

**AGENDA REPORTS PACK**

**FULL COUNCIL**

**MAY 2015**

### Minutes of Full Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> April 2015 at 7.15pm

**Present:** Cllr Frank (Acting Chair), Berenger, Bolitho, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 2 members of the public + PCSO James Fuller

**15/077. Chairman's Introduction and Apologies** – apologies accepted from Cllr Leeks (holiday), CCC Cllr Jenkins (work) and CCC Cllr Mason (ill)

**15/078. Public participation – Standing Orders to be suspended** - no questions.

**15/079. 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. None received.

**15/080. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 3<sup>rd</sup> March be signed as a correct record. Item 059 amended: removed 'in lieu' and replaced with 'on the basis of the perceived'. Resolution to accept amended minutes of meeting held on 3<sup>rd</sup> March as a true record. **RESOLVED.**

**15/081. Reports**

- **SCDC** – report circulated prior to the meeting. Cllr Bolitho asked for an update on Northstowe. Cllr Harford commented that there was further work to be done and that it couldn't currently be confirmed whether burial/police/fire services were being including because the S106 agreement was not yet signed. Cllr Heydon confirmed that the burial ground in particular had been discussed at the meeting. There is a legal obligation for the locality to provide burial space. 1 Lambs Lane has been deferred for Highways to look again and a better light survey has been requested. Cllr Young was thanked for the extensive notes he sent following his attendance at the Committee hearing.
- **CCC** – report circulated prior to the meeting. Cllr Heydon asked whether the information provided about the Health Committee was relevant to Cottenham. Cllr Morris to confirm with Cllr Jenkins.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Updates: swing seats have now been installed. Cllr McCarthy queried why the HCV sign on Telegraph Street is being moved and not added to. Cllr Collier was applauded for her recent award of SCDC Parish Cllr of the Year.
- **Police** – report on Operations Oaklands – PCSO Fuller started by providing an update on a recent assault. There is a lot of forensic work ongoing and the vehicle believed to be involved has been found. More generally, the police are now using Twitter to get real-time information out to people. They are providing daily crime updates at the moment but the frequency may be tweaked. Now using tablets and local wi-fi. PCSO Fuller provided information on local crime figures over the past 12 months. Operation Oaklands: the village will be targeted for 3 weeks. During daylight hours they will knock

on doors and if now answer they check doors/windows/sheds for security. If found to be unsecure they will leave a note to inform householder. In evenings will be looking at vehicles and checking for items on display. There has been a recent spike in vehicle crime. The police are offering small shed alarms for £7, window alarms for £3 and Smartwater kits for £10 (usual price £60). Cllr Richards asked specifically about Ford van burglaries. PCSO Fuller confirmed that a specialised locksmith tool was used in some cases but this item is easily available on the internet.

## 15/082. Finance

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Michelle Plowman	Rent for January 15	£ 704.17	£ 845.00
Debbie Prince	Rent of rec ground for bootcamp for Jan & Feb	£ 20.00	£ 24.00
Came and Company	Refund due to cancellation of Motor insurance	£ 87.98	£ 87.98
Cottenham Day Centre	Rent for Feb 15	£ 150.00	£ 180.00
SCDC	Grant towards the new changing rooms	£ 36,000.00	£ 36,000.00
SCDC	Community Chest grant 2013/14	£ 200.00	£ 200.00
		<b>£ 37,162.15</b>	<b>£ 37,336.98</b>
<b>Expenses</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>
Salaries	Salaries	£ 2,298.24	£ 2,298.24
HMRC	PAYE and NI	£ 513.63	£ 513.63
BC Group Trust	Monthly invoice	£ 518.00	£ 621.60
AJ King	Contract cost	£ 2,536.24	£ 3,043.48
AJ King	Extra work - Work at the play area & grass seed	£ 311.50	£ 356.50
Nick West	Labour costs for the cleaning of the village hall	£ 617.63	£ 617.63
Green and Purple	Accounting support	£ 250.00	£ 300.00
SCDC	Discharge of planning conditions fee	£ 97.00	£ 97.00
Browns of Burwell	Oil delivery to the recreation ground	£ 839.58	£ 839.58
Atlas Tree Surgery Ltd	Phase 2 of the Tenison Manor work	£ 800.00	£ 960.00
Amazon Tree Surgery	Trimming poplar trees of rec and work on BGW	£ 1,070.00	£ 1,070.00
Durman Stearn Ltd	Works carried out on New Pavillion	£ 67,587.65	£ 81,105.18
Denton Carpets Ltd	Coir matting to 2 matwells in the village hall	£98.00	£117.60
PHS group	Administration costs	£ 20.00	£ 24.00
Online Playgrounds	Cradle swing seat for the playground	£ 142.00	£ 170.40
UK Power Networks	Rerouting of power cables re the Skate park	£ 2,040.15	£ 2,448.18
Birmingham Fuel oils	1000 litres of Kerosene	£ 502.00	£ 527.10
Debbie Seabright	Expenses re stamps and envelopes	£ 14.72	£ 14.72
Staples	Ink Cartridges for the Clerk	£ 65.81	£ 78.97
Staples	Ink cartridge and ring folders for RFO	£ 32.07	£ 32.07
Travis Perkins	Hazard warning tape & fillcrete expansion joint brickfill roll	£ 26.93	£ 32.32
Chubb	Annual contract with Chubb re Fire and Security	£ 741.51	£ 889.81
Community Centre	Licence fee	£ 1,300.00	£ 1,300.00
		<b>£ 82,422.66</b>	<b>£ 97,458.01</b>
<b>GRANTS</b>			
FECA	Towards an entertainment event at the FEFF	£ 1,000.00	£ 1,000.00
C'ham Primary school	For resources at the new primary school library	£ 1,000.00	£ 1,000.00

Oblique arts	Towards the travellers literacy programme	£ 200.00	£ 200.00
C'ham mobile warden	General running and upkeep of the scheme	£ 1,500.00	£ 1,500.00
1st C'ham Brownies	Running costs and badge work	£ 100.00	£ 100.00
C'ham roller hockey	New team kits	£ 400.00	£ 400.00
		<b>£ 4,200.00</b>	<b>£ 4,200.00</b>

Resolution to pay these invoices. **RESOLVED.** NB: minor amends needed to 2 items to include VAT.

- 15/083. Management accounts** – to review the monthly management accounts – Cllr Young outlined. The estimated underspend is as predicted with income higher than expected (due to S106, precept and insurance claim). Expenditure is lighter mainly due to Highways projects not progressing quickly and there being no need for a changing rooms loan. RFO to circulate accounts to full council going forward.
- 15/084. Bank reconciliation** – to review monthly bank reconciliation – Cllr Morris outlined report shared in the agenda pack.
- 15/085. S106 agreement** – Resolution to sign S106 agreement for 108-122 Histon Road. **RESOLVED.**
- 15/086. Picnic tables/benches** – to consider installation of 2 picnic tables/benches at the Moat at a cost of £220 + VAT each – Cllr Mudd outlined. Originally discussed at the February CALF meeting. Resolution to install 2 secured picnic tables/benches on the Moat at a cost of £220+ VAT each. **RESOLVED.**
- 15/087. Changing Rooms** – To receive an update on the project - Cllrs Morris outlined. Cllr Bolitho left the room at 8.11pm. The trench for the electrics is being started this week and fencing has been erected. Murfitts have started today. Met contractors/architect last week and everything in on stream. Cllr Bolitho returned to the room at 8.14pm. Need to look at the options for the access road. Worst case scenario is that it is an extra £20k on top of the budget. Cllr Richards mentioned an offer to decorate the building at cost price but this is already incorporated into the works. Travis Perkins may be able to supply white goods. Cllr Morris to work with Cllr Richards to compile a 'shopping list' of fixtures and fittings required.
- 15/088. Skatepark** – To receive an update on the project - Cllrs Morris outlined. The Wheelscape manager will be on site later this week. The project will start without using the track matting which will save £10k but can get it to site with 2 days notice if required. Work starts properly on Monday 13<sup>th</sup> April. Cllr Berenger to put ramps etc. on ebay and Clerk will advertise on Facebook.
- 15/089. APM** – to consider arrangements for the APM on 21<sup>st</sup> April – Clerk ran through the event and display materials will be made available to show current projects. Resolution to purchase refreshments for the APM up to a value of £50. **RESOLVED.**
- 15/090. Village Hall working party** – to consider initial ideas for refurbishment of the village hall – Cllr Richards outlined initial suggestions. Cllr Berenger highlighted funding opportunities, particularly for renewables. Initial plans were circulated. Cllr Heydon mentioned a previous village needs survey which was done several years ago which may contain useful information. A ballpark figure on the initial plans is £400k. We may be able to obtain £100k of grants + renewables + increased revenue and lower running costs. Resolution that the VH working group develop a Business Plan by September, including: obtaining pre-planning advice from SCDC, obtaining limited architect input on alternative approaches and likely costs (up to a cost of £5k) and Identifying major financial and construction milestones. **RESOLVED.**
- 15/091. Dogs on Recreation Ground** – to consider relaxing rules to allow dogs on leads only + installation of up to 2 dog bins (following creation of circular walk from LK Wood) – Cllr

Morris outlined. Concerns raised about health issues, particularly if dogs were to wander onto the playing pitches or around the playground areas. General consensus that no dogs should be allowed, even in the car park area. Cllr Nicholas provided information about public spaces orders. Resolution to investigate legal powers to enforce the prohibition of dogs on the Recreation Ground. **RESOLVED.**

- 15/092. FEFF** – Resolution that CPC have a stall on Saturday 20<sup>th</sup> June at the Fen Edge Festival. **RESOLVED.** NB: Clerk to request volunteers to man the stall off-line.
- 15/093. Aerial slide** – to consider quotes for ground works to aerial slide – Resolution to accept quote 2 at a cost of £1370 + VAT. **RESOLVED.**
- 15/094. Tree works** – Resolution to accept quote for tree works on the village green at a cost of £100 + VAT. **RESOLVED.**
- 15/095. Model aircraft** – to consider allowing model aircraft to fly on the recreation ground, restricted to 3<sup>rd</sup> field only (resident request) – Clerk outlined the request. Signage suggested to warn of aircraft flying on the 3<sup>rd</sup> field. Resolution that CPC in principal allow the flying of model aircraft on the 3<sup>rd</sup> field of the Recreation Ground subject to a suitable agreement drawn up by CALF. **RESOLVED.**
- 15/096. Cottenham Foodbank**– Resolution to send representative to attend launch event on 29<sup>th</sup> April. **RESOLVED.** NB: Cllr Collinson to attend information event on 23<sup>rd</sup> April and Cllr Morris to attend launch event on 29<sup>th</sup> April.
- 15/097. A14 consultation** – for information only: delegated powers, an urgent request was made, supported by Cllr Morris, Cllr Leeks, Cllr Heydon, to make representation on behalf of CPC to A14 Planning Inspectorate Reference TR010018 inquiry for a deadline of 112/3/15.
- 15/098. Matters for consideration at the next meeting** – Refuse collections, 2013/14 Highways projects, resident concerns re. Traveller use of CVC Sports Centre showers. Standing Orders suspended at 9.18pm. Cllr Berenger thanked Cllrs Harford, Edwards, Morris and Nicholas on behalf of the residents of Millfield. To address resident concerns about use of the CVC Sports Centre Mr Hunt confirmed that it closed at 10.30pm and that Travellers have been banned from using the showers since Christmas 2014. Standing Orders reinstated at 9.30pm.
- 15/099. Dates of next meetings** – Planning 9<sup>th</sup> April, Highways 14<sup>th</sup> April, Facilities 16<sup>th</sup> April, APM 21<sup>st</sup> April, Planning 23<sup>rd</sup> April, Finance 28<sup>th</sup> April, Full Council (Annual meeting) 5<sup>th</sup> May
- 15/100. Close of Meeting** – 9.24pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## **Item 15/113 - Reports**

### **South Cambridgeshire District Councillors' Report to Parish Councils April 2015**

Although many meetings were either not scheduled or were cancelled during April, those for which your three local members have responsibility still took place.

#### ***Finance & Staffing***

Simon Edwards as portfolio holder received a report on the council's Shared Parental Leave Policy which has been reviewed in the light of recent legislation changes. He also received the Quarter 3 report on performance of the council's Revenues Service. The Council Tax collection rate remains very high at 87.9% (£81.3m)[88.1% same period last year (£78.7m)]. The collection rate for Business Rates cannot be directly compared to the previous year due to the fact that this can now be paid by 12 monthly instalments instead of the previous 10. The team are, however, monitoring the impact of this very carefully and remain confident that they are on track to meet their target of 99%. The Fraud team has now transferred to DWP's Single Fraud Investigation Service and the number of successful investigations [119] exceeded the annual target of 100. There were 13 fraud sanctions in Quarter 3 including 3 prosecutions. Agenda pack: <http://bit.ly/1Kub2Dv>

#### ***Northstowe***

Whilst there was no Northstowe Joint Development Control Committee meeting in April, Tim Wotherspoon chaired a meeting of the Northstowe Community Forum. It was not quite as well attended as the previous one [at which there was standing room only] but it is good to see that the opportunity for local residents to engage is one that a good many people take. Most of those present were surprised that Gallagher was not represented. Paul Kitson was there and again confirmed that the HCA has no intention of replicating for the Phase 2 application Gallagher's appeal against the room sizes condition. There was consternation when it was suggested that the permitted hours of working on Phase 1 were the same for Saturday as for Monday to Friday [08.00 - 18.00]. This was certainly contrary to the recollections of three members of the committee who were present at the meeting and subsequently it has been confirmed that the hours permitted for Saturday are 08.00 - 13.00.

#### ***Planning Committee***

Lynda Harford chaired the April Planning Committee meeting. The agenda included one item of local interest [S/2625/14/FL - 1 Lamb's Row, Cottenham]. This item was deferred for further information regarding the impact on light to neighbouring properties and for Highways to look again at the detailed information provided by Cottenham Parish Council with regard to highway safety. This will now be considered at the 13 May meeting.

#### ***Leader's PfH Meeting***

With funds being available again in the Community Chest the Leader was able to approve applications for a total of just over £14,400. An application for £1,500 by All Saints Church, Rampton was granted in full. An application by Reboot who are based in Cottenham was deferred due to concerns about the uncertainty of its current location.

A decision was also taken by the Leader in conjunction with the Environmental Services [outside of any meeting] to approve a total of £19,000 of grant applications by mobile warden schemes around the district. Cottenham's application for £1,250 was granted in full.

## ***Scrutiny & Overview***

Members questioned the Director of Environmental Services about the Business Improvement & Efficiency Programme and the contribution that the waste and recycling service changes have made. These changes have achieved the targeted savings of £200,000 for 2014/15 and are set to save £400,000 in 2015/16. These savings have been/will be achieved as a result of the simultaneous implementation of a number of significant services changes over a 7 month period. These included a re-modelling exercise which reduced the number of household waste collection rounds from 210 to 180 and the service fleet by 2 refuse collection vehicles. You will all be aware of two of the other changes that have been made: monthly green bin collections from December to February and a week's break in service at Christmas.

The council is working towards a joint service with Cambridge City Council and during the month interviews were carried out with the 4 individuals whose jobs were 'at risk' due to the amalgamation of the two existing services. Appointments were made for the role of Operations Manager and Policy Officer. The Head of Service role will now be advertised externally.

The annual customer satisfaction survey was undertaken between February and April. Its format changed this year from the previous postal survey of a randomly selected sample of residents to a self-selecting on-line survey. Members of the Scrutiny committee questioned how well this had been communicated as less than half the number of residents responded this year. An undertaking was made that greater efforts to publicise the survey will be made at the end of this year.

Feedback on the changes has generally been positive. However, the resilience of the service was questioned following recent complaints that litter bins and street cleansing have been neglected to allow the core service of bin emptying to be maintained. Members were advised that an exceptional level of sickness had been the cause with up to 20 staff being absent at one time. Agenda pack: <http://bit.ly/1FBRvRJ> & <http://bit.ly/1Ez7MoD>

## ***Home Insulation***

The solid wall insulation scheme which provides funding to help insulate older homes in the county has been extended until September 2015. The scheme run by Action on Energy Cambridgeshire, in which South Cambs is a partner, was set up in March last year to encourage the uptake of energy saving improvements in older properties and has been taken up by over 1,000 owner occupied and privately rented households so far. Grants of up to £6,000 are available towards the cost of installing solid wall insulation. Access to the scheme is delivered primarily through Climate Energy Limited, the partnership's preferred supplier but funds can also be accessed through 3 other approved Green Deal providers. For further information contact Action on Energy on 0800 093 3303 or visit [www.actiononenergy.net](http://www.actiononenergy.net) Details of the other Green Deal providers registered with the scheme are available at [www.cambridge.gov.uk/green-deal-communities](http://www.cambridge.gov.uk/green-deal-communities)

As always we welcome your comments and questions relating to these and any other local or strategic matter. Meanwhile we wish you all a very happy May Day Bank Holiday weekend and look forward to seeing you all at your forthcoming meetings.

Simon Edwards  
[cllr.edwards@scambs.gov.uk](mailto:cllr.edwards@scambs.gov.uk)  
07711 079089  
Follow us on Twitter:  
@Cllr\_S\_Edwards

Lynda Harford  
[cllr.harford@scambs.gov.uk](mailto:cllr.harford@scambs.gov.uk)  
01954 251775/07889 131022  
@2whit2whoo

Tim Wotherspoon  
[cllr.wotherspoon@scambs.gov.uk](mailto:cllr.wotherspoon@scambs.gov.uk)  
01954 252108  
@TimTheMan1

**County – to follow**



## CLERKS REPORT – April 2015

### Highways

**NB: Items in red have been outstanding for some while and reported again in bulk to County.**

**Anything in black is new or an update.**

- **Histon Road** –Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- **Telegraph Street** - unsuitable for HCV's sign will be moved in the new financial year. Gavin Wiseman will forward a location plan before work is carried out. Waiting update.
- **Harlestones Road** – Gavin Wiseman and Graham Armstrong have inspected. The road may be suitable for using a similar surface treatment to that used on Pelham Way. Contractors are inspecting late May/early June and will confirm. If acceptable the works will be programmed for 2016.
- **Denmark Road** –Residents are liaising with owners of 2 Denmark Road re. development plans. These plans will also include a longer term solution to the broken pipe. NB: a plan for a single building has now been approved by SCDC.
- **Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Have been informed that this now won't be looked at until replacement for Jon Clarke is found. However following meeting with David Lines he will now look into this for us.**
- Spoke to CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. Suggestion is that it is done via the LHI bid. That way we won't be liable for ongoing maintenance. Gavin is checking ownership of the land.
- Line reinstatement requested at junction of Broad Lane/Tenison Manor, Twentypence Rd/Smithy Fen and Rampton Rd/Lambs Lane. Works have now been ordered.
- Lambs Lane – still issues with the gully at the end of Crowlands. Gavin Wiseman awaiting contractors report. Further maintenance may be needed.
- Blocked drain in Lambs Lane reported (near junction with Pelham Way). Causing damage to front wall outside property.
- Streetlights – Balfour have responded to apologise for the delays and suggesting that we wait until after the FEF for them to complete all outstanding works. Joshua Cooke is now following up since Keeley's departure. We have also been informed that lighting work will commence on Histon Road from 22<sup>nd</sup> June.
- There has been an ongoing issue since May 2014 whereby a couple of residents have been directly liaising with County regarding a filled in ditch on Histon Road, in front of the new affordable houses. Response now received from Sass Pledger and I am awaiting residents feedback. CCC Cllr Mason has advised that the location is on the boundary of the Old West IDB catchment area.
- Gavin Wiseman & Graham Armstrong are conducting an inspection of Landbeach Road to look at sinking at the sides which may have contributed to recent car accidents. Awaiting report. Several potholes have now been filled or are scheduled for work.
- Histon Road – Enforcement has been out to inspect Cottenham Skips and is continuing to monitor the situation. I have written to Brian Heffernan to request a timetable as to when action will be taken.
- I have met with David Lines re. double yellows on Lambs Lane and waiting restrictions in laybys. Unfortunately the need to advertise TRO's hasn't been removed yet due to parliament

closing before the new legislation was looked at and it may well be the autumn before it is looked at again. We can however raise several TRO's together but just have the one press notice. Once we've decided what we want we need to consult with residents in the direct areas – a letter drop is fine and we don't need to give more than 2-3 weeks to respond. We also need to run the plans past Derek Crosby (police) to get his permission. If all is well we can pass to David who will start the statutory process. This could take between 3-9 months depending on the level of complexity and whether there are any committee hearings (for more controversial schemes).

- Have chased Karen Lunn for an update on the Beach Road speed sign amends. Was going to supply by 21<sup>st</sup> April.
- Blocked gully outside the White Cottage (nr Jolly Millers) has been reported.
- Blocked gully opposite 27 Beach Road reported.
- Large pavement pothole on Coolidge Gardens reported.
- Broken street sign (Goode Close) has been reported to SCDC.
- Sign for Long Drove has been knocked down and left in the verge; reported.
- Sign on Twentypence Road damaged and has been reported.
- Gully still badly blocked outside the Wooden House. Originally reported last July.
- 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.

### **Village Hall**

- Lockable cabinet for the cleaning products is being supplied by Graham Beckford. This will be situated in the alarm cupboard.
- Boiler service arranged for the hall.
- Cromwell Fire have dealt with an emergency situation re. some of the fire extinguishers – anti-tamper tags had been removed. Alarm test carried out on 30<sup>th</sup> April.
- Ladybirds are using the hall on 16<sup>th</sup> July (lunchtime) for a graduation ceremony.

### **Recreation ground**

- Woodwork around the aerial runway has been removed. Quotes accepted for banking, installing safety matting and seeding/turfing. Work to be carried out once skatepark completed.
- New signs for 'no dogs/bbqs/camping' to be installed.
- Cllr Richards has been assisting electrician re. repairing floodlights. Cherry picker hired to investigate.
- It has been agreed that for the Colts football tournament on 24<sup>th</sup> May that parking will be on the first field. They have agreed to pay for the verti-draining of the field after the event at a cost of up to £250 + VAT. The event itself will be held on the third field.
- Flying of model aircraft to be permitted on the 3<sup>rd</sup> field following agreement at the full Council meeting on 6<sup>th</sup> April. Agreement/regulations to be drawn up. Need to amend signage.
- Emergency works being carried out oil line from tank to boiler at Ladybirds. During routine inspection the engineer noted that all of the oil lines have soldered joints which do not meet the current safety regulations (potential fire hazards).
- Quote for installation of new gate between 3<sup>rd</sup> field and Les King Wood has been accepted. Cambridge Rambling Club is paying for the work plus the gate.
- Aquarious service and maintenance of pumping station took place on 1<sup>st</sup> May.

- Fire on the 3<sup>rd</sup> field caused by youths burning pallets, probably from the Wheelscape site. Police informed.

### **Misc admin**

- April Issues log distributed separately.
- Sue Reynolds is contacting parties involved with Tenison Manor adoption to organise meeting.
- Three residents have contacted us regarding article in the last Newsletter requesting suitable land for affordable housing. Site visits ongoing. Have contacted SCDC for advice but informed that we need to submit pre-app paperwork.
- Residents have requested a dog bin for Lyles Road (end of private road linking to Lambs Lane) following dog walkers bagging but then throwing the bags in residents hedges. The dog bin on Coolidge Gardens is still missing and SCDC have been contacted accordingly.
- June/July newsletter article submitted.
- Jo Mills has been contacted regarding questions raised following the recent Tommy Walls planning appeal. Awaiting response.
- Waiting to hear from Rob Mungovan at SCDC re. suitability of bushes/trees for WARG field. SCDC Lynda Harford is following this up for us. The Woodland Trust can provide free tree planting packs and they may have something to meet our needs. Need to apply by 3<sup>rd</sup> Sept.
- The SCDC Community Chest Grant fund is now open. Applications are awarded up to £1500. The pot of money isn't huge so it is recommended to get applications in quickly.
- The village sign has been completed and awaiting reinstatement. CALF have suggested that the original sign may go to CVC as a suitable refurbishment project for their art students. Cllr Collier is making contact with them.
- Minor tree works quote accepted for the Village Green.
- Quote for removal of posts around the Moat accepted and work due to be undertaken shortly.
- Meeting being arranged with Historic England to discuss siting of picnic benches on the Moat. Will probably need scheduled monument consent.
- Planning permission being investigated for installation of outdoor gym equipment on Tenison Manor.
- Internal audit happening on 15<sup>th</sup> May. Clerk & RFO have had meetings to ensure everything is in order.
- Stall booked for the FEFF. We will be located by the pond near the College. Need to decide whether we'd like a 3m or 6m pitch.
- Broken map on the Village Green which belongs to the Footpath Group being fixed w/c 26<sup>th</sup> April.

### **Correspondance**

- Letter received from CPS thanking us for the donation of £1k towards the new Learning Resource Centre. The money will go towards furnishing the LRC with some of the many books needed to enhance reading across the school.

### **Facebook**

409 likes.

**COMMUNITY & LEISURE FACILITIES COMMITTEE ( CALF )**  
**ANNUAL REPORT 1/4/14 – 31/3/15**

CALF was established by Resolution of Cottenham Parish Council ( CPC ), and the Terms of Reference were approved on 1<sup>st</sup> July 2014 by item 14/213 of the Full Council Minutes.

The areas of responsibility CALF has is by delegated authority to :

- (a) Develop a 4 year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village
- (b) Consider and make representations to the appropriate authorities on any matter or document that may affect the Parish from a leisure, recreation or sport perspective
- (c) Review annually the rent and/or fees for hiring out Parish Council-owned rooms and/or grounds
- (d) Ensure all hirers and lessors of Parish Council-owned rooms and/or grounds have written contracts, based on templates provided by the Finance, Legal and Administration Committee, in place before the relevant event
- (e) Discuss, review ( at least annually ) and manage the safe and cost-effective operation of all Parish Council-owned or managed equipment, facilities and land
- (f) Discuss, review ( at least annually ) and manage provision of allotments
- (g) Prepare an annual bid for consideration by the Finance, Legal and Administration Committee for precept assessment process

Specific matters dealt with or being considered by CALF include the following :

- New changing rooms – scheduled for completion August 2015
- New skatepark – scheduled for completion 12<sup>th</sup> June 2015
- Monthly Health & Safety survey of play equipment
- Village hall user agreements – reviewed & discussions held with users
- Sports clubs agreements
- Recreation ground, village green and Broad lane user agreements
- WARG field, Histon Rd
- Village Pound tidying up
- Bus shelter cleaning
- Connections Bus
- Legionella risk assessment
- Vision Plan questionnaire – some items included in budget for 2015/16 including the new circular walk involving Les King Wood, which is nearing completion
- Drainage issues on the recreation ground
- Village hall refurbishment – first draft of a Business Plan due in September
- Village sign refurbishment

# **Finance Legal and Administration Committee (FLAC)**

## **Annual Report 1/4/14 to 31/3/15**

### **Introduction**

FLAC was established by Resolution of Cottenham Parish Council (CPC) and the Terms of Reference approved on 1 July 2014 outline the 6 areas of delegated authority as:

- Financial policy and regulation
- Financial strategy and planning
- Financial review and monitoring
- Assets, risks and insurance
- Contracts and legal
- Office and employment

### **Review of the year**

#### 1. Policy and regulation

The financial regulations and standing orders have been reviewed by the committee during the year with recommendations being made to CPC. FLAC has received and reviewed the internal and external auditors reports and acted on the recommendations made to strengthen the financial oversight and ensure compliance with regulations.

#### 2. Financial Strategy and Planning

FLAC have overseen the formulation of the financial development of projects in relation to the new Building on the recreation ground and the skate park. Project budgets and monthly forecasts have been developed and are being monitored closely to ensure delivery within budget. At the current time these projects are being delivered on cost and to time.

The medium and long term financial strategies are to be developed along with a rolling 4-year plan which will be reviewed quarterly

FLAC drafted a consolidated estimates of income and expenditure for the 15/16 financial year and recommended budgets and the required annual Precept which were discussed and agreed by CPC in January 2015. As part of this expenditure plans of the Highways and the Communities and Leisure Facilities committees were reviewed and recommendations made regarding proposed expenditure.

#### 3. Financial monitoring and review

During the year FLAC has taken professional advice and support to enhance financial monitoring with a revised monthly management accounting system to enable FLAC to closely monitor expenditure against budget and so ensure a timely review or intervention when divergences are identified. Whilst the final financial accounts for the year are not yet available the main areas where expenditure has been significantly lower than the 14/15 budget are in the Traffic and Changing rooms project. In terms of income receipts from S106 agreements and insurance claims were the main factors in the underestimation of receipts.

During the year the budgeted expenditure plans of the Highways Committee did not occur and so little monitoring was required in this regard.

#### 4. Assets, risks and assurance

The Asset Register has been reviewed and updated. The legal aspects of assets e.g. registration, insurance have also been reviewed. A policy of asset reduction in relation to machinery and other equipment has been instigated alongside reorganising the arrangements for open spaces management. Here CPC now has a contract in place for the delivery of maintenance services whereas previously CPC undertook these services.

The Risk Management Plan, ensuring insurance cover is adequate, has been reviewed and updated as part of a periodic review.

FLAC has also overseen the acquisition of land on Histon Road donated as an open space for the village.

#### 5. Contracts and legal

FLAC have overseen the review terms of existing and proposed contracts including the land on Histon Road mentioned above, the new contract for the Parish Council Office and the supply of maintenance services. In addition the contracts with all tenants and users of Parish Council facilities have been reviewed and renegotiated where appropriate.

#### 6. Office and Employment

FLAC are responsible for ensuring appropriate contracts of employment and job descriptions are in place for all employed staff. As part of this the increase in workload following the movement to a committee structure have been identified and the additional post of assistant clerk is being instigated.

## **Highways Committee Annual Report 1/4/14 to 31/3/15**

### **Community Speedwatch signs on Rampton Road**

Two signs have now been installed and positive feedback received from residents.

### **Street Lighting on Lyles Road**

Replacement light were ordered from Balfour and installed at the end of March.

### **Cyclepath support request from Landbeach Parish Council**

A letter was drafted on 1<sup>st</sup> November 2014 and shared with the Highways Committee, prior to being signed and delivered to Landbeach Parish Clerk, on 1<sup>st</sup> December 2014.

### **Street inspection with County Highways**

Gavin Wiseman has been brought in to replace John Clarke and Graham Armstrong to replace Martin Allen. The Clerk has met with both to go through a list of outstanding Highways matters which they are continuing to address.

### **110 Bus**

Following changes in the autumn the 110 now runs to Ely twice a week on Ely Market Days (Thursday and Saturday). The online timetable shows that it leaves Cottenham just before 10am, and returns from Ely at quarter past one on those two days.

### **B1049 Cycle Path maintenance**

Vegetation has been cleared from the solar light studs. The path has been swept again in January which was well received by residents and improved conditions. Cllr Heydon has contacted Mike Davies (on twitter) and he advised that he has set up a path maintenance volunteering group on Twitter. You can follow that group at [@CamPeoplesPaths](https://twitter.com/CamPeoplesPaths)

### **LHI Bid**

Unfortunately our bid was unsuccessful on this occasion. The scheme had near 60 bids and with County funds being low, this may have significantly impacted on our odds of being successful.

## **PLANNING COMMITTEE ANNUAL REPORT 1/4/14 – 31/3/15**

The Planning Committee was established by Resolution of Cottenham Parish Council (CPC), and the Terms of Reference were approved on 1<sup>st</sup> July 2014 by item 14/213 of the Full Council Minutes. The areas of responsibility the Planning Committee have is by delegated authority to :

- (a) Develop a 4 year strategic framework, reviewed at least annually, for desirable improvements within the village landscape and infrastructure
- (b) Make representations to the appropriate planning authority on applications for planning permission
- (c) Make representations to the appropriate authority on applications for tree orders
- (d) Make representations in respect of appeals against the refusal of planning applications
- (e) Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- (f) Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective
- (g) Review possible and planned future developments and advise the Highways Committee, Parish Council and other relevant authorities
- (h) Monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority

Total number of meetings held : 21

Total number of applications received : 62

Number of applications CPC approved : 39

Number of applications CPC rejected : 18

Number of applications CPC made no comment : 5

Number of tree orders received : 30

Number of South Cambridgeshire District Council ( SCDC ) Committee decisions : 4

Number of HM Inspectorate appeal decisions : 3

Responses to the following consultations were submitted :

- SCDC Service Level Agreement
- Government Planning Policy on Gypsy's and Travellers
- Should SCDC use article 4 directions to help retain village pubs?
- Cambridge Northern Fringe East Area Action Plan ( AAP )



## **Standards Committee**

### **Annual report 1/4/14 – 31/3/15**

The Standards Committee, currently comprising Frank (Chair), Alan, Ian, Kate, Martin and Tony has met twice in the year with minutes on record.

The Committee has reviewed the Code of Conduct and the Complaints procedure and recommended various changes for adoption at the Annual Meeting.

The Committee has not conducted any formal complaints procedures against the Council or any Councillor, although several informal assessments have been made of complaints against one or more Councillors.

The Committee has reviewed the training status of all Parish Councillors and recommends that Councillor training courses are made available to new Councillors and those Councillors who did not complete the training offered during the year. The Clerk and RFO should be encouraged to participate in SLCC training sessions and the Assistant Clerk to undergo a Clerk training course.

## **15/115. Management accounts**

Monthly Management accounts to end of March were reviewed by FLAC

- some minor anomalies due to errors in accounts code allocations being resolved
- some misalignment between cost aggregations used in the monthly and End of Year accounts being reviewed as part of Annual Report preparation.

## **15/116. Bank reconciliation**

The Bank statements and Sage reporting up to 31<sup>st</sup> March have been reconciled correctly. Total cash at bank and in hand was **£515,960.68** as per Sage accounts and draft EOY Account. NB: No apparent anomalies noted but minor change to cheque dating procedure agreed. Grant claims and payments, VAT monthly claims and refunds appear to be working correctly. Important to note that CPC also has some £308,000 of capital cost commitments.

## **15/118. – Changing Rooms update**

- Phase 1 by Durman Stearn essentially complete
- C J Murfitt took over the site post-Easter as Phase 2 began
- Second monthly cycle of grant claims cycle in hand
- Options to finish off access road (turning circle, width/finish) being evaluated
- Significant progress on external walls and internal blockwork now visible
- Shopping list of “19 room final fit” items / budget being prepared
- On track for completion towards end of August

## **15/119. – Skatepark update**

- Wheelscape began work on 9<sup>th</sup> April
- Existing kit being scrapped due to lack of interest
- 50% of WREN grant claimed and paid; 90% of SCDC grant will now be claimed
- Power cable diversion completed so full site excavation can now begin
- Some site safety and attendance issues being resolved
- Completion expected by 12<sup>th</sup> June

## 15/120. – Foodbank

### NOTES FROM COTTENHAM FOODBANK INFORMATION MEETING: 23<sup>rd</sup>. April 2014

Foodbank will be organized under auspices of The Trussell Trust which runs over 440 foodbanks nationwide. Cottenham Foodbank will operate under umbrella of Ely Foodbank.

Key reasons for need for foodbanks:

- 13 million people below poverty line in UK
- Rising food (& until recently) fuel prices
- Low or unstable income – e.g. zero hours contracts
- Unemployment or underemployment
- Cuts to or stopping of benefits

To use foodbank client has to have voucher from a frontline agency – e.g. jobcentre, social services, children's centre etc. Cottenham Foodbank will look to set up some voucher providers in the village – e.g. schools, GP surgeries.

Clients limited to 3 vouchers in 6 months. Foodbank is for emergency need. Not a regular top-up for the larder.

If someone comes without a voucher and appears to be genuine they will be issued with food but advised what the system is for the future. There has been negligible abuse of Ely Foodbank.

In 2014 Ely Foodbank distributed 45.3 tonnes of food & processed 2,300 vouchers.

Important to have local foodbank branches because a lot of clients don't have transport. At Ely clients have walked a return trip of up to 16 miles in order to get food.

Food collected by asking people to put an item/items in trolley/collection box when shopping at supermarkets, or in collection boxes in churches, schools, businesses etc. Non-perishable items required. Some supermarkets (e.g. Tesco's) give Foodbank top-up on items donated by public.

Volunteers needed to help in warehouse at Ely, to help with transport of food crates from Ely to Cottenham and to work with clients when the Foodbank in Cottenham is open.

Volunteers working with clients need to be non-judgmental & to maintain confidentiality. Need to provide time, space and a listening ear for clients, and to 'signpost' clients to ongoing sources of help & support. Key value of Foodbank is importance of making relationship with clients, making them feel welcome and valuing them as a whole person.

Cottenham Foodbank will be open on Wednesdays from 1.30 – 3.00 pm in the Baptist Church Hall, High Street. LAUNCH IS ON WED 29<sup>TH</sup>. APRIL AT 12NOON IN THE BAPTIST CHURCH HALL.

CONTACT DETAILS FOR ELY FOODBANK:

c/o 10 Chapel Street, Ely CB6 1AD

tel. 01353 662396. email. [info@elyfoodbank.org.uk](mailto:info@elyfoodbank.org.uk) [www.elyfoodbank.org.uk](http://www.elyfoodbank.org.uk)

Cottenham contact: Paula Mayes c/o Cottenham Baptist Church

### **15/122. – WISER**

Following the very successful kerbside electrical recycling event in January, WISER has asked if we wish to hold another event on Thursday 16<sup>th</sup> July. CPC get an amount per tonne which can only be spent on community projects in the village. The previous money went towards refurbishment of the village sign.

### **15/123. FEFF parking on Recreation Ground**

We have been approached by the FEFF Committee asking for permission for vehicles to be parked on the Rec during the weekend events. It is estimated that there could be over 200 vehicles, possibly 300 at the peak. There might be fewer cars on Sunday but it's difficult to calculate. It is possible that some people might decide to park along streets in spite of this being discouraged. I have informed FEFF that in the case of the Colts event when they park on the Rec they have to pay for verti-draining of the pitches at an approximate cost of £245 and FEFF are happy with that arrangement.

### **15/124. – Connections Bus**

CPC need to decide whether or not to hold sessions during the summer holidays. These would have to be on a Wednesday evening either between 4-6pm or 7-9. The cost is £243 per session.

### **15/125. – WARG Field**

The former owners of WARG Field have requested formal confirmation that CPC accept the restrictive covenants on the land regarding future development. King & Co have confirmed that this information is covered legally by the Transfer document but the former owners would like a minuted acceptance.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

8 Consideration

- The transferor has received from the transferee for the property the following sum (in words and figures):
  
- The transfer is not for money or anything that has a monetary value
- Insert other receipt as appropriate:

9 The transferor transfers with

- full title guarantee
- limited title guarantee

10 Declaration of trust. The transferee is more than one person and

- they are to hold the property on trust for themselves as joint tenants
- they are to hold the property on trust for themselves as tenants in common in equal shares
- they are to hold the property on trust:

11 Additional provisions

1. In this Transfer the following words and phrases shall have the following meanings:

1.1 "Develop" and "Development" shall have the meanings given to them respectively in the Town and Country Act 1990 or any re-enactment or modification thereof for the time being in force and shall include any works or change of use which constitutes development as aforesaid

1.2 "Planning Permission" shall mean planning permission (whether in outline or detail) in respect of the Property which is obtained for any purpose or use other than as amenity land allotments orchard and/or play area

1.3 "Specified Development" shall mean any Development

1.4 "Development Land" shall mean such part of the Property in respect of which Planning Permission has been obtained for Specified Development

1.5 "Development Value" shall mean the Open Market Value of the Development Land with vacant possession as between a willing seller and a willing buyer at the date of

the grant of such Planning Permission taking into account such Planning Permission (but ignoring the effect of the term)

- 1.6 "Base Value" shall mean the Open market value of the Development Land with vacant possession as between a willing seller and a willing buyer at the date of the grant of the Planning Permission but without the benefit of Planning Permission together with all reasonable costs incurred by the Owner in obtaining such Planning Permission (so far as attributable proportionately to the Development Land if the Planning Permission is in respect of other land as well as the Development Land)
- 1.7 "Net Development Value" shall in respect of any Development Land be the amount of the Development Value less the amount of the Base Value
- 1.8 "Commencement and Commenced" shall be construed in accordance with S.56 Town & Country Planning Act 1990
- 1.9 "the Due Date" shall mean a date 28 days after the date of the commencement of Specified Development upon any Development Land
- 1.10 "Transferor and Transferee" shall each include their respective assigns and successors in title Personal Representatives and Executors
- 1.11 If at any time two or more persons are included in the expression "the Transferee" the covenants entered into or implied herein by or on part of the Transferee shall be deemed to be and shall be construed as covenants entered into by and binding on such persons jointly and severally
2. The Transferee hereby covenants with the Transferor as follows:
  - 2.1 That if at any time within a period of 50 years from the date hereof any Specified

Development shall be commenced upon the Property the Transferee will pay to the Transferor a sum equal to 50% of the Net Development Value on the Due Date

- 2.2 If and as often as the Transferee shall at any time during the period of 50 years from the date hereof make any applications to the Local Planning Authority for Planning Permission to develop the whole or any part or parts of the Property the Transferee shall inform the Transferor of any and every such application within 14 days of the making of the same and shall within a like period notify the Transferor of every decision delivered on any and every such application including the decision of the Local Authority. The Conduct of such applications for Planning Permission shall be wholly in the hands of the Transferee who shall not be obliged to make any such application. The Transferor shall not make any applications for any Planning Permission in respect of the Property

- 3 The parties hereto hereby apply to The Land Registrar for the entry on the title of the Property of a restriction in the following form:-

No disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge is to be registered without a certificate signed by a conveyancer that the provisions of paragraph 7 of Panel 12 of the Transfer dated 30 October 2014 have been complied with

- 4 In default of agreement as to any amount or value required hereunder within 2 months of the Due Date the matter shall be referred to an independent Chartered Surveyor to determine the same and in default of agreement on a choice of surveyor within 3 months after the Due Date then to be appointed on the application of either party by the President for the time being of the Royal Institution of Chartered Surveyors and such Surveyor shall act as an expert and