

AGENDA REPORTS PACK

FULL COUNCIL MEETING

May 2019

19/078. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd April 2019 at 7.15pm

Present: Cllrs Young (Chair), Collinson, Dewey, Graves, McCarthy, Wilson and the Clerk

19/060. Chairman's Introduction and Apologies for absence – Apologies accepted from Cllrs Bolitho (work), Kidston (holiday), Morris (holiday), Nicholas (sick), Wotherspoon (work), SCDC Cllr Gough and the Asst Clerk. Cllrs Ward, Smith, SCDC Cllr Wilson and the RFO arrived 7.17pm.

19/061. To accept Declarations of Interest and Dispensations – none given.

19/062. Minutes – Resolution that the minutes of the Full Council meeting held on the 5th March 2019 be signed as a correct record. **RESOLVED.** Resolution that the minutes of the EOM on 18th March 2019 be signed as a correct record. **RESOLVED.**

19/063. Public participation – None present.

19/064. Reports

- **SCDC** – report noted. Query regarding what an 'asset of community value' was. Consider buildings at next planning meeting. Amey incinerator appeal – Waterbeach PC, HisImp PC and SCDC have met to discuss and will look at how to get involved in the appeal process – SCDC to confirm. Noted that matters regarding particulates would be an issue for the Environment Agency to decide when issuing possible licence. Cllr Smith mentioned that residents are asking for a public meeting regarding the appeal. When we receive formal notification from the Planning Inspectorate then we need to consider a public meeting. Rural Travel Hub – new proposal to be put forward. Need CPC representative to attend meetings and SCDC Cllr Wilson with notify us regarding dates.
- **CCC** – report noted.
- **Clerk** – report noted. Flagged that Impington Lane will be closed for the whole 11 weeks during forthcoming works at Histon crossroads; rest will be under 3-way lights. RFO chasing standpipe. Defib installation has been chased. Query whether 30mph zone to be moved further out on Oakington Road. Noted that Asst Clerk not expected to return for another couple of months; need to look at how Speedwatch is managed in the interim. Fen Edge stalls for CPC and SusCott to be booked for Saturday only.
- **Major developments** – report noted.
- **Village Hall & Nursery** – Report noted. Site visits being undertaken by those tendering.
- **Neighbourhood Plan** – Report noted.

19/065. Street naming - consider street name for the Persimmon development (one road) – Resolution to suggest 'Clarke' as the street name for the Persimmon development off Oakington Road. **RESOLVED.**

19/066. NALC Star Councils awards – consider possible nominations for the Star Council awards – Cllrs to consider ideas. Defer to June meeting.

19/067. Grant request– Resolution to approve FLAC recommendation for £250 donation towards Cottenham Library for the Summer Reading Challenge. **RESOLVED.**

19/068. Finance

| Income | Description | Net | Gross | |
|---------------------|-------------------------------|---------|-----------|--|
| Cambridge Kids Club | Monthly invoice payment | £873.92 | £1,048.70 | |
| King and Co | Overpayment from sale of land | £14.00 | £14.00 | |
| Town Ground Rent | Annual payment | £275.50 | £330.60 | |

| | | | | |
|---------------------------------|---|-------------------|-------------------|-------------|
| Pavilion hire | pavilion booking | £30.00 | £36.00 | |
| Environmental Audit Group | Grant for use on an environmental project | £411.49 | £411.49 | |
| | | £1,604.91 | £1,840.79 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for April 19 | £3,787.83 | £3,787.83 | - |
| HMRC | Tax and NI for March 19 (month 12) | £965.53 | £965.53 | - |
| Browns of Burwell | Oil delivery on the 4th March 2019 | £539.80 | £566.79 | 1407 |
| Browns of Burwell | Oil delivery on the 6th March 2019 | £539.80 | £566.79 | 1408 |
| SCDC | Trade waste for the year - 2/3 bins | £2,730.00 | £2,730.00 | 1420 |
| Nick West | Dec invoice for cleaning of Village hall | £553.50 | £553.50 | 1416 |
| Nick West | Jan invoice for cleaning of Village hall | £624.38 | £624.38 | 1417 |
| Calor | Gas delivery (Pavilion) (DD) | £945.00 | £992.78 | 1419 |
| AJ King | Monthly contract cost | £3,166.67 | £3,800.00 | 1422 |
| Cambridge Van Leyden | 2nd payment - design phase re Nursery | £5,000.00 | £6,000.00 | 1405 |
| Cambridge Van Leyden | 2nd payment - design phase re Village Hall | £10,000.00 | £12,000.00 | 1406 |
| Cambridge Van Leyden | Final payment - design phase re Nursery | £2,941.00 | £3,529.20 | 1429 |
| Cambridge Van Leyden | Final payment - design phase re Village Hall | £2,851.00 | £3,421.20 | 1430 |
| Peter Dann Consulting Engineers | Professional services RIBA stage 4 - 75% re. Village Hall | £6,375.00 | £7,650.00 | 1431 |
| Peter Dann Consulting Engineers | Professional services RIBA stage 4 - 75% re. nursery | £2,250.00 | £2,700.00 | 1432 |
| Peter Dann Consulting Engineers | Anglian Water pre-planning app fee | £545.00 | £545.00 | 1433 |
| | | £43,814.51 | £50,433.00 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension Costs (April 19) | £189.70 | £189.70 | - |
| Business Consultancy Servs | Payroll Processing | £47.30 | £56.76 | 1409 |
| CSG Utilities | Water application fee re Village Hall | £195.00 | £234.00 | 1410 |
| CSG Utilities | Telecoms application fee re Village Hall | £299.00 | £358.00 | 1411 |
| RFO | Sim card for the pavilion | £8.64 | £10.37 | 1412 |
| Green and Purple Ltd | Monthly support for the RFO | £50.00 | £60.00 | 1413 |
| Cambridge Water | Water bill for the memorial (DD) | £34.18 | £34.18 | 1414 |

| | | | | |
|---|---|------------------|------------------|-----------|
| Calor | Standing charge (DD) | £17.99 | £17.99 | 1415 |
| SSE - Southern Electric | Electric bill for the pavilion (DD) | £238.92 | £286.70 | 1421 |
| Chairman | Expenses for Chairman - emergency lighting batteries for Pavilion | £368.72 | £442.46 | 1418 |
| Staples | Ink cartridges and paper | £63.97 | £78.68 | 1423 |
| Travis Perkins | Cleaning items for the village hall | £15.61 | £18.73 | 1424 |
| A Mappedoram | Changing 10 emergency batteries in Pavilion | £120.00 | £144.00 | 1425 |
| Barton Burner Services Ltd | Work on Ladybirds boiler | £209.85 | £251.82 | 1426 |
| Will Cook | Tennis courts maintenance x 2 invoices | £180.00 | £180.00 | 1427/1428 |
| | | £2,038.88 | £2,363.39 | |
| | | | | |
| Multipay Card | | | | |
| Defib Store | Replacement battery for Pavilion defibrillator | £235.00 | £282.00 | 1416c |
| | | | | |
| Grants for 2019/20 (agreed at Dec council meeting) | | | | |
| Mobile Warden Scheme | Section 106a Transport Act 1985 | £1,150.00 | £1,150.00 | |
| Girlguiding Cottenham | Section 19 Local Government (miscellaneous provisions) act 1976 | £1,210.00 | £1,210.00 | |
| Fen Edge Community Association | Section 145 | £1,500.00 | £1,500.00 | |

RFO had suggested to FLAC that £50k should be moved from Unity Trust account however precept due to arrive in the next few days so no immediate issue. RFO to check FLAC are able to move money between accounts without Full Council approval.

Expenses over £500: Cambridge Van Leyden 2nd VH invoice should read £12k gross. Cllr Ward queried the 2 oil payments (due to issues with Ladybirds boiler). Noted that Girlguiding grant can't be paid yet (waiting for bank information). Resolution to pay these invoices. **RESOLVED**

19/069. Management accounts – to review the monthly management accounts – Report noted. Year end surplus expected to be around £50k.

19/070. Bank reconciliation – to review the monthly bank reconciliation – report noted.

19/071. Matters for consideration at the next meeting – suggestions to Clerk

19/072. Dates of next meetings – Planning 4th April, CALF 16th April, Planning 18th April, Highways 23rd April, FLAC 30th April, APM 2nd May, Full (annual) 7th May

19/073. Close of Meeting – 8.25pm.

Signed _____ (Chair) Date _____

19/094. To review policy recommendations by Committees

All policies are available on the website - <https://www.cottenhampc.org.uk/publications/>

19/096. Reports

District Councillors' Report for Cottenham and Rampton – May 2019

Further to our report at the Annual Parish Meeting, there are two items that we wish to bring to your attention.

Zero Carbon Communities Grants

A grant fund is to be established to help community groups across South Cambridgeshire shift towards a zero-carbon future. It will provide funds for local groups to spend on ambitious activities that reduce carbon emissions and reliance on fossil fuels – as well as helping communities spread awareness and promote behaviour change towards low carbon lifestyles. Community groups will be invited to bid for grants of between £1,000 and £15,000 each to spend on projects such as:

- Energy-saving improvements to community buildings, such as insulation, secondary glazing, energy efficient lighting, battery storage for solar panels or other low carbon energy generation measures
- Community energy projects such as solar panels, community wind turbines and battery storage
- Electric vehicle charging points which the community could use
- Purchase of an electric vehicle for community use
- Community tree planting, to absorb carbon and increase biodiversity
- Community schemes to scale up local circular economy initiatives (food, fashion, waste, travel)
- Cycle paths and stands
- Projects that tackle fuel poverty
- Simple proposals such as cycle racks at bus stops or drinking fountains to encourage the use of reusable water bottles

A total of just over £90,000 is being made available for the scheme for 2019/20 and the scheme will be launched in the summer. Non-profit groups or organisations that are based in South Cambridgeshire, or parish councils based within the district, will be able to apply from a date to be confirmed this summer. Other groups, such as schools, colleges and community interest companies will also be able to apply, as long as they apply as part of a partnership with a parish council or not-for-profit group.

Assets of Community Value

An asset of community value is a building or other land that has recently been or is presently used to further the social wellbeing or social interests (which include cultural, recreational and sporting interests) of the local community and could do so in the future. The question arose in terms of its applicability to The Jolly Millers. Councillor Gough was advised that there is no reason, per se, why an application cannot be submitted for the property even though there are other pubs in the village and the pub is not currently operating. However, he was advised that the community value has to be something more than simply operating as a pub, e.g., a location for club meetings, etc. An application could be submitted which would trigger notification of stakeholders, including the

current owners. There is the potential for a stakeholder to challenge the application. The application and decision process takes up to 8 weeks.

If the asset were designated as an ACV, it would afford the community a six month moratorium (from the date the property is listed for sale) during which the community can seek to raise the finance to exercise the Community Right to Buy. An ACV designation is a material consideration in any change of use application. If the Parish Council wishes to pursue this, we are willing to arrange the introductory meeting with officers who can explain the process and the benefits.

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 April 2019

Tuesday 9 April 2019: The Leader of the County Council and the chairmen and vice-chairmen of the Economy & Environment Committee and the Highways and Community Infrastructure Committee got together with senior officers to hammer out how we saw our future relationships with the Greater Cambridge Partnership and the Combined Authority. GCP has its own transport officers, but we are still doing most of the transport work for the Combined Authority. There have been several situations now where matters of correct assignment of risk and reward have been under question.

Thursday 11 April 2019: Anglian (Central) Regional Flood & Coastal Committee meeting at the Environment Agency offices at Bromholme Lane, Brampton. Mostly we received a slew of reports, including an example of natural flood management and the good governance guide for Internal Drainage Boards produced by the Association of Drainage Authorities.

Our ancient "fenland oasis" is home to several never-before-seen species, naturalists have revealed. The National Trust's oldest nature reserve, at Wicken Fen, has also seen cranes, otters and Norfolk hawkers return after an absence of decades. It has been registered as the most species-rich area of the UK - with more than 9,300 animals recorded. It is now home to 188 endangered species, including the bittern, marsh harrier, great crested newt, and the tiny soprano pipistrelle bat. The latest discovery, a flat bark beetle called *silvanus reticollis*, has joined a list of twenty-five completely new species to the UK recorded at Wicken Fen since 1899 - with seven declared as "new to science". Countryside manager Martin LESTER said: "We've been able to create a mosaic of different habitats through progressive wetting of the land, using excess flood water from the river during the winter months." Fifty hardy grazing cattle and a hundred Konik ponies have also been introduced to help the pollination process. It began as a two-acre patch of wet fenland in 1899 and has expanded in the last twenty years to cover 1,941 acres (786 hectares). However, the area makes up less than 1% of the original fenland that dominated the east of England in the seventeenth Century. Mark HAROLD, from the National Trust, said: "The need to create more of this rare fenland habitat is greater than ever before. Wicken is a real illustration of our strategy and desire to create a healthy, natural and beautiful environment that is bigger, better and more joined up for both wildlife and people."

Monday 22 April 2019: The government published The Social Housing Rents (Exceptions and Miscellaneous Provisions) (Amendment) Regulations 2019 to The Social Housing Rents (Exceptions and Miscellaneous Provisions) Regulations 2016, the relevant effect of which seems to be to permit the direct investment by the Cambridgeshire & Peterborough Combined Authority in "Affordable Rent".

Tuesday 23 April 2019: Cottenham Parish Council Highways Committee began with open discussion of a 20mph zone. The "20's Plenty for Us" campaign has plenty on its website <http://www.20splenty.org/>

About half a dozen of us joined the latest Cottenham – Histon cycleway clean-up on Saturday 27 April 2019. It is a perennial challenge to prevent vegetation encroaching from the verge and across the cycleway surface. The sweeping machine deployed by Cambridge Recycling seems to shift the sand, grit and broken glass to the outside of the highway, where it accumulates and provides a medium in which the weeds can grow outwards. New solar studs are to be fitted half way between the current ones, many of which have failed, but we are waiting for the Histon crossroads works to be completed first.

I am the county council's Smart Energy champion, and at the Commercial & Investment Committee meeting on Friday 26 April 2019 the Energy Investment Unit bid for almost a million pounds from the transformation fund to support activities with the promise of raising the county council's annual income from renewable energy by an order of magnitude, from L10m to L100m by 2040. We run the Greater South East Energy Hub on behalf of the Cambridgeshire & Peterborough Combined Authority, whose Business Board is the lead Local Enterprise Partnership in the consortium. The Board comprises one representative from each LEP area: Buckinghamshire Thames Valley; Cambridgeshire & Peterborough; Coast to Capital; Enterprise M3; Greater London Authority; Hertfordshire; New Anglia; OxLep; Thames Valley Berkshire; SEMLEP and South East LEP.

See <http://www.energyhub.org.uk/> Among other things, we are working closely with UK Power Networks on ways to sidestep having to reinforce the grid to cope with multiple small sources of generation.

We entered a joint venture with the University of Cambridge, to be known as Light Blue Fibre, making commercially available currently unused (and in the case of the county council about to be laid) optical cables, and assessed the shortlisted bids for the lease of Shire Hall, resolving to explore further an income-stripping form of contract with an interested party. There is no commitment yet on either side.

In the afternoon there was a workshop and training session for all councillors on commercialisation, and the current context in which on the one hand the government has reduced Revenue Support Grant to zero (or indeed less!) and on the other is warning councils against borrowing merely for the sake of investing, especially in property. While the 2011 Localism Act conferred a general power of competence on local authorities, there is still a clear preference in government guidance that commercial activities by councils should ideally be associated in some way with the well-being of the area – which is what the power to trade (through setting up or joining a company) in the 2003 Local Government Act conferred.

Monday 29 April 2019: The Leader and Deputy Leader of the county council and the chairman and vice-chairman of the Economy & Environment Committee were given a briefing on first results from the Greater Cambridge Partnership's recent public engagement exercise in "Choices for Better Journeys".

In preparing for the Annual Parish Meeting I reviewed all the agendas of Combined Authority meetings. In November, as part of its response to the Cambridgeshire & Peterborough Independent Economic Review, the Board adopted what it called a "Growth Ambition Strategy", which includes several revealing paragraphs about the Mayor's thought processes regarding planning, housing and transport:

We will also use the Spatial Framework and direct investment in new settlements to encourage extra affordable housing provision, including by developing homes for first time buyers with price target based on earnings.

In striking a balance between the different possible patterns for future settlements through the Spatial Framework, the Combined Authority will encourage development along transport corridors and new garden villages. This will include an emphasis on anticipating the future corridors that can be created by the infrastructure the CA is bringing forward such as new rail stations, dualled A roads, and the Cambridge Autonomous Metro.

To do this effectively, and to ensure that the Combined Authority's Spatial Framework supports local plans most effectively, the spatial framework may need to have greater formal planning weight and we will consider ways of achieving that in partnership with local planning authorities.

The CAM will enable the development of new settlements along its route. We will aim to ensure that those new settlements are built as Garden Villages, with a target of providing 20% of the new homes especially for first time buyers at a price set in relation to earnings. New Garden Villages should be sustainable and self-sufficient in energy by using Smart Grid technology.

In order to accelerate planning and consent processes to enable the CAM, and to bring forward garden villages swiftly and effectively, it may be desirable to wrap the CAM with a Mayoral Development Corporation. The Combined Authority will consider the advantages of this approach in partnership with member councils.

Bringing transport and spatial planning together around projects like the CAM creates opportunities to fund future investment through Land Value Capture. The Combined Authority will consider acquiring and promoting strategic housing sites along the proposed CAM routes. We will work to develop these as possible future garden villages. By owning and developing these sites ourselves, or in partnership with private investors, the CA would capture significant value that can be invested in infrastructure, including the CAM itself. We will also engage with the government about utilising Tax Increment Financing models to fund infrastructure so that it can precede development.

I think it's worth pointing out that Stephen KELLY, Director of the Greater Cambridge Planning Service, is very sceptical about the ability of new developments to finance major infrastructure projects – as indeed am I. Every time the government appointed a new Housing and/or Planning Minister I trotted along to point out that in our experience new settlements are revenue negative for the exchequer, actually costing the public purse about a billion pounds for every ten thousand houses.

The March agenda was 605 pages long, and I can't help wondering whether anyone else has ever read all of them. (There are some very amusing typos, which leavened the reading from time to time.) The Combined Authority is emulating many other councils in setting up a housing company. Responding to the Housing Strategy that it had commissioned from consultants 31Ten, which had been reported to the September meeting, the Board resolved to set up the Combined Authority Trading Company, to be the holding company for a Housing Development Company, an Investment Company and an Infrastructure Company. It will be a vehicle that enables the Combined Authority to take direct action and intervention, to create additional or accelerated affordable housing. It is proposed that the CATC Board will comprise the Mayor and one of the Deputy Mayors of the CPCA, Managing Director and Company Secretary (these positions to be held by the Chief Executive and Corporate Services Director of the CPCA), and an Independent Chairman (to be recruited, and appointed by the CPCA Board). Each of the five board members will have one vote and the chairman will not have a casting vote.

There are then 187 pages of the Strategic Outline Business Case for the Cambridge Autonomous Metro, by the end of which one is starting to believe that the L4.5billion scheme might actually happen. The Strategic Case for CAM centres on its ability to enable and accelerate additional economic growth across Greater Cambridge, through supporting sustainable delivery of extra jobs, making housing more affordable, overcoming transport constraints and alleviating traffic congestion.

The Economic Case establishes whether CAM represents overall value-for-money (whether the benefits of the scheme outweigh the costs) and whether it is affordable on an ongoing basis (whether system revenues cover operating costs). The revenue forecast has been based on an average fare yield of L2 per trip. The Strategic and Economic cases are compelling.

The Board accepted that the Combined Authority will be the lead promoter of the central tunnelled section and outer corridors (to St Neots, Alconbury, Mildenhall and Haverhill) and that the Greater Cambridge Partnership will remain the promoter of the inner corridors (Cambridge to each of Cambourne, Waterbeach New Town, Newmarket Road Park & Ride and Granta Park). Each of these schemes stands alone on its own merits, and GCP has identified the resources to fund them. The Combined Authority resolved to proceed to prepare the Outline Business Case, after which – should the scheme still seem feasible – go on to prepare the Full Business Case.

Next up was to accept the Strategic Outline Case and proceed to the Strategic Outline Business Case stage for dualling the A10 and upgrading the junctions between Cambridge and Ely.

The Bus Reform Task Force will be preparing the bus subsidy assessment framework, to determine which routes to fund for the financial year 2020/2021 and beyond:

Stage 1: Is there market failure? (i.e. no alternative commercial service available)

Stage 2: Does the available transport for the area affected meet the Service Intervention Point benchmark? (based on population size and standard service levels)

Stage 3: Does the service offer value for money? (using a simple cost per passenger cut off point)

Stage 4: What is the impact on current transport users? (community impact assessment using deprivation and car ownership data)

Cambridge South station (interim) project – L100,000 is being allocated to a feasibility study of providing a temporary station faster than the one now associated with East-West Rail (and requiring four-tracking and possibly a grade-separated junction of the east-west and north-south lines), currently scheduled for 2025. The review of timetabling is the most important factor, and only if that looks positive would the study proceed to assessment of land and usage and integration with the long-term scheme.

L400,000 for Huntingdon third river crossing study. A proposal for additional highway capacity in the form of a new crossing over the Great Ouse was first put forward in the consultation draft of the County Council's Long Term Transport Strategy (LTTTS). A lot of the earlier modelling work was undertaken to identify interventions for the LTTTS which will support Huntingdonshire District Council's Local Plan.

L1m for A505 strategic multi-modal study to evaluate the current transportation challenges and opportunities between Royston and Granta Park to include the A505 and side road challenges, including the interaction with the M11, A11, A1301 and A1307, and how these interact with the proposed CAM route serving this area. What, if any, infrastructure interventions are required in addition to the CAM to enable the significant levels of housing and employment growth in the area? This study will therefore be undertaken concurrently with the work by the GCP on this CAM corridor.

Local Industrial Strategy

The highest revenue generators in Cambridgeshire and Peterborough are not technology businesses, but those in other sectors, such as agriculture, manufacturing and logistics. Fenland works 50% of the UK's Grade 1 farmland. Manufacturing, the largest sector in the region totalling 23% of business turnover, is also the one that grew at the lowest rate in the past years. As for distribution, in 2005, radio frequency identification tags were introduced in a bid to make the supply chain more efficient. This technology is attached to individual items so they can be tracked whilst in transit. Retailers also use these tags in order to have a better overview of the stock they currently have in their warehouses or stores.

Taken as a whole, our area has become less productive relative to the UK over the last five years. In 2012, GVA per hour worked (the best measure of productivity) was 98.9% of the UK average. By 2017, that had fallen to 94.9%, the biggest five-year fall for any Combined Authority area.

Average house prices have risen from three to thirteen times average income in the last twenty years, and Cambridge has been identified as the most unequal city in the UK.

The travel to work area of Cambridge has "expanded since 2001 more than any other TTWA in England". Cambridge Wireless and Anglia Ruskin University had jointly prepared an ICT/Digital Sector Strategy.

Thursday 2 May 201:9 Cottenham Annual Parish Meeting. And in the local elections, the Conservatives just about managed to maintain control of East Cambridgeshire District Council, but they went down from 36 out of 39 seats in 2015 to 15 out of 28 (the other 13 being Liberal Democrats).

Tim Wotherspoon

CLERKS REPORT – April 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). **Fencing has been damaged due to high winds.**
- **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 27th 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 due to what Skanska have ordered from D-Line and what the specification states (insufficient reflective particles). 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). 16/1/21019 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. They are hoping to be able to carry out works using 2-ways lights as opposed to road closure.
- 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.

Recreation ground

- The FA sign has been damaged.
- Cricket net planning application approved with conditions. Waiting formal decision notice.
- Batteries for emergency lighting in Pavilion have been replaced (couple of faulty fittings to be replaced).
- **Annual RoSPA playground/skatepark inspection has taken place and report received.**
- **Ladybirds liaising directly with Barton Oil to arrange installation of new boiler.**
- Pavilion heating service scheduled for 3rd May.
- Leaky shower head in Pavilion (Away2) – plumber being arranged.
- Several lights along the Pavilion pathway don’t work; electrician contacted.
- **Tennis courts have been sprayed for weeds again. Groundsman has list of required maintenance works required to get courts playable for May. Having to water courts already. Fencing has been damaged by cricket sight screens.**
- **Groundsman to action repairs on the playground as per H&S report.**
- **No smoking signs to be erected. Designated smoking area outside the Sports & Social Club.**

- County Council Cycling Projects Team are undertaking an audit of publicly accessible bike parking spaces within the Greater Cambridge boundary and requested info on the number of public body-owned spaces. Details given accordingly.
- Issue with teenagers racing moped up/down carpark with no helmet and older group smoking drugs reported to the police. Clerk moved both parties on by closing gate to bowls club.
- Chain on one of the swings (4 bay) has broken.
- Rugby Club spoken to regarding member riding motorbike on the Rec.

Village Hall

- All power went off overnight 9/4/19. Emergency electrician called. Issue with box on driveway. UKPN repaired. Building had to close as a result and Colts training cancelled.
- Outside toilets have been vandalised again and are unusable.
- 2 sets of electric sockets in the Hall aren't working.

Misc admin

- April Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing. Need to migrate all emails over to new host so will have to repeat the process.
- During amends to the backend of the website 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.
- Defib – **Installation due 20th May.**
- 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.**
- 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.**
- New regulations called '[The Public Sector Bodies \(Websites and Mobile Applications\) \(No.2\) Accessibility Regulations 2018](#)' have come into force, which means that from the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites will have until the 22nd September 2020 to comply and we will need to publish an accessibility statement. The aim of these regulations is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. We should get more information on this from NALC and SLCC but need to be aware of potential changes needed to our website. **Going forward all documents will be published in the required minimum 12pt font size.**
- Short-term parking signs to be made and erected in The Pound **in accordance with British Parking Association guidelines.**
- Internal audit scheduled for 30th April.
- On advice of the police, the College has been contacted regarding pupils lighting fires at the Rec. **Crime reduction officer to attend and speak to pupils. Police have suggested installation of CCTV in the Moat area following recent criminal damage to benches. Liaising**
- **Fen Edge Festival booking form and risk assessment completed and returned.**
- **Cottenham Newsletter article submitted.**
- **Letter submitted to Planning Inspectorate.**
- **Site visits have taken place with tenderers for village hall/nursery**
- **Info regarding Easter bin collection changes distributed.**

- **Have been liaising extensively with PCSO regarding various issues (drugs/ASB at Rec/ASB at Moat/anti-social driving/dog thefts/speeding). Also liaising with Youth Bus re. drugs/ASB issues at Rec and they are holding sessions with users accordingly.**
- **New Life on the Old West project – detailed plans received.**
- **Repairs arranged to Village Green bus shelter – back piece of glass broken.**

Facebook

- 1102 likes/1226 follows.

Major developments

Bellway is well on the way to completing their site early in 2020.

- There will be roadworks disruption for several weeks from mid-May, well into the summer as they sort out the pavement etc.

Persimmon is preparing to start work on their site in June.

- There will be further disruption of Oakington Road, especially towards the end of 2019 and early 2020 when the Oakington Road / Rampton Road roundabout will be re-engineered.

This-Land have bought their development land from the County Council.

- This excludes any of our 3rd Field and puts pressure on where the developer can fit their 154 houses. We will be meeting their team again next week.

Gladman have not yet indicated any progress.

Neighbourhood Plan

The draft plan has been submitted and consultation representations received.

- The plan, and all its supporting information, now go to our independent NP Examiner.
- We will have an opportunity to comment on issues raised during the recent consultation.
- A dialogue over the following 2 or 3 months should resolve any issues of clarification etc.
- The main areas of debate are likely to be the housing need, position of the development framework and impact on Green Space and Sports provision.
- His report should identify agreed changes that will allow the plan to go to a referendum.

Village Hall & Nursery

We have planning permissions, designs and authority to borrow the necessary finance.

We now need to select a builder willing and able to construct the scheme within our budget.

We expect up to six competitive bids by 10th May.

We expect a tender report by CALF on 21st May, with value engineering ideas if required.

If we have a viable approach, a financing plan will be presented to FLAC on 28th May

The aim is to get at least in principle approval at the Council Meeting on 4th June.

19/097. Co-option

We have received one full application from Peter Hewitt.

I am a Chartered Engineering Geologist working in the construction industry and have broad experience of construction related issues. I have also worked in areas of planning and environmental permitting.

My wife and I moved to Cottenham in 1996 and we have brought our two children up in the village, both of whom attended Ladybirds, CPC and CVC. My son went to Oxford and my daughter is currently at Hills Road. With my children having grown up it seemed like a good time to give something back to the village that has looked after us so well over the last 20yrs. Having attended a number of Parish Council meetings over the last year or so, it occurred to me that my knowledge and experience could be of use when dealing with issues such as the Waterbeach Incinerator and other construction related issues. I also have a strong interest in Mental Health issues and my wife is currently on the supervisory board of the Ida Darwin Centre.

I am also the proud owner of a not very successful allotment, but this year after 5 years of careful tending, I have finally got a crop of Asparagus that is actually worth eating.

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Cottenham Parish Council – 2018/19

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £372,920.62 Expenditure: £356,881.27 Reserves: £623,001.12

AGAR Completion:

Section One: No

Section Two: Yes - draft

Annual Internal Audit Report 2018/19: Yes

Certificate of Exemption: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements.
Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within SAGE and year end accounts. SAGE transactions are referenced providing a clear audit trail.

Reference numbers are included on the corresponding invoice which enhances the current referencing system. Signatories initial the corresponding invoice.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 8/5/2018 (Ref: 18/095), 6/11/2018 (Ref: 18/228), 27/9/2018 (Ref: FLAC 18F/297)
Financial Regulations in place: Yes
Reviewed: 8/5/2018 (Ref: 18/095), 7/8/2018 (Ref: 18/159)

VAT reclaimed during the year: **Yes** Registered: **Yes**
General Power of Competence: **No**

Tenders exceeding the £25,000 threshold have been advertised on the Contract Finders website (Ref: FLAC 26/3/2019 – item 19F/039). The Council have demonstrated a clear tender process in relation to capital projects.

Committee and Working Party Terms of Reference were reviewed at a meeting held on 8/5/2018 (Ref: 18/090). Delegated powers are clearly identified.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**
Data Protection registration: **Yes (Ref: ZA235494 Exp: 9/3/2020)**

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. The Council are aware of the financial risk associated with the new Data Protection Regulations and have included this as part of the Council's Risk Assessment.

Recommendation: *To put the latest version, which includes GDPR, of the Risk Assessment is on the website.*

There are a couple of minor amendments needed on the Risk Assessment:

- *Update the footer with the last review date*
- *Update the level of Fidelity Cover to £1,000,000*

It is noted that the safeguards in place regarding Legionella on buildings owned by the Council.

It is further noted that the Council will be looking at additional safeguards and procedures when accessing the PWLB monies.

The Council have a comprehensive suite of policies and procedures in place to cover the activities of the Council.

Privacy Policy published: **Yes**

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 8/5/2018 (Ref: 18/095), on 26/2/2019 (Ref: FLAC 19F/026), on 29/1/2019 (Ref: FLAC 19F/010) and 23/10/2018 (Ref: FLAC 18F/306).

Internal Controls were reviewed at a meeting held on 26/3/2019 (Ref: FLAC 19F/043). Internal Controls includes safeguards for online banking, which is the primary method of making payments.

The Council has in place a Privacy Policy and Document Retention Policy. The annual RoSPA inspection has been undertaken.

Bank signatories were reviewed at a meeting held on 6/11/2018 (Ref: 18/230).

The Council have good internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.cottenhampc.org.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £288,656 (2019-2020) Date: 8/1/2019 (Ref: 19/009)

Precept: £328,834 (2018-2019) Date: 9/1/2018 (Ref: 18/014)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with bank statements and supporting paperwork.

Interest from bank accounts is correctly paid gross, with no tax deducted.

Hire agreements are in place for village hall and playing field hirers.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**

Payroll and pensions are outsourced. The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and P60s has been produced as part of the year end process. The Council have joined the Legal & General pension scheme.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place and was reviewed at a meeting held on 8/5/2018 (Ref: 18/095) and on 29/1/2019 (Ref: 19F/013). Values are recorded at asset value. The total value of assets are recorded at £1,872,731. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR. An annual asset inventory check of assets exceeding £1,000 has been undertaken (Ref:18/157). The Council have no long term cash investments.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out monthly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank balances at 31/3/2019 were confirmed as:

| | | |
|------------------------|-----------------|--------------------|
| <i>Cambridge BS</i> | <i>xxxx1032</i> | <i>£462,419.55</i> |
| <i>Unity Trust a/c</i> | <i>xxxx5754</i> | <i>£157,231.21</i> |
| <i>Unity Trust a/c</i> | <i>xxxx5738</i> | <i>£80,657.41</i> |

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£100,000) and have identified earmarked reserves (£523,001) in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income

Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income and Expenditure basis. Creditors and Debtors are identified in the year end accounts. All were found to be in order.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is a sole trustee of the King George Field Cottenham (Charity No. 1082174). The 2018 Annual Return has been submitted on 20/12/2018 to the Charity Commission. There was no income or expenditure for the charity for the 2017-2018 financial year.

Internal Audit Procedures

The 2018 Internal Audit report was considered by the Council at a meeting held on 8/5/2018 (Ref: 18/098).

Heelis & Lodge were appointed Internal Auditor at a meeting held on 5/2/2019 (Ref: 19/028).

External Audit

The 2018 External Auditor's report was considered by the Council at a meeting held on 2/10/2018 (Ref: 18/198).

There were no matters raised by the External Auditor in relation to the 2017-2018 External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 8/5/2018, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- I would like to take this opportunity to congratulate the Council on the progress made with the Neighbourhood Plan and the new Village Hall project in the last 12 months.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work



Heather Heelis
Heelis & Lodge
30 April 2019

Annual Internal Audit Report 2018/19

COTTENHAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|----------------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | ✓ <i>NO PK held.</i> |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>) | | | ✓ |
| L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations. | | | Not applicable ✓ |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | ✓ | | |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/04/2019

Name of person who carried out the internal audit

H. HEEZIS (on behalf of HEEZIS / Lodge)

Signature of person who carried out the internal audit

H. Heezis

Date

30/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

COTTENHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

| | Agreed | | Yes* means that this authority: | |
|---|--------|-----|--|--|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> | |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> | |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> | |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> | |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> | |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> | |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> | |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> | |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

Section 2 – Accounting Statements 2018/19 for

COTTENHAM PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-------------------------------------|--------------------------|---|
| | 31 March 2018 £ | 31 March 2019 £ | |
| 1. Balances brought forward | 583,406 | 606,962 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 324,289 | 328,834 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 50,672 | 44,087 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 52,266 | 59,904 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 6116 | 6116. | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 293,024 | 290,861 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 606,962 | 623,001 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 697,072 | 700,308 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1,865,757 | 1,872,731 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 5,763 | 0. | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

19/102. FECA Membership

All categories have voting rights at the Fen Edge Community Association Annual General Meeting. Member groups can also offer contributions for publication in the Fen Edge News (three times a year) and can use the FECA website and Facebook page for promotion.

Membership benefits also include

- Discounted rates when using Cottenham Village College facilities
- Facility to hire Cottenham Village College minibuses
- Loan of Exhibition Display Boards

19/103. CAPALC membership

Annual membership with CAPALC would be £798.60 for 2019/20. This includes membership of NALC, discounted training rates and a helpline.

19/104. GDPR Scheme

The General Data Protection Scheme is run by CAPALC which aims to protect the council in the case of a potential breach under GDPR legislation for an annual cost of £75.

19/107. Bank reconciliation

Reviewed 15th April 2019 by RFO and Cllr McCarthy

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

In summary:

| | |
|--------------------|--|
| £80,657.41 | Bank account 1 |
| £157,231.21 | Bank account 2 |
| £462,419.55 | Bank account 3 |
| £700,308.17 | Total Cash at Bank (as of the 31 st March 2019) |
| - £53,708.96 | Creditors (of which £282 is the Multipay card) |
| + £8919.35 | Debtors |
| £655,518.56 | Net balance on bank reconciliation |

+ VAT owed £7876

Minus £40,248 remaining accruals

Minus PAYE: £966

Net assets: £622,180.56

Creditors

- AJ King - £3800 (30/03/19) contract cost
- A Mappledorum - £144 (30/03/19) bulbs in pavilion
- Barton Oil Burner services - £251.82 (21/03/19) work on boiler
- Browns of Burwell - £823.93 (4th and 6th of March 19) Oil deliveries
- BCS - £56.76 (28/02/19) payroll/pension
- Calor gas - £1010.77 (08/03/19) gas delivery
- Cambridge Van Leyden - £24,950.40 (2 x 06/03/19 & 2 x 26/03/19) VH & Nursery design work
- Cambridge Water - £34.18 water bill for the memorial site
- Connections Bus - £2992.80 (30/03/19) youth bus costs
- CSA - £82.91 (28/03/19) cleaning materials for the pavilion
- CUSSC - £1080 (30/03/19) contract services
- RFO - £10.37 (01/03/19) Sim card at pavilion
- Chairman - £44.46 (01/03/19) new batteries for the pavilion
- Green and Purple – £60 (01/03/19) monthly invoice
- Nick west - £1177.88 2 months cleaning costs for VH
- Old West Internal Drainage Board - £870.98 Work on BGW
- Peter Dann - £10,895.00 (08/03/19 & 2 x 27/02/19) work on VH & Nursery (engineering)
- PHS - £24 (28/04/19) admin charge
- Staples - £78.68 (19/03/19) stationary and print cartridges
- Travis Perkins - £18.73 (03/03/19)
- WAVE - £3093.29 (22/03/19) Sewerage costs for the rec ground
- Will Cook - £180 (27/03/19) work on tennis courts

Multipay card - £282 for battery for defibrillator.

TOTAL £53,708.96

Debtors

- Baby Clinic - £124.20 (31/03/19) hire of pavilion
- Bowls Club - £180 (31/03/19) rent and water
- 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 - £207 (28/03/19 & 31/03/19) for hire of village hall
- Village Hall hire - £60 (21/03/19) for birthday party
- Ladybirds - £1554.95 (31/03/19) quarterly payment

TOTAL £8919.35

Appendix 1: Issues log

There were 20 reported incidents during April.

| Date | Issue | Further details | Follow up |
|------------|-----------------|---|---|
| 01/04/2019 | Tree ownership | Trying to find out ownership of trees/bushes in communal parking area on Woodlark Drive | |
| 03/04/2019 | Illegal parking | Lorries are parking overnight in the layby near the Old Rectory despite the restriction signs. | For info only - resident has contacted police |
| 04/04/2019 | Fire on Rec | Fire has been lit on 3rd field causing damage to grass | Police informed. CRI/35/QFY5/442019 |
| 06/04/2019 | Village Green | Pasta nests with possible poison are on the Green on the CVC sides | Removed. Appears to be mould rather than poison |
| 07/04/2019 | Fen Reeves | remains of a burned pallet in an open area, and in the wooded part close to Twentypence Rd and Malary's inside Fen Reeves is a wedge shaped shelter made from very long branches and a green tarpaulin. There was only a white plastic bag inside it, no signs that anyone is living there. It is enclosed on 3 sides, open on another side, looks like a survival shelter, you could get several people inside it. I also saw what I think were tyre marks through the nature reserve. It looks more substantial than kids having a bit of fun putting twigs together to play in | Groundsman to check. Scouts contacted |
| 07/04/2019 | WARG Field | Are there any plans to put higher chicken wire on gate side of field? Dog keeps escaping | No. Has been hedged. |
| 07/04/2019 | Flytipping | Large amount of flytipping on Setchel Drove still. Have cameras been installed yet | SCDC to confirm |
| 07/04/2019 | Potholes | Setchel Drove is virtually impassable due to potholes. When is it being fixed? | Highways contacted |
| 08/04/2019 | Wilkin Walk | Area where hedge has been removed hasn't been properly tied up by the contractor. Lots of litter also in the area. | Chased Highways. Notified SusCott re. litter |
| 11/04/2019 | Malary | Very strong smell of oil coming from the site | Resident reported to the EA and County |
| 12/04/2019 | Bins at Rec | Friday teatime and all of the bins are full. | Reported to Groundsman |
| 16/04/2019 | WARG Field | Vehicle trying to access field | Groundsman to fit telescopic parking post |
| 16/04/2019 | Old Rec | Increase in dog fouling at the site and signs have disappeared. | Signs to be reinstated. |

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| 16/04/2019 | Litter | significant amount of rubbish has been left (burnt) including broken glass. junction of Cow Lane, Rampton and bridlepath to Cottenham | Reported to Envirocrime |
| 16/05/2019 | Histon Rd cycle path | the replacement lights were promised in March and it is now April and there is no sign of them. Is there any update? There are also two significant areas where the cycle path has failed. | Lights re-scheduled for summer (no definite date yet). Resident to report path issues to County Highways |
| 18/04/2019 | Bus shelter on Green | Has been vandalised and glass broken | Resident has cleared majority of glass. Groundsman to complete works |
| 18/04/2019 | Broken drain cover | Drain cover outside Wheatsheaf House is broken | Resident to report to County Highways |
| 22/04/2019 | Rec bins | Bins are overflowing and lots of rubbish everywhere | Groundsman to clear |
| 23/04/2019 | Old Labour Hall | Windows to rear have been broken | Resident to report to police directly |
| 24/04/2019 | Noise nuisance | Neighbour's dog constantly barking and owner has no control over the animal. Situation has been ongoing for approx a year. | Resident has tried to contact EH. Emailed SCDC Cllr Gough. |