

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**November 2018**

**Full Parish Council Meeting Minutes**

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2<sup>nd</sup> October 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, McCarthy, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Clerk and Assistant Clerk

**In attendance:** 3 members of the public

**18/192. Chairman's Introduction and Apologies for absence** – Cllr Morris noted the resignation of Cllr Gledhill for personal reasons. Vacancy notice has been posted accordingly. Apologies accepted from Cllrs Mudd (sick), Nicholas (sick), Young (sick) and SCDC Cllr Wilson (holiday).

**18/193. To accept Declarations of Interest and Dispensations** – none received.

**18/194. Minutes** – Minor typos amended. RFO arrived at 7.17pm. Resolution that the minutes of the meeting of the Full Council held on the 4<sup>th</sup> September 2018 be signed as a correct record.

**RESOLVED.**

**18/195. Public participation** – Standing Orders suspended 7.17pm. Resident 1 has made suggestion to Traffic & Transport Group regarding improvements to traffic control, an initiative he's calling 'consideration watch'. Wanted to know how many Cllrs have seen the information and agree that support shouldn't be given to the project. Cllr Morris added as background that the T&TG had reviewed the suggestions and recommended that until the resident has spoken to the police and asked for their feedback CPC can't be associated with the proposed scheme. This is consistent with previous decisions. NB: In accordance with Standing Order 3g a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Standing Orders reinstated 7.19pm.

**18/196. Reports**

- **SCDC** – Report noted. SCDC Cllr Gough handed round a leaflet regarding plastic recycling. They are looking at reducing fines due to bins being contaminated and will be doing a door-to-door leaflet drop as well as monitoring figures before and after the pilot scheme. Cllr Smith queried whether SCDC was going to be more stringent with planning applications? SCDC Cllr Gough responded that they were coming out of a chaotic period but are now more in control, so the future should be better managed. Cllr Morris commented that they won't get under control until there are enough staff and if too stringent it will slow up planning thus encouraging speculative developments again. Universal Credits –support will be available for residents who aren't online and SCDC Cllr Gough will provide Clerk with the phone number.
- **CCC** – Report noted. Clerk asked if there were problems with This Land. CCC Cllr Wotherspoon stated that there was an EOM of the Commercial and Investment Committee on 10<sup>th</sup> October 2018.
- **Clerk** – Report noted. There's an alleged drug dealer operating from the Rec. Defibrillator has arrived but electrician currently having problems regarding the supply. Allotment gap to be reinstated – resolution unworkable. Fence has been damaged between Rec and allotments during the closure. Village sign – if we purchase a standpipe for the supply of water (£67 + VAT + £6 key) then groundsman will purchase flowers (to go on next CALF Agenda). Still a lot of outstanding Cllr admin which needs addressing. CCC Cllr Wotherspoon to follow up delays to Beach Road repairs. Pelham Way path – Asst Clerk confirmed that the CCC footpath budget had already been used up. Cllr Smith queried whether we should look at installing better car park lighting as a deterrent to illicit behaviour.

- **Major developments** – Gladman site appears to be sold subject to contract. Noted that CCC has planning permission on Local Green Space but we're unable to get similar permission for the nursery. Bellway traffic lights not being manned.
  - **Village Hall & Nursery** – Village Hall has been approved. There are no objections to the nursery but it is on Local Green Space which is causing problems at SCDC. Standing Orders suspended 7.49pm. Cllr Gough confirmed that he is making sure it is getting dealt with quickly and that him and Cllr Wilson will be in attendance for the SCDC planning committee. Standing Orders reinstated 7.50pm. Cllr Smith thanked working party on behalf of the Council. Cllr Morris talked through the Village Hall plans and next steps. Standing Orders suspended 8.23pm. SCDC Cllr Gough said he believed the nursery would be on the November not October District Planning Committee agenda. Resident 2 asked how big the nursery would be; 50 places. Standing Orders reinstated 8.24pm. Cllr Morris meeting with architects tomorrow.
  - **Neighbourhood Plan** – Report noted.
  - **Armistice Centenary event on 11<sup>th</sup> November** – Report noted. Discussion regarding location of oak tree on the Green – need to ensure sufficient space.
  - **Brenda Gautrey Way ditch/trees** – Work ongoing. Banks have been flailed but more to do.
  - **Timebanking** – Report noted.
  - **Amey Waterbeach Community Liaison Group** – Cllr Morris and SCDC Cllr Wilson attended recent meeting. Amey are trying to hide behind GDPR regarding reporting complaints and have been asked to be more transparent and prompt. Will continue to press this matter. A lot of people aren't reporting problems and until they do nothing will change. Standing Orders suspended 8.32pm. Resident 2 thought Amey should show they don't have a problem rather than the other way round. SCDC Cllr Gough commented that he'd attended the previous meeting and was appalled at their reporting. He has sent them a template to use but has never received a response; SCDC Cllr Wilson tried to follow this up but Amey tried to ignore. Query whether worth reporting issues to EA; yes. Cllr Graves noted that there were 2 different types of odours from the site. Standing Orders reinstated 8.36pm. RFO left the room at 8.36pm. RFO returned to the room at 8.37pm.
- 18/197. CALF Committee** – Consider membership of Committee – currently 3 vacancies – Cllrs Dewey and Kidston volunteered to join the Committee. Cllr Kidston to leave Highways Committee. CALF to look at amending Terms of Reference to decrease membership numbers. SCDC Cllr Gough left the meeting at 8.45pm.
- 18/198. External auditor report** – Review of annual external auditor report – RFO stated that we had been given a clean bill of health and that there were no 'except for' matters. RFO thanked.
- 18/199. Environment Agency 'bushing programme' consultation** – Consider response to consultation (by 10<sup>th</sup> Oct) – General agreement that we welcome the work being proposed. Clerk to respond.
- 18/200. New Life on the Old West** – consider proposals for potential improvements to community green spaces in Cottenham that could be funded by New Life on the Old West – Report noted. Discussion regarding balance between visibility and value to wildlife. Preferential order agreed of: 1. Old Rec; 2. Fen Reeves; 3. WARG Field; 4. Village Green; 5. Rec Ground; 6. The Pond. NB: Need to look at possible Fen Reeves car park improvement – should we look at using the landing stage?
- 18/201. Connections AGM** – Consider attendance at Connections Bus AGM on 22<sup>nd</sup> October – No volunteer at this stage.
- 18/202. Fen Edge Festival** – Resolution to grant permission to FECA to use the village green during the Fen Edge Festival weekend (21<sup>st</sup>-23<sup>rd</sup> June 2019) subject to prominent stall space for CPC. **RESOLVED.**
- 18/203. Cottenham Feast** – Consider materials to exhibit at event on 14<sup>th</sup> October – There But Not There silhouette to be take along with SCDC recycling leaflets. Invite SCDC Cllrs Gough and Wilson to attend.
- 18/204. Cllr Nicholas** – Consider formally granting Cllr Nicholas long-term absence, to be reviewed after 3 months – Cllr Morris stated that Cllr Nicholas was still too unwell to attend meetings and if he doesn't attend after 6 months he would lose office. Resolution to grant long-term absence to Cllr Nicholas, to be reviewed after 3 months. **RESOLVED.**
- 18/205. Church & Causeway Charity** – Consider trustee for Church & Causeway Charity (legal requirement) – Cllr Morris outlined the background to the charity. There is only one meeting per year so not a

major commitment. Resolution that Cllr Bolitho represents CPC as a trustee on the Church & Causeway Charity. **RESOLVED.**

**18/206. Pavilion Club Room hire** – Resolution to reduce rates to hire the Pavilion Club Room to £25 + VAT on a 6-weekly trial basis for baby yoga classes subject to review at the end of the period.

**RESOLVED.**

**18/207. Finance**

Income	Description	Net	Gross	
SCDC	2nd half of precept (50%)	£164,417.00	£164,417.00	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics class	Monthly invoice payment	£80.50	£96.60	
HMRC	VAT payment	-	£6,488.58	
Community Land Trust	Invoice payments for room rental	£275.00	£330.00	
Church and Causeway	Annual pay-out from Church & Causeway Estate charity	£3,000.00	£3,000.00	
Ploughing Society	Invoice payment for hire of the Village Hall	£75.00	£90.00	
		<b>£168,721.42</b>	<b>£175,470.88</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 18	£4,021.04	£4,021.04	-
HMRC	Tax and NI for September 18 (month 6)	£816.54	£816.54	-
SSE- Southern Electric	Electric bill for the recreation ground (Quarterly) DD	£2,314.12	£2,776.94	1249
Goode Bequest	Annual payment	£1,500.00	£1,500.00	
Dissenters Cemetery	Annual payment	£1,500.00	£1,500.00	
Connections Bus	Five visits during the summer holidays	£1,247.00	£1,247.00	1254
ECO Control Solutions	1st visit - re Work in the Car Park	£1,120.00	£1,344.00	1255
PKF Littlejohn	Invoice for External audit	£800.00	£960.00	1256
King & Co Solicitors	Transfer of land at Harlestons Rd	£739.00	£739.00	1257
PHS	Annual cost for sanitary waste collection	£740.04	£888.05	1263
John Slater Planning	Support re Neighbourhood plan	£560.00	£672.00	1265
AJ King	Monthly contract costs	£3,166.67	£3,800.00	1270
AJ King	Additional work - Hire of Verti Drainer for 2 x football pitches	£500.00	£600.00	1271
AJ King	Additional work - Tipping charge for waste generated (Lambs Lane)	£525.78	£630.94	1272
MTC Engineering	Charges re Access road to Village Hall	£888.00	£1,065.60	1275
Nick West	July & August cleaning of the village hall	£1,299.38	£1,299.38	1277/78
		<b>£21,737.57</b>	<b>£23,860.49</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October 18)	£183.10	£183.10	-
Wilby and Burnett	Local Highway Authority pre-application transport statement	£270.00	£324.00	1248
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1250
PHS Group	Annual duty of care 2018	£75.25	£90.30	1251
RFO	Ink Cartridges for printer/Stamps/Sim card for Pavilion	£28.32	£28.32	1252
Staples	Stationary items	£24.39	£29.27	1253
Wright Mechanical	To service boiler & water heater & issue certificate (Pavilion)	£180.00	£216.00	1258

Business consultancy Servs	Payroll processing	£47.30	£56.76	1259
ILIFFE MEDIA	Publication of Advert - Neighbourhood Plan	£72.00	£86.40	1260
SLCC	CILCA registration for Clerk	£250.00	£250.00	1261
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.85	£307.02	1262
Clerk	Mileage - SLCC branch meeting on 14/9/18	£10.80	£10.80	1264
Assistant Clerk	Signage/Tube Light/Refreshments/Phone top up	£40.37	£44.12	1266 - 1269
AJ King	Additional work - Remove hedge & digger hire at the rec ground	£122.50	£147.00	1273
AJ King	Additional work - Tenison Manor/Kingfisher Way - tidy fallen trees & digger hire	£200.00	£240.00	1274
MTC Engineering	Professional services - Traffic survey on Histon Road	£315.00	£378.00	1276
RFO	Black ink cartridge	£8.27	£9.93	1279
		<b>£2,133.15</b>	<b>£2,461.02</b>	

Resolution to pay these invoices with the exception of the Goode and Dissenters invoices.

**RESOLVED.**

- 18/208. Management accounts** – to review the monthly management accounts – Noted.
- 18/209. Bank reconciliation** – to review monthly bank reconciliation – Noted. RFO to chase South Cambs Labour Party for room hire costs.
- 18/210. Matters for consideration at the next meeting** – Church and Causeway grant.
- 18/211. Dates of next meetings** – Planning 4<sup>th</sup> Oct, CALF 16<sup>th</sup> Oct, Planning 18<sup>th</sup> Oct, FLAC 23<sup>rd</sup> Oct, Highways 25<sup>th</sup> Oct, Full 6<sup>th</sup> November
- 18/212. Close of Meeting** – 9.29pm.

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

## 18/222. Reports

### District Councillors' Report for Cottenham and Rampton – October 2018

#### Cambridge Recycling

We have followed up on various complaints made to us by residents about the state of the Cambridge Recycling site. An enforcement visit was made by officers from Cambridgeshire County Council, following our intervention. The operator has already undertaken an extensive clean-up of the area adjacent to the site.

There are still concerns relating to the operations on the site and the matter is still ongoing.

There was a lack of clarity about how to report environmental issues with this site e.g., debris on the road. In the future, any incidents should be reported via: <https://www.cambridgeshire.gov.uk/planning-enforcement-complaint/>.

It is important that incidents are reported. If it isn't reported, it never happened.

#### New Developments

The newly formed Community Liaison Group, set up to improve communication with residents and resolution of issues relating to the new development in the village, had its first meeting on 1 November. The Parish Council and the District Council attended and we are very pleased that Bellway agreed to participate in the Group and also attended.

The meeting discussed several topics such as: when the first homes are likely to be occupied on the Bellway site (March 2019), the forthcoming closure of Oakington Road to enable installation of the foul drainage, when the show homes will be ready (end January), the need for Bellway to install a footpath before the first residents move in; information packs to be given to new owners including a welcome pack with local information (see below). Some issues need to be taken up with Cambridgeshire County Council and these will be referred to Cllr Wotherspoon.

This Group will enable a dialogue that reduces avoidable inconvenience for residents' problems, like the 3-way, unmanned traffic lights (which also managed to completely disrupt a morning's school). It will be flexible in terms of membership to reflect the progress of the different developments.

#### New Residents

New developments mean that Cottenham will be welcoming new residents. We are planning to put together a welcome pack that will be delivered to all new residents as they move in to their new homes. We are aiming to get a group of current residents together to help put this together. The South Cambridgeshire District Council Community Engagement Team have also offered to help facilitate the development of the pack. The pack would contain all sorts of practical information as well as information about clubs and groups in Cottenham and surrounding villages.

#### Housing

District Councillors attended a housing strategy workshop with senior Council officers. The purpose of the workshop was to discuss future housing needs and associated developments in our district. The ideas raised at this and future meetings will feed in to the new Local Plan.

Some of the questions we discussed were about the kind of housing we'll need in our villages in the future. Do we need more housing to rent or buy? Do we need more housing for families, first time buyers or older people? Do we need more council or housing association housing? Where should these new homes be built given that there are rules about building on the green belt? What kind of environmental aspects should be included, for example renewable energy?

We have posted a message on our Cottenham and Rampton facebook page inviting comments from residents so that we can include their ideas and thoughts in future discussions.

Hot on the heels of this meeting, the Government has announced that it is scrapping the limit on the amount that Councils can borrow to spend on building homes. This has been welcomed in South Cambridgeshire and leading Councillors have called for the small print to be confirmed as soon as possible.

### Recycling

The campaign to improve information on recycling has been started. You may have seen "Cottenham Does" posters in the village. There will be leaflets delivered door-to-door and through the schools in the area with information on what should be and not be placed in the blue bin. Poor recycling costs the Council approximately £10,000 per month and also results in increased landfill. Please help us trying to eliminate this unnecessary waste.

### Greater Cambridge Partnership

At the last meeting of the Greater Cambridge Partnership Joint Assembly, Cllr Wilson raised the point that, up to now, engagement with residents to find out what transport measures would encourage them to leave their cars at home has not taken place in Cottenham. Following our intervention, the GCP is now planning an engagement event in Cottenham on 28<sup>th</sup> November. Ostensibly, this would be a consultation event on the proposed Rural Travel Hub at Oakington. However, we are discussing the possibility of extending the discussion beyond the Rural Travel Hub to include other transport initiatives to encourage more use of public transport option.

A Councillors information event is scheduled to take place on 6 November but, as this clashes with the Cottenham Parish Council meeting, we have asked for a separate meeting with the GCP Team to discuss the Cottenham event.

### Emergency Plan

There was a Members' briefing on the arrangements for emergency and recovery planning. Parish Council were requested to ensure that the contact information is up-to-date. There is a stock of sandbags held at the Waterbeach Depot and an offer was made to distribute some to Parish Councils where there is a flooding risk and which have the capability to store them. Please contact Neil or Eileen if you wish to enquire about the possibility.

### Parish Council and Cabinet Meeting

The next Parish Council and Cabinet meeting will be held on November 27 at 6:30pm in Cambourne.

### Contact your District Councillors

Please contact us as follows:

Neil Gough: [neilgoughcrw@gmail.com](mailto:neilgoughcrw@gmail.com) or Tel. 07919 990299

Eileen Wilson: [eileenwilsoncrw@gmail.com](mailto:eileenwilsoncrw@gmail.com) or Tel. 07825770899

Facebook: @CottenhamRampton

# **County Councillor's report for Cottenham, Rampton & Willingham October 2018**

To follow

## CLERKS REPORT – October 2018

Anything in bold is new or an update.

### Highways

(HO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. These are the responsibility of Cambridgeshire County Council. 31/5/18 requested urgent action as causing a nuisance. Bushes to be removed in Autumn 2018. **19/10/18 LHO advised that works to be completed before Christmas – will be carried out during school hours (there was still nesting activity at the end of Sept that delayed project).**
- **Leopold Walk** (Pathway to High St) – overgrown trees/shrubs, blocking light. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary. 1/6/18 Hedge letters sent to homes we believe are responsible. Area is within CA and SCDC to be notified by householders responsible and works will be carried out after nesting.
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update. Martin Gowler, Network Management Officer, Highways Service at Cambridgeshire County Council, has recently gone out to the site with Skanska to mark up extra patching to be target costed and added to the remedial patching already marked up by Eurovia, with a view to having all the works done at the same time. Martin has chased the contractor for the target cost so that an order can be placed for the CCC element of the work, and again requested a program date for it to be done. As soon as he's heard back from the contractor, he will let us know. Centre sections repaired 20/21 Sept, awaiting CCC to confirm when the other sections will be repaired. **15/10/18 CCC have now reached agreement with the contractor over costs to carry out the final element of these works and the order has been placed. It is now for the contractor to mobilise and advertise the 3 day closure these works will require and agree dates with the County's Streetworks team. No timescales given.**
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25<sup>th</sup> May as new surfacing has solved issue (AC not convinced and will monitor). **Still puddling, reported to LHO 19/10/18 – will be reassessed next financial year (2019/20).**
- **Footpath from Pelham Way through to High St** – 9/8/18 - will be re-inspected, HO needs to ascertain whether tree roots are near to the surface; if they are he's doubtful anything can be done as if the roots was 'shaved' could make the tree unstable – Asst Clerk will go and have a look and a measure. He did say though that his pavement budget had more or less run out. Hedge Letter sent to resident regarding overhanging conifers 31<sup>st</sup> August. **Conifers replaced with fencing.** 13<sup>th</sup> Sept HO has confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done. **No footpath budget available - will be reassessed next financial year (2019/20).**
- **Denmark Road white lining – COMPLETED**
- **Histon Road Cycle/Foot path** – some lighting studs not working –following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Oakington Rural Travel Hub consultation starting shortly; no further news regarding cyclepath. Cllr Wotherspoon has also been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there.
- **Cadent Gas** – List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon) Forwarded details to Streetworks 20/06/18. Resent to Cllr Wotherspoon, Cadent and Streetworks 27<sup>th</sup> Sept.

- **Histon Road Traffic Survey** – Following on from a 7-day traffic survey carried out in July 2018 and seeking advice from a traffic consultant, the Highways Committee has submitted an LHI bid to reinforce existing speed reduction measures using a combination of:
  - supplementing the VAS with a MVAS mountable nearer to the 30mph signage
  - emphasising the 30mph entry point with a yellow backboard and gate feature
  - emphasising the "cyclists crossing" warning with a yellow backboard
  - adding more virtual islands to narrow the perceived road width, and
  - including a "3-2-1 countdown" feature on the approach to indicate 300 metres etc to the 30mph area.

Physical horizontal or vertical measures were considered inappropriate due to traffic volumes and the importance of the route for emergency services.

- **High St road markings** – HO has ordered all the lining to be done along the High St – from the church to Histon Rd – centre lines, yellow lines, keep clears, etc – should be done within 13 weeks (9/8/18). SOME of the works carried out 19<sup>th</sup> & 21<sup>st</sup> Sept. Awaiting completion date (double yellows and missed white parts). **18/10/18 LHO advised that paint used was not to CCS's specification and is being sorted out at levels above LHO due to what Skanska have ordered from D-Line and what the specification states (insufficient reflective particles).**
- **Broad Lane – 19/10/18 LHO has marked out for patching and is hoping to get Dragon Patcher down there – no timescales given.**
- **Blocked Gullies –19/10/18 no budget available so unlikely to happen prior to next financial year.**
- **Twenty Pence road - pre-patching re-scheduled to February 2019 – gullies down to the church will be jetted as part of this project.**
- **Oakington Road to be closed 5<sup>th</sup> - 16<sup>th</sup> Nov for Bellway to complete sewer connection. Very late notice given. We have put note on FB as well as notifying the College and Primary School and neighbouring villages.**

#### Recreation ground

- The FA sign has been damaged.
- Shockwave works have been ordered for 2x pitches on second field plus training area. **Should be done w/c 12<sup>th</sup> November.**
- **Outside toilet has been vandalised again and repairs undertaken.**
- **No youth bus on 6<sup>th</sup> & 13<sup>th</sup> December due to events at the Primary School.**
- **2x benches and picnic tables have been ordered.**

#### Misc admin

- October Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Post box on Twentypence Road has been missing since approx. March/April 2017. Now appears that box will be reinstated but a small distance from the original location (due to health & safety issues). The relevant scans/checks have taken place and Royal Mail are now waiting for the box from the manufacturer. Unable to say how long this will take.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing - **just 4 more to do.**
- Weed issue on The Pound – **contractor has undertaken second round of treatment.**
- Several amends have been made to the backend of the website. During this it was discovered that several Register of Interest forms were out of date on the SCDC site (our website links to SCDC's). Cllrs to follow up on missing info directly.
- BGW – Groundsman has completed works.

- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- Chased Greenways for copy of maps shown at August meeting detailing proposed cycle paths. Rural Travel Hub info has been added to website.
- **Cllr Morris attended CAPALC AGM on 11<sup>th</sup> October.**
- Cllrs Dewey and Morris confirmed to attend Cambs ACRE conference on 23<sup>rd</sup> November
- **Defib equipment has arrived. Struggling with electricity supply and waiting response from CHT.**
- **Clerk & Cllr Morris met with CPS Governors Health & Safety Committee. They originally contacted us in January following issues at the 2017 fireworks. Issue was discussed at CALF however Governors didn't respond to request to meet. Initially they required some/all of the skatepark to be cordoned off and were going to check with Kimbolton Fireworks; we provided maps of the Rec/CPS playing fields with a view to item being discussed by CALF. Have since been informed that matter doesn't need discussion at CPC level. RFO has checked with insurance company and they are of the opinion that as it is not our event we would not be liable for any insurance claims re injury that occur on our land. They did say that if we did decide to get any fencing that the fencing would be covered under our existing cover with no extra charge but that the expectation going forward (from the school) would be that we would have to erect fencing every year.**
- Rugby have stopped training at the Rec on Wednesday evenings (weren't formally notified). Tunnel key returned and re-issued to Colts U8 manager.
- Co-option is being actively advertised.
- Village newsletter and FECA newsletter articles submitted. FECA unable to accommodate our article.
- Replanting has taken place under village sign and neighbouring resident has offered water supply until the Centenary events to get the plants established. Need to purchase metered stand pipe.
- Issue with cars parked on Village Green reported to the police.
- Replacement bus shelter on Lambs Lane has been delayed 3 times. Asst Clerk has contacted company and requested discount as per Consumer Rights Act 2015. Current estimated delivery is 9<sup>th</sup> November.
- Clerk and Cllr Kidston attended Cottenham Liaison Meeting at SCDC on 1<sup>st</sup> Nov. Next meeting Feb 2019.

#### Facebook

- 1031 likes/1107 follows. Banner has been updated for Centenary period. Posts regarding Centenary are being particularly well liked.

## **Major developments**

Bellway continues, with considerable disruption, to construct their 50 homes off Oakington Road. First liaison group meeting reported elsewhere; completion expected in 2020.

Neither Gladman nor Persimmon have yet received full planning permission for their developments, although Persimmon are making significant progress towards that.

We expect This Land (the CCC developer) outline “for discussion” proposal delayed into November.

The “Future First Field” discussion has been postponed into November to allow consideration of This Land proposals.

## **Village Hall & Nursery**

Detailed design work has started on the Village Hall; Chair and Clerk attending team meetings.

Design work on Nursery on hold until planning decision known, possibly on 14<sup>th</sup> November.

Preparation for competitive tender of some “car park” groundworks under way

- temporary pitch layouts being determined (portakabins, soakaway, crane etc)
- might include hedge removal to retain more sport space.

Preparation of MHCLG borrowing power application in-hand.

Discussions with users to be arranged.

Curry Palace booking indicative of “mega-event” facilities and fees.

## **Neighbourhood Plan**

Following the successful “Regulation 14” consultation, an amended plan is being prepared for submission and examination by an independent NP Examiner.

Almost simultaneously:

- SCDC decided to “screen out” our plan from needing a Strategic Environment Assessment on our Pre-Submission Plan, and
- AECOM provided a full “all clear” Strategic Environment Assessment on our draft Submission Plan.

Our own advisor, an independent NP Examiner, believes our draft Submission Plan is virtually ready to submit once we have prepared the associated “Consultation Statement” (which outlines how the plan has been adapted following consultation) and “Compliance Statement” (which spells out how closely we comply or conform to national and local strategic planning policies (and, if not, why the deviation does not undermine the policy).

However, there is one area of unresolved conflict related to the Recreation Ground that, in turn, affects several policies.

- It is now virtually certain that we will need a “second Recreation Ground” – probably somewhere in the Green Belt - as there will not be enough additional space at today’s Recreation Ground.
- We will need to adjust both the “Local Green Space” boundary and “Development Framework” to align more logically with the This Land permissions and /or proposals.

Currently it seems feasible to have the Submission Plan approved by the Parish Council and subsequently “submitted” for examination before the latest NPPF comes into effect on 24<sup>th</sup> January.

## **Armistice Centenary event on 11<sup>th</sup> November**

The Parish Council is supporting a number of activities to be held on 11<sup>th</sup> November this year.

Activities include a “piper at dawn”, the usual Remembrance Parade and service at the War Memorial, dedication of an Oak Tree and decorative screen on the Green “lest we forget”, coffee/tea and scone/cup-cake in the Community Centre, a concert and community singing on the Village Green prior to the lighting of our Beacon, sounding of the Last Post and a peal of bells from All Saints’ Church.

“There but not there” clear silhouettes are located in indoor locations around the village alongside the event poster. Front page press coverage in Cambridge Independent News.

## **Drainage and tree works**

Work ongoing on three sites:

Brenda Gautrey Way ditch and POS.

- A substantial section of ditch has been cleared, significantly reducing flood risk
  - o TW continue to dispute where their 0.5 metre “sliver” of land is located.
  - o Much of our POS has been thinned out.
  - o The mid-section (with the three drainage outfalls) remains a challenge.
- Sooner or later we need to consider the remaining route to connect with the IDB system.

Tenison Manor balancing pond and cut.

- The “Little Cut” has been cleared out, as has 50% of the pond – at Persimmon’s expense.

Cottenham Lode from Broad lane to the Old West River

- It is becoming clear that the Environment Agency’s proposed “bushing” programme over the next 6 months will make a significant improvement to the capacity of the Lode from Broad Lane Bridge to the Old West River / Ely Ouse.
- Cllrs Graves and Morris walked the route with the EA team on Wednesday as they worked out what needed to be done, where and how.

## **Carols on the Green event 11<sup>th</sup> December**

Arrangements are well under way – reindeer, Santa + transport, tree, AV, music, refreshments/food all organised. Poster/banner currently being designed and hoping to start promoting w/c 12<sup>th</sup> November. Lights around the Green will be in situ for the Centenary event and turned on for Christmas on 1<sup>st</sup> December.

To do:

- Ask for donations for lights again as per last year (£35 = 10m)
- Advertise stalls.
- Lifting machinery required on 29<sup>th</sup> November to get tree in place.
- Liaising with Cottenham Brass Juniors regarding song sheet.
- Need a couple of extra marshalls on the night to help hand out song sheets.

### **18/223. Cottenham Charities Trustees**

The Parish Council have nomination rights over three of the Trustees to Cottenham Charities and both Lynda Harford and Rob Clarke will have served their 4 years by the end of 2018. The PC is able to re-nominate them or suggest other nominees. The Trustees are extremely grateful for the work that Lynda and Rob have done for the Charity and would very much appreciate their nomination for a further 4 years as they are both willing to stand for re-election. For information Cllr David Mudd is our other nominee and his current period of office will expire at the end of 2019.

### **18/225. Friends of All Saint's Cottenham**

We are in the process of forming a Friends of All Saints' scheme to further the work of the church.

The Revd. Ian Winterbottom, a retired priest from our congregation has sent a draft constitution to the Charity Commissioners for approval.

The constitution requires two members of the Parish Council on the committee, Jonathan Graves has volunteered as one member.

I am unable to forward a copy of the constitution until it is finalised, but understand that a committee has to be formed at an early stage so a second volunteer would be appreciated.

### **18/227. Grant & Loan Policy**

#### **GENERAL NOTES**

For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. Most applications under this policy will be defined as a grant and be subject to the following considerations.

The aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive
- supports local organisations

Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

#### **PARISH COUNCIL POWERS and SECTION 137**

A Parish Council has a number of powers granted under various Acts of Parliament which enable it to spend money. Since 2008 the "Power of Wellbeing" and more recently the "General Power of Competence, Localism Act 2011" allow Parish Councils more flexibility in how they spend money within the local community. In order to use either of these powers it is necessary that the Council has a qualified Clerk, and at least two thirds of the councillors have been elected rather than co-opted or appointed. Currently Cottenham Parish Council does not meet these criteria, therefore all donations and grants are considered using a list of powers and functions covered by Acts of Parliament. Should the grant/donation not be eligible under these powers, Section 137 of the Local Government Act 1972 can be considered (Power of last resort). This permits the Council to spend up to a certain limit on anything which in the opinion of the Council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The figure is index-linked and for 2019/20 is £XXXX per registered elector. The Parish Council has no obligation to spend all or any of the money available under Section 137. This money is not 'gifted' to the Parish Council; it forms part of the Precept which the Parish Council makes on the District Council. The cost of any grants or donations is therefore reflected in residents' Council tax bills.

Annually, the Council's Finance, Legal & Administration Committee (FLAC) will review applications received by the published deadline to:

- screen out those applications which do not meet the qualifying criteria, and
- identify donations and grants that can be supported outside s.137, and
- identify and normally exclude applications where the organisation's reserves are sufficient to fund the project or 1 year's activity
- identify "first-time" s.137 applications, and
- rank qualifying applications in descending order of cost per beneficiary

At its precept-meeting in January, before setting the precept, the Parish Council will:

- allocate a "donations and grants fund"
- decide which qualifying applications will be funded with preference given to:
  - applications which can be funded outside s.137, then
  - "first-time" applicants in the event of insufficient funds for all applications, then
  - rank in terms of cost per beneficiary

### **WHO CAN APPLY?**

To be eligible for the award of a grant an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes,
- have a constitution, or set of rules, which define its aims, objectives and operational procedures,
- be able to provide a copy of its latest annual accounts and/or most recent bank statement.
- have its accounts checked and signed by a person independent of the group,
- have a bank account operated by a minimum of at least two joint signatories.

### **WHAT CAN BE FUNDED?**

The project should be something that makes the local community a better place in which to live, work or visit:

- it should benefit people who live in the parish
- there must be clear evidence that local people support the project and are involved in carrying it out
- applications do not have to be from groups that already exist
- each group may only make one application per financial year
- applications will be considered for day-to-day running costs and individual projects
- projects above £1,000 must complete within 12 months and be supported by a grant agreement

### **THE FOLLOWING ARE NOT ELIGIBLE**

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.

### **CONDITIONS OF SUPPORT**

The Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Council and take into account your organisation's individual circumstances.

- The application must be made using the official Cottenham Parish Council application form which is available from the Clerk and, normally, submitted in accordance with the published schedule in October.
- Where expenditure on a specific project exceeds £2,000 quotes from at least three providers must have been received.
- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you – Cottenham Parish Council will not be in a position to make up any shortfall.
- In order to fully understand your project or activity the Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- Payment will normally be made by BACS transfer to a previously-nominated bank account, verified by provision to CPC of a paying-in slip.
- As a minimum, you will write to confirm receipt of the payment for audit purposes, or as the payment is handed over you will sign a form or receipt at the same time.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to Cottenham Parish Council.
- You must acknowledge Cottenham Parish Council's support in all publications, publicity and annual reports.
- You should show the funding awarded separately in your published financial accounts and Cottenham Parish Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report at the Annual Parish Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went.

## 18/228. Standing Orders

### Standing Orders

NB: this is a simplified version of the NALC Model Standing Orders 2018 (England) July and further information is available in the full document.

1	<b>Rules of debate at meetings</b>
2	<b>Disorderly conduct at meetings</b>
3	<b>Meetings Generally</b>
a	<b>Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.</b>
b	<b>The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break of a bank holiday or a day appointed for public thanksgiving or mourning.</b>
c	<b>The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice</b>
d	<b>Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.</b>
l	<b>Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present</b>
m	<b>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.</b>
n	<b>The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.</b>
o	<b>Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).</b>
p	<b>The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.</b>
q	<b>Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting.</b>
r	<b>The Chairman of the meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.)</b>
s	<b>Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether</b>

	<b>each councillor present and voting gave his vote for or against that question.</b> Such a request shall be made before moving on to the next item of business on the agenda.
u	<b>A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.</b>
v	<b>No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 5.</b>
w	<b>If a meeting is or becomes inquorate no business shall be transacted.</b>

4	<b>Committees and sub-committees</b>
	<i>See also standing order 1 above</i>
a	<b>Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.</b>
b	<b>The members of a committee may include non-councillors unless it is a committee which regulates and controls finances of the Council.</b>
c	<b>Unless the Council determines otherwise, all members of an advisory committee or a sub-committee of the advisory committee may be non-councillors.</b>

5	<b>Ordinary Council Meetings</b>
a	<b>In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.</b>
b	<b>In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.</b>
c	<b>If no other time is fixed, the annual meeting of the Council shall take place at 6pm.</b>
d	<b>In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.</b>
e	<b>The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.</b>
f	<b>The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.</b>
g	<b>The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.</b>
h	<b>In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.</b>
i	<b>In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.</b>
j	

	i	<b>In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;</b>
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6	<b>Extraordinary meetings of the council, committees and sub-committees</b>	
a	<b>The Chairman of the Council may convene an extraordinary meeting of the Council at any time.</b>	
b	<b>If the Chairman of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.</b>	

7	<b>Previous resolutions</b>	
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8	<b>Voting on appointments</b>	
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9	<b>Motions for a meeting that require written notice to be given to the Proper Officer</b>	
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10	<b>Motions at a meeting that do not require written notice</b>	
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11	<b>Management of information</b>	
a	<b>The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</b>	
b	<b>The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</b>	
c	<b>The agenda, papers that support the agenda and the minutes of a meeting shall not disclose otherwise undermine confidential information or personal data without legal justification.</b>	
d	<b>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</b>	

12	<b>Draft Minutes</b>	
e	<b>If the Council's gross income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free or charge no later than one month after the meeting has taken place.</b>	

13	<b>Code of Conduct and dispensations</b>	
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14	<b>Code of Conduct Complaints</b>	
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d	Upon notification by the District or Unitary Council that councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.
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15	<b>Proper Officer</b>
b	The Proper Officer shall:
i	At least three clear days before a meeting of the council or a committee,  Service on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and  Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
iii	Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
iv	Facilitate inspection of the minute book by local government electors.
v	Receive and retain copies of byelaws made by other local authorities.

16	<b>Responsible Financial Officer</b>
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17	<b>Accounts &amp; accounting Statements</b>
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18	<b>Financial controls and procurement</b>
c	A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
f	A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
g	A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and publishes in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19	<b>Handling of staff matters</b>
20	<b>Responsibilities to provide information</b> <i>See also standing order 21</i>
a	<b>In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.</b>
b.	<b>The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</b>
21.	<b>Responsibilities under data protection legislation</b> <i>See also standing order 11</i>
b	<b>The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</b>
c	<b>The Council shall have a written policy in place for responding to and managing a personal data breach.</b>
d	<b>The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</b>
e	<b>The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</b>
f	<b>The Council shall maintain a written record of its processing activities.</b>
22	<b>Relations with the press/media</b>
23	<b>Execution and sealing of legal deeds</b>
	<b>Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.</b>
	<i>(The above is applicable to a Council without a common seal.)</i>
24	<b>Communicating with District &amp; County or Unitary Councillors</b>
25	<b>Restrictions on Councillor activities</b>
26	<b>Standing orders generally</b>

## 18/233. Bank reconciliation

Reconciled on 15<sup>th</sup> October 2018 by RFO and Cllr McCarthy

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

In summary:

£459,342.84	Bank account 1
£269,008.43	Bank account 2
£156,918.08	Bank account 3
<b>£885,269.35</b>	Total Cash at Bank (as of the 30 <sup>th</sup> September 2018)
- £16,210.47	Creditors
+ £6461.15	Debtors
£875,520.03	Net balance on bank reconciliation

+ VAT owed £898

Minus: £80,642 Accruals

+ £24,571 used

Minus PAYE: £817

**Net assets: £819,530.03**

### Creditors

- AJ King - £5417.94 (23/09/18)
- BCS - £56.76 (31/08/18)
- Connections Bus - £1247.00 (03/09/18)
- Cottenham Sports and Social Club - £1080.00 (28/09/18)
- RFO - £38.25 (Expenses) (01/08/18) 24/08/18)
- ECO Control Solutions - £1344.00 (07/09/18)
- Green and Purple Ltd - £60 (01/09/18)
- Clerk - £10.80 (Expenses) (18/09/18)
- John Slater - £672.00 (18/09/18)
- King and Co Solicitors - £739.00 (07/09/18)
- MRC Engineering - £1443.60 (21/09/18)
- Nick West - £1299.38 (1/8/18-1/9/18)
- PHS Group - £978.35 (24/08/18 & 07/09/18)
- PKF Littlejohn - £960.00 (08/09/18)
- Assistant Clerk - £44.12 (12/09/18-24/09/18)
- Staples - £29.27 (05/09/18)
- SLCC - £250.00 (17/09/18)
- Wilby and Burnett - £324 (29/08/18)
- Wright Mechanical - £216.00 (04/09/18)

**TOTAL £16,210.47** (all of the above invoices have now been paid)

### Debtors

- Baby Clinic - £124.20 (30/09/18)
- Cottenham Cricket Club - £1351.20 (30/09/18)
- Cottenham Sports and Social Club - £3120.00 (30/09/18)
- Aerobics instructor - £27.60 (30/09/18)
- Ladybirds - £1554.95 (30/09/18)
- Village Hall Hire - £60 (07/08/18)
- Overpower fitness - £43.20 (30/09/18)
- Ploughing Society - £90 (10/09/18)
- Village Hall Hire - £90 (15/08/18)

**TOTAL £6461.15**

## Appendix 1: Issues log

There were 22 reported incidents during September.

Date	Issue	Further details	Follow up
02/10/2018	Fly posting	Posters from recent circus are still in situ around Cottenham and Histon	Asst Clerk to follow up
02/10/2018	Scaffolding	Query whether netting and uprights hi viz is required for scaffolding on Twentypence Rd, outside Old Rectory	Asst Clerk to follow up
02/10/2018	Parking	Consistent parking on yellow lines near to shops on High St	Advised to report to Police
03/10/2018	Fly posting	Posters from recent circus are still in situ around Cottenham and Histon	Asst Clerk to follow up
07/10/2018	Parking	Would like to see double yellow lines added on Racecourse View - both the junction with Beach Rd and on the corners of the road to discourage bad parking	Asst Clerk to follow up
08/10/2018	Overgrown hedge	Conifer hedge at the Pelham Way end overhangs over half of the footpath. On the other side there are small bits of bramble half way down that need trimming	Asst Clerk to send 2nd letter to residents
09/10/2018	Overgrown hedge	conifer hedge at the Pelham Way end overhangs over half of the footpath. On the other side there are small bits of bramble half way down that need trimming	Asst Clerk to send 2nd letter to residents
09/10/2018	VH outside toilet	Toilet is locked; why?	Has been vandalised. Waiting parts so can repair
09/10/2018	VH outside toilet	Toilet is locked; why?	Has been vandalised. Waiting parts so can repair
15/10/2018	Overgrown hedge	conifer hedge at the Pelham Way end overhangs over half of the footpath. On the other side there are small bits of bramble half way down that need trimming	Asst Clerk to send 2nd letter to residents
17/10/2018	Roadworks	How long will 3-way lights be on Oakington Rd	Asst Clerk to follow up
17/10/2018	HGV Damage	Junction with Engine and Lockspit Hall Drovers, flurry of HGVs caused damage to road edges and verges, upto a foot deep in places.	Reported to CCC
17/10/2018	Road closure	query whether Oakington Rd to be closed in Nov	Asst Clerk to follow up
24/10/2018	Footpath surface	when are CCC going to sort out footpath between Pelham Way and the Green - trip and flood hazard	Asst Clerk to follow up
24/10/2018	Overgrown vegetation/brambles	35 BGW	Letter sent to Property Management
25/10/2018	Gate missing	Rampton Rd entrance to bridle way next to LKW	Reported to County Farms
25/10/2018	Path sweeping	broken glass on Histon Rd cycle path	Reported to SCDC
25/10/2018	Road works	traffic light timing out on Oakington Rd	reported to TM
25/10/2018	Dog poo	Dog poo on pavement - Goldfinch Drive	Poo fairy has sprayed
26/10/2018	Lode	Several rectangular plastic containers in the Lode near Fen Reeves	Resident to report to EA

26/10/2018	ASB	ASB at Rec entrance with group of teenagers. Police called	
29/10/2018	Abandoned vehicle	Smashed up moped on Church Lane. Reported to police.	Resident to report to SCDC