

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**June 2019**

## 19/115. Minutes



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> May 2019 at 7.15pm

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

- 19/074. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office** – Cllr Morris was elected and the Declaration of Acceptance signed accordingly.
- 19/075. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office** – Cllr Young was elected and the Declaration of Acceptance signed accordingly.
- 19/076. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dewey (holiday), McCarthy (work), Nicholas (sick), Wotherspoon (work) and the RFO.
- 19/077. To accept Declarations of Interest and Dispensations** – None given.
- 19/078. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 2<sup>nd</sup> April 2019 be signed as a correct record. **RESOLVED.** Cllr Dahlqvist arrived 7.22pm.
- 19/079. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts). Cllr Dahlqvist to be added.
  - Finance Committee (ToR June 2016; 7 members, quorum 3)
  - Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts)
  - Planning Committee (ToR June 2016; 12 members, quorum 4). SCDC Cllr Gough arrived 7.27pm.
  - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling)
- 19/090. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
  - HR (Cllrs Kidston, Morris, Nicholas & Ward)
  - Sustainable Cottenham (Cllrs Dewey & Ward)
  - Drainage & Flooding (Cllrs Graves, Morris, Ward). Cllr Wotherspoon to be added.
- 19/091. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young). Cllr Kidston added.
  - Speculative Developments (Planning – Cllrs Morris, Nicholas, Young & the Clerk). Cllrs Kidston and Smith added.
  - New Village Hall (CALF/FLAC - Cllrs McCarthy, Morris, Nicholas, Wilson, Young, the Clerk & RFO)
  - Youth (CALF). Cllrs Morris, Wilson and the Clerk added.
  - Events (new). To consist Cllrs Dewey, Morris, Smith, SCDC Cllr Wilson and the Clerk.
- 19/092. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, currently Cllr Bolitho)
  - Cottenham Community Centre (Trustee, currently Cllr Wilson)
  - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
  - Cottenham Village College (Governor). Cllr Morris to speak to Principal.
  - Friends of All Saints (Trustee, currently Cllrs Graves & Morris). Cllr Morris to step down. SCDC Cllr Gough to be nominee.
  - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
  - Ladybird Pre-School (Trustee). Cllr Morris (temporarily).

**19/093. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho & Cllr McCarthy)
- Playground Inspectors (Cllr Nicholas + AN Other) Cllrs Kidston and Wilson to be added.
- Communications (Cllr Dewey)

**19/094. To review policy recommendations by Committees**

- Child Protection (adopted November 2013). Standards to review.
- Code of Conduct (amended July 2015)
- Communications (adopted March 2017)
- Community Engagement (adopted March 2019)
- Complaints procedure (amended July 2015). Standards to review.
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017). FLAC to review.
- Grievance & Disciplinary (adopted June 2015). HR to review.
- Health & Safety (amended July 2018)
- IT & Communications (adopted October 2015). FLAC to review.
- Model publication scheme (amended July 2018)
- Risk Assessment (amended March 2019)
- Standing Orders (amended Sept 2018)
- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

**19/095. Public participation – None present.**

**19/096. Reports**

- **SCDC** – Report noted. Zero carbon – new grant has been set up. Noted that the new Village Hall will have 2 electric vehicle charging points and the new developments will have one each. Assets of Community Value – criteria states that there needs to be more than one previous use (i.e. a pub should have been used for meetings/clubs etc.). Only have 6 months from when it goes on sale so re. the Jolly Millers the clock is already ticking. Takes 8 weeks for the application and the process is open to challenge from the owner. Designation last 5 years. Add item to next planning agenda for candidates. Waste and Minerals Strategy conduction - Cllr Gough can add our comments to his own response; Clerk to pass on comments accordingly. Noted that next Parish liaison meeting is on 26<sup>th</sup> June in Cambourne.
- **CCC** – Report noted. Cllr Bolitho queried whether the increase in knife crime was linked to the decrease in youth services. Cllr Collinson queried how the social housing rents legislation would filter through to our level. Clerk to contact CCC Cllr Wotherspoon for responses.
- **Clerk** – Report noted. Have received correspondence regarding VE Day events in May 2020. Pound signage is underway but requires fitting. Oakington Road pavement works due to start mid-May for 5 weeks (temp traffic lights with possible weekend working). This will lead into the phase 2 works from the Almhouses to Histon Road/Green roundabout. NB: discharge of conditions regarding drainage not yet signed off. Rospa report has flagged numerous issues, some of which will be resolved by removal of toddler play area during nursery building works. To go on next CALF agenda.

- **Major developments** – Bellway are currently in breach of conditions by not having the pavement in place. Cllr Morris and the Clerk have a meeting with This Land next Tuesday. Noted that both County and This Land have made interesting comments on our Neighbourhood Plan. Discussion regarding District comments. Gladman – putting in a pre-application prior to reserved matters. SCDC have yet to decide whether Gladman can split the phases.
- **Neighbourhood Plan** – Working party to meet in the next few weeks.
- **Village Hall & Nursery** – Report noted.

- 19/097. Co-option** – Resolution to accept application for co-option onto the Council from Peter Hewitt. **RESOLVED.**
- 19/098. Internal audit** – Consider review of internal audit report – Another good report. One item of recommendation which has been actioned. Staff congratulated. SCDC Cllr Gough left the meeting 8.29pm.
- 19/099. Year-end Accounts** – Consider the year-end accounts for 2018-2019 – Report noted. Commentary has been added regarding the reserves.
- 19/100. Annual Governance Statement** – The document was reviewed. Cllr Smith noted the very high bar in question 2 relating to fraud detection. Cllr Morris also raised issue of exposure due to £2.8m borrowing; need to check with PWLB what the recommended procedure is. To be reviewed by FLAC. Resolution to approve the Annual Governance Statement 2018/19 as part of the Annual return for the year ended 31st March 2019. **RESOLVED.** Chair and Clerk signed section 1 accordingly.
- 19/101. Accounting Statements** – Resolution to approve the Accounting statements 2018/19 as part of the Annual return for the year ended 31st March 2019. **RESOLVED.** Chair signed section 2 accordingly. RFO to sign.
- 19/102. FECA Membership** – Resolution to renew Fen Edge Community Association annual membership at a cost of £15. **RESOLVED.** NB: FEF AGM 16<sup>th</sup> May; Cllrs Morris and Ward to attend.
- 19/103. CAPALC membership** – Resolution to renew CAPALC membership for 2019/20. **RESOLVED.**
- 19/104. GDPR Scheme** – Resolution to join the General Data Protection Scheme run by CAPALC at a cost of £75. **RESOLVED.**
- 19/105. 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	
Hire of Village Hall	Aerobics instructor invoice	£172.50	£207.00	
Hire of Pavilion	Invoice payment	£50.00	£60.00	
Ladybirds	Oil and Water payment	£218.83	£218.83	
Bowls Club	Electricity arrears annual payment plus Rent & Water Annual payment	£1,180.00	£1,180.00	
HMRC	Vat repayment	-	£7,875.54	
Hire of Village Hall	Invoice payment	£25.00	£30.00	
Baby Clinic	6 monthly invoice	£103.50	£124.20	
South Cambs District Council	50% precept	£144,328.00	£144,328.00	
		<b>£148,506.70</b>	<b>£156,627.22</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 19	£1,062.91	£1,062.91	-
HMRC	Tax and NI for April 19 (month 1)	£3,820.19	£3,820.19	-
Old West IDB	Works undertaken on Brenda Gautrey Way & hire of digger	£870.98	£870.98	1435
WAVE	Annual Sewerage Charge for the recreation ground	£3,019.64	£3,019.64	1436

Community Centre	Six-monthly rent charge for the office	£1,300.00	£1,300.00	1437
Sports and Social Club	Quarterly payment for contract services	£1,080.00	£1,080.00	1443
Connections Bus Project	12 visits from January to March 2019	£2,992.80	£2,992.80	1444
Wilby and Burnett	Architectural and Quantity Services in preparation of tender documentation (VH & Nursery)	£50,867.50	£61,041.00	1450
AJ King	Monthly Contract Cost	£3,166.67	£3,800.00	1453
Peter Dann	Professional engineering services re VH RIBA stage 4 final payment	£2,125.00	£2,550.00	1456
Peter Dann	Professional engineering services re Nursery RIBA stage 4 final payment	£750.00	£900.00	1457
		<b>£71,055.69</b>	<b>£82,437.52</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (May 19) DD	£203.41	£203.41	-
CSA	Cleaning materials for the pavilion	£69.09	£82.91	1438
PHS Group	Payment processing & handling charge - Annual cost	£20.00	£24.00	1439
Shred Station	Bin collection and shredding - every two months	£40.00	£48.00	1440
Green and Purple	Monthly support for the RFO	£50.00	£60.00	1441
RFO	Expenses re sim card for the pavilion	£8.85	£10.62	1442
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£273.69	£328.42	1445
Caprari	Work on pumps at the recreation ground	£308.00	£369.60	1446
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1447
Cromwell Fire Ltd	Work on fire alarm and lighting service	£103.63	£124.36	1448
Staples	Stationary equipment	£66.96	£80.36	1449
Clerk	Expenses re Telescopic Security Post for the Warg field	£99.96	£119.95	1451
Ladybirds	Hire of heaters whilst heating in VH being fixed	£452.00	£542.40	1452
RFO	Expenses re Planning app fee for VH and Nursery	£272.00	£272.00	1454
A Mappedorum	Checking of electrics at Village Hall after power cut	£50.00	£60.00	1455
Heelis and Lodge	Internal Audit fee	£420.00	£420.00	1458
Calor Gas	Standing charge	£17.13	£17.99	1459
Chubb	Monthly payment for security at Village Hall	£133.72	£160.46	1460
Clerk	Postage costs	£1.06	£1.06	1461
RFO	Refreshments for T&T meeting and Audit meeting	£19.38	£19.38	1462
		<b>£2,656.18</b>	<b>£3,001.68</b>	
<b>Donations</b>				
Cottenham Library	Summer reading challenge donation	£250.00	£250.00	
Cottenham Guides	Donation for book bags (Total donation £1209.00) divided as follows:			
	2nd Cottenham Rainbows	£96.00	online	
	1st Cottenham Rainbows	£102.00	online	
	2nd Cottenham Brownies	£196.00	online	
	1st Cottenham Brownies	£154.00	online	
	1st Cottenham Guides	£280.00	online	

	2nd Cottenham Guides	£192.00	online	
	3rd Cottenham Brownies	£189.00	Cheque	
	Total	<b>£1,209.00</b>		

Noted that salaries and HMRC figures transposed. Resolution to pay these invoices. **RESOLVED.**

- 19/106. Management accounts** – to review the monthly management accounts – Report noted.
- 19/107. Bank reconciliation** – to review monthly bank reconciliation – Report noted. NB: creditor figure for WAVE doesn't match with invoice to be paid. RFO to clarify.
- 19/108. Exclusion of Press and Public** – Resolution that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted. **RESOLVED.** Meeting closed 8.57pm.
- 19/109. Staffing** – to consider temporary staffing – Resolution to authorise the Clerk to arrange temporary cover for 2 months and make recommendations, subject to approval by the Chair to go ahead. **RESOLVED.** The meeting re-opened at 9.10pm.
- 19/110. Matters for consideration at the next meeting** – Village Hall/nursery and strategic bus review.
- 19/111. Dates of next meetings** – Planning 9<sup>th</sup> May, CALF 21<sup>st</sup> May, Planning 23<sup>rd</sup> May, FLAC 30<sup>th</sup> May, Full 4<sup>th</sup> June
- 19/112. Close of Meeting** – 9.11pm.

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

## 19/117. Reports

### District Councillors' Report for Cottenham and Rampton – June 2019

#### Council Matters

At the Annual Meeting of the Council, Neil was nominated and appointed to the Cabinet and will become Deputy Leader. Eileen will continue as the South Cambs representative on the Greater Cambridge Partnership Joint Assembly, as Vice Chair of the Licensing Committee and a member of the Audit and Corporate Governance Committee.

#### Cambridgeshire Minerals and Waste Plan

Further to the discussion at the last Parish Council meeting, we submitted comments on the Plan. We focussed on three main areas:

- The lack of clarity on the scale and plans for the proposed allocation to the north of Cottenham. In particular, the intended routing for HGV traffic must not be through the village;
- The need for a protocol on notification of planning applications to residents that better reflects the impact on residents and the level of concerns with respect to this type of allocations
- The need for clarity in the policy that the adverse effects of HGV traffic associated with any developments will be assessed and considered along the full route.

South Cambs District Council also submitted comments that were aligned with our comments.

#### Cycle Paths

##### Oakington to Cottenham

We have recently received an update from the GCP on the Oakington to Cottenham cycle path.

- The preferred side of the path is the South/East (Histon) side of the road.
- All landowners have been contacted;
- The survey work is now completed for the preferred side.

Work is currently being undertaken on the preliminary design and is expected to be completed in the next two months. Then each landowner will be approached for negotiations over land take and arrangement of the path.

CLlr Wilson wrote to the Project Team to suggest it would be worth them attending the next Cottenham Community Liaison Group to discuss how the cycle path would work with the footpath works being undertaken by Bellway and Persimmon.

##### Rampton to the Guided Busway

Work is scheduled to start on improving the path on Reynolds Drove between Cuckoo Lane and the Busway from 17<sup>th</sup> June to 9<sup>th</sup> August. This will be part of the GCP Greenway project for better cycling facilities.

#### Greater Cambridge Partnership - Choices for Better Journey

The next meeting of the Greater Cambridge Partnership Joint Assembly will take place on Thursday 6<sup>th</sup> June. The main item on the agenda will be the report back from the public engagement on Choices for Better Journeys. This took place between 25 February and 31 March 2019. 5144 people responded to the survey. The Agenda pack for the meeting will be available on this link:

<http://scams.moderngov.co.uk/ieListMeetings.aspx?Committeeld=1073>

#### Amey appeal

The deadline for submitting comments to the Planning Inspectorate was 21 May 2019. We both submitted comments on the following grounds:

- The local rural setting and setting of an Historical Monument – Denny Abbey

- Increased HGV movements that could result from the simultaneous operation of the Energy from Waste site and Mineral Extraction and the resulting deterioration of air quality along the routes the HGVs will need to take.
- The proposed energy from waste facility will do nothing to promote recycling or to reduce the use of non-recyclable materials or fossil fuels. That this is a backward step and could impact negatively on efforts to encourage individuals and organisations to reduce their impact on the environment.
- The need to ensure that should a Waste from Energy plant be approved, it results in commitment from Amey (or any subsequent owner of the site) not to initiate further openings of new landfill locations in the immediate vicinity (including any locations that may be associated with new gravel and sand extraction).

### **Setchel Drove**

Fly-tipping on Setchel Drove was one of the first issues that we tackled as Councillors. We are pleased that South Cambs is now consulting on the installation of a gate to Setchel Drove which will provide an important physical barrier to deter any fly-tippers. This is the culmination of working with the local farmers, residents and the Councils to address this problem. South Cambridgeshire District Council has been required to remove these fly-tips at a cost of around £2,000 per clear-up.

Last year CCTV was installed with warning notices that the general area was under surveillance. We would emphasise that, if we do go ahead with the gate, then convenient access would be maintained for those with a genuine reason for using the drove. The gate would be locked 24 hours a day, with authorised key holders and emergency service vehicles able to get through it at any time. Pedestrian or cycle access to the road would not be affected by the gate. We hope the Parish Council will take the opportunity to support the proposal by taking part in this consultation.

The six-week consultation has now started and runs until Wednesday 10 July. To have your say, visit [www.scambs.gov.uk/consultations/](http://www.scambs.gov.uk/consultations/)

This is just the start of a much more proactive approach by the Council to clamp down on people who choose to illegally dump waste without any regard for the environmental consequences or for those who have to clear it up, often at great expense.

### **New Development Liaison Group**

We are very pleased that the first edition of the New Residents Welcome Pack has now been printed. This is a product of joint working between the Parish Council and South Cambs and we particularly want to acknowledge the work of Jo Brook in making it happen.

### Contact your District Councillors

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

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

Facebook: @CottenhamRampton



# **County Councillor's report for Cottenham, Rampton & Willingham May 2019**

**Tim Wotherspoon**

## CLERKS REPORT – May 2019

Anything in bold is new or an update.

### Highways

(LHO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18/1/18 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. LHO inspected potholes 23/1/19 and ordered repairs for any meeting intervention levels – unable to resurface as too narrow for machinery.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program. 9/1/19 LHO still waiting for Network Management to inspect, IF project got the go ahead, it would be approx. 2 yrs before works would be carried out.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly).
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25/5/18 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** – 13/9/18 LHO 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). 21/1/19 LHO hoping to shave tree roots in May 2019.
- **Histon Road Cycle/Foot path** – Works rescheduled to June/July. 130 new studs will be installed between Cottenham and Histon – the whole unlit length. Will leave the existing ones in place, and then fill in the gaps between them with new studs, spaced as before in pairs at 18 metre intervals.
- **Cadent Gas** – List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon) Forwarded details to Streetworks 20/06/18. Resent to Cllr Wotherspoon, Cadent and Streetworks 27<sup>th</sup> Sept. Meeting booked 31/1/19 with AC, Streetworks Inspector and Cadent Gas to walk the defects - will be re-patching their poor road repairs and repainting school crossing markings. Pavement surfaces to be ‘batted back’ (their words!) to LHO as no proof that Cadent are responsible.
- **High St road markings** – 18/10/18 LHO advised that paint used on High St lining (church to Histon Rd) was not to CCS’s specification, and is being sorted out at levels above LHO. 17/1/19 testing shows reflectivity is below CCC specification and markings due to be re-done.
- **Blocked Gullies** – 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout.
- **Twenty Pence road** - Works completed 19/1/19 – to be surface dressed (no timescales at present). 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there.
- **High St Zebra Crossing (New)** – Some residents believe the vertical column lights are too bright making it difficult to see pedestrians waiting to cross during darkness. 17/1/19 – reported overhead lamp not working (college side) and puddling on tactile surface (house side). 22/1/19 - road safety auditor has passed the crossing several times. His view is that they highlight the crossing well and do not give off enough glare to hinder the view of a motorist. Contractor due to replace overhead lamp and will ensure that the vertical illumination on the lowest setting (of 3). With regards to the ponding this is a common issue related to having a flush kerb line as any construction tolerances can affect the carriageway levels.
- **Smithy Fen Bridge** – Asst Clerk reported crack to LHO Dec 2018, awaiting structures team to inspect. (No other reports received from residents). 16/1/2019 requested urgent action (no response). 17/1/19 – LHO reported that structural engineers have visited the site and the bridge is safe. 22/1/19 - bridge inspector has been out to site and confirms that there is no change in the brickwork from the last visual inspection and the current crack is due to damage from a previous impact damage. The main structural arch barrel does not show any further deterioration. They will continue to monitor this spandrel wall and will intervene as necessary. 23/1/19 – CCC bridge inspector has asked Engineers at Skanska to visit and report on this particular issue with the spandrel wall, they will also advise if CCC should add this bridge to

our visual monitoring programme at a suitable frequency (quarterly or monthly etc) until they can programme in some repairs longer term.

- **Rampton Road** – bus stop by Alms Houses post damaged (during recent gas connection works), LHO to inspect on next visit (date TBC).
- High Street bollards – CCC will replace any damaged bollards 'like for like'. If we wanted more visible ones, e.g. on the build outs at the north end of the High Street, we would need to fund ourselves. (Approx cost is £1,000 for a bright yellow bollard with keep right arrow). LHO has ordered replacement reflective tape for the 'Cambridge' bollards.
- High Street (near to green) – 9/1/19 LHO chasing Cambs Water re loose/noisy water drainage cover.
- Oakington Road (poor road surface left by Bellway contractors during Nov road closure) - CCC's Streetworks team has inspected the surface and have told us the developers may need to carry out further excavation works, as well as installing a footpath and the road will be resurfaced then, no timescales yet.
- Potholes – Rooks/Margett/Corbet/Telegraph t St inspected 23/01/19 – marked out and repairs ordered for those meeting intervention levels. Noted that Corbett St is the only route HCVs can take to the ind estate at Millfield.
- **Verge cutting has taken place however some areas near the Church have been missed.**

### Recreation ground

- Ladybirds liaising directly with Barton Oil to arrange installation of new boiler during half term.
- **Leaky shower head in Pavilion (Away2) has been fixed.**
- Several lights along the Pavilion pathway don't work; electrician contacted.
- Tennis courts fencing has been damaged by cricket sight screens. **Contractor contacted to repair.**
- **Problem with ladies toilet in Pavilion has been fixed.**
- **Groundsman has removed redundant metal post to rear of Pavilion to allow better access for goal storage. NB: adult goals have already been moved to behind Pavilion.**
- **2x picnic tables have been sited by the tennis courts (removed from Moat).**
- **Tennis net winder handles have arrived and been installed.**
- **Tennis court signage being produced.**

### Village Hall

- **During Colts tournament there was damage to two of the toilets. Nick West has repaired. Complaint received from Kids Club regarding mess left in toilets/kitchen.**
- **Pump service for Hall, Ladybirds and Pavilion booked for 2<sup>nd</sup> July.**

### Misc admin

- May Issues log distributed separately – see appendix for summary.
- **Defib – Installed 20<sup>th</sup> May and has been registered with ambulance service. Need to clean the kiosk, alter signage and add something to acknowledge CPC/FECA financial support.**
- Need to purchase metered stand pipe for village sign. Groundsman has cleared flower bed ready for replanting but unable to do so until we have a water source. **War memorial flowerbed has been replanted.**
- Quotes being obtained for paint repairs to bench at the balancing pond.
- RFO working on amends unit 3 (finance) and Clerk working on final unit.
- **Short-term parking signs have been erected in The Pound and groundsman has sprayed weeds.**
- **The gate on the entrance to the balancing pond has some bits of wire protruding at the bottom of it; groundsman has repaired.**
- **Eco Control due to inject Knotweed w/c 24<sup>th</sup> June, then August and October.**
- **Waiting hard copies of Community Directory following reprint.**

### Facebook

- 1115 likes/1243 follows.

## Major developments

- Bellway is now actively working on the highway changes that move Oakington Road a metre or so to the south-west to make room for a combined footway/cycle (and ditch) on the development side of the road. Some market homes are complete and a batch of 20 affordable homes are due to be handed over shortly. No s106 contributions have yet been made, although some are overdue.

There is an amendment to Outline Planning Consent S/1952/15/OL S73 Application for variation of condition 28 – 16/05/19 - Appendix A

a. Existing condition wording: “Prior to occupation of any residential dwelling the following schemes, together with a programme for their implementation, shall be submitted to and approved in writing by the local planning authority. The approved works shall then be undertaken in accordance with the programme of implementation within the land owned by the highways authority. The works shall be completed prior to occupation of any residential dwelling. The works required shall comprise of:

- i. Provision of a shared pedestrian and cycle footway between the site access and the existing footway;
- ii. Widening of the existing footway on the north side of Oakington Road between the site boundary and its junction with Rampton Road to allow shared walking and cycling;
- iii. Widening of the existing footway on the west side of Rampton Road between its junctions with Oakington Road and B1049 to allow shared walking and cycling
- iv. Provision of a bus stop shelter at the westbound bus stop on Rampton Road adjacent to its junction with Oakington Road”

b. **Proposed condition wording:** “Prior to occupation of any residential dwelling the following schemes, together with a programme for their implementation, shall be submitted to and approved in writing by the local planning authority. The approved works shall then be undertaken in accordance with the programme of implementation within the land owned by the highways authority. ~~The works shall be completed prior to occupation of any residential dwelling. The works required shall comprise of~~ The following highway improvement schemes will be implemented as set out below:

- i. Provision of a shared pedestrian and cycle footway between the site access and the existing footway as identified on drawing E3637/770 shall be implemented prior to the 27th of June 2019 in line with “278 Cottenham Phase 1” programme dated 03/05/19 and/or the 13th dwelling occupation, whichever occurs sooner;
- ii. Widening of the existing footway on the north side of Oakington Road between the site boundary and its junction with Rampton Road to allow shared walking and cycling as identified on drawings E3637/771, E3637/772, and E3637/773 shall be implemented prior to the 1st of September 2019 in line with “278 Cottenham Phase 2” programme dated 28/02/19 and/or the 24th dwelling occupation, whichever occurs sooner;
- iii. Widening of the existing footway on the west side of Rampton Road between its junctions with Oakington Road and B1049 to allow shared walking and cycling as identified on drawings E3637/771, E3637/772, and E3637/773 shall be implemented prior to the 1st of September 2019 in line with “278 Cottenham Phase 2” programme dated 28/02/19 and/or the 24th dwelling occupation, whichever occurs sooner;

- Persimmon is working through sign off of its conditions – including arrangements for surface water drainage. Apart from the 121 houses permitted on site, they will undertake the radical re-engineering of the Oakington Road- Rampton Road roundabout and various traffic-calming measures along those roads later this year. No s106 contributions have yet been made, although some are now due.

- Gladman has not yet made clear how it will meet its 9<sup>th</sup> August deadline for submission of an acceptable Reserved Matter application.
- This-Land recently met us again last month in an attempt to find an acceptable way to meet both their and our concerns. The meeting was constructive and the proposals align closely with our aspirations for development of the space. However there could be planning obstructions to encroachment into Les King Wood, the proposed housing density, acceptability of a floodlit, all-weather surface etc. Another meeting is being set for w/c 10<sup>th</sup> June, to be followed by a meeting with our “major developments” team prior to a pre-application discussion with SCDC and Reserved Matters application.
- Cambridgeshire County Council remain an issue in respect of the potential rights over our third field should an expansion of the Primary School be considered (despite the Lambs Lane traffic and safety concerns etc.).

### **Neighbourhood Plan**

Examination underway; see item 19/119.

### **Village Hall & Nursery**

Following receipt of six sets of tenders for the project, none of which were affordable within our debt envelope of “borrowing up to £2.8 million for up to thirty years, financed by the supplementary precept of £1/week/Band D home etc.” a “value engineering “ exercise is being undertaken involving representatives from our architects, consulting engineers and the preferred builder.

The exercise reviews the various features and functionalities, testing whether each is really necessary and/or can be achieved more cost-effectively in some other way, while retaining the general appearance and functionality of the design as we know it, even if the long-term capacity may have to be restricted in some way.

A long list of suggestions is being evaluated alongside a closer look at contributions from our financial reserves, probable s106 developer contributions, borrowing powers, possible grants and likely net income to see if the gap can be closed sufficiently to bring a modified proposal to Council in the next month or so.

## 19/118. Traffic & Transport working group

Following a request from the T&T Strategy Working Group, further research is being conducted into the feasibility of applying 20mph limits to some of Cottenham's roads.

A key enabler for such a measure is extant average speeds of around 24mph – achieved, if necessary, by traffic-calming measures which can be expensive and would need to be locally-funded.

We have recent data for Histon Road, Oakington Road and Rampton Road; all of which are likely to have traffic-calming measures applied within the next few years, after which speeds can be re-assessed.

We do not have valid speed data for either Beach Road or Twenty Pence Road.

This resolution, if successful, would commission a 7-day traffic speed survey at two locations, each approximately 330 metres within the existing 30mph limit signs on the two roads (one on each road, the distance complies with Police advice regarding enforcement) at times that avoid school holidays or other unusual dates.

Cost is expected to be around £1,000 for the surveys, funded from the Highways budget.

***Resolution to approve commissioning of 7-day traffic speed measurement on Beach Road and Twenty Pence Road within a cost of around £1,000.***

## 19/119. Neighbourhood Plan

**Initial draft response to Examiner's clarification questions.**

**Andrew Ashcroft, our independent NP Examiner has asked a few routine clarification questions.**

**Our proposed timetable for response to the NP Examiner is:**

- End May – response to these clarification questions.
- End June – response to the broader set of public representations.

*Clarification Questions for the Parish Council (proposed CPC responses are in red text)*

*Policy 1-2*

On what basis does the Parish Council expect developers to go beyond national standards?

*Our logic is based on the importance of heritage assets to the character of Cottenham, not least the 66 listed buildings (one at Grade I, others at Grade II), the extensive Conservation Area and a number of recently identified non-designated heritage assets. This importance was recognised in the Cottenham Village Design Statement and, more recently, by the AECOM Heritage & Character Assessment undertaken as part of the research for this Neighbourhood Plan (both of which now form part of the evidence base for the draft plan. The protective language of the policy is based on Chapter 4 of the SCDC Supplementary Planning Document related to development in Conservation Areas, although this has diminished planning weight as National PPG15 has been withdrawn and current protection under NPPF appears only to protect buildings listed Grade II\* or higher.*

*Policy 1-5*

In part b) why has the figure 3 been selected?

*Cottenham's character is based on a diversity of building styles as outlined in the Village Design Statement which emphasises the importance of new buildings reflecting their "Cottenham context" (VDS policy B/6) and the inability of mobile homes to reflect that context (VDS policy B/8). Terraces or continuous groups of near-identical homes are unusual in Cottenham even in the newer developments. That said, there are a few terraces of up to 4 or 5 near-identical homes that have blended in well so 5 would be a more practicable number.*

In part f) what harm would be caused with parking provision at the front?

VDS (policy B/6) includes a clause not to obscure house fronts by parking areas and many houses in Cottenham are built close, or directly adjacent, to the footway. Adequate parking at the house sides would help avoid the congestion problems of roads like Rooks Street where inconsiderate and extensive on-street parking often restricts access for blue light emergency service vehicles.

#### *Policy 1-7*

Is any part of Les Wood affected by the Cambridgeshire County Council development?

Yes, although the final demarcation line is not yet set. Allowing part of the wood to be “nibbled” into by the development combined with measures to manage the wood better would create a better margin between the development and the recently created bridleway alongside the Catchwater Drain. Discussions with This-Land, which now owns the development, although paused for several months, should set the boundary within a matter of weeks as they prepare their Reserved Matters planning application.

#### *Policy 2-1*

The policy comments that the development framework should be extended. Does the Plan itself propose to do so or is the policy an expectation that the District Council would do so at some point?

The Plan accepts the SCDC strategy of development frameworks but proposes to align the tactical framework with the boundary of established development permissions extant when the examination is completed. The principle that a NP can lead on this has been set in made plans in which the LP caught up in its own subsequent revisions. In the Cottenham case, the framework boundary has been extended to include developments actually built out or with outline permission as a minimum. One aspect affecting this new line is the possibility that one or other of Gladman Developments or This-Land have their permissions lapse by failing to submit Reserved Matters applications within the relevant deadlines.

#### *Policy 2-2*

Given the approvals which now exist in the neighbourhood area for new residential development what purpose will this policy serve?

The value of the policy is already evident in discussions with developers seeking Reserved Matters permissions and, in some cases, during liaison meetings with developers such as Bellway or Persimmon. This policy incorporates and adds weight to certain essential design features drawn from Cottenham’s Village Design Statement which is not part of the recently-adopted Local Plan.

Is the approach anticipated in paragraph 2-2e practicable?

Yes, the policy has evolved out of discussions in the Cottenham Flood Risk Forum, a multi-agency working group initiated by CPC with the help of our MP, Heidi Allen, and bringing together the Environment Agency, Internal Drainage Board, Anglian Water, the County, District and Parish Councils to ensure that the risks presented by the extensive new developments in and to the south-east of Cottenham are properly addressed in flood-sensitive areas like Cottenham.

The relevant surface water planning conditions applied to the Persimmon Reserved Matters permission are now substantively aligned to this policy which will also be pursued on the remaining two large applications which have yet to apply for RM permission.

The various partner bodies are applying the same principle in major developments such as in Waterbeach.

#### *Policy 3-1.1/3.1.2*

I can see the relationship between Policies 3-1 and 3-1.1/2

However, the reference to the medical centre/drop-in centre in both sites is confusing. As submitted neither policy has the necessary clarity.

In particular:

- in the event that a medical centre is developed on either of the two sites could development simply proceed on the other site making the provision for sections B and C of each policy?

- in the event that a medical centre was delivered on another site in the village centre could development simply proceed on both the identified sites making the provision for sections B and C of each policy?
- In the event that it became clear that the provision of a medical centre was not viable could development simply proceed on both of the identified sites making the provision for sections B and C of each policy?

Subject to the responses to the points above I am minded to recommend that both policies 3-1/1 and 2 are modified so that they would support the range of uses identified in each case rather than the complicated association with the wider development of a medical centre. Does the Parish Council have any specific comments on this proposition?

**We broadly agree and will propose a simpler form of words to the policy.**

#### *Policy 3-2*

I can see that associated residential accommodation would be desirable. However, is it essential if the over-riding ambition is to facilitate a new supermarket?

In any event is it practicable to include apartments within a supermarket (on upper floors) when most such buildings have vaulted roof structures rather than traditional upper floors?

Might such design requirements otherwise prevent a supermarket from coming forward?

I am minded to recommend a modification which deletes the residential element. Does the Parish Council have any comments on this proposition?

**The proposed “supermarket” is not likely to be of a scale that would preclude accommodation above and the financial gain may improve the viability of such a scheme. For example, the existing Co-op supermarket in Cottenham does not have a vaulted roof.**

#### *Policy 3-2.1*

I can see the relationship between Policies 3-2 and 3-2.1

However, on what basis has the Watson’s Yard site been specifically identified as a site for a supermarket beyond and any other site in the village core?

**Watson’s Yard appears to be the only central site of sufficient scale that would make a new supermarket possible.**

On what basis have the numbers in parts C and D of the policy been determined? Are they too prescriptive?

**The language can be made less prescriptive with a clearer statement of priorities.**

- Ensure the future of the Fire Station
- If possible, add a supermarket
- If possible, add residential

Can the site actually accommodate the four types of development proposed?

**All four types were not envisaged to co-exist, but the “interlock” language obscures this; we will propose a re-wording.**

#### *Policy 4-2*

Is the policy now necessary following the recent grant of planning permission for the use intended (S/2702/18/FL)?

**We believe so, the planning permission, in the event of a failure to start within three years, would lapse and may be difficult to renew given the Local Green Space and other restrictions (although the framework move helps, of course).**

#### *Policy 4-3*

Is the policy now necessary following the recent grant of planning permission for the use intended (S/2705/18/FL)?

**We believe so, the planning permission, in the event of a failure to start within three years, would lapse and may be difficult to renew given the Local Green Space and other restrictions (although the framework move helps, of course).**



### *Policies 4-4 and 5-1*

Please can the Parish Council clarify the relationship between the two policies?

The policies can be simplified and 4-4c deleted now that the County Council intentions are clearer.

4.4 can meet the medium-term needs of Cottenham if the additional land is prepared for more intensive use with all-weather flood lit provision.

5.1 is the “back-up” plan should floodlit operation be precluded.

As I understand the situation Policy 4-4 proposes a defined parcel of land and Policy 5-1 is not site-specific. Is this correct?

Yes

Would the development of a second recreation ground be practicable and/or viable?

There are suitable areas of Green Belt land available to the southeast of Cottenham and provision of a Play Area in that quarter would help balance geographic provision within Cottenham. The land purchase could be funded from Open Space s106 contributions from the permitted developments.

What would be the intended trigger point for the identification/delivery of a second recreation ground? As submitted the policy that it would occur if that Policy 4-4 is not fully achievable within 5 years. Does this mean that no progress has been made within that period?

In any event would the issue of a second recreation ground be a matter for the review of any made neighbourhood plan?

Rather than 5-years, the trigger point should be inability to obtain planning permission for floodlighting within a more intensively used upgrade with policy 4-4 or significant loss of sports space as a result of an extension to the Primary School.

### *Policy 6-1*

Is the policy supporting a general extension of burial grounds? Or a specific proposal as set out in the Evidence Paper E10? Or both?

More a general extension with the Evidence Paper indicating how that might be achieved.

### *Policy 7-2*

The principle of rural employment is acceptable. However as submitted the policy has no spatial dimension. Was this intentional?

No, it should have made “outside the framework” explicit.

### *Policy 7-3*

At face value this policy is contrary to the Green Belt policies in the NPPF. Similarly, it appears to be determining a current or a future planning application rather than setting out a policy. Please could the Parish Council expand on its approach to this matter? Paragraph 7-3f appears to do so. However, it is not immediately obvious how an expansion on an existing brownfield site in the Green Belt would enhance the Green Belt. Plainly it would affect its openness.

More a neutral, rather than enhancing, effect on the Green Belt itself – with a much bigger social and traffic benefit to the village centre.

### *Maps*

Some of the maps in the Plan are confusing or at odds with one another. Please could I be provided with a comprehensive and large-scale map that showed the inter-relationships between the parcels of land affected by policies 4-2, 4-3 and 4.4 in and around the Recreation Ground.

Please advise your interpretation of “large-scale”; we may be able to resolve the comprehensiveness and precision aspects of this request within our existing resources.

I would be happy for the District Council to assist with this task if necessary.

*Question of clarification for the District Council*

### *Policy 3-1.1*

What is the anticipated timetable for the determination of planning application S/4698/18/OL?

### **Representations**

**Does the Parish Council have any comments on the various representations made to the Plan?**

We are currently preparing our draft responses to the representations and expect to make them available, after internal review, in late June.

***Resolution to approve submission of initial responses to the independent Neighbourhood Plan Examiner's clarification questions.***

## **19/120. CUFC**

Following the opening of the Sports Pavilion in late 2015, a new tariff was developed for bulk use of the various sports facilities; that tariff recognised the significant improvement in facilities and led to a modest fee increase, mostly due to the necessary imposition of VAT for the first time.

The tariff assesses the likely overall use of the facilities during a season and applies several discounts, one to recognise the reduced administration by not charging per head or match etc, another to recognise the ~30% contribution by the Football Foundation towards the cost of the building, whose operational costs are almost completely paid by the Parish Council. Nevertheless the tariff does provide a useful, if modest, contribution to those costs.

Despite the tariff being frozen for three years (to now) and a grant being offered to mitigate some of the increase, CUFC has struggled financially and now fields only two teams regularly.

2018/19 added two issues:

- The first field was unplayable due to safety concerns caused by drought for several weeks
- The pavilion had a failure of its water-heating system for several weeks.

While mitigation of those issues has cost CPC several thousand pounds in pitch treatments and the water outage could have been much shorter had the problem been reported promptly, it is appropriate to consider a possible refund of part of the tariff on this occasion, possibly as part of an overall re-assessment of likely future usage and inflation.

***Resolution to propose a 3% p.a. increase in the tariff rates - to be frozen for the next three years - with each partner club's fee re-assessed based on likely use in the next complete season***

***Resolution to propose a retrospective proportionate fee refund where it can be shown that the club's use of the facilities in the most recent season has been significantly lower than that used in the tariff calculation.***

## **19/121. Community Right to Challenge**

The Community Right to Challenge was introduced under the Localism Act 2011 and provides a right for voluntary and community bodies, charities, town and parish councils and two or more employees of the authority to submit an Expression of Interest (also known as an EOI) to run local authority services, where they believe they can do so differently and better.

Where an Expression of Interest is accepted, we must carry out a procurement exercise for the service. The procurement exercise will be open to others who wish to tender to run the service so the body that triggers the exercise may not eventually be the provider of the service.

We welcome interest from groups interested in taking over the running of Council services during June and July and would encourage you to speak to us in the first instance to find out more.

*We will accept expressions of interest between 1 June and 31 July each year.*

An Expression of Interest can be submitted for any Council service, however national guidelines exempt services in certain circumstances. Full details are available in the communities right to challenge [Statutory Guidance](#)

### **19/122. Tennis Court maintenance costs**

Now that the grass courts have been made playable there is some ongoing maintenance required.

£75 x 5 playing season liquid fertiliser once a month

End of season: cut down to 6mm, scarify in multiple directions, aeration (tine), top dress 3 tonne, seed (2 bags) fertiliser = £1850

### **19/123. CAPALC Annual Clerk/Cllr Day**

Share the Vision, Shape the Future  
Clerks and Councillors Annual Conference Day  
Friday, 28th June 2019

Venue:

Hemingford Abbots Village Hall

Ticket Price:

£50 Member Councils, £100 Non-members

Price includes refreshments and buffet lunch

On our packed agenda this year we are very pleased to welcome Mayor James Palmer as our keynote speaker, national updates from the local government sector by Johnathan Owen CEO NALC, 'What should we be doing now GDPR has been in place for a year' by Sandy Gilchrist, an update from Superintendent Laura Hunt on the Policing aspect of Operation London Bridge in Cambridgeshire, potential Cybersecurity risks for your council by Ross Bullard, Came & Co and a short talk from CCLA on investments.

### **19/124. Fen Edge Festival signage**

As part of their sponsorship of the 2019 Fen Edge Festival, Haart estate agents are once again providing 30 signboards. The signboards will be installed after that date and removed after 23 June.



## 19/125. VE Day 75

When VE Day dawns on 8th May 2020 it will be 75 years since the guns fell silent at the end of World War Two in Europe. Years of carnage and destruction had come to an end and millions of people took to the streets to celebrate peace, mourn their loved ones – and to hope for the future.

The 75th anniversary will provide our nation, and our friends around the world, with an opportunity to reflect on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark and terrifying period. To commemorate this important time we are organising VE Day 75, a three-day international celebration that will take place from 8th May to 10th May 2020.

You and your organisation can take part in one or more of the following VE Day 75 events by clicking the [register](#) at [www.veday75.org](http://www.veday75.org). You will receive an automated acknowledgement by email and your entry will be added to the listing on the appropriate page of the website.

Here is the programme for VE Day 75.

### **Friday 8th May 2020**

#### 2.55pm – The Last Post is played at the Four Peaks five other locations of the United Kingdom

Individual members of the Air Training Corps, Army Cadets, Sea Cadets and the Combined Cadet Force will play the Last Post at the top of the four highest peaks in the UK, a feat never undertaken before. We were keen to see young people playing a leading role in the VE Day celebrations and were delighted when these organisations agreed to take part.

The Last Post will also be played at five of the most widespread locations of the UK – Land's End, Cornwall; Lowestoft, Suffolk; St David's, Pembrokeshire, Wales; the Scottish island of Unst, and Enniskillen Castle, County Fermanagh, Northern Ireland, and the Tan Hill Inn, Richmond, North Yorkshire.

#### 3.00pm – The Playing of Battle's O'er and VE 75 Years

Thousands of pipers around the world will play Battle's O'er, a traditional air performed on the bagpipes at the end of a battle, and the specially composed tune VE 75 Years. It was at 3pm on 8<sup>th</sup> May 1945 that British Prime Minister Winston Churchill announced that the war was over.

Individual pipers will play this haunting air at the top of the four highest peaks in the UK – Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland.

At the same time, thousands of other pipers will perform it at locations throughout the United Kingdom, Channel Islands, the Isle of Man and in countries such as Australia, Canada, the USA, Germany, South Africa, Belgium, Holland, France, Spain and Denmark. The tune will be played outside churches and cathedrals, in market squares and on high streets, in valleys, on town and village greens, in schools and colleges, in hospitals, on ships and in shops, hospitals, factories and offices. Pipers will briefly halt their working day to pay this tribute and to reflect.

#### 3.00pm – The Nation's Toast to the Heroes of World War 2

To coincide with the playing of Battle's O'er, and in association with the British Beer and Pub Association and its members, thousands of pubs throughout the United Kingdom, Channel Islands and the Isle of Man will be asking their customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of World War 2, a copy of which can be downloaded [here](#). It will be a chance for the customers of more than 20,000 UK pubs to remember the sacrifice of those who died or were wounded.

#### 6.55pm (Local Time)– A Cry for Peace Around the World

Town criers and other people around the world will be undertaking a special international Cry for Peace Around the World in all manner of locations, starting off in New Zealand. You don't have to be a town crier to

take part. A copy of the text can be downloaded [here](#) so that you can perform the cry at your workplace, school, community group, church. Indeed, anywhere you choose to make the message heard.

The many thousands of pubs throughout the United Kingdom will be encouraged to ring their pub bells and invite a member of their local community to undertake the Cry for Peace Around the World at this time too.

#### 7.00pm – Ringing out for Peace

In association with the Central Council of Church Bell Ringers, bells in cathedrals, churches and other locations will ring out at 7pm in a collective celebration of peace. The sound of bells is deeply rooted in British culture, providing the soundtrack to historic moments – calling us to pray, to work, to arms, to celebrate and, in times of crisis, to come together.

Church bells will be rung throughout our nation and around the world in celebration of the peace and friendships we share today.

#### 7.00pm onwards – Parties and Celebration

In association with the National Association of Local Councils and One Voice Wales, town and parish councils and local communities are being encouraged to organise celebrations and parties in streets and neighbourhoods, on town and village greens, and in pubs, clubs and hotels.

It's a chance to bring communities together in common friendship. Towns and cities twinned with those overseas may consider inviting them to join in the celebrations, providing an opportunity to reinforce international bonds and reflect on the importance of peace on the occasion of this important anniversary. Celebrations could take many forms. From street parties with a 1940s theme to barbecues and fireworks displays.

#### **Saturday 9th May 2020**

Enjoy a whole day of celebrations and parties. The weekend offers the chance to organise something really special to commemorate the 75<sup>th</sup> anniversary of VE Day.

We're expecting parties galore in streets, neighbourhoods, schools and village halls, perhaps with food and dress reflecting the 1940s. Wartime loaf, eggless sponge cake, vegetable turnovers, curried carrots and Lord Woolton pie. And don't forget the Spam!

#### **SUNDAY 10TH MAY 2020**

##### 10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the United Kingdom, Channel Islands and the Isle of Man in celebration of the peace we share today. We will remember those who lost their lives or returned home dreadfully wounded and pay tribute to those who put their lives on hold at home to keep the nation fed and the factories, mines and hospitals working, many of them not knowing if their loved ones would return home safely.

Those planning services are encouraged to ask the Dean, Lord Mayor, Mayor, Lord Lieutenant, High Steward, Sheriff or other dignitary from their local community to read out the Tribute to the Millions, which can be downloaded [here](#).

You might also consider inviting a bugler or trumpeter from the local Air Training Corps, Army Cadets, Sea Cadets, Combined Cadet Force, Boys' Brigade, Scouts, Salvation Army or brass band to play the Last Post and Reveille during their service.

## 19/126. Operation London Bridge

Operation London Bridge is the code name given to the passing of HM Queen Elizabeth the Second.

Following her departing and the official announcement from Buckingham Palace, a period of ten days state mourning will follow. D day being the date of the death and D10 the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday, then the funeral will be held on the D11 Monday.

It is recommended that all councils prepare themselves and be mindful that there may be pre-arranged council events which may have to be cancelled during the 10-day period; which you cannot insure against and your council will have to carry the cost of cancelling your event. An example of cancellation being if Remembrance Sunday this year falls within the 10-day period, remembrance services will continue as normal with added prayer etc. But if you are planning to take part in the national Beacon lighting & or Bell ringing, these will have to be cancelled as they are a sign of celebration. Likewise, with Christmas activities; carol services, markets, light switch-on etc – these will all need to be considered for rescheduling or cancellation.

There are several elements which each council will need to consider and to what extent they wish to engage with regards to: flags, website, Portraits, condolence Books, areas to lay flowers, the Proclamation, church services and Public holiday.

Flags – if you have a vertical flagpole, the union flag should be flown at half-mast throughout the period of mourning, except for D2 Proclamation day, when the new king is Proclaimed (operation spring tide). If your flagpole is at an angle the Union flag should be flown to full mast, with black cravats attached (contact your local florist for a role of black floral ribbon). All flags / flag poles to return to normal by 9am the day after the funeral.

Website – Be prepared with suitable words to put on your website, from the mayor or chairman of council. Do not try to be too corporate on this occasion, emotions can be allowed in your comments. You may wish to consider your home Page being over-written with a black page carrying a portrait of hm Queen and associated tabs below to the councils home Page and other tabs you require during the period of mourning. Ensure that you detail everything what will be happening during this period, including those events cancelled or postponed.

Portraits – many councils already have a portrait of hm Queen within their council chamber or meeting room. You may wish to consider if you need to replace this with a suitable portrait, especially if you will be having Books of condolence. The portrait should have a black ribbon placed diagonally across one top corner (again use florist ribbon). The portraits in chambers / meeting rooms should remain in situ with the black ribbon for one month, being the period of royal mourning. After this time the portrait of the new king should be put in place, with an alternative position for hm Queen's portrait found.

Condolence Books – whilst it is practical to use a hard-backed condolence book, a loose leaf is more efficient. Loose leaf folders with condolence sheets will be made available not only for signing at the town hall and places of worship, but also taken to schools and care homes. The reason for loose leaf is if any pages are defaced or unsuitable comments written, these can be removed accordingly. Following D11, the folders can be collated and bound, with a letter to the Private secretary at Buckingham Palace sent advising that the Book of condolence is held in the council archives.

Area to lay flowers – the current trend following any notable death or tragic incident is for flowers to be laid. An area predesignated for this purpose needs to be agreed in advance so that it does not block access routes etc. Ideally flowers should be unwrapped and not left wrapped in cellophane. You will need to make it clear that all flowers will be removed on the morning after the state funeral and what you intend to do with them. For example, in Huntingdon, they have arranged for the town mayor to pick up the first bouquet and place in on the back of the council truck, then the deputy mayor, mayor's chaplain will do likewise, followed by

councillors and any members of the public gathered. These all will be removed for composting, with the compost then used to plant a commemorative tree.

Proclamation – the national Proclamations will be read in London (St James Places and the royal exchange), Edinburgh, Belfast and Cardiff, along with county Proclamations read normally by high sheriffs. You may also wish to have the proclamation read by the high sheriff (if available) one of your deputy lieutenants or your mayor or chairman – check with your local lieutenancy office for procedures they have in place already. Flags for Proclamation reading must be at full mast.

Church services – the Church of England have nominated the Precentor of St Paul’s Cathedral to lead on this area of service format prayers etc. Each diocese will issue to incumbents this information and arrange civic services. Dioceses will be arranging full civic services in cathedrals and major churches on the mid Sunday of the 10 day mourning period with local parish churches encouraged to hold services on the eve of the state funeral. Ideally, start discussions with your local clergy now.

Public holiday – the day of the state funeral will be a Public holiday, unless D10 falls on a Saturday. Be prepared for implications this will have on the workings of your council and if extra pay will be incurred. A very similar process will be followed for the death of HRH Duke of Edinburgh, apart from the Proclamation. If both HM Queen and Duke Edinburgh pass away together, it is highly likely that a full state for HM Queen will proceed, with a private service at St Georges Windsor, later the same day for Duke of Edinburgh.

## 19/129. Bank reconciliation

Prepared 23rd May 2019 by RFO

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

In summary:

£181,263.41	Bank account 1
£157,231.21	Bank account 2
£462,419.55	Bank account 3
<b>£800,914.17</b>	Total Cash at Bank (as of the 30th April 2019)
- £89,816.24	Creditors (of which £282 is the Multipay card)
+ £7133.40	Debtors
£718,231.33	Net balance on bank reconciliation

+ VAT owed £12,696

Minus £39,501 remaining accruals

Minus PAYE: £1063

**Net assets: £690.363.33**

### Creditors

- AJ King - £3800 (20/04/19) contract cost
- A Mappedorum - £60 (10/04/19) checking bulbs
- BCS - £56.76 (01/04/19) payroll/pension
- Calor gas - £35.98 (16/04/19) Standing charge x 2
- Cambridgeshire County Council - £1221.42 (01/04/19) Street lights (late invoice)
- Caprari - £369.60 (15/04/19) work on boilers
- Chubb - £160.46 (17/04/19) security at village hall
- Connections Bus - £2992.80 (30/03/19) youth bus costs
- Clerk - £1.06 Postage costs
- Cromwell Fire - £124.36 (01/04/19) Fire alarm check
- CSA - £82.91 (28/03/19) cleaning materials for the pavilion
- CSG Utilities - £513 (10/04/19) Sewerage cost of Village Hall
- CUSSC - £1080 (30/03/19) contract services
- eps Ltd - £6219.00 (01/04/19) Phase 1 & 2 re VH and Nursery
- Green and Purple – £1020 (01&30/04/19) monthly invoice and Year-end accounts
- Heelis and Lodge - £420 (30/04/19) Internal Audit
- Ladybirds - £542.40 (01/04/19) Hire of heaters.
- Nick west - £1255.51 (2 months cleaning costs for VH)
- Old West Internal Drainage Board - £870.98 Work on BGW
- Peter Dann - £3450.00 (01/04/19 x 2 invoices) work on VH and Nursery (engineering)
- PHS - £24 (28/04/19) admin charge
- RFO - £30 (01/03/19) Sim card at pavilion and Parish meeting refreshments.
- Shred Station - £48 Shredding
- Staples - £80.36 (01/04/19) stationery and print cartridges
- WAVE - £3019.64 (22/03/19) Sewerage costs for the rec ground
- Wilby and Burnett – (01/04/19) £61,041.00

**TOTAL £89,816.24**

### Debtors

- Cottenham Colts - £1993.20 (31/03/19) annual charge
- Cottenham United Football Club - £1680 (31/03/19) annual charge
- Cottenham United Sports and Social Club - £3120 (31/03/19) quarterly rent charge
- Aerobics teacher - £55.20 (30/04/19) for hire of village hall
- Skatepark - £120 (01/04/19) annual invoice
- SCDC - £165 (25/04/19) VH hire

**TOTAL £7133.40**



## Appendix 1: Issues log

There were 14 reported incidents during May.

Date	Issue	Further details	Follow up
01/05/2019	High St nibs	2 vehicles have hit the nibs near Dentons, causing blown tyres	Resident advised to contact Highways
04/05/2019	Dangerous dogs	Dog was attacked on Lambs Lane by 2 out of control dogs	Resident advised to contact police
07/05/2019	Fly tipping	Sofa dumped on BGW	Resident to report to District
07/05/2019	High St nibs	Taxi has hit the nibs near Dentons, blowing 2 tyres	Resident advised to contact Highways
07/05/2019	High St nibs	Taxi has hit the nibs near Dentons, blowing 2 tyres	Resident advised to contact Highways
08/05/2019	Blocked gully	Gully at bottom of driveway on Histon Road is blocked and flooding driveway	Contacted Cllr Wotherspoon. Resident to report to Highways
08/05/2019	Balancing pond	The gate on the entrance to the balance pond has some nasty bits of wire protruding at the bottom of it. Might be worth just getting some to cut off the wire ends of fold them and pin them on the bottom of the gate.	Passed onto Persimmon
15/05/2019	High St nibs	Car hit the nibs near Dentons, blowing one tyre. Nib was invisible due to shadowing. Apparently 3rd person to hit it this week (according to resident who came to help)	Resident advised to contact Highways
24/05/2019	War memorial parking	Suggestion of adding white lines to delinate the parking spaces - cars are parking up against entrance to Chequers which restricts access	Referred to CC Cllr Wotherspoon
28/05/2019	Village Hall	Toilet seat and holder have been broken and toilets left in a mess following Colts tournament.	Colts contacted
28/05/2019	Dogs on Rec	Dogs are being walked through the allotments and onto Rec	Signs to be erected
28/05/2019	Flooding	Driveway flooding due to blocked gully on Histon Rd	Referred to CC Cllr Wotherspoon
28/05/2019	Co-op parking	Drivers are repeatedly parking on the hashed box and restricting pedestrian access.	Referred to Highways Committee
28/05/2019	Co-op parking	Drivers are parking on the pavement next to Community Centre to access facilities and Co-op, therefore restricting access to property	Referred to Highways Committee and PCSO