

AGENDA REPORTS PACK

FULL COUNCIL MEETING

SEPTEMBER 2017

Item 17/200.



DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on 1st August 2017 at 7.15pm

- Present:** Cllrs Morris (Chair), Bolitho, Collinson, Hodson, McCarthy, Mudd, Ward, Wilson, and Wotherspoon and Assistant Clerk (AC).
- 17/166. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (work) Nicholas (sick) and Young (personal). Cllr Collier (absent).
- 17/167. To accept Declarations of Interest and Dispensations** – Cllr Morris declared a pecuniary interest in item 17/192 ref Vodafone rebate; £17.53 refunded via Cllr Morris, duly repaid to CPC. Cllr Dewey declared a pecuniary interest in item 17/192 ref Birketts expenses; partner is a solicitor (not planning) at Birketts. Cllrs Dewey and Morris will leave the room during 17/192 discussions.
- 17/168. Minutes** - 17/148 'Another Other Business' amended to 'Any Other Business'. Resolution that the amended minutes of the meeting of the Full Council meeting held on the 4th July 2017 be signed as a correct record. **RESOLVED**
- 17/169. Public participation** – none present.
- 17/170. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris outlined press release issued earlier today by SCDC ref Smithy Fen.
 - **CCC** – report circulated prior to the meeting. Cllr Collinson concerned that the report appears to indicate that Histon Children's Centre is due to close. Cllr Wotherspoon understands that Histon is not closing, however some of the services offered will be changed.
 - **Clerk** – report circulated prior to the meeting. Cllr Wotherspoon is now aware of the location of the damaged/missing signs and is working his way through a long list of Cottenham issues. Cllr Wotherspoon said that he has been working with Cottenham Skips and Environmental Health to reduce dust pollution. Cllr Mudd queried if costs have been recouped from the culprits for the playhouse table replacement. Hedging Plant behind 70 Lambs Lane to go on next Full Agenda. Cllr Mudd asked if we were actioning the weeping ash on the pond – yes (awaiting quotes). Heras fencing still in situ on Tenison Manor, Cllr Morris to follow up. Cllr Bolitho queried Data Protection issues with publishing Issues Log with names on – to go on next Full Agenda.
 - **Neighbourhood Plan** – NP Working Party – Cllr Morris outlined report. Members of Working Party meeting SCDC-funded freelance Planning Inspector on 2nd August to discuss next stages.
 - **Update on Highways projects** – Cllr McCarthy outlined as per report.
 - **Standards Committee** – confidential report circulated separately. Standards Committee Meeting to be held on 2nd August.
- 17/171. Facilities Committee – Resolution:** CPC approves Andrew King (Groundsman) joining the Facilities Committee (CALF) as a representative – **RESOLVED**
- 17/172. Highways Committee – Resolution:** CPC approves Cllr Dewey joining the Highways Committee as a Councillor member – **RESOLVED**
- 17/173. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson no update to report, nothing else Heidi Allen can do. . Clerk to contact Audrey Brownlow for update, defer to September meeting.
- 17/174. Mental Wellbeing in the Community** – Defer to September meeting.
- 17/175. Play area roundabout surfacing repairs** – Cllr Ward queried as to why Fenland Leisure was so much cheaper than other quotes, have we used them before? – yes. **Resolution:** CPC authorises

Clerk to accept quotation from Fenland Leisure for edge repair around the roundabout for a total cost not exceeding £250+VAT (from 7403 Play Area budget). **RESOLVED**

- 17/176. Play area multi-swing surfacing repairs – Resolution:** CPC authorises Clerk to accept quotation from Fenland Leisure for fibrefall under the pendulum swing for a total cost not exceeding £800 +VAT (from 7403 Play Area budget) **RESOLVED**
- 17/177. Play area slide mound repairs – Resolution:** CPC authorises Clerk to accept quotation from Matta for slide mound repairs for a total cost not exceeding £4,000 +VAT (from 7403 Play Area budget) **RESOLVED**
- 17/178. Budget – Resolution:** CPC authorises RFO to transfer £6,000 from Open Space budget (budget £45,000) to Play Area budget (no budget provision on 7403) **RESOLVED**
- 17/179. Tennis net winder handles – Resolution:** CPC authorises Clerk to purchase (Rec Ground General Costs) 2 handles, approx. cost £50+VAT **RESOLVED**
- 17/180. New Life on the Old West –** Cllr Morris outlined as per report, project objective is to encourage wildlife, by developing existing public green spaces as wildlife “stepping stones”. **Resolution:** CPC authorises Chair to provide a letter of support to the project (no financial commitment) **RESOLVED**
- 17/181. Summer Reading Challenge – Resolution:** CPC nominates Cllr Ward to attend the event on CPC’s behalf. **RESOLVED**
- 17/182. Village Green electricity box – Resolution:** CPC authorises Clerk to arrange replacement (Open Space - Village Green maintenance) of the box within a maximum of £1,500+VAT. **RESOLVED**
- 17/183. Village Hall –** Cllr Morris outlined report circulated prior to meeting and answered Cllrs questions. Emphasis is on gaining Highways approval for the access road before any plans are likely to be approved. The refused plan includes an integrated nursery, the proposed reduced mass and scale design would not. New drawings will be needed and business plan needs re-assessment. Cllr Hodson left the meeting at 8.08pm. The Planning Team Leader has offered to personally supervise a second pre-application report. New plan would aim to house all the facilities the first plan included (with modifications), excluding the nursery. An independent nursery build may need to be built in another location – proximity to CPS important but open country side site not allowed according to SCDC planning policy. A planning appeal on the refused design has not been ruled out, especially if any of the large speculative developments are approved. **Resolution:** CPC agrees to commission, with possible support from our architects and traffic consultants, a traffic pre-application report from County Highways; and subsequently identify a pragmatic solution to improved pedestrian and road access to the Recreation Ground with cost not to exceed £3,000+VAT (from Open Space reserve) **RESOLVED**
- 17/184. Data Protection – Resolution:** CPC authorises Clerk and RFO to participate in Data Protection webinar within a maximum of £100 + VAT. **RESOLVED**
- 17/185. Second field – Resolution:** CPC authorises Clerk and Groundsman to arrange verti-draining of two second field pitches within a maximum of £700 + VAT. **RESOLVED**
- 17/186. Portable goalposts - Resolution:** CPC authorises Clerk (with advice from Groundsman) to purchase (from Open Space reserve) two sets of portable league-standard football goalposts within a maximum cost of £2,600+VAT, as a CPC asset managed by the Groundsman. **RESOLVED**
- 17/187. Local Highways Initiative –** Cllr Morris outlined LHI procedure. Evidence gained from a Mobile Vehicle Activated Sign (VAS) can be used to support requests for increased speed monitoring and other work necessary to lower speed limits. Speedwatch is supported by Police – T&T WG are working to recruit volunteers to restart Speedwatch. **Resolution:** CPC agrees to support (inc. £7,500 from 2018/9 Highways budget) a CPC-led LHI bid for a zebra crossing near the Post Office. **RESOLVED**
Resolution: CPC agrees to support (inc. £2,500 from 2018/9 Highways budget) a T&T WG-led LHI bid for a mobile Vehicle Activated Sign as a CPC asset possibly managed by the Groundsman. **RESOLVED**

- 17/188. Major developments** – Planning Committee has resolved (17P/136) that Cllr Morris, with legal support if necessary, should be CPC’s representative at SCDC Planning Committee meetings on 2nd and 9th August 2017. The three major applications are being heard on 9th August; S/2876/16/OL (CCC - 154), S/2413/17/OL (Gladman3 - 200 and up to 70 apartments with care), and S/1606/16/OL (Persimmon - 126). Cllr Hodson returned to the meeting at 8.27pm.
- 17/189. Public art – Resolution:** CPC agrees a 6-month extension of qualifying grant period to allow completion **RESOLVED**
- 17/190. Remembrance Day** – Cllr McCarthy outlined problems experienced last year in obtaining the correct number of signs. **Resolution:** CPC authorises Clerk to purchase (Highways budget 7702) safety signs as CPC assets at approx. cost of £400+VAT **RESOLVED**
- 17/191. s.106 agreement** – to consider signing indemnity related to payments of £3,131.78 (Open Space) and £528.55 (Community Facilities) due under usual covenants on planning application S/0101/11 related to Oxholme Farm, CB24 8PU - **Resolution:** CPC authorises two Councillors (Morris and Mudd) to sign the indemnity on CPC’s behalf. **RESOLVED**
- 17/192. Finance**
Cllrs Dewey and Morris left the meeting at 8.36pm. Cllr Mudd took over as Chair.

Income	Description	Net	Gross
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70
Debbie Prince	Invoice payment - June 17	£14.00	£16.80
Jane Williams	Invoice payment - June 17	£92.00	£110.40
Day Centre	Invoice payment - May and June 17	£225.00	£270.00
Cottenham United Football Club	Annual invoice payment	£1,400.00	£1,680.00
Ladybirds	Quarterly payment	£1,554.95	£1,554.95
Katherine Barnwell	Rent of Village Hall	£150.00	£180.00
Vodafone	Rebate of monies due	£17.53	£17.53
HMRC	VAT payment	-	£4,182.21
Debbie Wiltshire	Rent of Village Hall	£25.00	£30.00
Lucy Dumbrell	Rent of Pavilion	£30.00	£36.00
Gerald Brown	Rent of Pavilion	£30.00	£36.00
Baby Clinic	Rent of Pavilion for Clinic sessions	£103.50	£124.20
		£4,515.90	£9,286.79

Expenses over £500

Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for August 17	£3,454.35	£3,454.35	
HMRC	Tax and NI for July 17 (month 4)	£856.50	£856.50	
British Gas	Electric Bill for the Recreation ground	£657.52	£789.02	900
Birketts	Professional advice re Judicial review	£859.98	£1,031.98	903
Beacon Planning Ltd	Heritage report for Gladman appeal	£1,862.00	£2,234.40	904
Cottenham United Sports and Social Club	Contract services from Apr - June 2017	£1,130.00	£1,130.00	905
H&H Acoustic Technologies	Environmental noise assessment	£1,050.00	£1,260.00	907
AJ King	Crowlands Moat Maintenance (3 months)	£500.00	£600.00	911

Connections Bus Project	Cost of 10 week babysitting course in Cottenham	£1,000.00	£1,000.00	914
Birketts	Planning advice to date	£2,225.00	£2,716.44	917
MTC Engineering	Survey Costs - re Village Hall	£490.00	£588.00	918
Nick West	Cleaning costs June 17	£621.00	£621.00	922
Nick West	Cleaning costs July 17	£536.63	£536.63	923
AJ King	Monthly contract cost	£2,536.24	£3,043.48	924
		£17,779.22	£19,861.8	

Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for August 17 (DD)	£35.92	£35.92	
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	897
Debbie Seabright	Expenses re sim card at the Pavilion	£8.31	£9.97	898
Sam McManners	Expenses re refreshments for T&T meeting	£2.82	£2.82	899
Anglian Water Business	Sewerage charges for Sports and Social Club (6 monthly)	£324.58	£324.58	902
Business Consultancy Services	Payroll Processing	£28.00	£33.60	906
SSE - Southern Electric	Electricity at the Pavilion (DD)	£246.58	£295.89	908
Debbie Seabright	Expenses re subscription for Office 365	£79.99	£79.99	909
AJ King	Work at the Play area of the Rec ground	£30.00	£36.00	910
Debbie Seabright	Stamps	£6.72	£6.72	912
CamAlarms Ltd	Service of doors in the Pavilion	£70.00	£84.00	913
SLCC	Annual membership	£177.00	£177.00	915
Sam McManners	Energy saving light bulbs for Pavilion x 6	£14.28	£17.10	916
British Gas	Electric bill for the green	£123.23	£129.39	919
Debbie Seabright	Paper	£4.00	£4.00	920
DRE - Pest Control	Control of wasp's nest on playing field	£60.00	£72.00	921
		£1,261.43	£1,368.98	

Cllr Wilson – any more legal costs? Cllr Mudd understands that above figures are up-to-date. Cllr Bolitho queried VAT on paper? RFO to investigate correct procedure re obtaining VAT receipts.

Resolution: CPC authorises the RFO and two Councillor signatories to pay these invoices

RESOLVED. Cllrs Morris and Dewey returned to the meeting at 8.42pm. Cllr Morris reinstated as Chair.

17/193. Management accounts – Resolution: CPC notes the Management accounts **RESOLVED**

17/194. Bank reconciliation – Cllr Mudd queried payment re VAT rounded down from £4,182.21. Cllr Ward requested that ‘-’ is not used as could be mis-interpreted as a negative figure. ‘Easton’ Landscape Service should read ‘Eastern’. **Resolution:** CPC notes the Bank reconciliation report **RESOLVED**

17/195. Matters for consideration at the next meeting - Post box – Cllr Collinson, Issues log distribution – Cllr Bolitho, Hedging Plant behind 70 Lambs Lane - Clerk

17/196. Dates of next meetings – Standards 2nd Aug, Planning 3rd Aug, Planning 17th Aug, Full 5th Sept.

17/197. Close of Meeting – 8.50pm

Signed _____ (Chair) Date _____

Item 17/202. - Reports

South Cambridgeshire District Council Report August 2017

To follow

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Cambridgeshire County Council Report August 2017

On Friday 25 August I had a site visit to the Volker Fitzpatrick construction works on the Ely Southern Bypass. The scheme encountered strong objection from English Heritage, but I admired the grace and elegance of the design – a bold curve, hugging the ground but carrying the carriageway across two viaducts, one over the river and the other over the railway lines to Cambridge and Soham. The new structure will screen the railway station, Tesco and assorted unattractive commercial buildings which spoil the foreground in views of the cathedral, Ship of the Fens, from the south.

Please note Twenty Pence Road closure 2nd/3rd November for removal of the speed hump outside the Wooden House (and the opportunity will be taken to address some carriageway issues between there and All Saints Church). Cadent Gas is applying for closure of Berrycroft for 5 days from 27th November.

On Thursday 24 August the parish clerk and I accompanied our new Local Highways Officer on a walkabout around the middle of Cottenham to identify outstanding problems. I went on to escort him to Engine Drove Smithy Fen and to see the state of Beach Road with his own eyes. The good news was that Coolidge Gardens resurfacing was back in this year's road maintenance programme. As we passed through Rampton I showed him the pond, and we did a tour of Willingham picking up matters raised by the parish clerk and others – especially the condition of High Street in the vicinity of the Coop.

I was one of only two County Councillors in South Cambridgeshire to attend the Library Transformation workshop at the Blue School in Cambourne on Wednesday 23 August. I sat next to Sue Wills, head of the library service, and when she mentioned that she enjoyed reading Miss Read, because she reminded her of growing up in the 1950s, I was delighted to be able to reply "Ah yes, Thrush Green". We heard that the Library Service had survived a 48% cut in its budget since 2009. I wondered whether we might reach a state of not having to worry any more about keeping our remaining libraries open, and was assured that this is very much the intention. Among ideas under consideration are:

- 1 delivering wider public service outcomes, with the library as the 'front door' for council services (and other services, not just public services).
- 2 allowing Library cardholders access outside staffed hours. Apparently many places already do this.
- 3 handing more libraries, especially the smallest ones, over to be run by the community (but with central support maintained).
- 4 being more imaginative in taking library services out to those in isolated places.

Cambridgeshire County Council and Peterborough City Council are forming a joint Trading Standards service. South Cambridgeshire District Council Environmental Services has a Business Hub model which allows it to sell regulatory advice outside the administrative boundary. One element of streamlining regulation in recent years has been that businesses can select one provider to supply equivalent services throughout the country, and South Cambs has been quite successful in securing what are known as Primary Authority contracts with several major businesses. At the moment there is a three-way partnership with the County Council for Trading Standards services and the Fire Service. Regulatory Delivery at the Department for Business, Enterprise and Industrial Strategy is changing the national Primary Authority arrangements from October 2017, with the aim of having all services supplied by one local authority where possible. Peterborough City Council, being a unitary authority, has its own Environmental Services department. However, Peterborough has said to South Cambs that they'd like to be part of the Business Hub partnership, so they're thinking through what that means.

Greater Cambridge Partnership is exploring Rural Travel Hubs. Oakington is keen to have some sort of proper parking at its Busway stop, but principally to obviate antisocial parking in the vicinity. We have to tread carefully in seeking to persuade them to accept something serving a wider catchment, but at least the possibility has been raised again and the conversation has started.

The Department for Education has published eligibility criteria for parents of 3- and 4-year olds for 30 hours' childcare which went live nationally on 1st September. The government has information at <https://www.childcarechoices.gov.uk/> The County Council has a Family Information Directory http://www5.cambridgeshire.gov.uk/site/custom_scripts/fid/fid_results.aspx?t=1&view=List with details of which providers will be offering 30 hours places, and information they have provided about their services from September 2017 onwards.

Cambridgeshire County Council and South Cambridgeshire District Council are working together on a six-month pilot from the beginning of August called HOOP (Housing Options for Older People). Those over 65 who want to take part can fill in a questionnaire, online or on paper, about their home and how it suits them. The answers help us put people in touch with local housing options (such as sheltered housing and extra care schemes), support services and community groups that can provide a mixture of practical support and advice – enabling people to make informed choices about their housing and wellbeing at an early stage. We want all people to live independently in their own homes for as long as possible. You can find out more here: <https://hoop.eac.org.uk/>

The Mayor's first 100 days were up Wednesday 16 August. He himself was away on holiday and therefore unable to answer questions from the Scrutiny and Overview Committee about his proposed Officer and Support Structure. The call-in went ahead 7-6 [one member was absent], with a worrying geographical split: the three pairs of Hunts, South Cambs and City members and one county member voted to send it back. Apparently Deputy Mayor Robin Howe admitted that the groundwork had not been adequately laid before the decision had been taken. It will be considered again on 4 September.

I did a Radio Cambridgeshire interview in the morning of Wednesday 16 August about Orchard Park and making sure that new developments have facilities and services, especially retail, to prevent residents getting into the habit of meeting their needs further afield. I was pleased with the opportunity to praise the Community Council in having done so much to turn around the area's initially poor reputation.

Andrew GILLIGAN was the BBC's defence and diplomatic correspondent from 1999, but resigned in 2004 in the wake of the David KELLY controversy. It was his report on BBC Radio 4's "Today" programme about the case for going to war in Iraq ("on a false prospectus", "sexing up the dodgy dossier", etc) that sparked a major row between the BBC and the government, leading to the HUTTON Inquiry. He is now doing a cycling report for the National Infrastructure Commission, in relation to the Oxford to Cambridge Expressway. I joined the Leader of the County Council and others on Tuesday 15 August in explaining to him all that we are doing to promote cycling in and around Cambridge. He seemed keen to break the deadlock over demand management. Peter TOPPING and I met Edward LEIGH of Smarter Cambridge Transport later that afternoon. I was quite interested in his suggestion of inbound flow control.

I was delighted to have Cecilia TREDGET, Managing Director of the East of England Local Government Association, who lives in Cottenham, introduce Sophie and Katherine to tell the South Cambs cabinet (including the chairman of the county Health & Wellbeing Board) about the Buurtzorg neighbourhood care model. SK Nurses wish to run a Test and Learn from the Granta Medical Centre at Linton.

Cottenham is one of the pilot areas trialling ultrafast broadband as part of the Full Fibre Networks Programme. The new ultrafast service, known as G.fast, provides download speeds of up to 330Mbps – more than ten times the UK average. These faster speeds mean a two hour HD film can be downloaded in 90 seconds, a 45 minute HD TV show in 16 seconds and a nine hour audio book in three seconds. G.fast technology changes the way today's broadband is transmitted, delivering ultrafast speeds that have previously required fibre to be run all the way to the premises (FTTP). G.fast will enable Openreach, the local network business which is part of BT Group, to make ultrafast fibre available to a much larger number of homes and businesses and more quickly than if it had focused on FTTP alone.

All the usual information on the Local Highway Improvement Initiative and the online application form, which remains largely unchanged from previous years, can be found here:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/> The deadline for LHI applications has been extended to 15th October, following which you will be contacted to look at the feasibility of your application in more detail. Your final application will then be presented to the LHI Member Advisory Panel in February 2018. If you have any questions please don't hesitate contacting local.projects@cambridgeshire.gov.uk

The County Council has stepped in to keep running – at least for a year – most of the routes that Whippet could no longer continue commercially. Meanwhile a root-and-branch review of how best to spend bus subsidies across the county will be undertaken in conjunction with the Mayor's office. Roughly speaking, total public support for buses is about £2.21 billion a year, 47% of which is for the concessionary fares scheme. There were 4.65 billion journeys on 1.29 billion vehicle miles in 2014/15. This means that each bus passenger journey is subsidised to about 50p on average. The average length of a bus passenger journey is just under four miles. Journeys in rural areas are more heavily subsidised because of greater length and lesser patronage.

I regret that buses don't attract the same political urgency as railways. Some people were annoyed that Chris GRAYLING, the Secretary of State for Transport, swanned in to Cambridge North station (and we are still pushing for Cross Country trains to call there), told everyone how important East-West Rail was, and promised a green light to Cambridge South station, in the same week as his Department had thrown a spanner in the works for community transport operators, who provide the sort of everyday lifeline of accessibility on which so many of our residents of remote rural communities depend.

Unless they are "engaged in road passenger transport services exclusively for non-commercial purposes, or have a main occupation other than that of road passenger transport operator", any outfit whose activities are essentially those of a bus company (in that it employs salaried drivers and carries out passenger transport services under contracts won in contestable markets and/or in exchange for fares at more than nominal rates) cannot operate under a Section 19 or Section 22 Permit. They need a Public Service Vehicle Operator's License. Furthermore, drivers ought to hold Certificates of Professional Competence, and in the case of vehicles with 9 to 22 seats unrestricted D1 minibus driving licenses. The Driver and Vehicle Standards Agency is requiring all non-compliant providers to set out an action plan with a timetable for coming into line.

The Economy & Environment Committee meeting on 10th August also launched the next Minerals & Waste Local Plan, which will be led by Peterborough City Council.

A study in the British Medical Journal 20th April found cycling to work associated with a 41% lower risk of dying overall compared to commuting by car or public transport. Cycle commuters had a 52% lower risk of dying from heart disease and a 40% lower risk of dying from cancer. They also had a 46% lower risk of suffering heart disease and a 45% lower risk of experiencing cancer. This could also explain the prevalence of middle-aged men in Lycra, or "Mamils"!

In a Radio Cambridgeshire interview Monday 7 August Dotty MCLEOD quizzed me about the Brookgate office and hotel proposals framing Cambridge North Station Square, which has already been laid out. The (second) planning permission for the station was given to all intents and purposes with the hotel (forming a corner) and office (facing the station entrance) in mind.

I was disappointed to learn that the Joint Strategic Planning Unit had been disbanded. Led by John WILLIAMSON, an experienced planning inspector, former Deputy Director of the Government Office for the East of England, and final Chief Executive of Cambridgeshire Horizons, it had served us well the past few years. John was a master of gentle persuasion, and kept the councils now forming the Combined Authority together through repeated government tinkering with the statutory planning scheme.

Cambridge City contains 184 sets of traffic lights, half the total in Cambridgeshire, and they're going to be overhauled. 52 sets are more than ten years old. Most traffic lights get installed for a particular junction, and their green/red change times may not be best linked to neighbouring junctions. Our recent ANPR traffic flow

data will enable us to revise green/red sequences accordingly. Some of the existing sensors (buried under the tarmac) may be broken. We will also install more sensors, so the lights know when buses and cars are approaching, and change accordingly.

Lucy FRAZER, MP for South East Cambridgeshire, called an A10 summit on Thursday 3 August. Some recommendations are being taken forward from the Ely to King's Lynn study. Working out how to cope with Waterbeach new town between Ely and Cambridge is not complete yet. The main reason for the delay has been resetting the Cambridge Sub Region Model to its new "Foundation Year" of 2016. This has now been done, thankfully, and we can use the transport model to test development and transport proposals against each other. The Mayor of Cambridgeshire and Peterborough may also have to take some responsibility, however, because his M11 to A47 scheme may alter the transport modelling. In tackling strategic north-south movement, all broadly parallel corridors play a part. So the B1049 through Cottenham and the B1050 through Willingham are also impacted. (Could this be the trigger for the bypass at last?) On the other side of the A14, doubling the density of Cambridge Science Park and potential housing development around Cambridge North station complicate the situation. It's the Milton interchange throttle that's the problem, not the A10 as such.

Responsibility for the Local Transport Plan has passed from Cambridgeshire County Council and Peterborough City Council to our new Mayor and the Combined Authority. They are also responsible for the Key Route Network. The Combined Authority is claiming that its KRN in Cambridgeshire consists of all of the A10, A141, A142 and A505. These are the non-trunk Primary Routes – the green roads on Ordnance Survey maps. The Department for Transport Major Roads Network proposals as initially set out are the same routes, except that the A10 between Cambridge and Royston is not included (but the A10 north of Cambridge is included) and the A141 between Huntingdon and Chatteris is not included (but the A141 from Chatteris to Guyhirn is included). It seems sensible for the CA KRN and the DfT MRN to be the same, so in the forthcoming consultation the County Council may be asking for the MRN to include these missing stretches of the A10 and A141.

Tim Wotherspoon

CLERKS REPORT – August 2017

Anything in bold is new or an update.

Highways

- Wilkin Walk – broken street name sign has been reported. Cllr Wotherspoon to follow up. 12/5 Emailed Cllr Wotherspoon – “I want to talk to the officer in question - but each of the three times that I have tried she has not been there. Not giving up!” 4/7/17 – Cllr Nicholas to resend photos and locations. **Advised 21/8 that replacement signs should be in situ in next 2 weeks.**
- Rooks St - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. **New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs.**
- Gullies - High Street **12/6/17 – the east of the village green were reported full of silt and which they could not get working through jetting alone. There is therefore a need to do some investigation via test holes to see what the problem is although this is likely that the pipe is collapsed or infested with roots from the nearby trees. New HO to follow up.**
- Wilkin Walk (High St end) – overgrown laurel and brambles, lightly trimmed, nettles cleared, cuttings left in situ. **Visited as part of village walk with HO. Some areas identified for cutting back. Unsure whether the laurel trees belong to CCC.**
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light Clerk emailed CCC Cllr Wotherspoon 31/5 “long list of outstanding complaints, will prioritise and work through them one by one” **HO has advised that the strip of land doesn't appear to belong to County and he's trying to track down ownership. The obstructed streetlight doesn't have a CCC number of it so unsure of ownership; may be SCDC?**
- Beach Road – following on from many reports of ‘melting’ during the heatwave, CCC are in contact with Eurovia Specialist Treatments to arrange a joint inspection of the site and to look at long term solutions and will keep us updated on progress. 4/7/17 Network Management Team have met with Eurovia [the surface dressing contractors] to discuss fattening up surface dressing sites; and an investigation with their materials expert will take place later this season. Requested that matter be dealt with urgently as Met Office are predicting higher than normal temperatures throughout August. 20/7/17 materials expert is not available until August, and County Highways have requested that a site meeting takes place as soon as all parties are available. In the meantime, in the event of excessively high road surface temperatures, Skanska and Eurovia have provision to heavily dust any fattened up surface dressed roads, such as Beech Road, with accompanying signage along the verges to advise users of the highway. **HO and CCC Cllr Wotherspoon visited 24/8. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to hydro or Textureblast to remove any excess bitumen, then follow that up with any patching required. No date for this work at present, but will probably take place outside of the surface dressing season.**
- Rampton Rd/County Farms Hedge – reported 7/7/17 obscuring speed warning sign. 12/7/17 HO trimmed area immediately around the sign and has asked County Farms to request tenant gives the hedge a trim early next month after the end of the bird nesting season.
- **Clerk, CCC Cllr Wotherspoon and James Broder (new HO) conducted walkabout on 24th August. Various issues discussed and highlighted. Some immediate areas of work identified outside CVC (pavement), on Lambs Lane (near CPS), Victory Way junction and High St (near zebra crossing). Various white lines noted for reinstatement. Clerk passed on photos taken around the wider village. Noted that no sign on the top right side of Denmark Rd; CCC Wotherspoon to follow up. HO and Cllr Wotherspoon also visited Beach Road and Engine Drove.**
- **Coolidge Gardens – back on 2017/18 schedule for resurfacing.**
- **Speed Bump at Wooden House - to be removed 2nd - 3rd November as instructed by CCCs insurers - road will be closed 9.30am to 3.30pm both days**
- **Blocked gully outside 243 High St - works ordered, to be completed by end of Sept.**
- **Damaged bollard outside 267 High St - works ordered, to be completed by end of Sept.**

- Junction of Ellis Close/Rampton Rd - Cambridge Water to rectify 'split' in road following on from their emergency water main repairs carried out in July.
- Junction of Victory Way/Lambs Lane - potholes an flooding issues raised with HO, awaiting response.
- Wilkin Walk signs are in situ and there's also a new Pelham Way sign (by the cut through to WW).

Village Hall

- Items still in freezer from Colts tournament. **This has now been emptied and the freezer switched off.**
- Defib has been moved to the Pavilion.
- Day Centre has now vacated and keys returned. Inspection undertaken 15th August. Permission given to CKC to use resulting cupboard space on the condition that the Hall is left clear every night.
- Kids Club have removed the tyres and items from the stage.
- Hydroboil is broken and there are issues with the kitchen sink water temperature; plumber has been called to look at it.
- Clerk obtaining quote for painting of anti-climb paint.

Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Need to decide how to rectify. **Residents have requested herras fencing either side as an interim.**
- New lock required on electricity box along driveway; groundsman to replace.
- Pedestrian gate to Les King Wood needs repairing – post is loose. **Groundsman has repaired.**
- **Repair works to slide mound ordered.**
- **Repair works to roundabout surfacing and multi-swing surfacing ordered and will commence either w/c 9th or 16th October.**
- Swings have been oiled following reports of 'juddering'. The hangers are rubber so this may not have much effect and they may need replacing.
- Issues with parties (younger kids and teens) at the Rec – either not tidying up mess/leaving alcohol bottles lying around. Also an incident of human waste left by the electricity box by the skatepark and camping overnight on the third field and in the outside toilet! PCSO has been contacted.

Misc admin

- August Issues log distributed separately.
- Les King Wood – Tree guards still require removal.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall; **new bin has now been purchased and installed.**
- WARG Field – bluebell planting/dedication event scheduled for 30th September. **Groundsman has offered to donate towards the cost.**
- Issues to noise nuisance from ice cream van reported to EH. **EH now following up but struggling to find details of the van using the registration number.**
- Decision notices not received either electronically or in hard copy from SCDC re. Village Hall or Gladman S/1411/16/OL. Mailed Ian Papworth to see if there is an issue with the system and he is going to do a test.
- S137 grant application deadline set for 27th October. Details in Newsletter.
- Repairs to be undertaken to electricity box on the Green. **Waiting for base to be laid.**

- Treeworks required on the Village Green – removal of deadwood (some removed prior to FEF) plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- **Further works are being undertaken on Tenison Manor and some equipment still remains.**
- Hibbitts have been contacted regarding hairline crack on war memorial; they will send someone out to inspect. NB: grants are available via the War Memorials Trust. **Groundsman has reported broken slab.**
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. **Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. May have a resolution regarding the ditch clearance. Brian Heffernan was onsite 1st Sept and is liaising with landowners. He is prepared to act as go between with TW and CPC.**
- Map detailing locations of dog bins has been produced and put on our website. SCDC are having issues re. covering holidays etc. and collections are being missed, resulting in poo bags littering the streets. SCDC Cllr Edwards following up.
- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response.
- Latest newsletter article submitted.

Facebook

- 827 likes. Issues with defamatory posts and bad language contrary to Communications Act 2003 s127; posts removed accordingly.

Major developments – Cllr Morris

- Bellway has outline permission to build up to 50 homes off Oakington road with "reserved matters" application expected soon.
- At the 9th August SCDC Planning Committee meeting:
 - Gladman received a "clean" permission to build up to 200 homes and up to 70 residential places with care off Rampton Road; may still contest the Appeal to reduce the s.106 obligations.
 - Persimmon received outline permission for up to 126 homes permission, subject to signing s.106 etc. to be followed by reserved matters application within two years.
 - County Council has been refused permission to build up to 154 homes off Rampton Road.

Neighbourhood Plan – NP Working Party

- After feedback from the earlier consultation, several meetings with our NP mentor (funded by SCDC), and the shocks of 9th August, we are adapting the draft plan (currently v3.0 170831):
 - To conform with NPPF while staying close to the NP survey findings
 - To focus on "uncertainty" areas where we need a wider input
- We are planning a mini-consultation to test village opinions on 7 to 9 issues (from NP grant)
 - Needs a balance between reach, depth and timescale
 - Return via cottenhamnp@gmail.com OR boxes in CUSSC, GPs, Library, Office
 - Issue by eMail to 250 NP Ambassadors, 250 with boxes, N for direct mail.
 - Survey over 3 weeks from mid-September
- We have another session with our NP Mentor on 20th September
 - Should provide feedback on current draft and advice for next version
- We may be able to complete another pre-submission consultation before Christmas.
- Once complete, there are two more main stages – SCDC consultation and a referendum.
- Why bother?
 - Speculative developers have not gone away, nor has SCDC got a 5-year land supply
 - Cottenham people still need affordable housing in Cottenham
 - A Community Land Trust is emerging with help from SCDC
 - There are other projects and priorities that a NP can support.

Village Hall update – Cllr Morris

- Architects have prepared several amendment options for the access road
- Meeting with County Highways Officers on 13th September, possibly with SCDC Planners
- Some planning justification added to the draft Neighbourhood Plan

Library consultation – Cllr Collinson

I went to the libraries consultation event in Ely last Thursday evening. Well attended – but mainly by people from East Cambs.

Apparently they're not planning to close any libraries at the moment – but closures are not ultimately being ruled out. Basically they've got to find ways of getting libraries to generate more cash in line with the Government Strategy Document LIBRARIES DELIVER: AMBITION FOR PUBLIC LIBRARIES IN ENGLAND 2016-2021 which I gather can be found on line, though I haven't got round to looking for it yet!

Basically, following an introduction, we spent the evening in working groups discussing the pros and cons of this and how other services, commercial or state, could be encouraged to 'co-locate' in libraries to generate additional funding to keep them open. Suggestions included things like parish council offices, post offices, collection points for Amazon parcels etc. They're also looking at more/total use of volunteers in smaller libraries and 'open plus' technology to reduce hours during which a librarian or volunteer needs to be present.

They hope to produce a clear statement about the nature of the library service in Cambs. by December, so that will be something to look out for.

Reps. from the library service are very happy to come and talk to community groups, parish councils etc. Contact can be made (I gather) via: LibraryServices@cambridgeshire.gov.uk

One of the people at the consultation was Sue Wills, the Library Services Manager for the whole of Cambs., who said she was very happy to be contacted re concerns and issues.

Eventually when the consultations are complete and the final report has been produced, any decision re the future shape of the library service in Cambs. will be taken by county councillors.

17/203. Co-option

I would like to stand for the vacant position of Parish Councillor for Cottenham. I am over the age of 18 years, British National and have lived in the village for 17 years.

I am a Chartered Accountant and currently hold the role of part-time Executive Chairman for two start-up businesses based in Norwich. I also run my own consultancy business which provides board room support for businesses.

I am married to Sue and we made the decision to move to Cottenham so that our two sons could enjoy their schooling in the village. Their friendship groups were based in the village which meant they were free to visit and play in a village environment. Unfortunately our village is on the verge of losing that idyllic lifestyle due to over-development and we feel that it is important to be involved to slow down and manage that transition.

17/205. Carols on the Green 2017

Date: Tuesday 12th December. Budget for 2016 covered:

Tree - £432 (27ft)

Sound - £400

Electrics - £476

Reindeer - £350

Extras - £75

Total: £1733 + VAT

- Suggest total 2017 budget of between £1800-2000.
- Need members for working party.

17/206. WARG Field

We need to finalise details for the bluebell planting and bench dedication ceremony on Saturday 30th Sept from 10am.

Bluebells

- 500 English bulbs have been ordered. Andrew and Alice King have offered to pay for these. Delivery w/c 25th September
- Need to produce poster.
- Event already advertised on Facebook and additional advertising arranged.

Ceremony:

- Bench has been repaired and stained.
- Need to decide location of bench – will need a concrete plinth which Chris Richards will do. Clerk + Groundsman and Chris Richards to meet on site with the bench.

- Tony Fry and Ray Baldry (previous owners) will be attending between 10.30-11am and may say a few words as part of the ceremony. Need to finalise how this part of the 'event' will happen and who from CPC will talk etc. Do we want to invite others i.e. MP?
- Tony Fry has provided suggested wording for the plaque.
- Plaque needs ordering.

17/207. BGW Treeworks

Atlas Tree Surgery:

Walnut to the front of 33 Brenda Gautrey Way – Lift the crown to 3m above ground level. £40 + VAT

Tree of Heaven midway down Brenda Gautrey Way – Remove the major deadwood. £140 + VAT

Eastern Landscape Services:

1. 4no Pines, 1 Ailanthus - crown lift 2.25m over grass, 4m over drives and remove dead wood £420 + VAT

2. Birch - crown lift 2.25m and 4m only £30 + VAT

3. Ash trees - remove major dead wood and crown lift 2.25m and 4m £130 + VAT

Or all trees £490 + VAT

Walnut rear of 31 / 33 - crown lift over grass to 2.4m £160 + VAT

Dellar Tree Services:

Walnut - Crown lift to 3m £90.00 (no VAT)

Tree of heaven - Remove ivy and deadwood. 3no. Pines - Remove ivy and deadwood. Smallest leaning pine - fell to ground level. Ash - remove deadwood £650.00 (no VAT)

17/208. The Pond Treeworks

Atlas Tree Surgery:

Weeping Ash on the green at the top of Broad Lane – Agree with your groundsman that it's in poor health but not really big enough to be a major danger. To fell and grind out the stump would cost. £150 + VAT

Eastern Landscape Services:

Weeping Ash tree in centre - reduce weight by shortening damaged limb within 1m of guard top £90 + VAT

Dellar Tree Services:

Weeping ash - Fell to ground level and grind stump 600mm below ground level £350 (no VAT)

AJ King:

To cut down tree to ground level, leaving stump. To remove all wood and cuttings. £ 50.00

To grind stump (optional) £ 60.00

17/209. Code of Conduct

- Standards Committee has recently revised our Code of Conduct to comply more closely with revised rules governing declarations of interest as specified in the Localism Act 2011.
 - The main difference is to make non-declaration of a **“pecuniary interest”** a criminal offence, but applying a much tighter definition limiting the interest to situations where you or your co-habiting spouse/partner stands to gain or lose financially from the matter being discussed – both the interest and its nature must be declared and, unless there is a dispensation, the interested party should leave the room.
 - That “pecuniary interest” may be a **“non-disclosable pecuniary interest”** if disclosing the detail could lead to intimidation or physical harm to the discloser – only the interest need be declared, not its nature, and unless there is a dispensation, the interested party should leave the room
 - **“Other interests”** are those interests which could “reasonably be regarded” as involving any financial gain or loss to a family member or close associate and therefore influence opinions expressed in debate and/or voting choice. These interests, once known, must not only be recorded in the register of interests but also be **verbally declared**. There is no restriction on participation in debate or voting.
- Although not changed, it is useful to remember and abide by some selflessness rules of “general conduct” for Councillors expected by residents and strictly apply:
 - at formal Meetings of the Parish Council, including its Committees
 - when acting as a representative of the Parish Council
 - when corresponding with the Parish Council other than in a private capacity
- Suggested resolution:
 - **“consider adopting the amended Code of Conduct”**
 - **“consider amending the declaration of interest wording on agendas to replace ‘non-pecuniary’ by ‘other’”**

17/210. CCC Estates

- As far as we are aware, the County Council still sees potential to realise income from its agricultural land holdings in Cottenham
- The draft Neighbourhood Plan identifies several possible parcels of CCC land that could be used beneficially for truly affordable housing, additional recreation space and/or burial grounds
- Suggested resolution:
 - **“consider authorising members of the NP working party and Clerk to meet representatives of CCC to explore possible options compatible with the draft NP”**

17/211. Post box

Royal Mail have stated: “I understand your situation, but unfortunately, as per my previous emails this is our final position regarding this matter. Whilst I understand this will not be the outcome you were hoping for, I am satisfied that Royal Mail is fully compliant with the investigation process, our investigations have been extensive and all appropriate steps have been taken to ensure that you have been provided with the correct information. I am also sorry that you feel some of your queries have gone unanswered – I have tried my best to ensure that all questions are answered accurately.

It is admirable that you are so interested in your local communities needs but I am sorry to inform you that we cannot supply postbox as requested. If you are unhappy with the handling of your contact I would recommend that you contact the Postal Review Panel who will take a fresh and impartial look at the case. They can be contacted by emailing postalreview@royalmail.com, or by writing to Freepost Postal Review Panel. I hope it will be of some help to you.

I know you have put time and energy into it your request and have a lot of passion for what you're doing. I am truly sorry that that we cannot supply postbox as requested. Thank you so much for your enthusiasm and efforts - I'm sorry I'm not able to help you further at this time."

Audrey Brownlow is following this up and will keep us informed.

17/213. New Councillor training

CAPALC are offering some new Cllr training courses on 13th, 20th and 27th September in Sutton. The cost is £35 per session. If attending all 3 sessions there is a certificate at the end.

Session 1: Meetings, Meeting Procedures & Code of Conduct
Session 2: Budgets, Precepts, Statutory Powers & Standing Orders
Session 3: Planning, Section 106 Agreements, & Risk Management

Additionally there is some Chairmanship training available on 11th and 25th Sept and 9th October. Again the cost is £35 per session. This is being held in Hemingford Abbots.

17/214. Village Hall rental

- With at least six months to the earliest possible demolition date, we should continue to incentivise use of the existing Hall.
- Possible resolution:
 - **"Consider extension of half price rates for event bookings until March 2018"**

17/215. Bootcamp

I am looking for somewhere to do my boot camp starting September. Quite a few clients that currently attend are from Cottenham.

Am I able to use the Rec at Cottenham for this? Would be a Tuesday and Thursday morning at 6.00am-7.00am

I was also wondering if the hall is still free Friday evening around 6.30pm?

Michelle Good, Feel Good Fitness - <http://www.goodfitness.co.uk/bootcamp>

- For info the VH is available on Fri eves, but for how long?

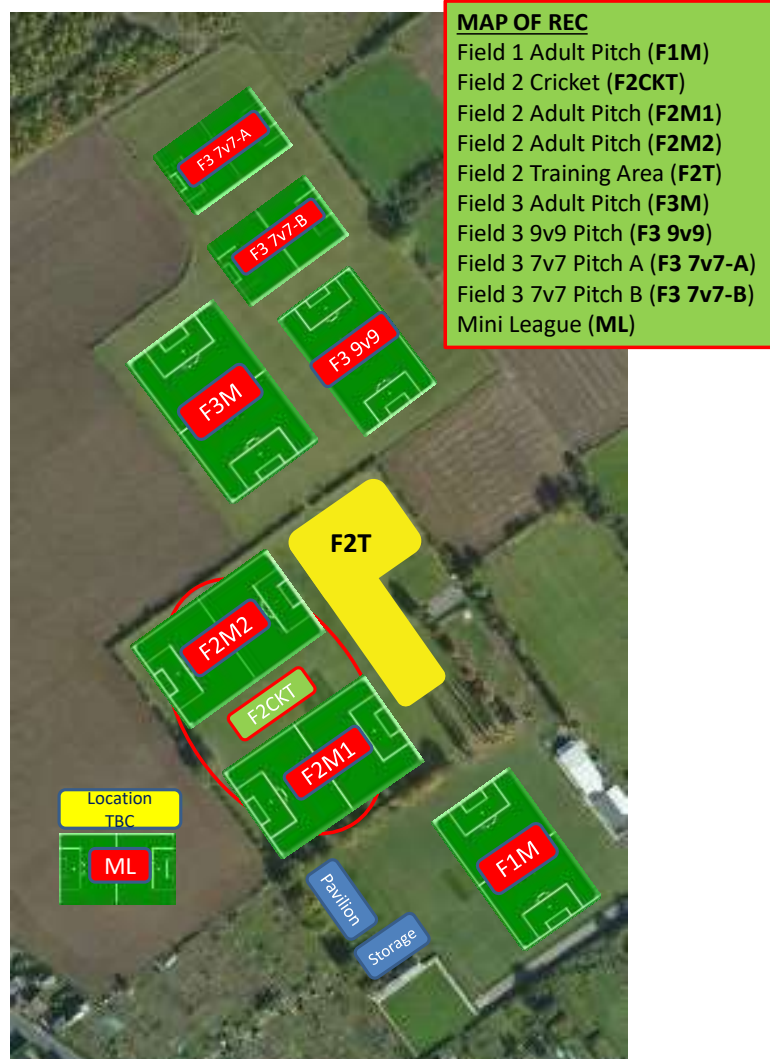
17/216. Vertidrainning

- Intensification of use following withdrawal of access to CPS playing fields, requires more attention to preparation of pitches on the 3rd field to increase usability over the winter month without major investment.
- Possible resolution:
- **"Consider verti-draining pitch areas on 3rd field of the Rec Ground at the cost of approx. £600+VAT"**

17/217. Website amends

To change tick boxes on the booking form on our website and add in a map (in line with recent pitch layout changes – mini league pitch location tbc). Cost £35 + Vat.

Change from:	Change to:
Field 1 Main (F1M)	Field 1 Adult Pitch (F1M)
Field 1 Mini Pitch A (F1A)	Field 2 Cricket (F2CKT)
Field 1 Mini Pitch B (F1B)	Field 2 Adult Pitch (F2M1)
Field 1 Junior Cricket (F1CKT)	Field 2 Adult Pitch (F2M2)
Field 2 Main Pitch 1 (F2A)	Field 2 Training Area (F2T)
Field 2 Main Pitch 2 (F2B)	Field 3 Adult Pitch (F3M)
Field 2 Training Pitch 1 (F2T)	Field 3 9v9 Pitch (F3 9v9)
Field 2 Mini Pitch 1 (F2C)	Field 3 7v7 Pitch A (F3 7v7-A)
Field 2 Cricket (F2CKT)	Field 3 7v7 Pitch B (F3 7v7-B)
Field 3 Main Pitch (F3A)	Mini League (ML)
Field 3 Zone 1 (F3B)	
Field 3 Zone 2 (F3C)	
Field 3 Zone 3 (F3D)	



17/218. Mental Wellbeing in the Community

A Mental Wellbeing in the Community workshop is being hosted on Monday 9 October at 6.45pm by SCDC in partnership with Histon and Impington Community Charity. The event is part of Histon and Impington Mental Wellbeing Week <http://www.hisimpmw.co.uk/himw-week-2017/>

The event is aimed at parish councils and community groups and organisations, and will be an opportunity for networking and sharing local case studies and resources for supporting Mental Wellbeing in our communities. The workshop will present local case studies from across South Cambridgeshire, aiming to share knowledge, experience, and expertise. There will be a number of short talks from those working to improve mental wellbeing in their communities, and information stalls run by local charities and organisations whose work impacts upon and tackles mental health issues and helps mental wellbeing.

While the event has been organised as part of SCDC's locality working programme, the importance and interest in the subject to parishes across South Cambridgeshire means we have decided to open this session to all parishes.

17/219. Cambridge ACRE AGM

We invite our members, partners and supporters to attend Cambridgeshire ACRE's Annual General Meeting which is being held on **Tuesday 26 September 2017**, from **2.00pm – 5.00pm**, at **Whittlesford Memorial Hall, Mill Lane, Whittlesford, Cambridge, CB22 4NE** (pictured above). Tea and cake will be provided.

Apart from the usual AGM business, the afternoon will give an opportunity to hear about our work in communities over the last year through a number of case study presentations given by Cambridgeshire ACRE staff. There will also be a chance to meet staff and trustees and find out more about the services we can provide to your community or organisation. These services include community buildings advice; parish council support; advice on housing and neighbourhood planning; advice on community environmental projects and information about getting involved in Cambridgeshire ACRE's volunteering schemes.

We hope that as many members of Cambridgeshire ACRE as possible from Parish Councils, Village Hall Committees and communities from across the County will come and join us.

To book a place (or places) at our AGM please [click here](#) and complete your details. Joining instructions will be sent to all who register one week prior to the event.

If you have any queries or need help making your booking, please contact Alison Brown on 01353 865029.

17/223. Bank reconciliation

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

In summary:

£676,864.32	Cash at Bank (as of the 31 th July 2017)
+£4431.59	creditors
£17,888.27	Debtors
£663,407.64	Net balance on bank reconciliation

+ VAT owed £1780

Minus: £2000 Accruals

Minus: £857 PAYE

Net assets: £662,330.64

Creditors

- AJ King £3679.48
 - Anglian Water £1624.73
 - Beacon Planning £2234.40
 - Birketts £3748.42
 - British Gas - £918.41
 - BCS £33.60
 - CamAlarms £84
 - Connections Bus Project £1000
 - CUSSC £1130
 - Debbie Seabright £100.68
 - DRE Pest control £72
 - Green and Purple £60
 - H&H Acoustic Technologies £1260
 - MTC Engineering £588.00
 - Nick West £1157.63
 - Sam McManners £19.92
 - SLCC £177
- TOTAL £17,888.27**

Debtors

- Baby Clinic- £124.20
 - Cottenham Day Centre £120
 - CUSSC £3120
 - Jane Williams – £69.00
 - Thurstons - £244.20 (OVERDUE)
 - Ladybird Preschool - £156.59
 - John Lawson Circus - £360
 - Skatepark £120
 - William Prideaux- Brune £117.60
- TOTAL £4431.59**