 16/037. Committee membership** – to consider filling of vacancies on various Committees – Resolution for Cllr Graves to join Planning, Cllr Hodson to join CALF and Highways and Cllr Collinson to join FLAC. **RESOLVED.** Cllr Mason left the meeting at 8.50pm.
- 16/038. Sandbags** – to consider purchase and storage of emergency sandbags – Cllr Ward outlined the report. The official line is that residents should make their own arrangements to protect their properties but put forward the suggestion that CPC should consider purchase of sandbags. No idea what scale and supply would be required and this would need further investigation. CCC Cllr Mason stated that if we want bags they should be kept at the most vulnerable points and we should look at past events to see where they are needed. The village is unlikely to flood from the Cut however there are areas that flood due to heavy rain. Standing Orders suspended at 8.20pm. Mrs Wolf spoke to say that the Emergency Co-ordinators meet irregularly. There are properties that have made their own provision for sandbags and the EC's are not in a position to be able to hand bags out should there be a flooding event. She believed that CPC should see which properties were at risk, see whether residents had their own bags and if not CPC should seek to provide. Bags should be kept by the householders rather than in a central point. Standing Orders reinstated at 8.22pm. Cllr Graves is Chair of the local drainage board so has an understanding of our drains/ditches. He stated that although we have 'got away' without a major flood incident the Lode is a concern to the village. The area previously widened hasn't been maintained; it has been reported but nothing has been done. Cllr Heydon mentioned a 'flood memory report' from Sass Pledger, compiled in 2011. Standing Orders suspended at 8.30pm. Mrs Wolf said that in the recent flood alert from EA the water was approx. 1-2ft from the top of the Lode. Standing Orders reinstated at 8.32pm. Cllr Morris summarised that we need to do some further investigation and an item will be added to the CALF agenda. Standing Orders suspended at 8.33pm. Mrs Wolf requested clarification of what CPC was going to do. Standing Orders reinstated at 8.35pm. Clerk to obtain copy of 2011 report as the basis of initial investigations into problem areas. Cllr Ward stated that CPC weren't saying no to the idea of sandbags, just that as a public body we need full justification for appointing funds therefore we needed to quantify the project further.
- 16/039. SLCC Roadshow** – Resolution that Clerk/Asst Clerk/RFO attend training seminar for Clerk/Asst Clerk/RFO on 20th April. **RESOLVED.**
- 16/040. Office space** – to receive update and consider next steps – Cllrs Morris and Mudd have met with the RBL and suggested alternative ways of paying for the space. Waiting for response. Cllr Ward mentioned that another party is interested in the space.
- 16/041. Assets** – to consider arrangements for management of major assets (Village Hall & Sports Pavilion) – Cllr Morris outlined. Small business relief is unavailable to us. We could however move control (not ownership) to another party. Cllr Mudd suggested CUFC for the Pavilion and S&SC for the Village Hall. If we do move control we could get most of the £5k back. If another group controlled they may qualify for statutory relief and discretionary. Parish Councils don't qualify. Add to next FLAC agenda.

- 16/042. Remembrance Sunday** – Update on arrangements for the Remembrance Sunday parade – The application form has been sent off and Durman Stearn have kindly agreed to lend signage for the event. Cllr McCarthy is looking for a deputy and suitable training course.
- 16/043. Consultation** – to consider response to consultation for changes to proposed scheme of delegation – The current offer is much cleaner and has addressed our concerns. Resolution that Cllr Morris will draft a response and circulate prior to sending. **RESOLVED.**
- 16/044. Matters for consideration at the next meeting** – Police Panel report (Cllr Heydon), Flood risk working party (Cllr Collinson), Queen’s 90th birthday beacon (CALF), Architects for VH project, Office space, Neighbourhood Plan results, major developments.
- 16/045. Dates of next meetings** – Planning 4th Feb, CALF 16th Feb, Planning 18th Feb, FLAC 23rd Feb, Highways 25th Feb, Full 1st March.
- 16/046. Close of Meeting** - 9.06pm

Signed _____ (Chair) Date _____

Item 16/052 - Reports

District Councillor's Monthly Report - February

Finance

As ever, the council's finances are very tight, with further reductions in government grant to deal with this year. When I became a councillor, we were in receipt of around £7.8 million of government grant per annum, but each year it has been cut and cut to the point where by 2018 it will have reduced to zero. Fortunately the council has been predicting this for a number of years now, and has put measures in place to try to save money as well as increase its income. Around £5.5 million has been saved over the last 5 years, and the budget this year shows there is a further £930,000 yet to go. Some of this will come from further efficiencies in the Environmental Health section (mainly a re-organisation of senior management posts), and some will come from increased income from our commercial activities like the business hub, and our in house bailiff service. One major contributor to our income is now Ermine Street Housing, which is a housing company we set up to provide market rented housing in the area. The organisation isn't just limiting its focus in South Cambridgeshire, and you may have seen in the press recently that we have taken on the management of some MOD properties in Brampton. By 2017 we expect Ermine street Housing to be bringing in around £600,000 per annum to the council which will be a welcome boost to our finances. It was also agreed to increase council tax by £5 for the year for a Band D home, bringing the District Council's charge up to £130.31 per annum.

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Housing

As part of the budget, the council were required to reduce council house rents by 1% per annum each year over the next 4 years. This has (will have) had a dramatic effect on the HRA business plan and will impact on the number of new council houses we are able to build over the coming years.

One late change to the Local Government Settlement meant that councils did have the option to increase rents (by 1%) for Sheltered Housing tenants, recognizing the increased costs of providing this kind of housing. South Cambs declined to increase the rents of our Sheltered Housing tenants, as it was felt this would be divisive and unfair, and so there will be a 1% reduction in rents this year across the board.

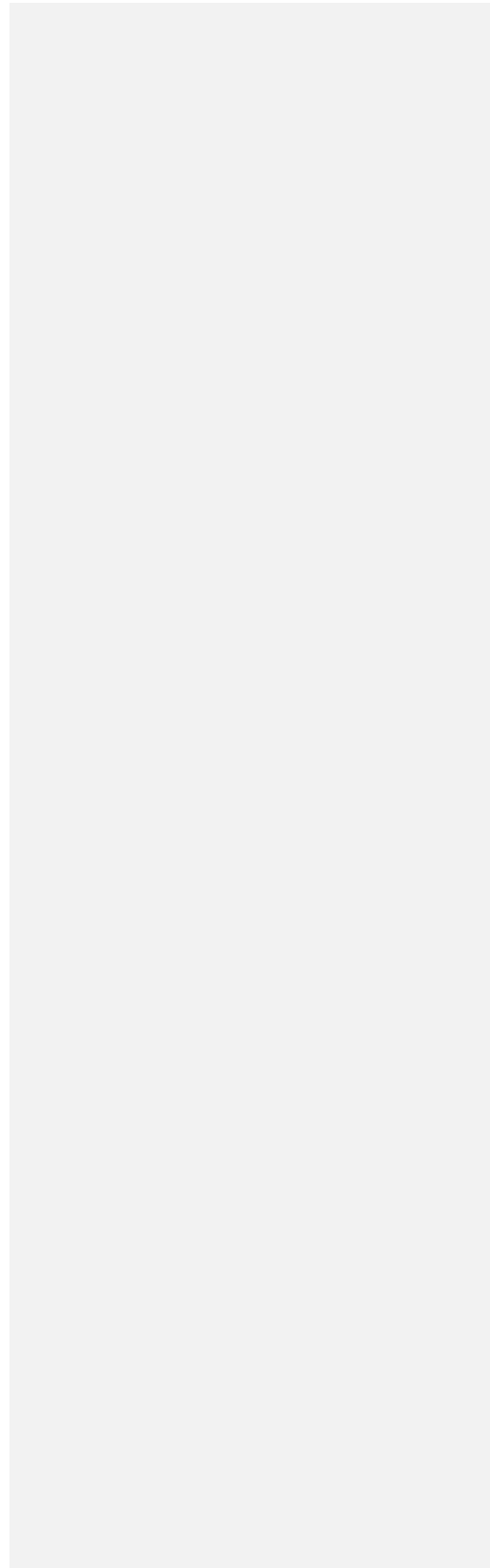
Contact Centre

Contacting the council is something that has caused many residents frustration in recent months. There seems to be an ever increasing demand for services, and this translates into very high levels of calls to our contact centre. Performance of our call handling teams has been a concern to me for a number of months, and I was pleased to see the council have a thorough review of practices to see why people were having to wait on the telephone for so long. Part of the problem is the council's desire to try to deal with all queries at the first point of contact. This means whoever answers the phone will be on the line for quite some time dealing with the query, while others wait in a queue to be answered. The idea is that by doing this, instead of transferring the call to the 'back office' for someone else to deal with, that 'someone' will be able to get on with their work and be much more productive. So, it's a double edged sword – our revenues and benefits section for example have really done well with their performance in dealing with benefits claims, and chasing business rates debts, but on the other side of the coin, residents have been queueing for very long times waiting to be answered when ringing the council. I'm pleased to see the review has now started to rebalance things, and average call waiting times, and calls lost, are reducing noticeably.

Our website has also just had a facelift to help make it easier for people to 'self serve' which should make it easier for residents to submit benefits claims/ change of circ's etc. on line.

Simon Edwards

County – to follow



CLERKS REPORT – March 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 informed that they will be micro-asphalted in April/May 2016.
- 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 – Inspection has been carried out to look at sinking at the sides which may have contributed to car accidents. Graham checking with Inspector. SOME AREAS HAVE BEEN MARKED UP. ROAD TO BE SURFACE DRESSED FROM RACECOURSE VIEW TO LANDBEACH.**
- TRO has been submitted for works on Lambs Lane.
- 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.
- Damaged railings on the crossing near the College are being replaced completely – the existing ones aren't made any more and there are no spares available. **Will be done in new financial year.**
- 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 – **Broad Lane and Great North Fen Drove have pothole crew due w/c 1st Feb. 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 in the new financial year.**
- Racecourse View - several residents asking if/when there are going to be any white 'give way' lines painted. Also when official road name signs will be installed (current one put up by builders).
- **The Green – deep potholes on surrounding road and major patching works being organised in new financial year.**
- **Repairs have finally taken place to loose cobbles on The Wrens.**

Village Hall

- **Kids Only set fire alarm off and Cromwell were called out to deactivate. Charges to be passed on.**
- **2 blow heaters purchased for emergency use when heating oil ran out before new order arrived.**

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. Still no response received to date. Chased again and enquiry has now been passed to Lorna Thomsen.
- User meetings ongoing to finalise contracts. **Colts have now signed.**
- **Repair/maintenance work due to be undertaken on picnic benches (date TBC).**
- **Meeting held with Fenland Leisure re. H&S report items. Actions passed onto groundsman. Quote now received for surfacing option for slide mound which will be presented to CALF.**

- **Adult dressing gown and human excrement removed from playhouse (25/2/16).**

Misc admin

- February Issues log distributed separately. **Big spike in complaints about dog mess.**
- **Dog bin on Lyles Road has been installed. Resident has been in contact to thank us.**
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Response received from Anna Hicks. She has inspected and there is now no sign of fly tipping. **Potholes in car park** - agreed they require attention however would like a contribution from CPC of £175 towards the cost. We'd need to be there when delivered and spread it ourselves! The reason why we are asking for a contribution is due to the fact that Les King Wood provides a community benefit and is well used by the locals. **Kissing gate** - agreed this needs sorting and will look into this. Provision of **dog bin** - will discuss prospect with colleagues, but suspects if they agree that County can supply a dog bin, the maintenance and emptying responsibility will most definitely not be something that they would want to take on. **Grass rides** - there were small areas of slight overgrowth which they will deal with when it dries up a bit, but nothing that looked like it needed urgent attention. **Tree guards** - These do need to be removed and Anna will look into possible options. In terms of the longer term ideas, the interpretation board looks as though it could do with a clean in the first instance, if it still looks faded and dirty they could look at replacing it then. They are open to other suggestions as to how the wood could be managed going forward.
- Contacted Persimmon to get update on their application and chase up contact re. Tenison Manor.
- **Bus shelters have been cleaned and resident called to compliment the work done. Glass has been replaced on Histon Road bus shelter.**
- **Cottenham Brass have been contacted re. Queen's 90th birthday beacon event on Village Green on 21st April however it is unlikely they are available (may be able to supply a smaller band). Otherwise we need alternatives. Brownies have been contacted about being involved. Need to make decision about how the event will run and whether food/drink stalls should be available.**
- **Queen's 90th Birthday Beacon has been ordered. Delivery end of March. Need to purchase gas separately.**
- **Cllr Berenger attended Local Democracy reception on 9th Feb at Portcullis House.**
- Contacted Charlie Swain re. replacement gates to 180 High Street.
- **Cottenham Newsletter and Fen Edge magazine articles submitted.**
- **Waiting installation date from Sovereign re. gym equipment on Tenison Manor. NB: meeting required onsite to agree exact location.**
- **Flooding report from County circulated to all Cllrs.**
- **Updated Emergency Plan received; copy in the office.**
- **RFO has received statement from WISER of monies due (to be used for a community project).**
- **Scouts have left a structure at LKW. Lots of polythene tree guards littering the site which groundsman has now removed. Repairs also made to fence where it was knocked down by car and broken bench removed. 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.**
- **Have contacted Brian Heffernan and Pat Matthews for update on Denmark Road drainage issues in relation to assuming ownership of ditch on BGW from Taylor Wimpey.**

Correspondence

- Thank you letter received from the Primary School for the grant money.
- Letter received from County Highways (Policy & Regulations) regarding resurfacing on Beach Road and Harlestones Road. There may be changes to the road studs and markings following a review. NB. It also states that both roads will be tar/chippings rather than the micro asphalt we had been told would be used for Harlestones Road.

Facebook

- 586 likes (**big jump in new likes following post re. Beach Road closure – post seen by 3,000 people + over 500 hits on our website**).

Office Move

For some time we have been assessing the financial viability of a temporary move to the RBL premises. Before Christmas, we understood there was scope to move our office and meeting operations there.

Our negotiated proposal was, after review, not acceptable to the RBL Trustees.

There is no scope to pursue this further.

Update on major developments not yet submitted to SCDC

No news on the anticipated Persimmon application.

We have been approached by TEP – The Environment Partnership – who have been appointed by Cambridgeshire County Council to make a planning application for the County Farms land off Rampton Road. As with other speculative developers, we have offered them a meeting with our major developments team to fact-find against our nine development principles. TEP is aware of our submission to CCC GPC, the work being done on our Neighbourhood Plan and our appointment of Architects for the new Village Hall.

16/053. Neighbourhood Plan

Lynda, Tony and I met with the team at South Cambridgeshire District Council (SCDC) to update them and get some useful feedback on our way forward. They will play an increasing role from about mid-April.

- **9th March** – 7.30pm to 9pm in the Village Hall:
Summary of Key Survey Findings; Introduction to five main themes (and their challenges):
 1. Business, Education & Housing;
 2. Community Facilities, Health & Wellbeing, Rural Character and Heritage;
 3. Leisure & Sports Facilities;
 4. Safety, Security, Flooding & Drainage;
 5. Traffic & Transport;On-line publication of the Final Report
- **TBA** – Presentation / discussion etc at CVC to engage students
- **21st and 23rd March** - Sports Pavilion (followed by FaceBook pages to comment on)
Afternoon and evening drop-in sessions to “imagine possible solutions” to the challenges.
- **Mid-April**, we will review with SCDC the “land use” suggestions that will form the core of our neighbourhood Plan.
- **25th / 26th April** – Sports Pavilion (followed by FaceBook pages to comment on)
Afternoon and evening workshop sessions to “select possible solutions”
- **26th April** – Village Hall (alongside Annual Parish Meeting)
Select Probable Solutions for inclusion in Neighbourhood Plan

Then we begin to tackle a series of qualification hoops as we progress, via consultations, examinations and revisions, towards a referendum.

16/056. VH hire requests

Name	Event	Date Required	Times	Notes
CUFC	Race Night	23/4/2016	7pm-midnight	Have asked for discount as event is for charity.
Mick Dean/ Cottenham Cares	Music Quiz	13/05/2016	6pm-midnight	Have asked for discount as for charity. Bar open. Approx 100 attendees.
Marc Gath/ Scout Leader	Scout Camp - 1st Ely Scout Group (overnight)	14/05/2016 - 15/05/2016	3pm (14 th) - 11am (15 th)	Would like to hire village hall and kitchen overnight between 2 days of hiking. Approx: 30-40 scouts (aged 10 to 14), 20-25 would be explorer scouts (aged 14-18) 5-10 adults. It might be that some don't stay overnight.
John Land	50 th Birthday Party	14/15/16	7pm-midnight	
Susan Smith/ Cottenham WI	Centenary Summer Fayre	21/05/2016	12pm-4pm	VH and Kitchen £50 deposit paid 15/02/2016
Keith Carpenter	50th Birthday Party	11/06/2016	7pm-midnight	£50 deposit paid 28/01/2016
Tara Penfold	13 th Birthday Party	08/07/2016	8pm-10pm	Approx 40 guests, Normally £150 for evening booking, how much for 3 hrs?
Keith Carpenter	18th Birthday Party	17/09/2016	7pm-midnight	£50 deposit paid 08/02/2016
Frances Halls	18th Birthday Party	19/11/2016	7pm-midnight	For family and friends, parents will be there the whole evening.

Enquiries received to run classes

Name	Event	Date Required	Times	Notes
Samantha Selvini	Toddler Classes	1 morning per week, starting Sept 2016	9/10am for 4/5 hrs	Classes aimed at toddlers – would like to know costs – maybe pavilion more suitable?
Fiona Gooch	Glass Jewellery Classes	TBA	TBA	Would like to know costs/availability

Polling Station Bookings

Name	Purpose	Date	Times
SCDC	Police and Crime Commission Elections	05/05/2016	6.30am-10.15pm
SCDC	EU Referendum	23/06/2016	6.30am-10.15pm

16/059. Councillor training

CAPALC COUNCILLOR OUTREACH TRAINING 2014-15. Sessions to be run at Orchard Park at 7.30pm

The sessions and headline topics for CAPALC Outreach Council/Councillor training sessions are:

Session 1 (duration 2 ½ hours)

- Council and Committee Meeting Procedures
- The Code of Conduct and Declarations of Interest

Session 2 (duration 2 ½ hours)

- Council Statutory Powers and Duties
- Council Budgets, Precepts and Finance
- Risk Management

Session 3 (duration 2 ½ hours)

- S106 Agreements, the Community Infrastructure Levy, Neighbourhood Planning and the implications for Councils
- Working with the Planning Process and responding to Planning Applications
- Localism and the opportunity and challenges for Parish and Town Councils

The sessions include interactive elements to encourage attendee participation, brainstorming, group working and sharing knowledge and experience.

Session notes are provided in an A4 folder issued to all attendees and cover the headline topics with some additional notes on other issues and topics relevant to parish and town councils.

Session notes are also supported by a number of A5 booklets that support the programme on topics such as:

- The Good Councillor Guide
- Being a Good Employer
- Remuneration and Contracts for Parish Clerk
- Parish Council Powers
- Agendas and Minutes for Parish and Town Council Meetings

16/060. Clerk training

What is ILCA?

This level 2 online sector specific learning tool will support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their level 3 CiLCA qualification. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.

What will I learn?

The aim of the course is to provide an introduction to the work of a local council, its councillors and the clerk. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

1. The Core Roles establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager. It stresses good communication skills and the use of information and communications technology.

2. Law and Procedures establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures. We note election processes, the standards framework and the need to keep up to date with legislation.

3. Finance introduces the role of the Responsible Financial Officer and proper financial practices, accounts, financial procedures and accounting regulations. We consider budgeting, the precept, audits, insurance, income generation and the management of risk.

4. Management establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It provides guidance on managing staff, contracts and the performance of the council as a whole, stressing the need for on-going training and development.

5. Community is the heart of the matter. You identify community needs and plans; you engage with the planning system and get to know the community well. We introduce community representation, engagement, empowerment and support. We stress partnership working, public relations and raising the council's profile in the community.

How will I learn?

- The course has five modules. Each module contains several sections and pages of activities, questions and explanations.
- To gain a certificate and CPD points you must pass Activity one: revision exercise. You can have one attempt at each of two tests and pass a test with a score of 80%. If you need help, you can ask for clarification during Activity two.
- You are strongly advised to join Activity two: networking to share ideas, questions and experiences with others and to deepen your understanding of a module. You might attend a networking event organised by your local branch of the Society or join a webinar led by an experienced practitioner. There will also be a forum for written discussion on each module website. Check the ILCA web page for planned dates.
- Finally, you can complete Activity three: research and writing tasks. When completed, a practitioner checks your responses and confirms satisfactory completion. You may be asked to improve your submission if necessary. This activity is voluntary but useful if you intend to proceed to CiLCA, the Certificate of Local Council Administration.

How long will it take?

It can be studied intensively over a few days or perhaps by doing one module a week or fortnight; it's up to you. From the date when you purchase the course, you have access to the online course for twelve months.

NB: This course is worth 20 CPD (Continuing Professional Development) points if all 3 activities are completed within each of the 5 modules. For just passing Activity 1 a total of 7 points are gained. For Activity 2 each unit is allocated 1pt.

By attending the Regional Roadshow in April (already booked) the Clerk, Assistant Clerk and RFO will each be awarded 2.5 CPD points. By reading The Clerk magazine 6 times a year is worth 4 CPD points.

By a staff member gaining 12 points in total we would be eligible for the Local Council Award Scheme Foundation Level.

16/061. WARG Field

Consider extension of contract with A J King to include labour charges to fence off the southern boundary of the WARG field with wooden posts and dog-proof wire netting within the allocated 2015/6 "WARG field" budget of £1,000.

A J King
130 Rampton Road
Cottenham
Cambridge
CB24 8TJ
VAT Registration Number 119 0004 62

ESTIMATE

Date 24.02.16

To Cottenham Parish Council
Cottenham Community Centre
250A High Street
Cottenham
Cambridge
CB24 8RZ

To **Ref: Fencing WARG Field – Histon Road**

To supply and erect approx 120 metres as
Wooden 3-4" posts with stock netting attached,
topped with a plain wire and with 5" straining
posts every 50 metres

@ £ 5.85 Per Metre Plus VAT

Please note this estimate and the prices will be honoured for 3 months

16/063. Village Green

We have been approached by Speed Taxis to put up a sign on the Village Green. They just want to use the logo and the text "Local taxi company" underneath. Colours might vary. I have already advised that this is within the Conservation Area and any CPC approval would also be subject to gaining advertising planning approval from SCDC.



16/064. Dissenters Cemetery

Dear CPC,

On behalf of the Cottenham Dissenters' Cemetery I would like to apply for part of the s.106 grant which I understand is available for open spaces.

Besides being a public facility for all Cottenham residents, the Dissenters' Cemetery is a valuable part of Cottenham's heritage, being the chief monument to the struggle for equality that Dissenters engaged in and eventually won in the 19th century, as part of the wider democratic movement, and its graves serving as a record of village life from the mid-1800s to the present day. There are two War Graves, and many Cottenham people today have family members buried in the cemetery. It is an attractive green space in the centre of the village, not only for those visiting family graves but also those who are in need of a place for peaceful contemplation and reflection.

At present there is no provision for the interment of ashes except in existing graves. We have recently begun to receive requests from village residents for this provision to be made as cremation has now superseded burial as the preferred means of disposal of the dead.

We have reconsidered our earlier application and now conclude that developing the extension including a garden of rest would prove to be costly and a lengthy process, neither of which is appropriate for this particular grant funding, especially in light of CPC wishing to see the fencing replaced.

We have, however, identified a space within the older part of the existing cemetery grounds which has not been used for burials, and wish to create there an area for such interments.

Hence our application is now based on a) replacing the now dilapidated softwood fencing along the East boundary (Harlestones Road) with a better quality timber fence, and replacing the existing chain link fence along the South boundary with the same good quality timber fencing, and b) developing the identified area of land so that it can be used for interment of ashes. We also feel it important to provide seating in the cemetery, particularly as many of the people visiting graves are elderly and often infirm. The provision of seating will also provide opportunity for those visiting the cemetery to sit quietly and is consistent with our wish to make the cemetery better known and appreciated.

We are asking for a grant in the region of £20,000 to be able to carry out these works to make the cemetery an attractive area for those wishing to make use of the facility.

Preliminary quotations for the works accompany this application.

Yours etc

Ann Scott, Chairman, Dissenters' Cemetery

We have obtained preliminary quotes for the work to be done:

1. Removal of conifers (which was already in our plans for the future) – **£600.00**
2. Laying new access path to the proposed interment area, with rustic timber edgings and bark chippings (all of which will come from the felled trees). - **£650.00**
3. New fence along Harlestones Road – This would entail
 - a) the removal of the existing fence and concrete spurs
 - b) supply and erection of 1.8m fence on cant rails with concrete spurs and timber gravel boards.

Softwood - £5750.00, Oak - £7960.00

4. Two benches – prices ranging from about **£450.00 - £630.00 each**

A matching fence along the south side of the cemetery would be approximately the same price as the Harlestones Road one.

Trees - £600.00
Path - £650.00
Fence- £7960.00
Fence - £7960.00
Benches - £1300.00

So :

2 Oak fences + 2 benches = £22,164 including VAT
2 Oak fences without the benches = £20,604 including VAT
2 Softwood fences + benches = £19,591 including VAT

Of course, there are other permutations such as – only install one bench, cheaper benches etc.

16/067. Bank reconciliation (to the end January 2016)

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

In summary:

£568837.81	Cash at Bank
-£38341.15	creditors
+ 6435.60	Debtors
£536932.26	Net balance on bank reconciliation

For management accounts

VAT owed £11400

Minus £262.76 PAYE

Minus £ 1412 Salary control acc

NET ASSETS £546657.50

16/068. Financial Regulations

The current version of our Financial Regulations formally neither properly covers purchases via Trade Accounts nor purchase of low-cost proprietary items.

For reference, our current Trade Accounts are:

Company name	Goods	Account arrangements
A C Leigh	Security keys for pavilion	Authorised signatories + passcode - Clerk, Assistant Clerk, Frank Morris
CSA	Cleaning products	Orders can currently be made by Clerk/Assistant Clerk/RFO/Nick West/Peter Boyden
Staples	Stationery products	Orders can be made by Clerk/ Assistant Clerk and RFO (generally Clerk orders on behalf of all of us)
Travis Perkins	Building maintenance products	Only people issued with the password are now able to place an order
Browns of Burwell	Heating oil	Orders can be placed by Clerk/ Assistant Clerk or RFO

These suppliers invoice us and the purchases are subject to our normal scrutiny process at Council meetings. Other purchases by contractors, members or staff are paid for personally and reimbursed after scrutiny at Council meetings.

The necessary proposed changes to specific Financial Regulations to bring practice into line with regulation are shown in **bold text** below.

10.1	An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate (as a result of low - <£25 - item cost or supply via a Council-authorized Trade Account). Copies of orders shall be retained.
10.2	Order books and Authorised Person lists on Trade Accounts shall be controlled by the RFO
10.3	All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any <i>de minimis</i> provisions in Regulation 11.11 below
10.4	A member may not issue an official order or make any contract on behalf of the council
10.5	The Clerk or RFO shall verify the lawful nature of any proposed purchase of any item costing more than £25 before any purchase, whether or not on a Trade Account , and in the case of new or infrequent purchases or payments, the Clerk or RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used

ADD

11.11	Where the overall value of a proposed purchase is below £500, the requirement for multiple quotations can be waived provided the purchase is reasonably likely to represent best value for money
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16/069. Incidental costs

Proposed changes shown in **bold** below

4.1	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.
4.1	<p>This authority is to be determined by:</p> <ul style="list-style-type: none">• the council for all items over [£3,000];• a duly delegated committee of the council for items over [£500]; or• the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below [£500] and above £100• the Clerk for any item below £100 <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>