

AGENDA REPORTS PACK

FULL COUNCIL MEETING

October 2019

19/192. Minutes

DRAFT Full Parish Council Meeting

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd September 2019 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Kidston, Ward, Wotherspoon, the Clerk and Assistant Clerk

- 19/171. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (work), Dewey (sick), Graves (work), Hewitt (holiday), McCarthy (work), Nicholas (sick), Wilson (holiday), Young (holiday) and the RFO. Cllrs Dahlqvist and Smith absent.
- 19/172. To accept Declarations of Interest and Dispensations** – None given.
- 19/173. Minutes** – Minor amends. SCDC Cllr Wilson arrived 7.18pm. Resolution that the minutes of the meeting of the Full Council meeting held on the 6th August 2019 be signed as a correct record.
RESOLVED.
- 19/174. Public participation – Standing Orders to be suspended** - None present.
- 19/175. Reports**
- **SCDC** – Report noted. Query regarding completion of Gun Club bunds. How many noise complaints received, particularly from Wicken Fen Nature Reserve? Discussion regarding how compatible the new ice rink is with carbon reduction.
 - **CCC** – Report noted. New bus priority system is being purchased. Histon Road closure – Stagecoach will divert the Citi 8 to use the busway and Milton Road. There are also talks of running a shuttle bus along Histon Road. Full access will be maintained for pedestrians and cyclists. Access won't always be available to Kings Hedges road and it will be closed at some point. Works could start as early as November. Clerk raised resident query re. when CCC would take back running of the buses. CCC Cllr Wotherspoon stated that under the Bus Act 2017 local authorities were no longer permitted to run bus services. The GCP are looking at franchising but Stagecoach are resistant. Beach Road – CCC Cllr Wotherspoon did an inspection with the LHO. Has spoken to counterpart in Landbeach and they are pressing for resurfacing. Clerk has received a TTRO mentioning resurfacing but no specifics given; waiting response from Martin Gowler.
 - **Clerk** – Report noted. Carols on the Green – currently have a problem trying to obtain big enough Christmas tree; Asst Clerk following up various leads. No news regarding Histon Road cycle studs. Cllr Collinson mentioned the poor state of Pelham Way pavement. Has been mentioned to LHO already but Clerk to write to LHO to press for resurfacing works.
 - **Major developments** – Report noted. This Land – issues with County Council insisting on a road cutting across the Recreation Ground. They have also kept back a piece of land which has planning permission on it but This Land are still trying to build the same number of properties on a reduced plot. Redrow – have been invited to next SCDC Liaison meeting.
 - **Village Hall & Nursery** – Report noted. Expecting revised figures mid-September. Cllr Morris ran through various County Council issues regarding the s106 monies.
 - **Cottenham Neighbourhood Plan** – Report noted.
 - **C&P Combined Authority Transport Plan** – Report noted.
 - **New City / District Local Plan** – Report noted.
- 19/176. Clerk Training** – Resolution that the Temp Assistant Clerk attends CAPALC Clerks: The Knowledge training course at a cost of £240. **RESOLVED.**
- 19/177. Feast Parade** – Resolution to grant permission for use of the Green for event on 13th October and siting of portable toilet. **RESOLVED.** CPC to host stall subject to sufficient volunteers. Clerk to contact Cllrs accordingly. Clerk to check whether Feast organisers have Public Liability Insurance in place; CPC to fund if needed.
- 19/178. Community gritting scheme** – to consider participation in County scheme for winter 2019/20 – Cllr Wotherspoon outlined the purpose of the scheme (26 parishes already involved) and already clears an area in the vicinity of his property. Cllr Wotherspoon to invite Officer to October meeting to discuss further.

- 19/179. Remembrance parade** – Resolution that in gratitude for their participation in the Cottenham Remembrance Parade, Cottenham Parish Council resolves to donate £100 to the Cambridgeshire Caledonian Pipe Band. **RESOLVED.**
- 19/180. Chat bench** – Resolution to extend trial of chat bench to Broad Lane/High St bench (resident request) and purchase 2 signs up to the value of £200 + VAT. **RESOLVED.**
- 19/181. Legislation Training** – Resolution that the Clerk and Asst Clerk book onto webinar for new ‘website accessibility guidelines’ at a cost of £60+VAT per person. **RESOLVED.**
- 19/182. Connections Bus** – Resolution for Cllr Kidston (with Cllr Ward as reserve) to attend Connections AGM on 14th October. **RESOLVED.**
- 19/183. Summer Reading Challenge** – Resolution for Cllr Morris to attend presentation ceremony at Cottenham Library on 17th September. **RESOLVED.**
- 19/184. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
HMRC	VAT payment	-	£3,041.92	
Hire of Pavilion	End of season event	£20.00	£24.00	
Cottenham Colts	Annual pitch fees for hire of Recreation Ground	£1661.00	£1993.20	
Chubb	Refund for one months security cost	£201.67	£242.01	
		£2756.59	£6349.83	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 19	£5,713.40	£5,713.40	-
HMRC	Tax and NI for August 19 (month 5)	£1,233.33	£1,233.33	-
Cottenham Sports & Social Club	Quarterly contract services	£1,080.00	£1,080.00	1527
SSE - Southern Electric	Electric bill for Rec ground (DD Quarterly)	£810.85	£973.02	1532
Connections Bus	Ten visits from the Connections Bus	£2,530.00	£2,530.00	1537
AJ King	Contract cost - Monthly	£3,166.67	£3,800.00	1539
		£14,534.25	£15,329.75	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September) DD	£340.67	£340.67	-
Charter Global	Contract at the pavilion for the shutters (DD)	£172.00	£206.40	
Shred Station	Office Blue bin collection and Shredding	£40.00	£48.00	1528
BCS Accounting	Payroll Processing July 19	£47.50	£57.00	1529
A Mappedoram	Work on Flood lights after pole snapped	£35.00	£42.00	1530
SSE- Southern Electric	Electric bill for the pavilion (DD monthly)	£240.64	£288.76	1531
CAPALC	1 day Councillor training	£75.00	£75.00	1534
RFO	Expenses re Sim card for the pavilion	£8.86	£10.62	1535
RFO	Printer paper	£3.00	£3.00	1536
Green and Purple Ltd	Accounting support	£50.00	£60.00	1538
Greenlight	Biodiversity Enhancement Scheme to discharge planning condition	£450.00	£540.00	1540
		£1,462.67	£1,671.45	

Resolution to pay these invoices. **RESOLVED.**

- 19/185. Management accounts** – to review the monthly management accounts – Noted.
- 19/186. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 19/187. Matters for consideration at the next meeting** – Winter gritting speaker.
- 19/188. Dates of next meetings** – Planning 5th Sept, FLAC 12th Sept, CALF 17th Sept, Planning 19th Sept, Full 1st Oct September
- 19/189. Close of Meeting** – 8.35pm.

19/194. Reports

District Councillors' Report for Cottenham and Rampton – October 2019

Chief Executive

On 23 September, South Cambridgeshire District Council welcomed our new Chief Executive, Liz Watts. Liz has said she is looking forward to having a guided tour around the South Cambs Ward so she can get to know the District and we will be organising one for Cottenham and Rampton.

Histon Road Closure

Our work this month has been dominated by responding to the news about the Histon Road closure. This culminated in a meeting on September 24 with the GCP Project Lead. The latest plans are that the Histon Road work will commence at the beginning of 2020 with the upgrade of the Huntingdon Rd/Victoria Rd junction which will take 4-5 months and enable the A14 works between junctions 32 and 33 to complete. Various options for the Histon Road closure had been considered including a two-way flows and tidal flow but these were found to be inferior to the planned inbound closure. The reasoning was sound. However, it was clear that the work on the scheme failed to recognise the potential interaction with other planned works (e.g., Rampton Road upgrades associated with Persimmon/Redrow, Cadent gas main replacement, etc) and there had been no modelling of traffic flows. The impact on particular groups had also not been recognised, e.g., students travelling to Hills Road, Long Road, etc.

Councillor Wilson raised the issues at the GCP Assembly and highlighted the poor consultation (i.e., no consultation) that had taken place with communities indirectly affected by the scheme and key stakeholders (e.g., schools). We have separately raised with the GCP the need for them to be more expansive and inclusive in the consultation process. Councillor Gough met with the Business Manager at Cottenham Village College (CVC) to explain the closure and discuss the potential impacts on teachers and students. The Principals at CVC and the Centre School have written to the GCP urging consideration of mitigation measures.

The GCP Board will consider the matter on October 3, 2019 and we propose to submit the following question:

Public transport provision to the villages of Cottenham and Rampton is woeful at the best of times. Residents are almost exclusively dependent on the private car for travelling to work and other appointments, for example, at Addenbrookes. Those attending post GCSE education use the Citi 8 bus, unless they have access to a lift.

In the other direction, teachers and students travelling to Cottenham Primary School, Cottenham Village College and the Centre school and workers travelling to their place of work in Cottenham are also heavily dependent on private vehicles.

There is the potential for the re-routing of private vehicles and buses to have a catastrophic impact on the lives of Cottenham and Rampton residents. The multiplicative interaction between the Histon Road closure and the major roadworks that will be taking place in Cottenham, such as upgrades to the roads, footpaths/cycle paths, as required by planning conditions, along Rampton Road, Oakington Rd and the High Street (adjacent to the Green), and the Cadent gas works along Histon Road do not seem to have been considered.

In particular, students in Cottenham and Rampton travelling to secondary education at Long Road, Hills Road and Netherhall will be especially impacted by increased congestion and travel times. At present, a good bus journey takes 90 minutes from the village to reach these schools as the Citi 8 bus meanders around Histon and Impington, getting stuck in traffic at every stage and the students then have to change in Cambridge. The prospect of significant increases in travel times over a prolonged period will, in practical terms, take these educational opportunities out of the reach of children living in Cottenham unless they have the good fortune of parents taking them all or part way by private car. This is not acceptable. Notwithstanding the merits of the Histon Road development, we should not be jeopardising the educational opportunities and life chances for a cohort of students in these villages. That is unfair. There is a need to make provision in the project budget and

project program for significant mitigation. I cannot see any mitigation measures in the proposals to address this particular issue.

Has the GCP considered the potential to introduce or substitute a peak-hours bus service that goes from Cottenham to Oakington and then on to the guided busway (thereby assisting students facing similar problems in Histon and Impington) directly to Hills Road, Long Road and possibly Addenbrookes or are other mitigation measures planned?

Redrow/Gladman Developments

Our comments on these developments have been submitted. We have requested the opportunity to speak at the relevant Planning Committee which is not likely to be before November/December. We have also been made aware that a pre-app has been made for the This Land development. We will be seeking a briefing meeting with the planning officer (Michael Sexton) in the next couple of weeks and would appreciate any initial views from the Parish Council.

Extracts from our comments on the Gladman proposal:

"We recognise the value of these residential care units to the village but we are very concerned that the 3-storey building is imposing and out of keeping with the immediate surrounding area. The structure would overlook many properties on Rampton Road properties and indeed properties on the adjacent Persimmon development. We are particularly concerned that the height of the building could compete and on the local landmark of the Water Tower that is a listed building and a key defining feature of the Conservation Area. We do not support approval of a building and a recommendation for approval would be inconsistent with the decision on the integrated Cottenham village hall/nursery building that was refused by the Planning Officer on the basis of bulk."

Extracts from our comments on the Redrow application:

"There is a need for cycling, pedestrian and mobility scooter permeability from this development into the adjoining Persimmon development for obvious reasons of encouraging people not to use cars for short distances. The access to the path on to Rampton Road through the Persimmon development is particularly important given the care home – this path has been sized for mobility scooters and will become the shortest pedestrian route to village facilities. Persimmon were required to provide for permeability in their scheme at the Reserved Matters stage and we consider it important that this integration is achieved and completed. Residents of these developments should not be living in sub-divisions."

While the intent for primary and secondary entrances is appreciated, it is almost inevitable that the entrance to the east will become the primary entrance unless there are physical restrictions introduced. If that eastern entrance becomes well used, it may well cause considerable inconvenience to the residents of Rampton Road opposite (headlights in particular) given the perpendicular orientation of the entrance to Rampton Road.

The layout of affordable homes on the right hand side as you enter via the secondary entrance is an unbroken line of identical terraces that looks like barracks. We note that Redrow have not provided a street scene of the entire length of that road (which is an important aspect). It would appear that this aspect is contrary to the policy to ensure affordable homes are pepper-potted - this is a linear concentration of affordable homes along the entire length of one street.

We also feel that the design of houses is not consistent with Cottenham style or in keeping with the village design statement. The broken rough lines and "arts and crafts" style jars with the simpler Cottenham style of housing. On a development of this importance and visibility at the western entrance to the village it is appropriate that a more sympathetic and less suburban design is used.

We note that the access to this site during the construction phase will be from Rampton Road. This road is busy and housing is immediately adjacent. It is very important that these matters are considered in restricting working hours, hours of deliveries, dust suppression and ensuring minimal disruption to residents. We are particularly concerned about HCVs depositing mud on this busy road."

Oakington Road Footpath

A number of residents along Oakington Road have raised concerns about the width of the proposed footpath from the Rowells down to the mini roundabout on Rampton Road. Councillor Wilson organized a site meeting with Bellway and County Highways on 16th September that also included a resident. The dispute remains unresolved and we understand a resident is seeking legal advice.

Local Plan

The Local Plan for Cambridge and South Cambridgeshire will look at how the Greater Cambridge area will develop up until 2040 and beyond – including where homes will be built, new jobs located, what education facilities are needed and how people can get around. We expect the process to develop the Local Plan to take around four years and Councillors want to make sure local people are involved all the way through.

A report published on Monday 23 September will shape the conversation with communities across the Greater Cambridge area about what the big issues are that need to be addressed and how people can get involved.

Councillors will be debating the report at meetings over the next month and, subject to agreement, an Issues and Options consultation on the Local Plan will launch on Monday 25 November.

To make sure the local community helps to develop the new Local Plan from the start, the Greater Cambridge Shared Planning Service – a strategic partnership between the two councils – has held some early engagement workshops with Parish Councils, residents' associations, businesses, developers and interest groups.

The two councils' current Local Plans set out how the two areas will be developed up until 2031, with 33,500 new homes to be built and 44,000 new jobs to be created.

Some of the key themes already emerging for the new joint Local Plan, to 2040 and beyond, include:

- Responding to climate change
- Increasing biodiversity and green spaces
- Promoting wellbeing and equality
- Delivering quality places
- Jobs and employment
- Infrastructure – including transport links, schools, health and utilities
- Homes

We are looking for a date and occasion to engage with local residents to involve them in the process. More information to set up on the emerging joint Local Plan can be found via the following link on the South Cambridgeshire District Council website:

www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/emerging-local-plans-and-guidance/emerging-greater-cambridge-local-plan/emerging-greater-cambridge-local-plan-overview/

Leader's Blog

This is a link to Bridget Smith's blog.

https://www.scambs.gov.uk/the-council/leader-s-blog-cllr-bridget-smith/?fbclid=IwAR04CR9s5vYMf_VixLc2hsaikpv6Kop6H6R_-X2cDkEEfiHDygf-eV1qPROhttps://www.scambs.gov.uk/the-council/leader-s-blog-cllr-bridget-smith/?fbclid=IwAR04CR9s5vYMf_VixLc2hsaikpv6Kop6H6R_-X2cDkEEfiHDygf-eV1qPRO

Contact your District Councillors

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Facebook: @CottenhamRampton

County Councillor's report for Cottenham, Rampton & Willingham September 2019

Tim Wotherspoon

CLERKS REPORT – September 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.
- **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. Added to rolling program, due to be done 2021/22. 22/8/19 - Footpaths up for slurry sealing in the new year.
- **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). 22/8/19 - Will be cleared and sprayed in next month with a view to grassing in spring 2020 (need further authorisation re. grassing)
- 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). 22/8/19 – LHO will check puddling to Victory Way crossings when next wet.
- **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. LHO meeting Works Manager w/c 26/8/19 to discuss how to do without damaging neighbouring property.
- **Histon Road Cycle/Foot path** – Works rescheduled to after completion of the Histon crossroads works. 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. Needs siding out, will be late this financial year or early next financial year (19/20). Can then be fully evaluated for repairs. 22/8/19 - LHO to follow up with Jason Tyrell.
- **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. LHO chasing contractors for date (Aug 19). 22/8/19 – contractor still being chased. Some works have also been missed. LHO to follow up w/c 2/9/19.
- **Blocked Gullies** – 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout. Will be picked up when the gully cleaner does the surface dressing area on Twenty Pence Road (31/8/19).
- **Twenty Pence road - surface dressing done.** 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there. Repairs made by the Gun Club but they are starting to deteriorate. LHO will monitor (Aug 19).
- **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.
- **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. Due to be re-taped 2/08/19. 22/8/19 – bollard replacements along High St due shortly. Still waiting for tape.

- High Street (near to green) – 9/1/19 LHO chasing Cambs Water re loose/noisy water drainage cover. AC reported to Anglian water. Aug 19 - Has now been marked up for repair. County surface water drain; will be jetted then replaced. Waiting costing to come through.
- Beach Road – LHO checking weekly and road is currently acceptable if driven to the lowered speed. TTRO received 28/8/19 stating road closure for resurfacing in October half term.
- Denmark Road – 22/8/19 gullies due to be cleared shortly. LHO will examine report when received to check for specific issues. Works not undertaken last year hence why it may have got worse.
- **Cadent – issues with traffic lights on Histon Road causing long delays during peak times. Streetworks altered regime to 9.30am-3.30pm but this changed without warning on 26/9/19. Following up with Streetworks.**

Recreation ground

- Several lights along the Pavilion pathway don't work; electrician contacted. Clerk to mark up.
- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Damage sustained to slide steps. Fenland Leisure has been contacted to survey and quote for repairs. Quote received. **CALF now investigating removal of mound altogether.**
- Roof repairs to Ladybirds authorised and **work completed.**
- One of the floodlight poles fell during the high winds. Electricity supply has been made safe but this only leaves 2 lights working. **Electrician has got 2 out of the remaining 3 lights working; scaffold erected 27/9 to investigate issues with other light. NB: Girton PC are replacing their lights and metal folding columns may become available but waiting further info.**
- **Cricket and tennis courts have had end of season works done.**

Pavilion

- Tap in kitchen broken; plumber contacted to repair. Due w/c 7th Oct.
- **Patio area has been pressure washed.**
- **Nets are getting badly damaged.**

Misc admin

- September Issues log distributed separately – see appendix for summary.
- Need to purchase metered standpipe for village sign. Groundsman has cleared flower bed ready for replanting but unable to do so until we have a water source. **Anglian Water have confirmed cost of standpipe to be approx. £69pw. Have tentatively approached Cottenham Club to see if amenable to outside tap being installed – would only need to be used approx. 4 weeks per year during summer.**
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Eco Control (knotweed treatment) next due **11th October. The Pound will need to be closed on that day.**
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- Fly tipping in BGW ditch reported to SCDC.
- Chat bench sign is in situ on the Green. Was removed after just 2 days by person(s) unknown. Replacement organised. **Trial extended to bench at top of Broad Land.**
- Some tree damage sustained during high winds – branches down on Green and small tree down on Bullfinch Way. Need to go through tree inspection reports to check what works are due.
- Cllr Kidston attended Joint Local Plan event on 28th Sept.
- **Pound wall repair expected by end of September/start of October. Car park will need to be closed on that day.**
- **Bus shelters have been cleaned.**
- Cllrs Morris and Wilson attended Parish Planning Forum event on 25th Sept.
- **Two Cllr vacancies have been advertised for co-option.**
- **Carols on the Green – struggling to obtain large tree; Asst Clerk following up leads. Two stalls already booked.**
- **Autumn planting at war memorial and village sign will be undertaken early October.**

- Have requested Groundsman to clear vegetation blocking ditches on Tenison Manor (blockage noticeable during recent heavy rain).
- Clerk and Temp Asst Clerk booked to attend webinar on website accessibility guidelines on 7th & 10th October.
- Contacted CAPALC to booked website security training for Cllrs Morris, Ward, Wotherspoon, Clerk, Temp Asst Clerk and RFO.

Facebook

- 1154 likes/1292 follows.

Major developments

The unplanned developments continue to need attention, whether ensuring the surface water management is sensible and enduring, checking that the designs are not all bland and out of keeping with the rest of Cottenham, or insisting that as many of the internal roads as possible will be adopted by the County Council.

Oakington Road (we have applied for a LHI scheme next year to improve traffic-calming here)

- Bellway – all 50 permissions in place; most houses built; pavement and access “bridge” to be completed. Footway design now finalised with County Highways, allowing most work to proceed. Road re-surfacing awaiting a closure slot from Highways. Participant in Liaison meetings.
- Persimmon – all 121 permissions in place. Initial site preparation works started; roundabout work imminent. Participant in Liaison meetings.

Rampton Road

- Redrow – RM application for 200 homes is with SCDC; CPC expressed some access and layout concerns.
- Gladman – (57-place care home) RM application with SCDC; CPC expressed some serious concerns about mass and scale.
- This-Land – recent meeting highlighted issues with planned road through sports provision, double-stacked housing behind Rampton Road and housing at edge of Rampthill Farm; 154 houses are laid out on less ground than appeal-permitted and a road bisects the site. Draft plans likely to be presented BEFORE CPC meeting on 1st October. Pre-app already with SCDC.

Other

- Racecourse View – there is an unresolved planning condition related to surface water management and CCC holds around £60K of early years funding which should become available for the Nursery.
- Tenison Manor – adoption now looks imminent, following recent meeting with Persimmon and Vine Technical (for Bovis); CPC will take over Broad Lane ditch, Balancing Pond etc. (excluding Anglian Water machinery).
- Brenda Gautrey Way – responsibility being transferred internally at T-W; CPC attempting to re-establish contacts.

Village Hall & Nursery

The Value Engineering exercise has been completed and, although still very expensive, could be taken forward with the preferred builder and consultant team, if CPC approves (NOT today).

The likely proposed contract basis will be EITHER:

- Contract start asap with VH taking approx. 12 months, Nursery to be started a few months later but to complete within the overall contract timeframe;
- The project will mostly be financed by up to £500K from our reserves, supplemented by a £2.8 million loan over 30 years from the PWLB AND some s106 developer contributions.
- The developer contributions will come from a combination of “early years” and/or “community facilities” s106 funding on existing schemes, supplemented temporarily if necessary by a “French backstop” (deferred payment) if the s106 funds do not come through in time.

OR, there is a fall-back position:

- Contract starts asap with VH taking approx. 12 months, Nursery deferred (with at least an additional £100K cost if reinstated later).
- The project will be fully financed from up to £500K from our reserves, supplemented by up to £2.8 million loan over 30 years from the PWLB (financed by our £1/week/Band D supplementary precept).

This is likely to lead to the Chair calling an Extra Ordinary Meeting of the Parish Council on 9th October to propose that we place a contract imminently with our preferred builder, subject to various conditions (TBA).

Cottenham Neighbourhood Plan

Awaiting report from Independent Examiner.

SCDC primed to prepare some of the plans in their formats for simpler integration.

The usual resource prioritisation issue at SCDC with LP prep work taking precedence over NPs.

19/195. Community gritting scheme

This is a request for winter volunteers for this winter season 2019-2020.

I would like to take this opportunity to thank the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time it is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, **please send your completed form by the end of October** by reply to this email or speak to your local highway officer. I will need a form for all of your volunteers, this includes those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

I look forward to hearing from you.

Regards

Catherine Howes, Business Support Assistant
Highways Service, Cambridgeshire County Council

19/196. GCP Histon Road roadworks

For info, copy of question submitted to GCP for consideration on 3rd October:

Cottenham PC is extremely concerned by the prospect of serious disruption for residents of Cottenham and neighbouring villages, who rely on smooth operation of the B1049, as a result of the proposed roadworks on Histon Road within Cambridge. We question whether GCP and its consultants have the authority, supporting evidence and justification for such a disruptive project.

In particular, has GCP:

- a) the authority to close the public highway for a year with disruption extending beyond GCP boundaries;
- b) consulted properly and recently on the social and economic ramifications of the project which affects communities as far north as Wilburton and Ely;
- c) assessed properly delays to the Citi8 bus route;
- d) considered the societal implications for blue-light services served by Cottenham's Fire station and ambulances delivering patients to Addenbrookes;
- e) accounted for the un-coordinated disruption caused by:
 - i. the A14 project, whose frequent/ varying road closures/ diversions already create significant disruption for those relying on it,
 - ii. the fragility of the A10, whose vulnerability frequently casts traffic westward onto the B1049 through Wilburton, Cottenham and Histon,
 - iii. ongoing roadworks on Cottenham's arterial roads to upgrade our gas infrastructure and facilitate the delivery of 500 new homes,
 - iv. the precarious state of the C190 linking Cottenham to Waterbeach Station;

- f) taken proper account of the limited numbers of people able to take advantage of the cycle routes, whether because of ability, choice or distance;
- g) accounted for these wider disbenefits when assessing the project's value for public money.

This project appears to have only minor benefits and massive disbenefits. We request a moratorium on this and other projects with a wide geographic impact until the full social and economic implications have been properly assessed in consultation with the community and a true value for money appraisal has been published.

19/197. BT phone box consultation

Removal of phone box from JNC OF BROAD LANE/PCO1 HIGH STREET COTTENHAM CAMBRIDGE CB24 8RX (0 calls in last 12 months)

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 20 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 29 September 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the removal of payphone service https://www.ofcom.org.uk/_data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at: <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf> and a summary is available at: http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones pp 4th Floor Monument TE 11 – 13 Great Tower Street London EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely
Rick Thompson
Payphone Planning Officer

Further info from SCDC:

Should you wish to object to the removal, we need to build an argument based upon the following points in the Ofcom guidance, which I am happy to discuss with you:

- **Who lives there?**
The type of local housing around a phone box may say how important it is to the area. If it's surrounded by people who own their homes, there's a fair chance they have home phones or mobiles as well. However, if the neighbourhood has mainly rented properties, social housing or residential-care homes, it could be that there are people on low incomes who need that phone box.
- **Emergency calls**
Many people feel reassured that phone boxes are available if there's an emergency. This can range from 999 calls to being able to call for help if your car breaks down. The local organisation needs to think about whether a particular phone box is more likely to be used for emergency calls than another. If, for example, the call box is near a known accident blackspot, it may strengthen the argument for it to be kept.
- **What are the takings?**
Whether it's a shop, a pub or a phone box, the amount of money people spend on a local service is a sign of whether it's important to them. BT may be able to show how much business a particular phone box is getting. If it's a very low figure, this may support their case to remove it.

We will be looking into each of these points, however, any information you have to support an objection (if you would like to object) will be very welcome. **If you would like to respond to the consultation please let me have your views by 10am on Monday 21 October.**

A third option available is for the parish council to request to **adopt the kiosk** for £1 if it is a red 'heritage' kiosk, which will result in the telephone box remaining in situ, but the telephony equipment being removed. This will also need to be indicated through this consultation process <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

19/198. Community Governance Review

SCDC will shortly be commencing a Community Governance Review to consider the future governance arrangements for Northstowe, which currently falls within the parish of Longstanton & Oakington and Westwick.

As a neighbouring parish, we would welcome the opportunity to brief the Councillors on the review, the process that will be followed, timescales and opportunities for input as part of the informal and formal consultation.

Further information on Community Governance Review is available on our website via the following link <https://www.scams.gov.uk/councillor-information/parish-councils/community-governance-reviews/>

What is a community governance review?

A community governance review is a review of the whole or part of the district to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes in the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and
- grouping parishes under a common parish council or de-grouping parishes.

The purpose of a community governance review is to secure an arrangement which will bring about improved community engagement, better local democracy and will result in more effective and convenient delivery of local services.

It must take account of the identities and interests of the community in that area and those arrangements for community representation and engagement already in place.

Why undertake a community governance review?

Community governance reviews may be triggered by local people presenting petitions to the Council or at the instigation of the Council when it considers, for example, that a parish boundary no longer corresponds to a natural settlement pattern.

19/199. External audit - RFO

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Cottenham Parish Council CA0061

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

01/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

19/200. Financial Regulations

6.18	Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or FLAC in writing before any order is placed.
6.20	Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Currently the Financial regulations allow the Clerk and RFO to use the Corporate Multipay card. FLAC recommends adding Assistant Clerk after Clerk in item 6.18 & 6.20 so that the Assistant Clerk can also use the card.

19/201. Terms of Reference

We have recurring issues with some Parish Councillors being absent, without timely apology, from Committee meetings leading to inquoracy, sometimes preventing important business being conducted and always wasting the time of our staff and those Councillors who attend. This mostly affects CALF, FLAC and Planning.

In addition, we have some meetings which do not appear to have enough active business issues to warrant the staff and Councillor time.

It is proposed:

- a) where possible, to reduce the standing frequency of meetings, but providing for one extra ordinary meeting, where necessary, between each ordinary meeting; and
- b) where possible, reducing the number of members allocated to certain committees, based on recent attendance so the quorum can be reduced to three in each case; and
- c) if feasible, the Clerk will include an "absent without timely apology" list per Committee to her monthly report.

The effect (?)

Amend relevant ToRs with following effect:

- CALF to meet 2-monthly (Chair/Clerk option to call intervening extra ordinary meeting); increase M to 9.
- FLAC to meet quarterly with a Chair/Clerk option to call intervening extra ordinary meetings as required.
- Planning to meet 2/monthly as now with reduced membership (9 quorum 3); consider alt. Tue/Thu mtgs.

19/202. Committee members – Cllr Morris

Committee/working party list as at September 2019

	Committees					Standing WP's				Task & Finish WP's					Officers			Trustees/Reps							
	7 CALF	7 FLAC	9 High	12 Plan	6 Stand	Burial	Drain	HR	Sus Cott	Events	NP	Spec devs	VH	Youth	Comms	Trees	Play H&S	All Saints	Cott Charities	Comm Centre	Church	CPS	CVC	Mobile Warden	Lady-birds
Bolitho		x		x	x	x										x					x				
Collinson		x		x		x					x													x	
Dewey	x		x						x	x					x										
Graves				x			x											x							
Hewitt																									
Kidston	x			x				x			x	x					x								
McCarthy		x	x		x								x			x									
Morris	x	x	x	x	x	x	x	x		x	x	x	x	x								x			x
Smith		x		x						x		x													
Ward			x	x			x	x	x	x	x														
Wilson	x	x		x								x	x				x			x					
Wotherspoon			x				x																		
Young	x	x	x	x	x						x	x	x												
Clerk										x			x	x								x			
RFO													x												
Vacancies	2		3	3	2					Eileen			Andy Ward				Neil	D Mudd					TBC		
																		L Harford							

19/203. Cottenham Feast

We have been approached to donate £25 towards the running of the event. Could be done via 'Cottenham Chest' grants? NB: this would in addition to free use of the Village Green.

19/204. Community E-bike Service

Shared Mobility for a Sustainable Future

Convert your village residents from car journeys to healthy bike rides – with easy e-bikes Cambridge Electric Transport (CET) has been providing its bizbike commuter bike service for major Cambridge employment centres since July 2018. We would now like to offer villagers throughout Cambridgeshire the opportunity to share in the delights of cycling by offering affordable e-bike rides that make cycling easy for all abilities, extend cycling ranges, reduce traffic congestion and have zero emissions.

South Cambridgeshire District Council has launched its Zero Carbon Fund to encourage green lifestyle initiatives. Electric bikes are mentioned as one potential funding area.

CET would be pleased to work with parish councils to introduce e-bike services in their villages, using the Fund as an initial funding source.

To provide the necessary security and access for the service to operate in individual villages, the e-bikes need to be stored in secure bike lockers. The capital cost of these is £860 + VAT per locker (see photo, below).

Once installed, the lockers will be managed via CET's software platform, enabling participating residents to book rides, locate the bike lockers, unlock and lock the lockers and bikes via a mobile app.

CET will provide a full support service, including charging of batteries, replacement of any bikes with punctures or mechanical faults, and a helpline for riders who need any support.

Parish councils can choose whether the service will be free, subsidised or fully paid for by the riders. As a guide, the charge for a full-day ride would be £9.

Parish councils could choose to subsidise rides in the first year to encourage usage. With an annual subsidy of £1,900 per e-bike, a day's rental would be reduced to £4. If the council would like the service to be entirely free, the annual charge per e-bike would be £3,285. Either of these costs can be included in your grant application, in addition to the cost of the bike lockers.

Funding applications for the Zero Carbon Fund must be submitted by 31 October 2019. For further details, contact Sean Moroney, Cambridge Electric Transport, 07973 499224, seanm@cambridgeelectrictransport.co.uk

19/205. Streetlight energy handover

Background:

Dear All,

Earlier in May we contacted all parishes to let them know about a decision to end current street lighting energy arrangements. These involved us, Cambridgeshire County Council, buying energy on your behalf and then recharging you at the end of every year. Going forward, parishes will need to set up new arrangements for procuring and paying for street lighting energy themselves and this information will help you to do this.

UK Power Networks (UKPN) own and maintain the electricity cables in our area and manage supply. To take responsibility for your parish owned lighting energy supply, you will need to provide UKPN with three pieces of information:

- a) An up to date copy of your Street Lighting Inventory (format as attached)
- b) Confirmation of your preferred energy supplier
- c) Contact details for correspondence/billing purposes.

We have attached a copy of the latest detailed inventory we hold for your parish. We have agreed the format of this spreadsheet in advance with UKPN, so it should contain everything that they are looking for. You will need to check that this inventory is an accurate record of your parish owned street lights or update it if not. If you have had your street lights upgraded, the contractor that carried out the work should be able to help provide information if they have not already done so. We have also attached an information pack describing how charge codes are calculated, but this should hopefully not be necessary.

You will also need to select a preferred energy supplier. Whilst they won't be able to set you up as a fully paying customer initially (due to needing information from UKPN), they should be able to provide you with enough information to allow you to make a decision. Your preferred supplier will need to be able to deal with an unmetered supply and will require your inventory details to provide a quote.

You can find a list of potential energy suppliers from Ofgem (<https://www.ofgem.gov.uk/consumers/energy-supplier-comparison-data>).

When you make contact with an energy supplier, they will ask if you want a half hourly billing or non half hourly billing arrangement for your unmetered supply. We recommend non half hourly billing. If you choose half hourly billing you will need a separate meter administrator which will be an additional cost and generally greater than any saving you make, unless you are managing a large inventory (generally greater than 1000 units).

Once you have all three of these pieces of information, please send them through to UKPN via umso@ukpowernetworks.co.uk.

Setting up new customers and managing these inventories will take time and we are aiming for this process to take place between now and October 2019. Whilst there may be reasons why you may need to contact UKPN more quickly or take longer in selecting your preferred energy supplier, we would be grateful if you could aim to contact UKPN within this timescale, who may adopt a phased approach.

If you have any issues or queries please contact UKPN at the e-mail address above or Cambridgeshire County Council on street.lighting@cambridgeshire.gov.uk

Kind Regards,
Michael Richards
Business and Performance Manager
Highways Service

Previous charges from County for street lights

31/03/19 – £1221.42

31/03/18 - £1129.85

31/03/17 - £963.01

Quotes received from :

- Green energy
- OPUS
- SSE Green
- SSE Choice
- Total Gas and Power Through ESPO
- Haven Power

Green Energy

Ongoing or 12-month contract (price same)

MPAN Core	Standing Charge (p/day)	Unit Rate (p/kWh)
1050001865389	67.93 exc. VAT	18.72 exc. VAT
1050001865403	31.86 exc. VAT	18.72 exc. VAT
1050001865398	31.86 exc. VAT	18.72 exc. VAT

Estimated monthly cost: £160 before tax

As well as using **green electricity from renewable sources**, below are some of the benefits you can enjoy with Green Energy:

1. **no fixed term contract and no exit fee.** You stay with us because you want to, not because you have to
2. **get straight through.** You can simply contact me by email or on my direct line
3. **e-billing** plus a secure online area to view your account or add meter readings
4. an **accreditation certificate & logo** to show that you reduce carbon emissions by using 100% green electricity

OPUS

The twelve month would work out roughly around 97.86 a month

The twenty four month would work out 103.23 a month

This is based on the current usage for the meters

12 months

MPAN Core	Start Date	End Date	Standing Charge (p/day)	Unit Rate (p/kWh)
1050001865389	01/10/2019	30/09/2020	7.637	14.447
1050001865403	01/10/2019	30/09/2020	7.637	15.153
1050001865398	01/10/2019	30/09/2020	7.637	13.328

24 months

MPAN Core	Start Date	End Date	Standing Charge (p/day)	Unit Rate (p/kWh)
1050001865389	01/10/2019	30/09/2021	7.709	14.842
1050001865403	01/10/2019	30/09/2021	7.709	15.572
1050001865398	01/10/2019	30/09/2021	7.709	13.694

36 months

MPAN Core	Start Date	End Date	Standing Charge (p/day)	Unit Rate (p/kWh)
1050001865389	01/10/2019	30/09/2022	7.782	15.087
1050001865403	01/10/2019	30/09/2022	7.782	15.855
1050001865398	01/10/2019	30/09/2022	7.782	13.906

SSE Green

SSE Green is 100% renewable energy, powered entirely by hydro and wind energy. It's fully backed by Renewable Electricity Guarantees of Origin and independently verified by EcoAct, a Carbon Disclosure Project Accredited Provider. As an SSE Green energy customer, we'll provide you with a certificate and logo to demonstrate and market your green credentials and help you stand out from the competition.

MPAN	Prices	For the Contract Period	
5000 1865 389		Consumption	Estimated Cost £
	Standing Charge - Non-AMR 2.720 £/Month	12	32.64
	All 14.750 p/kWh	35	5.16
	FiTs 0.587 p/kWh	35	0.21
Includes		Total kWh 35	Total Cost £38.01
100% SSE Green at 0.4p/kWh	Average price 108.594p/kWh		

MPAN	Prices	For the Contract Period	
5000 1865 403		Consumption	Estimated Cost £
	Standing Charge - Non- AMR 2.720 £/Month	12	32.64
	ALL 15.500 p/kWh	7,267	1,126.39
	FiTs 0.587 p/kWh	7,267	42.66
Includes		Total kWh 7,267	Total Cost £1,201.68
100% SSE Green at 0.4p/kWh	Average price 16.536p/kWh		

MPAN	Prices	For the Contract Period	
5000 1865 398		Consumption	Estimated Cost £
	Standing Charge - Non-AMR 1.880 £/Month	12	22.56
	All 14.250 p/kWh	338	48.17
	FiTs 0.587 p/kWh	338	1.98
Includes		Total kWh 338	Total Cost £72.71
100% SSE Green at 0.4p/kWh	Average price 21.512p/kWh		

SSE Choice

Our fully fixed price tariff, SSE Protect, guarantees prices including all existing non-commodity costs (excluding VAT and CCL) for the duration of the contract. We'll simply cover any increase – if these costs rise during the life of the contract, the amount you pay won't. Please note you could still be liable for new third-party charges which arise after you agree your new contract.

MPAN	Prices	For the Contract Period	
5000 1865 389		Consumption	Estimated Cost £
	Standing Charge - Non-AMR 2.720 £/Month	12	32.64
	All 14.250 p/kWh	35	4.99
	FiTs 0.587 p/kWh	35	0.21
		Total kWh 35	Total Cost £37.83
	Average price 108.094p/kWh		

MPAN	Prices	For the Contract Period	
5000 1865 403		Consumption	Estimated Cost £
	Standing Charge - Non- AMR 2.720 £/Month	12	32.64
	All 15.000 p/kWh	7,267	1,090.05
	FiTs 0.587 p/kWh	7,267	42.66
		Total kWh 7,267	Total Cost £1,165.35
	Average price 16.036p/kWh		

MPAN	Prices	For the Contract Period	
5000 1865 398		Consumption	Estimated Cost £
	Standing Charge - Non-AMR 1.880 £/Month	12	22.56
	All 13.000 p/kWh	338	43.94
	FiTs 0.587 p/kWh	338	1.98
		Total kWh 338	Total Cost £68.48
	Average price 20.262p/kWh		

ESPO

MPAN_CORE	STANDING_CHARGE_PPDAY	UR1_RATE_PPKWH	UR2_RATE_PPKWH
1050001865389	8.932	14.2542	11.9974
1050001865398	8.932	11.57	15.2143
1050001865403	8.932	16.9706	12.9626

Prices are all pence per day

The prices include the ESPO fee but do not include VAT or CCL which will be charged at the prevailing rates.

Haven Power

12 months prices = Aprox £1355 a year total cost

								ONE YEAR		TWO YEAR		THREE YEAR	
MPAN List	EAC (Total = 0.01GWh)	PC	MTC	LLF	Area	Startdate	Product	SC (ppd)	Day (ppu)	SC (ppd)	Day (ppu)	SC (ppd)	Day (ppu)
1050001865389	35	8	502	150	10	01/10/2019	Complete	0	19.21	0	19.61	0	19.75
1050001865403	7267	1	504	152	10	01/10/2019	Complete	0	17.8	0	18.2	0	18.32
1050001865398	339	1	503	151	10	01/10/2019	Complete	0	16.3	0	16.7	0	16.82

24 months prices = Aprox £1386 a year total cost

36 months prices = Aprox £1395 a year total cost

Haven Complete:

- Fully Fixed wholesale electricity cost
- Fully fixed third party costs
- Fully fixed EMR & FIT levies
- Completely fully fixed offering budget certainty

All contracts are subject to a soft credit check, If you would like further information regarding this, please see our Privacy Notice which can be found on our website / a link to this document has been included in this email.

<https://www.havenpower.com/customer-privacy-notice/>

19/206. Going digital

Possibly as soon as December this year, SCDC and the City's Shared Planning Service is adopting a new planning system, involving a shutdown for 2-weeks. The system itself may allow an application to be viewed on screen in the context of its location (map), context (streetview), details and policies (National/Local Plan).

Given moves to reduce paper (and ink/toner) usage, it is likely that there will soon be reluctance to issue paper plans to Parish Councils for all planning applications.

Some say that paper plans are important:

- a) allowing discussion with concerned neighbours, even on small applications
- b) providing more detail, especially on larger applications
- c) allowing "round the table" discussions, including public involvement on occasion.

Widespread adoption of tablets, even with zoom capability, does not resolve all the issues. Should we begin thinking about how we might equip ourselves to "go digital"?

19/209. Bank reconciliation

Reviewed September 16th 2019 by RFO and Cllr McCarthy

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

In summary:

£61,240.11	Bank account 1
£157,388.01	Bank account 2
£362,234.62	Bank account 3
£100,000.00	Bank account 4
£680,862.74	Total Cash at Bank (as of the 31st July 2019)
- £9,717.06	Creditors
+ £3135.40	Debtors
£674,281.08	Net balance on bank reconciliation

+ VAT owed £935

Minus £39,501 remaining accruals

Minus PAYE: £1233

Net assets: £634,482.08

Creditors

- AJ King - £3800 (Contract and extra work)
- A Mappedorum - £42.00 (Electric work at pavilion)
- BCS - £57.00 (Payroll)
- Calor gas - £17.99 (Standing Charge)
- CamAlarms – £370.80 (Service at Pavilion)
- CAPALC - £75 (Councillor training)
- Connections Bus - £2530 (Youth Bus)
- CUSSC - £1080 (Quarterly services charge)
- RFO - £13.62 (Expenses)
- Green and Purple – £60 (Accountancy support)
- Greenlight Environmental Consultancy - £540 (Biodiversity)
- PHS Group - £91.80 (Annual charge)
- Shred Station - £48 (Shredding)
- SSE- Southern Electric - £973.02 (Electric bill for the rec)
- Travis Perkins - £17.83 (Plumbing parts for the Village Hall)

TOTAL £9717.06

Debtors

- Cottenham Colts - £1993.20 annual charge
- Cottenham United Sports and Social Club - £1045.60 quarterly rent charge
- Aerobics teacher - £96.60 (invoice)
- **TOTAL £3135.40**

Appendix 1: Issues log

There were 10 reported incidents during September.

Date	Issue	Further details	Follow up
18/09/2019	Overgrown hedges	Hedges on Rampton Rd are overgrown, making walking/cycling hard	AC to chase County Farms
18/09/2019	Traffic lights	Temp traffic lights on Histon Road are causing long delays	Contacted Streetworks to get timings adjusted
21/09/2019	Sewer	Bad smell coming from sewer on Wilkin Walk	Works in progress
26/09/2019	Cadent lights	Lights still in situ at 8pm, causing traffic disruption. Should be removed by 3.30pm	AC contacting Streetworks
26/09/2019	Cadent lights	Lights still in situ at 8pm, causing traffic disruption. Should be removed by 3.30pm	AC contacting Streetworks
26/09/2019	Cadent lights	Lights still in situ at 8pm, causing traffic disruption. Should be removed by 3.30pm	AC contacting Streetworks
26/09/2019	Mess	Pile of rubble left at front of property on High Street which is unsightly	Referred to SCDC Enforcement
26/09/2019	Bins	Resident is leaving 6 bins permanently on the roadside next to their house; is this permitted	Checked with SCDC and The resident should put the bins away on their own property and clear of the public footpaths/roads. In exceptional circumstances where there is no ability to put the bins away, the resident can be supplied with black bins.
27/09/2019	Broken glass	Glass on Narrow Lane causing a hazard	Referred to SCDC for fly tipping – road sweeper unlikely to fit.
27/09/2019	Cadent lights	Lights up prior to 9.30am and causing long tailbacks	AC contacting Streetworks