

**AGENDA REPORTS PACK**

**ORDINARY MEETING**

**NOVEMBER 2016**

## Item 16/239.



### Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> October 2016 at 7.15pm

**Present:** Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, McCarthy, Mudd, Nicholas, Richards, Ward, Young, SCDC Cllrs Edwards and Harford, CCC Cllr Mason, the Clerk, Assistant Clerk and RFO

- 16/215. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Collier (meeting), Hodson (work), Wotherspoon (personal) and CCC Cllr Jenkins (holiday).
- 16/216. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Berenger declared a pecuniary interest in item 16/219 (major developments) and will leave the room during discussions.
- 16/217. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> September 2016 be signed as a correct record. **RESOLVED.**
- 16/218. Public participation – Standing Orders to be suspended** – no public present.
- 16/219. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Nicholas welcomed the comments from the Planning Inspector regarding affordable housing. SCDC Cllr Edwards confirmed that the ice rink project now has everything in place to go ahead. Cllr Nicholas commented on how good Franklin Gardens looks and commended residents on their recent award. Clerk to add details to Facebook and website and will write to them (SCDC Cllr Harford to provide contact details).
  - **CCC** – report circulated prior to the meeting. CCC Cllr Mason attended the Assets meeting with Cllr Morris. He is working on the City Deal proposals, particularly Histon Road, with CCC Cllr Jenkins. Suspects there will be some modifications to the plans and is scheduled to attend a workshop meeting. CCC Cllr Mason stated that he was reluctant to take part in a design meeting until assured that the proposals are accepted by residents. NB: Cllr McCarthy is drafting response on behalf of CPC and will circulate. Cllrs Bolitho and Collinson commented on the meagre time gain on bus journeys for the loss of trees and significant expenditure. Cllr Nicholas asked for clarification on the road closures. CCC Cllr Mason has made strong comments to Stagecoach regarding their lack of improvements for Cottenham bus services.
  - **Clerk** – report circulated prior to the meeting. There have been a number of Highways issues updated, mainly to state that County don't now have the funds to do the work despite originally saying they would do it. SCDC Cllr Harford thinks SCDC sweeps cycles paths but has asked for clarification re. Rampton Rd in particular. Clerk clarified recent complaints about a particular group of Traveller boys harassing parents with young children and making inappropriate remarks; residents have contacted the police accordingly. Cllr Berenger has also received several calls, about harassment and threatening behaviour. Police don't seem to do anything and it's putting people off coming to Recreation Ground to the extent that people are afraid to use the facilities. Cllr Richards has also experienced problems with the same group. It was agreed that the behaviour was unacceptable and discussions took place over the best course of action. In the first instance Cllrs Mudd, Berenger and Morris to meet with contact at Smithy Fen to discuss (Cllr Mudd to arrange). Clerk to write to the police expressing our concerns. Cllr Collinson commented on High Street bollard issues. 19 years ago they were painted with reflective paint and this was considered essential at the time of installation. Pelham Way footpath to Green – disagree with Highways; there are trip hazards and as a school route it need investigating further. Asst Clerk confirmed that County Highways had been sent photos.

Cllr Richards to liaise with Groundsman to cut back the laurel trees at the College end of Wilkin Walk.

- **Major developments** – Cllr Berenger left the room at 7.42pm. Cllr Morris has met with Stephen Kelly and Julie Baird from SCDC Planning; the meeting was very constructive and they want to help with major developments. The public inquiry for the first Gladman application is in May 2017. We have undertaken additional traffic measurements this week and the data is still to be analysed. County – Cllrs Morris and CCC Cllr Mason attended a robust pre-meeting of the Assets & Investment Committee. We understand they are still intending to go ahead with their proposals. We don't know what was discussed at meeting as Cottenham items were discussed under a closed item. Chair of Committee has suggested meeting with us to discuss our options. CCC Cllr Mason emphasised that we must continue to talk with Assets Committee. It was confirmed that the Gladman appeal will be a public inquiry and Cllr Morris confirmed that Philip Kratz is being kept up to date. Cllr Berenger returned at 7.49pm.
- **Tenison Manor adoption & maintenance** – Cllr Morris reported that work has started prior to us potentially taking over. The flap valve has now been cleared and works. Persimmon are still trying to get the required money together and have approached Bovis.
- **Update on Remembrance Parade** – Cllr McCarthy is attending training course 10<sup>th</sup> Oct and is walking route with Ann Scott and Tony Cooke on 9<sup>th</sup> October, who will be present at event as well. Still waiting for TTRO.

- 16/220. Co-option** – to consider applications for co-option to the Council – Clerk reported that although there had been interest from several parties there was only one formal application. Resolution to accept application for co-option to the Council from John Wilson. **RESOLVED.**
- 16/221. Public art** – to consider using some Public Art funding to commission up to three bespoke “Cottenham Parish Council” design rustic benches for installation on WARG field and other public open spaces in Cottenham – Cllr Morris reported that we have some money left that potentially could be used for a bench for WARG Field and other open spaces. Query raised whether this would meet the criteria and confirmed yes, as long as publicly accessible. Working party formed consisting of Cllrs Nicholas, Richards and Ward to work on design and budget.
- 16/222. County Council** – to consider inviting CCC Cllr Hickford to a meeting to discuss alternatives to the proposed development on Rampton Road – Cllr Morris stated that Cllr Hickford, Deputy Chair of the County Council, has written to suggest meeting with us. Decided that the development working party (Cllrs Morris/Mudd/Nicholas/Young plus the Clerk) to meet with him. Clerk to respond accordingly.
- 16/223. Kids Only** – to consider the financial relationship with Kids Only and Cambridge Kids Club – We were surprised to learn that Kids Only had been bought by a new supplier. RFO and Chair have met with new company and contract signed (same terms as Kids Only). They will set up a standing order and pay in advance. Michelle Plowman will cover existing debts but we need to chase for payment.
- 16/224. Child-designed road signs** – to consider quotes for enlarging existing signs to A2 – It was acknowledged that the existing signs are too small and should be increased to A2. Assistant Clerk has obtained quotes. Resolution to accept quote of up to £300 inc VAT for signs and fixings. **RESOLVED.**
- 16/225. LHI Bid** – to consider 4 schemes for submission for the Local Highways Initiative bid – Cllr Morris outlined the potential projects. NB: the process is a competition so there is no guarantee of success. The projects are consistent with the Neighbourhood Plan. Cllr Ward queried the consultation process regarding the Histon Road project. Highways may change the approach to meet the goal if they feel the idea is unworkable in the current form. If we're successful £30K will be supplemented by £10k from CC. The money would come from the 2017/18 budget. Budget for 2016/17 has got ongoing projects progressing. Concerns raised about increase in precept and the costs would need to feed into the budget process. It was pointed out that the 2016/17 Highways budget was £40k and the proposals are for £30k therefore the situation is neutral. Resolution to allocate £30k to support an LHI bid. **RESOLVED.**
- 16/226. Neighbourhood Plan** – to consider current progress and next steps including authorising a budget for printing hard copies of the draft plan when put to local consultation – Cllr Morris outlined.

Hoping to get the plan in shape and take back to SCDC shortly. The consultation stage will then take place in the next couple of months (will need to go on our website for 6 weeks). Discussions regarding making hard copies available. We still have £3k in the budget and may be able to get a further grant. Suspect at this stage we only need to print a short form version which could go in the next newsletter as an insert.

Resolution to print 3000 4xA4 documents at a cost of up to £1k, put in the newsletter and pay for distribution cost. **RESOLVED.**

**16/227. Village Hall** – to consider next steps on Village Hall design – Cllr Morris ran through the plans. Had second pre-app meeting last week. Case Officer likes the design but had reservations about the height and mass. We will receive her report on 14<sup>th</sup> October then can go for planning. To get to the planning stage will incur an expenditure of £42k (approx. £30k of this has already been spent or committed) and this process is the same as when the Pavilion was built. If get permission end of January 2017 we then go into the technical spec stage which would take the total spend pre-tender to approx £220k. That would just about allow us to demolish in July 2017 (during holidays to minimise disruption to Primary School and Ladybirds) but the timescales are tight. Suggestion: do the technical designs now (before gaining permission) which would give us between 1-3 months slack. This would involve committing to a cost of approx. £180k. Possible height issues could affect the technical design but architects are already looking at how it could be reduced. If we miss the summer holidays for demolition then we may need to wait until Christmas. Don't need to decide external colours prior to going to planning. We have enough money in reserves to cover costs up to the construction stage. Discussion about funding the build. Only reasonable decision is to take a loan via DCLG (no grants available for the build). We can't apply until planning permission obtained and the process then takes 4-6 weeks. Cllr Morris has spoken to ACRE and CAPALC and both were encouraging about a loan. Concerns raised about whether we could run into possible referendum issues with consultation currently underway which would affect large Parish Councils with precepts over £500k; this may be extended to all Parish Councils. SCDC Cllr Harford spoke as a resident to express concerns about a precept increase and whether residents were aware of the situation. Both the cost of the building and £1 per week increase to a Band D property had been widely publicised. In terms of payback FLAC have already looked at the building generating more income than the operating costs and based on nursery income alone the building is expected to be profitable within 5 years. Precept could be reduced once the Hall is profitable. It was decided before any further decisions on expenditure are made that an extra-ordinary meeting is scheduled following receipt of the pre-application report – possibly 20<sup>th</sup> October. Clerk to advise Cllrs accordingly.

**16/228. National Tree Week** – Resolution to hold an event to coincide with hedge planting at WARG Field (26<sup>th</sup> Nov to 4<sup>th</sup> Dec). **RESOLVED.**

**16/229. Feast** – to consider display materials for the Feast on 16<sup>th</sup> October – list of items to display/advertise will include Carol Concert poster, latest Neighbourhood Plan updates, Highways projects, Village Hall plans and wheelie bin stickers to give away. Clerk to circulate rota to man the stall.

**16/230. Meeting dates 2017** – to consider dates for January 2017 meetings – the first full Council meeting of 2017 will be held on 10<sup>th</sup> January, with Planning on 12<sup>th</sup> January. Clerk to circulate full list of meeting dates.

**16/231. Finance**

Income	Description	Net	Gross	
Cottenham Day Centre	August invoice payment	£ 125.00	£ 150.00	
Debbie Prince	August invoice payment	£ 21.00	£ 25.20	
Jane Williams	August invoice payment	£ 34.50	£ 41.40	
HMRC	Vat payment x 2 months	-	£ 1,678.31	
Cottenham Ploughing Society	Rent of village hall for dinner dance	£ 150.00	£ 180.00	
SCDC	Second half of the Precept	£ 103,469.50	£ 103,469.50	
Cottenham Cricket Club	Annual Cricket club invoice	£ 1,020.00	£ 1,224.00	

Roy James	Rent of village hall	£ 25.00	£ 30.00	
		<b>£ 104,845.00</b>	<b>£ 106,798.41</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for October 16	£ 3,456.57	£ 3,456.57	
HMRC	Tax £294 & NI £392.09 for Oct 16(Chq)	£ 686.09	£ 686.09	
Southern Electric	Quarterly electric bill - Village hall (DD)	£ 1,045.83	£ 1,254.99	655
Connections Bus project	Six visits from July to August 2016	£ 1,467.00	£ 1,467.00	656
Wilby & Burnett	Architectural & quantity surveying servs	£ 5,000.00	£ 6,000.00	657
PHS Group	Sanitary disposal (Oct 16 -Oct 17)	£ 673.53	£ 808.24	658
Nick West	Cleaning of the village hall - August	£ 624.38	£ 624.38	663
Greenlight Environmental Consultancy	Ecology survey, data search and report	£ 520.00	£ 624.00	664
Bury Turfcare	Installation of 5 new cricket wickets	£ 9,296.00	£ 11,155.20	665
Hanson Aggregates	Sand for the recreation ground	£ 864.00	£ 1,036.80	
Cottenham Sports & Social Club	Contract Services July - September 16	£ 1,130.00	£ 1,130.00	668
AJ King	Groundmans contract cost	£ 2,536.24	£ 3,043.48	671
Nick West	Cleaning of the village hall - September	£ 695.25	£ 695.25	672
HMRC	Clearance of pre-2013 underpayment	£ 854.56	£ 854.56	
		<b>£ 28,849.45</b>	<b>£ 32,846.56</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple Ltd	Monthly support of RFO - September 16	£ 50.00	£ 60.00	650
Screens and Graphics	BBQ sign for the Recreation ground	£ 48.85	£ 58.62	651
PHS Group	Annual Duty of Care charge	£ 73.40	£ 88.08	652
CSA	Floor cleaner for the Pavillion	£ 20.72	£ 24.86	653
Debbie Seabright	O2 bill re sim card for Pavillion alarm	£ 9.72	£ 9.72	654
BCS	Payroll processing invoice	£ 28.00	£ 33.60	659
Debbie Seabright	Excel course	£ 40.00	£ 40.00	660
Travis Perkins	Water softener tablets	£ 38.76	£ 46.51	661
SSE Southern Electric	Electricity bill for the Pavillion	£ 226.41	£ 271.69	662
Aquarius Liquid Engineering	Routine inspection of pumping station	£ 190.00	£ 228.00	666
The BC Group Trust	Work at Crowlands Manor Site for Sept	£ 404.00	£ 404.00	667
Debbie Seabright	Computer paper expenses	£ 7.98	£ 7.98	669
Sam McManners	McAfee computer virus protection	£ 18.33	£ 21.99	670
Peter Boyden	Expenses re a ladder for the Pavilion	£ 72.00	£ 72.00	673
Jo Brook	Expenses re. work mobile	£ 20.28	£ 20.28	
		<b>£ 1,297.18</b>	<b>£ 1,436.06</b>	

NB: the Hanson figure already included VAT so should be £864 gross. The Excel course was cancelled and money refunded to RFO. The Clerk expenses for work mobile were due to the new direct debit not being immediately recognised by Talk Mobile; Clerk had to pay arrears to get the phone operational.

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

- 16/232. Management accounts** – to review the monthly management accounts – no comments.
- 16/233. Bank reconciliation** – to review monthly bank reconciliation – Cllr McCarthy outlined the figures which reconcile with the management accounts. NB: we've now received the next portion of the precept money.
- 16/234. Matters for consideration at the next meeting** – postbox update.
- 16/235. Dates of next meetings** – Planning 6<sup>th</sup> October, CALF 18<sup>th</sup> October, Planning 20<sup>th</sup> October, FLAC 25<sup>th</sup> October, Full 1<sup>st</sup> November, Planning 3<sup>rd</sup> November, Highways 8<sup>th</sup> November.
- 16/236. Close of Meeting** – 9.30pm.

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

### Extra-Ordinary Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Thursday 20<sup>th</sup> October 2016 at 7.00pm

**Present:** Cllrs Morris (Chair), Berenger, Collier, Collinson, Graves, Hodson, McCarthy, Mudd, Nicholas, Ward, Wilson, Young, SCDC Cllrs Edwards and Harford, CCC Cllr Mason and the Clerk and RFO

**In attendance:** 11 members of the public

- 16/237. Chairman's Introduction and Apologies for absence** – Cllr Morris outlined the purpose of the meeting. Core decision for tonight is:
- Do we proceed to planning permission with this design? (taking total spend to date to approx. £42k)
- Then, for transparency:
- We are indicating the probability that we will borrow around £2 million over 25 years on an annuity basis which will probably require a precept supplement of around £135,000pa, equivalent to an increase of less than £1 per week per Band D home.
  - There is also a possibility that we begin detailed technical design costing around £180,000 later this year (from reserves) in order to ensure that we can commence construction during the next Summer school holiday period.
- These latter decisions will be made at future Council meetings. During the time allocated for questions from the public we will take short questions related to the project which:
- if they relate to tonight's key decision, will hopefully be answered while Councillors are debating the issue.
  - If they relate to later stages of the project, the Working Party will note them and respond later.
- Apologies accepted from Cllrs Bolitho (work) and Wotherspoon (work).
- 16/238. 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.
- 16/239. Public participation – Standing Orders suspended 7.05pm.** Resident 1 asked:
1. How many of residents expressed the willingness to increase the Parish precept by almost 50% to see this project through?
  2. Just how much County Council S106 money does the PC expect to receive and why was it not highlighted as a source of funding?
  3. Why is the PC engaging in the Nursery Project (which is either a County affair or a commercial consideration) when barely 2% of the community will draw any benefit?
  4. The PC has NOT prioritised the Neighbourhood Plan (NP) wish list yet it sees fit to proceed with this project whilst suggesting affordable housing needs a Community Land Trust and a legally ratified NP before such can be progressed. Why? What is the difference? Either the wish list is part of the NP and needs ratification (in full) before proceeding or it does not, either way differing rules for different projects is hardly supportive of transparency.
  5. Revenues as predicted show a minimum of £100k and a max of £150k from 2020. Losses until then. The costs to be covered need only be running costs and interest on the loan, total circa £83k pa. The capital cost, then, is merely contributed to via any surplus generated by the 'activities'. From this plan how do you justify the possibility of demanding a precept increase of 50% when the project plan suggests:
    - a) from projected income streams, that it is to subsidise at least one if not several commercial projects including a private members (drinking) club
    - b) offers little or no additional facilities to the broader residential base than is currently available from other venues i.e. College and Community Centre
    - c) puts the affordability of commercial rentals for the few before the financial impact on the many; how?

Cllr Richards arrived at 7.07pm.

6. Finally: how do you retain the integrity of the space on both floors when the height of the building has been reduced by two metres and why if this takes £450k from the cost was it not the original plan?

SCDC Cllr Edwards stated that it was a big decision for the Parish Council to make. There are 200 households in Cottenham in receipt of benefits. In November the government will be putting a cap on these benefits so any increase will be difficult for those residents (including SCDC/County/Police rises). The District Council are also helping 10 houses in Cottenham from avoiding homelessness. Hope that the Councillors will take this into consideration when making their decision; how many people will be put into poverty by these plans?

SCDC Cllr Harford applauded the Council for their energy in getting things done. She understood the reasons for pursuing the project was due to Neighbourhood Plan responses. 68% said they'd like an improvement to leisure/recreational facilities and the NP has highlighted 5 points under this heading. People may not want just a Hall. Believe that 91% wanted improvements to medical facilities and those for older people. Some people in the village are very poor so she urged the Council to think again about what the village wants and needs. Cllr Morris responded that the analysts for the NP considered the responses statistical.

Resident 2 said that they shared previous concerns of the expensive project. To what extent would the parish be subsidising the nursery and Sports & Social Club? Cllr Morris commented that the model for the preferred operator for the nursery would be a charity and that County have committed £100k to the nursery project. It is not intended that CPC will subsidise the operation. Resident 2 said that of the £150k predicted income, £30k is based on unquantified demand. How will CPC attract new business?

Resident 3 asked how the design will resolve the issue of traffic problems in the car park? The feeling is that more parking is needed and very few buildings in the village have suitable parking facilities. Also wanted to know if having the function rooms upstairs was suitable; how would bands etc. take equipment upstairs? Is this is the right time to make a decision about this project with all of the speculative developments hanging over us?

CCC Cllr Mason spoke as a resident. When looking at the plan there are a whole range of facilities for both floors. How much research has been done? Will they be in competition with other facilities in the village? Doesn't question the need for a new Hall but is the proposed design 'OTT'? Queried the number of toilets (these are a requirement of building regulations). Urged CPC to consider if there is a business case for all of the uses. Residents could be left with a building that is empty most of the time and he doubted that we would be able to achieve mass bookings. Need more research on the business case so that operating costs aren't left to the tax payers. Standing Orders reinstated at 7.25pm.

- 16/240. Village Hall** – to consider terms of reference for next steps by the Village Hall Working Party – Cllr Morris clarified the summary document. Both the Gladman and Endurance planning applications have recognised the need for community space and our deficit in terms of open space. The ground floor design takes safeguarding issues into consideration for both young (after school club) and elderly (day centre). Costs have been exposed in the village newsletter, online and at various events. There is an issue with timing which will affect interest rates and building costs. We have spoken to potential users who have expressed an interest in renting the space. First floor income is an unknown so not yet factored into the figures too highly at the moment. We don't yet know if we'll get planning permission. As per pre-application advice we have reduced the height and countered noise issues. If we want to start in the summer (to minimise disruption to Ladybirds and the Primary school) then timing is an issue. We don't know if we can borrow the money but the research has shown that it would be favourable. We have to get the building right and weigh it against increasing costs. We now have 3 choices:
- Stop and costs won't exceed £40k.
  - Minimise risk by applying for planning then take next steps, completing by 2019.
  - Apply now – do some technical design ahead of getting planning permission but complete by 2018.



**Existing building:** The new building could potentially serve a lot of residents. It doesn't do well for rental currently due to the condition and lack of facilities. It is also impractical for the current users from a safeguarding point of view and is generally regarded as not being fit for purpose.

**Refurbishment:** Cllr Richards ran through the reasons why it would be impractical to refurbish the existing building. Previously we looked at refurbishing the toilets and adding disabled facilities which would have cost approx. £15k. Queried whether we needed the specification of the proposed replacement.

There are sound arguments both to go ahead with the proposal and stop now; very difficult decision to make.

**Survey:** Questions raised on how to get a better response to a possible survey? The Neighbourhood Plan survey had a very high response rate by survey standards and is considered proportionate. How many surveys do we need to do to get a clear answer on whether Cottenham wants a new Village Hall? Need the support of the village.

**Design:** Queries on how difficult/expensive would it be to change the proposed design once planning application is submitted? A: if the changes were external then it would be a problem and possibly require re-submission of the application.

**Business plan:** Need a better, more robust business plan, think about operating costs and income.

**Costs:** Is there the potential to use village tradesmen to help out as per the existing building? General consensus that we need a new building and that costs, both interest rates and building costs, were going to go up given the economic environment. Cllr Collinson queried the difference between going down the annuity route rather than interest only. Cllr Morris responded that the loan itself shouldn't be a problem in principle. The Public Works Loan Board loan is an unsecured loan with payments made every 6 months. Rate is currently 2.2% and increased by 0.5% in the past couple of months. If we went for interest only it reduces the amount paid initially but we would still need to demonstrate how we would pay the capital. Concerns raised on the operating costs and whether the building would be viable without the nursery. Query on where the £2.5m figure had come from based on our experience with the pavilion whereby the tenders were much higher than expected. Cllr Morris confirmed that nothing was certain. Grants may be available for some of the internal finishing off. If we set up a trust to run the building, then we may be able to get additional grants but would lose the PWLB loan for the building work. Lottery may be an option for up to £500k but Cottenham doesn't factor highly because it is considered an affluent area. S106 contributions from developers, should the speculative developments be granted permission, wouldn't become available for several years.

**General:** the building would offer something different from other facilities in the village and be an asset. Cllr Collier confirmed the real costs for childcare are £80 per day for a child under 2. There is no current facility in Cottenham available and the majority of parents have to drive to other villages which is unsustainable. Cllr Collinson didn't entirely hold with the District Cllrs comments regarding benefits and it is the fault of the government, not the Parish Council; surely District Cllrs should be lobbying government on this matter.

Resolution that having considered the merits and risks involved this Parish Council authorises the Village Hall Working Party to apply for planning permission. NB: recorded result requested.

Proposed by Cllr Collier, seconded by Cllr McCarthy. 10 votes for, 3 against. **RESOLVED.**

Resolution that having considered the merits and risks involved this Parish Council authorises the Village Hall Working Party and others to carry out a village wide survey on the merits of the proposal and to further develop the business case. Proposed by Cllr Nicholas, seconded by Cllr Young. 13 votes for. **RESOLVED UNANIMOUSLY.**

16/241. **Close of Meeting – 8.25pm.**

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

## Item 16/241. - Reports

### South Cambridgeshire District Councillors' Report to Parish Councils October 2016

**Finance:** This is the time of year when all tiers of local government begin to consider their budgets for the coming year. SCambs is no different but prudent management of its finances in the past puts it in a better position than many councils. It has anticipated the successive reductions in government grant funding to the point in 2019/20 where there will be none and has mitigated against that by being one of the first local authorities to adopt a more commercial approach to its business. It has maintained service levels whilst remaining one of the lowest precepting authorities in the country. It is of course constrained, as is the County Council, as to the level of increase it may make to its portion of council tax without a referendum of local residents. The only tier of local government currently exempted from this constraint is parish councils. As reported last month though, the government has been consulting on proposals which could see this change in the future. Imposing a cap on the level of increase permitted for parish councils could potentially affect their ability to deliver for their residents. It will be interesting to see what increases are made across the district this year perhaps to pre-empt future restrictions and allow effective parish councils to continue to deliver for their communities. Meanwhile SCambs has taken advantage of the invitation to apply to government for a 4 year funding settlement which will at least give certainty over and above the current, known situation which is that at the end of that period this type of central government funding will disappear. In order to qualify for consideration for this multi year funding councils have to provide an efficiency plan. Details of SCambs plan can be accessed at: [bit.ly/2fq8voj](http://bit.ly/2fq8voj)

In preparation for budget proposals the various portfolios also publish their service priorities for the coming year. Details of those approved by the **Finance & Staffing** PfH can be accessed at: [bit.ly/2e7BXxm](http://bit.ly/2e7BXxm)

The **Housing** PfH made a similar endorsement at October's meeting and also approved the refreshed Resident Involvement Strategy. The strategy was first drawn up following a resident involvement audit in 2009/10 and reflects the expectations of the The Localism Act 2011 in relation to consumer standards. That legislation includes an Involvement & Empowerment standard that requires local authorities to give tenants a wide range of opportunities to influence and be involved in the management of their homes. Despite such challenges as those presented by the wide geographical spread of council homes in SCambs, the council has supported its Tenant Participation Group [TPG] to its current self-supporting status and provides a range of opportunities so that different views and needs can be effectively captured. The council acknowledges that resident involvement is intrinsically linked to excellent customer service. The main TPG is made up of 15 democratically elected members and meets once a month. Other resident led groups such as the Leaseholder Forum and Sheltered Housing Forum nominate a representative to attend these meetings. They, too, hold their own meetings once a quarter. The Chairman of the TPG also attends Housing PfH meetings and review meetings with major contractors. The group scrutinises the annual performance of the housing service including its complaints handling. It has also led task and finish projects resulting in recommendations for service improvements. Agenda pack including full details of strategy: [bit.ly/2e7CWxO](http://bit.ly/2e7CWxO)

**Local Plan** hearings in respect of SCambs start again in November. For those interested in attending any of the sessions: 01-02 deals with Climate Change and 09-10 with Promoting Successful Communities. Delivering High Quality Homes will include specific sites in Sawston and Histon & Impington, Hauxton and Linton on 29-30 and will deal with Housing Policies on 01-02 December. Progress of the examination can be followed at: [www.scambs.gov.uk/local-plan-examination](http://www.scambs.gov.uk/local-plan-examination).

The **Greater Cambridge City Deal** [GCCD] proposals for the A428 Cambourne to Cambridge Better Bus Journeys continue to court criticism. The meetings of both the Assembly and the Board attracted good attendance and received some well considered input from local residents and organisations. Despite the Board's determination to pursue its preferred route [off road], it did agree to request detailed work be carried out on an on road scheme. There is also some indication that the Board may be thinking again about its

proposal to impose peak time congestion control points. Assembly agenda pack: [bit.ly/2e5qMVF](http://bit.ly/2e5qMVF) Board agenda pack: <http://bit.ly/2dvU1yb>

Apart from the GCCD proposals on tackling congestion in Cambridge, the City Council is also proposing a solution: increasing car parking charges. It is currently inviting comments on its proposed hikes to charges. You may well like to have a say before the consultation ends on 02 November: [bit.ly/2dUW4iR](http://bit.ly/2dUW4iR)

October saw the 185th anniversary of the **Special Constabulary**. They are a much valued and well trained resource and in the 12 months to March this year Specials worked nearly 10,000 shifts in Cambridgeshire, amounting to just over 66,000 hours of duty. Times have moved on since the longest serving Special first started 37 years ago. He was given his uniform on a Tuesday, sworn in two days later and was on football match duty at the weekend. Given no training he was handed a truncheon, pair of handcuffs and a whistle! Today's Specials are properly trained to do the same job as regular officers.

Many parish councils and local community organisations have now installed life-saving defibrillators. Recently the Government has warned that a relative few have been shown to have a design fault and has urged that checks are made on the functioning of two types of widely distributed models made by the same US manufacturer: Physio-Control. The models which may be affected are LIFEPAK CR PLUS or LIFEPAK EXPRESS

An **Information and Networking Event** for Parish Councils, **Young People's** Groups & Community Members is being held at Milton Country Park visitor centre on Tuesday 08 November, 17.00-19.00. To book a place: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk)

**Annual Rough Sleeping Estimate** - Please notify [susan.carter@scambs.gov.uk](mailto:susan.carter@scambs.gov.uk) or [heather.wood@scambs.gov.uk](mailto:heather.wood@scambs.gov.uk) if you are aware of anyone sleeping rough overnight on 09/10 November

To nominate somebody for for SCambs' **Community Awards 2016/17** fill out the form at: <https://www.scambs.gov.uk/community-awards>

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## Monthly report for parish and community councils October 2016

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

### Full Council meeting

Council met in October. Click [here](#) for an account of that meeting as it happened. It wasn't a great meeting. Note that there will be an extra meeting in November regarding the devolution deal.

### Committee meetings and other council matters

As expected there was a full set of committee meetings during October.

General Purposes: the committee met twice. Actually the second meeting was simply a continuation of the first which was adjourned to enable more data to be gathered and presented. There were no key decisions; at least that's when the agenda said. But the reason to have the second meeting was to be able to consider a response following the Government changing the rules regarding 'multi-year settlements' which relate to the Revenue Support Grant (RSG). It had said that the RSG would never be negative but then it changed its mind and said that Cambridgeshire would be minus £7.2 million in 2019/20. The committee was asked to decide whether or not to accept this. To me that's a key decision. Any way it didn't. Click [here](#) for the detail.

Adults: this committee did not meet.

Children & Young People: there were no key decisions. However the Committee did note a 'pressure' regarding 'looked after children' and highlighted its need for additional funding which cannot be met within the service's current 'cash limits'. This issue later went to General Purposes.

Economy & Environment: there were no key decisions. However this committee identified previously savings which it decided were no longer appropriate and which also cannot be met within the service's current 'cash limits'. Click [here](#) for a more information.

Highways & Community Infrastructure: there were no key decisions although (1) a cost overrun for the Ely archives centre was noted and passed to A&I (see below), and (2) the committee also agreed to recommend that previously agreed savings be reversed and funded. Is there a trend here?

Assets & Investments: there was one key decision viz the cost overrun for the Ely archives centre. The committee was fairly angry and there was a robust challenge to officers for their apparent lack of consideration of alternatives. It approved a go ahead with the project and appropriate funding but asked that officers investigate and bring back any viable alternative schemes to the January meeting.

Health: there were no key decisions. However the committee endorsed several recommendations regarding the Clinical Commissioning Group's review of urgent and emergency care. The first meeting of the joint Peterborough and Cambridgeshire scrutiny committee regarding the proposed merger of Peterborough and Hinchingbrooke hospitals also took place (<http://bit.ly/2e1oWSP>).

I attended a confidential briefing of plans for the development of the Princess of Wales site in Ely.

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

The City Deal Joint Executive Board met and approved last month's Assembly recommendations regarding the Cambridge Cambourne bus and cycle link. Subsequently its chair has suggested that a key element of its phase 1 plans, Peak-time Congestion Control Points, do not appear viable so we can expect them to be axed. Click [here](#) for more opinion regarding this development.

## Consultations relevant to this division

Consultation	Purpose	Due date and link
Together For Families Personalisation Budget Survey	This survey will be used to help inform the writing of a report regarding the budget.	13 Nov 16 <a href="http://bit.ly/2e1kgfA">http://bit.ly/2e1kgfA</a>
Minerals and Waste Planning Enforcement Plan	To seek views on the revised Enforcement Plan.	05 Dec 16 <a href="http://bit.ly/2eWSB48">http://bit.ly/2eWSB48</a>
2-year-old check and assessment in Cambridgeshire	To consult parents with children aged 2-3 years who have participated in the Integrated Review.	06 Jan 17 <a href="http://bit.ly/2eocer2">http://bit.ly/2eocer2</a>
Survey of Adult Carers in England (SACE)	This survey has been developed to learn more about whether services received by carers are helping them in their caring role	17 Feb 17 <a href="http://bit.ly/2ftpxlr">http://bit.ly/2ftpxlr</a>

## More local matters

The meeting between the chair of Assets & Investments and members of Cottenham Parish council regarding the former's development plans has finally been set up (after I reminded them again)

A letter to parents and other stakeholders about plans for new primary school capacity in Histon & Impington went out omitting changes I had requested. A subsequent meeting with Officers and IVC has given the former a better understanding regarding viable options.

Plans for gritting this winter have been announced (<http://bit.ly/2eJdxey>). However routes have been reduced by about one third. Some key routes have been axed including those used by IVC buses from Milton, Oakington and Girton (click here for more information)

## Diary (next public meetings)

3 Nov 1000	Planning Committee	Shire Hall, Cambridge
10 Nov 1400	*Health Committee	Shire Hall, Cambridge
8 Nov 1000	Highways & Community Infrastructure	Shire Hall, Cambridge
8 Nov 1400	Children and Young People Committee	Shire Hall, Cambridge
10 Nov 1000	*Economy & Environment Committee	Share Hall, Cambridge
17 Nov 1430	Greater Cambridge City Deal Executive Board	Meadows Community Centre
3 Nov 1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
15 Nov 1030	Full Council (additional meeting)	Shire Hall, Cambridge
11 Nov 1000	*Assets & Investments Committee	Shire Hall, Cambridge
29 Nov 1400	*General Purposes Committee	Shire Hall, Cambridge
1 Nov 1000	Greater Cambridge City Deal Assembly	South Cambs, Cambourne
9 Nov 1400	Cambridgeshire Police & Crime Panel	Peterborough Town Hall
17 Nov 1000	*Health & Wellbeing Board	Pathfinder House, Huntingdon

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

And finally ... the reaction of some parts of the media to the comments of Gary Lineker and Lily Allen about the fate of child migrants in Calais is strange. Suggesting that because you are privileged or have a bit of money you can't take a moral position doesn't seem right. Surely the opposite is true.

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## CLERKS REPORT – October 2016

Anything in bold is new or an update.

### Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and site visit done on 29<sup>th</sup> July and we're waiting on update. Site visit 29/07/16 ref flooding during heavy rainfall. Due to lack of rain lately nothing to report, and when we have had rain simply did not have time to visit but will monitor. Cycle path needs sweeping to clear the solar studs of mud/vegetation. Budgets are currently under pressure and this work would be very low on list of priorities. This would be an ideal job for volunteers (Community Highways Volunteering Scheme).
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Approx. £1000 - £1500. This would have to be 3<sup>rd</sup> party funded (current signage meets with legislation).
- **TTRO for Remembrance parade has been confirmed. Signage for no overnight parking in layby on Twentypence Road has been installed. Signage and double yellows on Lambs Lane has also been done.** High Street (Shaun's/Post Office) – signs ordered 29/09/16, timescales unknown.
- 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. Works to be carried out after leaf-fall.
- Leopold Walk – overgrown shrubs/trees. Graham will order works post-nesting season. Budgets are now such that Graham has to prioritise works and unfortunately this matter would be low on the list. Graham has suggested that it would be an ideal job for volunteers. As for the footway being covered in berries etc., this would be a matter for South Cambs District Council as they deal with all matters relating to street cleansing. Asst Clerk went back and stated that this is too big a job for volunteers and we have been requesting this for over a year. Answer: Unfortunately all funding for vegetation works has run out.
- Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. Asst Clerk has contacted Highways accordingly. To be trimmed mid-October. **Asst Clerk has chased.**
- Blocked gullies on Beach Road have been reported again and will be inspected shortly. Three new gully covers installed. Gullies cleaned out and another sweep took place 23/09/16. Surface - concerns raised by CPC re poor quality of work – Surface Dressing is a thin coating over the existing surface, that does not alter the existing profile of the road, or have any structural value. Post Dressing information does indicate that by dressing the road, texture has indeed been restored to the surface. However, the inspection did reveal that there are areas where potholes have still formed. Order raised to have these areas rectified. The road will also be subject to another inspection at the end of winter, where any further defects will be addressed.
- Rear of Dissenters - (fallen tree/bush) - photographed and reported to County 28/7/16. Highways have responded to say it doesn't currently meet their criteria to do anything.
- Grass cutting undertaken w/c 22<sup>nd</sup> Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is still awaiting comment.
- High Street/Rampton Road, Reference - Following repairs carried out in May 2016, some of the marked out areas were missed, markings had worn away before works started. The worst areas being the junction between the High St & Rampton Road and pothole opposite Cross Keys Court. Junction of High Street/Rampton Road. This has been fully resurfaced and is awaiting white lining (timescales unknown). Unable to locate a pothole opposite Cross Keys Court, however there is a sunken cover belonging to Cambridge Water Company. **MANHOLES ARE RESPONSIBILITY OF ANGLIAN WATER, AWAITING UPDATE.**

- Village Maintenance carried out w/c 22/08/16 – Twentypence Road verges were NOT cut, lots of dead grass left behind (as it had been left so long since previous cut). Verges on Twentypence Road are outside the village centre and are cut on a separate rota (cut 23/08/16). In relation to straw in the road please contact South Cambs District Council as they deal with all matters relating to street cleansing.
- Wilkin Walk (High St End) – Overgrown weeds, brambles and hedges – Response: This is part of the village maintenance and is cut twice a year. This would be an ideal job for volunteers. Asst Clerk went back and stated that as these were now over 20ft and full of brambles, we can't expect volunteers to cut. Answer: Unfortunately all funding for vegetation works has run out.
- High Street – poor visibility of traffic calming bollards - Inspected 16/09/16, reflective strips to be cleaned/replaced 07/10/16
- Dunstal Field – white lines to be reinstated by end Oct.
- Pelham Way through to High Street Footpath – Uneven surface, bad puddling - Although unsightly nothing meets current intervention levels. Condition to be monitored.
- NB: COMMUNITIES HIGHWAYS VOLUNTEERING – this was discussed at the Highways Meeting on 13/09/16 and due to possible admin responsibilities and extra work involved, it was decided not to take part.
- Various areas on Beach Road have been marked up for filling.

#### Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair. **Handyman being contacted accordingly.**
- Need to give kitchen keys to Bowls Club and Kids Only.
- Day Centre have reported problems with the cooker hob. No issues for other users. Electrician to inspect.

#### Recreation ground

- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- **Groundsman has reported major issue with foxes.**
- **Groundsman is repairing worn surfacing next to entrance of toddler playground (soil needs replacing).**

#### Misc admin

- October Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Anna is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.

- Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Clerk and groundsman have met onsite to discuss. The majority should be taken down below head height. There are numerous self-seeds which needs to be removed entirely. Suggested that trees behind the 2 garages are removed entirely to enable better resident access for maintenance. Groundsman has offered to do the work free of charge over the winter if acceptable. Would suggest that CPC write to residents in the vicinity to inform them of the works which will look quite drastic.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Carol concert – Tree ordered (unfortunately nothing as big as previous year available so we've had to go with 27'), electrician lined up, sound/lighting technician booked, poster and advertising banner being designed and letters have been sent out for sponsorship. **Sponsorship money coming in.**
- **Have met with our new PCSO, Tom Bough. Have run through main issues for Cottenham.**
- **Issue with Thurston's Fair arriving unexpectedly. Liaised with Feast organisers to avoid clash and RFO collected monies due.**
- **Request from a circus re. use of the Green in 2017. Liaising with them re. dates.**
- **Tree works have been undertaken to the weeping ash on the Green.**
- **Tree works to be undertaken to the lower branches of all trees to enable Christmas lights to be installed.**
- **Dec/Jan newsletter article submitted.**

#### Facebook

- 655 likes.



## **Major developments**

The shortage of “5-year land supply” continues to be a problem with no end expected until late 2017 at the earliest.

There are now four such planning applications, totalling over 500 homes, under various stages of consideration in the Oakington Road / Rampton Road area of the village.

There are benefits in terms of affordable homes and financial contributions to some of the Neighbourhood Plan projects but all have traffic, flood-risk and visual drawbacks.

- Gladman’s application for 225 houses and 70 residential care places was turned down by SCDC and will be the subject of a Public Inquiry next May.
- Gladman’s reduced application for 200 houses plus 70 residential care places is likely to come to SCDC’s Planning Committee in December.
- Persimmon’s application for 126 houses is also likely to come to SCDC’s Planning Committee in December.
- County Council’s application for 154 houses, if validated, is unlikely to reach the Planning Committee until next February.

## **Tenison Manor adoption & maintenance**

Work funded by Persimmon has begun to restore the Broad Lane ditch and Balancing Pond that are a key part of Tenison Manor’s drainage and necessary before the estate roads can be adopted by the County Council.

Persimmon / Vine (for Bovis) are considering our estimate for long-term maintenance.

## **Update on Neighbourhood Plan**

We have now reviewed the draft with SCDC and it is clear that we are nearly ready to publish it on the Parish Council website for comments from residents and statutory consultees.

Key questions at the moment are where any housing development should be allowed. There are some sites within a sustainable 800 metre easy walking distance of the village centre which reduces traffic generation a little. Some of these are in flood plain, in the Green Belt or may compromise long-distance views of the church; some would generate less traffic in the village centre but the land might not be available.

We are also looking for suitable sites for a Medical Centre and talking to key stakeholders.

## **Waterbeach Community Liaison Group**

### **AMEY COMMUNITY LIAISON GROUP**

#### **MEETING AT WATERBEACH WASTE MANAGEMENT PARK 12<sup>TH</sup> OCTOBER 2016**

**Attendees** : Operational Managers of Amey & Frimstone, Authority & Regulatory Officers of SCDC, CCC & EA, Councillors & Local Residents

#### **Operational Update:**

**Landfill** – Cell 13B – Amey is close to the top of tipping.

Cell 13C – Prepared and ready for use by the end of 2016.

Phase 14 Cells – Designs in place & options being considered for extraction of clay. Including suitability for local highway works. It is possible that clay will be exported to the Ely by-pass project.

**MRF ( Materials Recycling Facility )** – Very busy. Consideration being given on how to improve the specification of the materials processed.

**MBT ( Mechanical Biological Treatment Plant )** – Amey is taking a proactive approach to dealing with planned maintenance. Working with Cambs CC on innovation ideas to assist the authority with their savings plans.

**Composting – IVC ( In Vessel Composting Facility )** – Amey continues to follow its odour management plan, which has been issued to the Environment Agency ( EA ), who will review the plan. Amey recently prosecuted for odour (breach of permit condition ). This related to odour issues in 2014, and the site was closed with improvements to infrastructure & operations made. Amey pleaded guilty, and the matter is closed as far as Amey & EA are concerned.

I raised the odour issue in Cottenham on 4<sup>th</sup> October 2016; the smells were suffered in a number of areas in the village with a number of complaints from residents. There are 17 points on site where odour is monitored, and these are checked daily (increased from 5 to 17 over the past year). Amey will check the data for the said day, and report back. A reminder has been sent to Amey.

As well as advising Amey of odour issues contact can also be made with EA.

**Frimstone / Gravel Diggers Farm** – Soil stripping commenced in June 2016. Archaeologists have been on site and will investigate any features found. A processing plant is due to be installed in the coming week, and the commissioning will begin from November.

**Water Treatment Plant (Leachate)** – Amey is now preparing a planning application hoping to submit in October / November. The plant will include a series of tanks which will clean water before it is discharged into the public sewer system.

**Pest Control** – Amey have changed their pest control supplier and the new arrangement is working successfully.

**AOB** – Mention was made of the Amey Community Fund which is administered by Cambridgeshire Community Foundation. The details will be found at <http://www.cambscf.org.uk/amey-community-fund.html>

Deadline for the present round of funding is 20<sup>th</sup> December 16.

**Date of next meeting** – Likely to be in week commencing 16<sup>th</sup> January 2017.

## **16/244. Debts**

Michelle Plowman has been informed of the outstanding debt for rental of the Hall, including a 20% surcharge now due as a result of the lateness.

She has been advised that failure to pay by this meeting may lead to further action to recover the debt.

## 16/246. Childminders Big Breakfast Fundraising Event

I am writing to you on behalf of The Cottenham Childminding Group. We have decided to go ahead and organise our 3<sup>rd</sup> Annual Big Breakfast for all of the children in Cottenham who go to a childminder. We will be holding it on Thursday 15<sup>th</sup> December 2016 in one of the kitchens in Cottenham Primary School.

We are going to all gather together as childminders and give all of the children we look after a breakfast consisting of toast, crumpets, pain au chocolates, croissants, small pancakes, juice etc as well as playing Christmas music, have some games and crackers to help celebrate Christmas and to help raise some money for a local charity and for our proposed forest school. We estimate there will be roughly 50-60 children taking part. The children will arrive at school at 7.45am where we will give them a breakfast and then take them to their classrooms after, ready for their school day.

We are organising it as a charity event hoping to raise money for The Twinkle Star Children's Trust and our own Forest School. The money will be split evenly. Last year we raised almost £300. Parents will be asked for a donation towards the breakfast and will be told where the money is going. (The Twinkle Star Children's Trust was established by the parents in memory of their little boy who died aged 4 and who lived in Cottenham. Their aim is to support local children's projects and to enrich the lives of disadvantaged children). As childminders we have supported this charity on many occasions.

We are hoping for some help with the cost of food and drinks as this will enable us to give more to the charity and wondered if you would be able to help in any way?

Thank you for reading and we hope to hear from you soon.

Yours faithfully.

Mrs Deanna Raven

Childminder

## 16/247. WARG Field

<b>To</b>	<b>Ref: Histon Road– WARG Field</b>	
	To take out tree suckers to make access for mowing around tree bases.	
	To take low branches off trees.	
	To generally thin trees.	
	To cut overhanging branches off willow tree.	
	To remove brambles, leaving some on the bottom fence line.	
	To remove all cuttings and dispose of appropriately.	£ 350.00
<b>Total</b>		£ 350.00
<b>Vat</b>		£ 70.00
<b>Total Inc. VAT</b>		<b>£ 420.00</b>

## 16/249. WWI Beacons of Light 11<sup>th</sup> November 2018

### Join us on 11th November 2018 for Battle's Over - A Nation's Tribute and WWI Beacons of Light

On the 3rd August 1914, Britain's Foreign Minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London's Mall, leading to Buckingham Palace, when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime". Our country was about to be plunged into the darkness of the First World War, and it would be four long years before Britain and Europe would again experience the light of peace.

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of beacons will be lit at 7pm on the 11th November 2018 – a century after the guns fell silent. The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve. The beacons will symbolise the light of hope that emerged from the darkness of war, and we hope that your organisation will join us in this important national commemoration on Sunday 11th November 2018.

Co-ordination begins in February 2017, when we will publish a special *Guide to Taking Part*, similar to that produced for Her Majesty The Queen's Birthday Beacons on 21st April this year. If you can confirm your involvement before the end of January 2017 we will be able to include your organisation in the guide's acknowledgements pages before it is distributed to others throughout the United Kingdom, Channel Islands and the Isle of Man, hopefully encouraging their involvement too.

*Participants will also receive a complimentary copy of Battle's Over: A Nation's Tribute – 11th November 2018, the official publication of the Battle's Over national and international event, which concludes four years of First World War commemoration and remembrance.*

There are a number of cost-effective ways of participating in the chain of beacons.

- (1) Light existing beacon braziers on tall wooden poles erected in 1988 that have been used for other previous anniversaries.
- (2) Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.
- (3) Use the gas-fueled VE beacons lit to commemorate the 70th Anniversary of VE Day in 2015.
- (4) Use the gas-fueled beacons lit for The Queen's 90th birthday in April this year.
- (5) Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing me with the following details as soon as possible to ensure that you are included in the guide and on our website for others to consider taking part.

Name of organisation:

Name of beacon co-ordinator:

Address of beacon co-ordinator:

Telephone number:

Mobile number:

Email:

County:

Country:  
Beacon location:

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion.

We do hope that you will be able to join us in this special tribute.

I look forward to hearing from you.

My warmest regards,



Bruno Peek LVO OBE OPR

Pageantmaster

Battle's Over - A Nation's Tribute & WWI Beacons of Light

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## 16/250. Dog Fouling

According to the Kennel Club (quote Daily Telegraph 26/10) there are between 8.5m and 9.3m dogs in the UK. That compares to 7.4m cats. Most dog walkers are responsible when using pavements and other public land. They take with them poo bags which when filled can be disposed of in special dog fouling bins provided by CPC. But there remains a minority of dog walkers who do not pick up their mutt's poo: that is not only distressing for residents but also dangerous for them and particularly for small children in terms of health and safety if they come into physical contact with dog mess.

I propose that CPC considers (in association with SCDC) ways to follow Boston Borough Council in Lincolnshire in allowing police community support officers or environmental enforcement officers to issue £50 fines not only after mess is identified but also to dog walkers who do not carry dog poo bags

## 16/253. Bank reconciliation (to the end September 2016)

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

In summary:

£711,577.52	Cash at Bank
-£28,598	creditors
+ £9482	Debtors
£692,461.52	Net balance on bank reconciliation

**+ VAT owed £3850**

**+ Prepayments £1300**

**Minus: £2000 Accruals**

**Net assets: £695,611.52**

**Creditors**

360 Traffic Data Collection

AJ King

Aquarius Liquid Engineering

BC Group

Bury Turfcare

BCS

Connections Bus

CSA

Cottenham United Sports and Social Club

Debbie Seabright

Green and Purple Ltd

Greenlight environmental consultancy

Nick West

Peter Boyden

PHS Group

Sam McManners

Screens and Graphics

Southern Electric

Travis Perkins

Wilby and Burnett

**TOTAL £28,598**

**Debtors**

Baby Clinic

Cambridgeshire County Council

Cosworth Group

Cottenham Cricket club

Cottenham United Sports and Social Club

Cottenham Day centre

Jane Williams

Ladybirds preschool

Michelle Plowman (over 3 months in arrears) £4399.20

**TOTAL £9482**