

AGENDA REPORTS PACK

FULL COUNCIL MEETING

December 2018

18/239. Minutes



DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 6th November 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Collinson, Dewey, Graves, Kidston, Wilson, Young, SCDC Cllr Wilson, the Clerk and Assistant Clerk

- 18/218. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (personal), McCarthy (sick), Mudd (sick), Nicholas (sick), Smith (personal), Ward (work), Wotherspoon (sick) and the RFO.
- 18/219. To accept Declarations of Interest and Dispensations** – None received.
- 18/220. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 2nd October 2018 be signed as a correct record. Minor typo amended. **RESOLVED.**
- 18/221. Public participation** – No public present.
- 18/222. Reports**
- **SCDC** – As per report. Recycling – more leaflets being printed. Meeting tomorrow regarding Rural Travel Hub exhibition and will follow up on the Cottenham to Oakington cycle path. Cllr Dewey mentioned previous lack of information on benefits for Cottenham. There are big issues that need addressing: inadequate parking and no link from Cottenham so the plan is flawed.
 - **CCC** – No report received.
 - **Clerk** – As per report. Cllr Morris stated that the dragon patcher had been working on repairs to Broad Lane. Cllr Collinson thanked Asst Clerk for sorting issue regarding overgrown conifers. Cllr Young queried cost of outside toilet repairs. Bus shelter now scheduled for installation 9th November. Waiting response from CHT regarding defibrillator. Clerk once again mentioned lack of Cllr response to emails, even when marked urgent, which is having knock-on effect and increased workload is causing delays with CiLCA training.
 - **Major developments** – Bellway hoping to complete January 2020. Have received clarity from S106 Officer regarding monies for the nursery project which amounts to approx. £800k.
 - **Village Hall & Nursery** – As per report. Have now received formal notification that the nursery application is on SCDC Planning agenda for 14th November.
 - **Neighbourhood Plan** – Cllr Young queried changing LGS boundary. Cllr Morris confirmed this can be done as part of the Plan now. Ideally want to submit before 24th January 2019 so that it is examined under current NPPF guidelines. Referendum possibly mid-2019. Premature to say where a second recreation ground would go.
 - **Armistice Centenary event on 11th November** – As per report. Cllr Kidston volunteered to help distribute song sheets in the evening.
 - **Drainage and tree works** – As per report. Noted that the EA meeting had been very worthwhile.
 - **Carols on the Green event 11th December** – As per report. Cllr Graves to look at obtaining safety harness for high loader used when installing lights on Christmas tree.
- 18/223. Cottenham Charities Trustees**– Resolution to re-nominate the appointment of Lynda Harford and Robert Clarke as Trustees for Cottenham Charities. **RESOLVED.**
- 18/224. Church and Causeway Charity** – Resolution that donation from the Church and Causeway Estate Charity of £3000 by split to donate £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery. **RESOLVED.**
- 18/225. Friends of All Saint's Cottenham** – Resolution to appoint Cllrs Graves and Young as trustees for new Friends of All Saint's Charity. **RESOLVED.**
- 18/226. Office closing** – Resolution to close Parish office from 21st December to 2nd January (22nd – 1st inclusive). **RESOLVED.**
- 18/227. Grant & Loan Policy** – Minor amend made. Resolution to adopt Donations, Grants and Loans Policy. **RESOLVED.**

18/228. Standing Orders – Resolution to adopt revised Standing Orders. **RESOLVED.**

18/229. Remembrance wreath – Resolution for Cllr Morris to lay wreath on behalf of Parish Council. **RESOLVED.**

18/230. Bank signatories – Resolution to add Cllrs Dewey, Kidston and Ward as additional signatories for our bank accounts to ensure that payments are made in a timely manner. **RESOLVED.** SCDC Cllr Wilson left the meeting at 8.18pm.

18/231. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
Ladybirds	Oil and Water charge	£219.41	£219.41	
Hire of village hall	Hire of village hall - Ploughing Society	£75.00	£90.00	
Hire of village hall	Hire of village hall - Labour Party	£75.00	£90.00	
HMRC	Vat payment	-	£898.17	
FECA	Grant towards defibrillator	£950.00	£950.00	
		£3,748.28	£4,851.23	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 18	£4,098.81	£4,098.81	-
HMRC	Tax and NI for October 18 (month 7)	£1,097.84	£1,097.84	-
Sports & Social Club	Quarterly invoice July-Sept 18 for contract services	£1,080.00	£1,080.00	1280
Community Centre	6-monthly rent less 10% due to building works	£1,170.00	£1,170.00	1282
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1294
Royal Toilet Hire	Balance for marquee (Centenary event)	£546.75	£546.75	1299
Calor Gas Ltd	Delivery to Pavilion and standing charge (DD)	£700.85	£735.90	1304/ 1305
		£11,860.92	£12,529.30	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (November 18)	£181.35	£181.35	-
Royal Toilet Hire	25% deposit to secure booking for Centenary event (for Marquee)	£168.75	£168.75	1281
RFO	Expenses re sim card for the Pavilion	£8.64	£10.37	1283
Green and Purple Ltd	Accountancy support for the RFO	£50.00	£60.00	1284
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1285
Staples	Ink cartridges x 3/paper/Note books	£100.25	£120.30	1286
CAPALC	Councillor training session	£105.00	£105.00	1287
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£250.09	£300.10	1288
Staples	Printer	£125.00	£150.00	1289
Assistant Clerk	Paper	£2.75	£2.75	1290
CAPALC	Councillor training sessions x 2	£150.00	£150.00	1291
CSA	Toilet rolls/Toilet cleaner/Cleaner spray and hand towels - Pavilion	£73.35	£88.03	1292
CSA	Toilet rolls/Mop and floor cleaner	£65.80	£78.96	1293
Staples	Black Ink Cartridge	£25.89	£31.07	1295
The Royal British Legion	Poppy wreath donation (agreed in budget)	£100.00	£100.00	1296
The Royal British Legion	Cost of the Poppy wreath	£85.00	£85.00	1296

Assistant Clerk	Refund of monies incurred due to late payment of expenses last month	£25.00	£25.00	1297
RFO	Expenses re Annual payment for Dropbox	£65.83	£79.00	1298
Ornamental Trees Ltd	Oak tree for the Centenary event	£229.99	£333.59	1300
Assistant Clerk	2 fire extinguishers for (Centenary beacon)	£40.16	£48.18	1301
A Mappedoram	Pavilion (Light check & 4 emergency fittings)	£305.09	£366.10	1303
Clerk	Mileage to SCDC for Liaison Meeting	£12.60	£12.60	
Assistant Clerk	Unveiling curtain for tree guard (Centenary event)	£6.06	£6.06	
CB Creative	Design & print posters/flyers (Centenary event)	£125.00	£150.00	
		£2,348.90	£2,708.97	

Noted that HMRC payment should also show in the net column. Resolution to pay these invoices.

RESOLVED.

- 18/232. Management accounts** – to review the monthly management accounts – Noted.
- 18/233. Bank reconciliation** – to review monthly bank reconciliation – Noted. Cllr Young queried late Hall hire fees; Asst Clerk to speak to RFO.
- 18/234. Matters for consideration at the next meeting** – items to be sent to Clerk.
- 18/235. Dates of next meetings** – Planning 8th Nov, EOM 15th Nov, CALF 20th Nov, Planning 22nd Nov, FLAC 29th Nov, Full 4th December
- 18/236. Close of Meeting** – 8.26pm.

Signed _____ (Chair) Date _____

DRAFT Extra Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Wednesday 17th October 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, Smith, Wilson, Young, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

- 18/213. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Mudd (sick), Nicholas (sick) and SCDC Cllr Gough. Cllr Wotherspoon was absent. Cllr McCarthy arrived 7.16pm.
- 18/214. To accept Declarations of Interest and Dispensations** – None received.
- 18/215. Public participation** – Standing Orders suspended 7.16pm. SCDC Cllr Wilson stated that she wanted to gain a greater understanding of the nursery project so that she could support it at the forthcoming SCDC planning committee meeting. Standing Orders reinstated 7.17pm.
- 18/216. Cottenham Recreation Ground development** – Related to proposed developments at Cottenham Recreation Ground, there are four suggested resolutions:
- Consider investing up to £150K from reserves to prepare competitive tender documentation for the upgraded Car Park, replacement Village Hall and Nursery.
 - Consider investing up to £60K from reserves on competitively-tendered preparatory groundworks related to the improved access road and car park.
 - Consider applying to MHCLG for borrowing powers to support loans, repayable from reserves and within the nominal £1/week precept on a Band D equivalent home over no more than 25 years, to complete the Car Park, Village Hall and Nursery projects.
 - Consider negotiating appropriate transition contracts with users of the current Village Hall.

Cllr Morris ran through the background. The overall project cost is estimated at £3.3m; with £500k in reserves we have a shortfall of £2.8m.

Four steps are suggested; a) get detailed technical design done to go to competitive tender stage (approx. 4-5 months) - £87k for Village Hall and £43k for Nursery; b) widen car park down to the Bowls Club, add multi-utility duct on access road, put in mains gas, replace Ladybirds boiler and move electricity box on access road; c) apply to the Secretary of State for Ministry of Housing to borrow £2.8m over 30 years. NB: as funds come in from s.106 or elsewhere they can be used to shorten the loan period or reduce the precept. The tax base, and hence precept receipts, will also rise due to additional 500 or so houses being built.

Village Hall and car park will cost approx. £2.34m, nursery estimated at £902,368. The £3.3m includes fitting out; there is a modest contingency allowed in the estimates. We have already spent £37k to get to planning stage. Cllr Collinson queried what would happen if the new developments weren't built. Cllr Morris stated that not all the houses would be required for the financial model to work, hence there is a surplus. The 'doomsday scenario', should very few new houses be built, would be to consider index linking the £1/week or raising the precept in the event of a serious funding shortfall.

Repayments are £142k per year and we wouldn't need to pay anything for the first 6 months. Rates are fixed for the duration of the loan and are approx. 2.9% depending on the amount borrowed. NB: looking at taking out several loans to enable us to pay some off early as s.106 etc. comes in.

Need to look at operating costs later and whether to run on self-sufficient basis or subsidise to keep hire cheaper for residents.

The decision from MHCLG will take several weeks and their initial appraisal done on the previous scheme was favourable. Noted that we should get Heidi Allen MP on board to support our

application. Although the £150k to prepare tender documentation is for both the Village Hall and Nursery the engineers won't start on the nursery until after 14th November (determination date for Nursery planning application) .

Need both permissions before we get the loan permission to borrow. If we don't get nursery permission then we can scale the loan down. Discussion regarding whether to apply for just Village Hall loan now and Nursery later. Agreed to keep loan application at £2.8m until possible nursery appeal has worked through the system. Noted that loan permission lasts for 12 months. Cllr Morris spoke to CAPALC last week and they have said there is no obvious reason why we should not get the loan.

Cllr Young requested recorded vote.

- a) Consider investing up to £150K from reserves to prepare competitive tender documentation for the upgraded Car Park, replacement Village Hall and Nursery. Proposed Cllr Morris, seconded Cllr Graves. Cllr Smith proposed alternative motion with caveat to delay until 15th. Third motion proposed to invest up to £90k from reserves to prepare competitive tender documentation for the upgraded Car Park and replacement Village Hall. Proposed Cllr Morris, seconded Cllr Dewey. For – Cllrs Bolitho, Dewey, Graves, Kidston, McCarthy, Morris and Wilson. Against – Cllrs Collison, Smith and Young. No abstentions. **RESOLVED.**
- b) Resolution to invest up to £60K from reserves on competitively-tendered preparatory groundworks related to the improved access road and car park. Proposed Cllr Morris, seconded Cllr Kidston. For- Cllrs Bolitho, Collinson, Dewey, Graves, Kidston, McCarthy, Morris and Wilson. Against – Cllrs Smith and Young. No abstentions. **RESOLVED.**
- c) Resolution to apply to MHCLG for borrowing powers to support loans up to £2.8m, repayable from reserves and within the nominal £1/week precept on a Band D equivalent home over no more than 30 years, to complete the Car Park, Village Hall and Nursery projects. Proposed Cllr Morris, seconded Cllr McCarthy. All in favour. **RESOLVED.**
- d) Resolution to delegate negotiating appropriate transition contracts with users of the current Village Hall to Cllrs Morris, Wilson and the Clerk. Proposed Cllr Morris, seconded Cllr Kidston. All in favour. **RESOLVED.**

18/217. Close of Meeting – 8.42pm.

Signed _____ (Chair) Date _____

DRAFT Extra-Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Thursday 15th November 2018 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Kidston, Smith, Ward, Wilson, Young, the Clerk and Assistant Clerk

- 18/237. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Mudd (personal), Nicholas (sick) and the RFO. Cllrs Graves, McCarthy and Wotherspoon were absent. Cllr Wilson will leave at 8pm to attend a Trustee meeting. SCDC Cllr Wilson arrived at 7.17pm.
- 18/238. To accept Declarations of Interest and Dispensations** – None given.
- 18/239. Public participation** – None present.
- 18/240. Cottenham Recreation Ground development** – Consider next steps following determination by the SCDC Planning Committee of the CPC Nursery planning application (S/2705/18/FL). Cllr Morris outlined the reason for the meeting. Planning permission for the new nursery was granted yesterday, 9 votes to 1 with conditions. The only matter delaying the decision notice is a required 21 days to advertise a departure from the Local Plan. If there are any representations then the Chair and Head of Planning meet and if necessary the application goes back to Committee. The operating hours for the nursery have been relaxed to include Saturdays 9am-1pm. Will operate weekdays 7.30am – 6.30pm. Standing Orders suspended 7.26pm. SCDC Cllr Wilson stated that she and SCDC Cllr Gough have queried the need to advertise. Cllr Morris clarified that it should have been done before so this was procedural. SCDC Cllr Wilson noted how useful the site meeting had been and that members had been able to see for themselves that the location was common sense. Standing Orders reinstated 7.33pm.
Resolution that given approval by the SCDC Planning Committee, this Council resolves to invest up to £60k + VAT to prepare competitive tender documentation for the nursery. **RESOLVED.**
Resolution to thank everyone concerned in getting the application to this stage. **RESOLVED.**
- 18/241. Close of Meeting** – 7.36pm.

Signed _____ (Chair) Date _____

18/241. Reports

District Councillors' Report for Cottenham and Rampton – December 2018

Cambridge Recycling

We continue to engage on the operations on the Cambridge Recycling site and the matter is still ongoing. There are concerns relating to the location and operation of some plant which is very close to a critical drainage ditch. The debris that was in the ditch has now been cleared and the barrier enhanced but this particular piece of plant is still of concern. This plant was installed in 2014 as a permitted development. We will keep up the pressure to ensure an effective compliance focus on this site.

New Developments

The newly formed Community Liaison Group met on November 1. The Parish Council and the District Council are attending and we are very pleased that Bellway participated in the Group. The immediate impact was improved communication relating to the Oakington Road closure and a commitment to co-ordinate timing on a future planned closure on the pavement development. It was agreed that the meeting cycle would be quarterly and developers will be invited to the group when they received full approval.

Bellway informed us that the first residents will be moving in early in 2019. The South Cambridgeshire District Council Community Engagement Team have also offered to help facilitate the development of a welcome pack. The pack would contain all sorts of practical information as well as information about clubs and groups in Cottenham and surrounding villages.

Cottenham Nursery

We were delighted that the South Cambridgeshire Planning Committee approved the Parish Council's application for the new Village Nursery. We were pleased to be able to support the Parish Council in ensuring that the application was heard by the Committee and making representations to ensure that the very special circumstances of the Nursery were recognised. We were also successful in avoiding the additional process that would have been associated with a referral to the Secretary of State.

Greater Cambridge Partnership

We are pleased that a consultation event on the proposed Rural Travel Hub took place in Cottenham on November 28 following our interventions. We have highlighted the importance of extending the discussion beyond the Rural Travel Hub to include other transport initiatives to encourage more use of public transport option. Councillor Wilson has tabled a motion on this topic for debate at the Full Council meeting on November 29 to raise the need for integrated thinking on transportation. If the only way to get to the travel hub from Cottenham is private car, it will be nothing but a car park.

The Greater Cambridge Partnership Joint Assembly meeting held on 15 November considered proposals on bus, pedestrian and cycling arrangements along the Histon Road. Cllr Wilson, who is a member of the Joint Assembly, received numerous representations from cyclists objecting to last minute changes to allow for shared cycle/pedestrian paths rather than the segregated paths discussed during consultation. Cllr Wilson raised the matter on behalf of local cyclists. The proposals have since been amended to provide the segregated provision that cyclists prefer as being safer for pedestrians and cyclists.

Additional Green Bins

A charge for the collection of additional green bins will be introduced from April 2019. In the first period (April-October 2019) the charge will be £20 per bin, rising to £35 per bin for the following year. This will impact 100 households in Cottenham and 15 in Rampton.

Contact your District Councillors

Neil Gough: neilgoughcrw@gmail.com or Tel. 07919 990299

Eileen Wilson: eileenwilsoncrw@gmail.com or Tel. 07825770899

Facebook: @CottenhamRampton

County Councillor's report for Cottenham, Rampton & Willingham November 2018

To follow

CLERKS REPORT – November 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 25th 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 31st August. 13th 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).
- **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.
- **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 27th 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.
- 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 19th & 21st 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).

- 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.
- **Street cleaning pilot – From Helen Taylor, Environment Commissioning: The pilots are actually still ongoing. They took a lot longer to develop and set up than we first thought. I am supporting the Street Sweeper pilot which Melbourn is currently involved in and we are learning with this as we go and will be bringing the participants together at some point in the new year to review how we are getting on. Dee is supporting the other pilots, so perhaps can also provide you with an update on how these are progressing. I will keep a note of your details and provide you with some feedback following a review.**

Recreation ground

- The FA sign has been damaged.
- **Shockwave works have been done on the 2nd field/training area.**
- No youth bus on 6th & 13th December due to events at the Primary School.
- 2x benches and picnic tables have been ordered. Benches due to arrive end of November.
- **Aquarius due to do pump inspections 8th January 2019.**

Misc admin

- November 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.
- 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.
- 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.
- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- Defib equipment has arrived. Struggling with electricity supply and still waiting response from CHT.
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- **Replacement bus shelter on Lambs Lane has been installed.**
- **Centenary events were all well attended and ran smoothly.**

Facebook

- 1048 likes/1128 follows.

Major developments

- Bellway move on space with their 50 homes
- No sign yet of Reserved Matters being agreed for Bellway or Persimmon
- Discussions with This Land and Sports Clubs are progressing in this general direction:



- NE and NW boundaries are, as yet, uncertain as is the alignment of the various roads

Village Hall & Nursery

- Scoping of the “preliminary works” contract is under way ready to issue tender requests asap
- Design work is well under way for the Village Hall but probably a little behind schedule.
- Design work on the Nursery should start soon so VH and N contracts can be offered to tender in mid-February as VH, N, or VH+N

Neighbourhood Plan

- The Strategic Environment Assessment is complete
- Most necessary amendments have now been made to the draft Submission Plan which will be circulated next week.
- The associated Consultation Statement is also nearing completion for final review.
- The remaining piece – the Basic Conditions Statement - is a simpler document and should be completed for review next week.
- Subject to confirmation by CPC, we should be able to submit the plan following our January meeting.

Drainage and tree works

- The downstream section of BGW phase 1 is essentially complete, significantly reducing any flood risk in the immediate area.
- Further investigation is needed on how to clear the less-accessible mid-section and the underground section lining the ditch to the IDB system on Long Drive.
- Tenison Manor “routine work has been completed on the ditch and balancing pond; Persimmon will be billed.

Carols on the Green event 11th December

Arrangements are well under way – reindeer, Santa + transport, tree, AV, music, refreshments/food all organised. Tree has arrived and an additional 100m of lights added following sponsorship from various business. Lights will be turned on for Christmas on 1st December.

To do:

- Still advertising stalls.
- Posters distributed and banner installed.
- Liaising with Cottenham Brass Juniors regarding song sheet (still to be produced).
- Need a couple of extra marshals on the night to help hand out song sheets.

Sustainable Cottenham

Sustainable Cottenham is a CPC Working Group comprising 2 Parish Councillors (Christine Ward and Tom Dewey) and approximately 10 Cottenham residents. Recent additions to our group have brought added enthusiasm and skills enabling us to broaden our ambitions beyond litter-picking and thermal surveys. We are in the process of updating our objectives, but essentially it is to help make Cottenham a more sustainable community – in terms of energy use, recycling, transport and social enterprise.

The two main areas we are currently putting our efforts into are:

- a) **social enterprise** aimed at improving health and well-being and reduce social isolation. We continue to explore ways in which Time-Banking, Time Credits and other social enterprises could benefit Cottenham residents. We have begun liaising with GP surgeries and other bodies who come into contact with potential beneficiaries. Two SusCott members are actively pursuing funding options with third parties and are attending a Meet the Funders event on 4th December.
- b) **reducing single-use plastics**. This is a globally recognised problem for the environment which communities around the UK are taking steps to address. We have an active sub-group putting effort into ensuring that Cottenham plays its part. We have signed up to the Plastic Free Communities network organised by Surfers Against Sewage www.sas.org.uk/plastic-free-communities/ this provides extensive advice and support to communities working toward this goal. In due course we will be asking CPC to lead by example by not using single-use plastic on its premises (NB implications for the new village hall and nursery). In the meantime, we are raising awareness by articles in the Cottenham Newsletter and involvement in the Fen Edge Family Festival. We are liaising with Histon & Impington and Amey under the aegis of Cllr Pippa Heylings (Chairman of SCDC Climate and Environment Advisory Committee).

We have also marked up the non-functioning solar studs on the Histon Road cycle path following the November clearance by volunteers. Cllr Tim Wotherspoon is liaising with the Cycle Group at CCC to try to get them replaced.

Update on EA work to Cottenham Lode

- EA is planning on commencing “bushing” work this week; starting, using manually-operated tools, at Smithy Fen Bridge heading towards the Old West River.
- They envisage this work to last through to Christmas, and then expect to finish the top section off from Smithy Fen to North Fen in the New Year.
- The team will be on site with a tracked chipper, and although they are not closing the footpath, they may stop people from walking through the working site until machinery is stopped and it is safe for members of the public to continue.

18/242. Co-option

Following a vacancy due to resignation, the process for co-option was undertaken. We have received 3 applications which will therefore mean a closed ballot has to be conducted.

18/243. PCC briefing

Cllr Morris attended the briefing along with about a dozen other Councillors.

The PCC gave a rundown of the 4-part strategy they are following to deal with:

- victims of crime (anyone)
- offenders (with prison mostly reserved for complex cases, often involving alcohol, debt, abuse etc)
- communities (e.g. via Speed Watch and Neighbourhood Watch) and
- service transformation (cost-saving through shared services, use of digital technology etc.)

Running down numbers of PCSOs and recruiting 105 warranted Officers.

South Cambs is one of the safest areas (45 crimes / 1,000) but crime is increasing, esp. modern-day slavery, domestic abuse, counter-terrorism and child abuse.

Funding is 60% from HMG and rest from PC precept.

There'll be a new Police/Fire HQ in Milton from Feb 2020 (24 cells not 12!)

The Chief Inspector gave a jargon-rich version of the Local Policing Review and the introduction of Neighbourhood Policing with a focus on Sergeant-led Community Safety Partnerships.

The Q&A covered the usual issues:

- parking and the move to de-criminalisation
- visibility – esp. near Primary Schools at drop-off and pick-up times.
- Casualty-reduction from RTAs

Given the recent spate of activity, perhaps we should be asking for a summary report on what is going on, how it is being dealt with and how we can help?

18/244. CALF Terms of Reference

Items 1a and 1d amended at CALF meeting on 20th November (to reduce member to 7 and widen co-option criteria).



Terms of Reference Community & Leisure Facilities Committee

1 Membership

- a) Membership is 7 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee can co-opt up to 7 ad-hoc members from current and potential users of the Parish Council facilities; co-opted members do not have a vote’
- e) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet monthly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

4 Notice of meetings

a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the Committee meeting.

b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website normally within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Community & Leisure Facilities Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village
- b) consider and make representations to the appropriate authorities on any matter or document that may affect the Parish from a leisure, recreation or sport perspective
- c) review annually the rent and/or fees for hiring out Parish Council-owned rooms and/or grounds
- d) ensure all hirers and lessors of Parish Council-owned rooms and/or grounds have written contracts, based on templates provide by Finance, Legal and Administration Committee, in place before the relevant event
- e) discuss, review (at least annually) and manage the safe and cost-effective operation of all Parish Council owned or managed equipment, facilities and land
- f) discuss, review (at least annually) and manage provision of allotments
- g) prepare an annual bid for consideration by the Finance, Legal and Administration Committee for precept assessment process
- h) review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more than 40 people, including at least 4 adults) for which standard contract terms apply, provide these are reported to the next Committee meeting.
- i) review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a registered local charity; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility.

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- c) When authorised by a Committee vote, the Committee may approve spending, up to 25% of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. In addition, any funds donated by third parties for a specific purpose within CALF’s scope can be applied in addition.

8 Precedence

The Parish Council’s adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

18/245. Health & Safety Statement



Health & Safety Policy Statement

The Health and Safety at Work Act 1974 lays down wide-ranging duties on employer. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as other on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.

Cottenham Parish Council recognizes and will meet its common law and statutory health and safety responsibilities.

The Council recognizes that good health and safety management supports the delivery of our services for the people of Cottenham. As part of the overall Risk Management process and culture, good health and safety management will help reduce injury and loss, help promote a healthy workforce and help protect all who are affected by the Council's services.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The Council will endeavor to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the Council's efforts by working with due regard to the safety of themselves and others. The Council expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

18/246. LHI bid

After a first review by the Highways technical team, the proposal for Histon Road comprises:

- 40mph buffer zone.
- Dragons teeth road markings on approach to 30 limit
- New white gate on nearside at existing 30 terminals to emphasise village boundary
- 1 additional virtual island
- MVAS and mounting location.

If successful, cost will be approx. £1K split equally between Highways and CPC, with implementation during 2019/20.

We have been offered dates and times to present our case at Whittlesford in January.

Who will do it?

18/247. Grant applications

Info to follow

18/250. Bank reconciliation

Reconciled on 19th November 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
£251,683.17	Bank account 2
£156,918.08	Bank account 3
£867,944.09	Total Cash at Bank (as of the 30 th September 2018)
- £8053.42	Creditors
+ £6181.75	Debtors
£866,072.41	Net balance on bank reconciliation

+ VAT owed £532

Minus: £80,642 Accruals

+ £23,441 used (10,441 Land Purchase and 13,000 CCC grant)

+ £1130 credit re street lights

Minus PAYE: £1098

Net assets: £809,436

Creditors

- AJ King - £3800 (21/10/18) usual monthly cost
- A Mappledorum - £366.10 (15/10/18) work at the pavilion
- BCS - £56.76 (30/09/18) Payroll/Pension
- Calor - £735.90 (15/10/18) Gas delivery and standing charge
- CAPALC - £255 (04/10/18 and 15/10/18) Councillor training
- Cottenham Community Centre - £1170 (10/10/18) Rent with slightly decreased rate due to building works
- CSA - £166.99 (09/10/18 and 11/10/18) Cleaning items
- Cottenham Sports and Social Club - £1080.00 (28/09/18)
- RFO - £10.37 (Expenses) (15/10/18) Sim card for pavilion
- Green and Purple Ltd - £60 (01/10/18)
- Assistant Clerk - £50.93 (28/09/18 and 19/10/18) fire extinguishers/refreshments
- Staples - £301.37 (02/10/18 and 05/10/18 and 16/10/18) Printer and stationery

(all of the above invoices have now been paid)

TOTAL £8053.42

Debtors

- Two Mill Field Allotments - £312.55 (30/10/18) Water charge
- Baby Clinic - £124.20 (30/09/18) Hire of Pavilion
- Cottenham Cricket Club - £1351.20 (30/09/18) Annual fee
- Curry Palace - £600 (15/10/18) Hire of rec ground for event
- Cottenham Sports and Social Club - £3120.00 (30/09/18) Quarterly rent
- Greater Cambridge Partnership - £60 (15/10/18) Hire of VH
- Aerobics instructor - £27.60 (30/09/18) Hire of VH
- Travel Hub - £60 (07/08/18) Hire of VH
- Overpower fitness - £97.29 (30/09/18 and 31/10/18) Hire of rec
- Rugby Club - £384 (31/10/18) Annual fee
- Village Hall Hire - £45 (04/10/18) Hire of VH

TOTAL £6181.75

Appendix 1: Issues log

There were 18 reported incidents during November.

Date	Issue	Further details	Follow up
01/11/2018	Road Closure	Oakington Rd - can bikes get through?	referred to CCC/ Streetworks
04/11/2018	Van Parking	Corner of Stevens Close/Victory Way	referred to police
04/11/2018	Bus Stop	Lambs Lane - when will it be installed	due 9/11/18
04/11/2018	Overgrown Laurel bush	Wilkin Walk	CCC to remove before Christmas
04/11/2018	Road Closure	Oakington Rd - how to get to guided busway, why is it closed?	Referred to CCC/ Streetworks
05/11/2018	Commercial Waste	Lots of hair in waste bin by the Chinese	Reported to SCDC - enforcement letter sent from Waste Management Services
05/11/2018	Human Excrement	In rec car park near to bowls green	reported to SCDC ref: HRVCMWJJ
12/11/2018	Overgrown conifer	Overhanging garage/shadow	not on public highway, so civil matter.
12/11/2018	Poor signage	motorists ignoring zebra crossing near to CVC	Lighting and signage meet CCC statutory requirements
15/11/2018	Missed bin collection	at Rec	reported to SCDC ref: DTCZCNVB
16/11/2018	Nursery	When will it be open?	End of 2019/early 2020
21/11/2018	Wilkin Walk laurel bush	When will it be removed?	SCDC to action before Christmas
23/11/2018	The Pond	Ivy needs cutting back from wall - causing nuisance to neighbour	Groundsman to action
26/11/2018	Poor road repairs	Oakington Rd/Bellway site	Streetworks to inspect
27/11/2018	Damage to car	Wants Rooks St widened, 5th incident in 3 yrs	Forward to CCIr Wotherspon and LHO
27/11/2018	Missing bollard next to Cottenham Club	Been knocked over twice, resited first time, hole fill 2nd time - need replacing due to dangerous speeding vehicles.	Asst Clerk to chase LHO
27/11/2109	Cycle path needs sweeping	Cottenham to Rampton lots of hawthorns	Reported to SCDC
28/11/2018	Lambs Lane Bus Shelter	Doesn't provide any shelter	Comments forwarded to CALF Committee