

AGENDA REPORTS PACK

FULL COUNCIL MEETING

December 2019

19/247. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th November 2019 at 7.15pm

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

- 19/218. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (late), Smith (work) and Wotherspoon (personal). Cllr McCarthy was absent.
- 19/219. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Interest in item 19/224 and will take no part in voting.
- 19/220. Minutes** - Resolution that the minutes of the meeting of the Full Council held on the 1st October 2019 be signed as a correct record (subject to minor amendment). **RESOLVED.** Cllr Hewitt arrived 7.19pm. Resolution that the minutes of the EOM held on the 15th October 2019 be signed as a correct record. **RESOLVED.**
- 19/221. Public participation** – Standing Orders suspended 7.20pm. Bev Sedley, Chair of Cambridge Sustainable Food, attending regarding item 19/224. Standing Orders reinstated 7.21pm.
- 19/222. Reports**
- **SCDC** – Report noted. Trevor Nicholl, Head of Greater Cambridgeshire Shared Services Waste Resources attended. Ran through the new regime for street cleaning (spend 2 weeks in each of 5 zones on a 2 monthly rotation). Need to advise of any issues via streets@scambs.gov.uk or waste@scambs.gov.uk and they may be able to return sooner if there is a hazard. NB: pavement sweepers can also go on the roads. Cllr Graves arrived 7.30pm. Need to raise issues regarding Cottenham Skips again. Noted that Oakington Road had been messy over the past week. Mr Nicholl was thanked for attending.
 - **CCC** – Report noted. Cllr Bolitho raised need for reservoirs; but where? SCDC Cllr Gough mentioned that water resources were included in the Issues and Options report of the Local Plan which is coming out shortly for consultation.
 - **Clerk** – Report noted. SCDC Cabinet/PC liaison meeting on 19th November has been cancelled. CPAC bus survey now open and has been put on our Facebook page. The Baptist Hall will be used as the polling station next month. Clerk and Asst Clerk emails still not working properly. Remembrance – Groundsman to put barriers near memorial on Saturday and Cllr Hewitt to move into position Saturday evening to cordon off the car park. Groundsman will arrive early on Sunday to move into position for crowd control. Flagged that 2 cars now parked permanently in The Pound. Cllr Ward to contact Programme Officer re. Amey appeal.
 - **Major developments** – Report noted. Mention of Beach Road already subsiding again in places so need to monitor.
 - **Village Hall & Nursery** – Report noted. Good site meeting on Monday with all parties. Cllr Morris circulated the Children and Young Persons report. Officers are meeting next week and strongly recommended handing over the money to us. Will then need to go to General Purposes Committee for final decision. Letter of intent was sent to SHE French today.
 - **Cottenham Neighbourhood Plan** – Report noted.
 - **Website Accessibility Guidelines** – Report noted. We'll need to look at having to update our website (replace template) to enhance functionality to make it more accessible.
- 19/224. SCDC Zero Carbon Communities grant** – to consider CPC supporting, in principle, applications to SCDC by Sustainable Cottenham and Cambridge Sustainable Food – Cllr Ward outlined. If SusCott are successful then Cambridge Sustainable Food will run the event; if not then Cambridge Sustainable Food will hold an event hosted by SusCott. Standing Orders suspended 7.58pm. Bev Sedley from Cambridge Sustainable Food ran through the plans and they are working with various villages already. She also chairs the local Food Poverty Alliance, of which Foodbank is a part. A community fridge may be an option to help people but need to be wary of stigmas and how to break them. Query if they had linked up with Cottenham Charities/ allotments; not yet. They

have got vacancies at the moment. Standing Orders reinstated 8.04pm. Resolution that CPC support applications to the SCDC Zero Carbon Communities grant by Sustainable Cottenham and Cambridge Sustainable Food. **RESOLVED**. Standing Orders suspended 8.05pm. Mr Nicholl stated that a copy of the minutes would be sufficient to accompany the application. Standing Orders reinstated 8.06pm.

- 19/223. Community gritting scheme** – to consider locations for winter 2019/20 gritting – Highways Committee members have agreed to participate. Not obligation to grit areas. Won't grit pavements along main road gritting routes, looking at other high footfall areas i.e. cut through from Tenison Manor to High Street. Suggestions to be sent to Asst Clerk.
- 19/225. Bank transfers** – to consider update on interbank transfers for Village Hall and Nursery project – Under terms of our Financial Regulations the RFO has to notify Council of intention to move money between accounts. Will move £1.4m into the Cambridge Building Society. It's a 90 day notice account so will need to give notice around March 2020 of intention to withdraw funds.
- 19/226. Financing of the Village Hall and Nursery Project** – to consider applying to MHCLG for a temporary increase in borrowing powers to support a short-term loan of up to £500,000, repayable within 12 months from anticipated s106 developer contributions for the Car Park, Village Hall & Nursery project – Deferred.
- 19/227. Village Hall disposal of assets** – to consider scope and timing for disposal of unwanted assets in Village Hall – Cllr Morris outlined. Open event in next few weeks for viewing of items for disposal. All items would need to be collected on 1st December. Clerk to advertise accordingly. Remaining items to be offered to Emmaus in the first instance.
- 19/228. CAPALC AGM** – to consider attendance at CAPALC AGM on 4th December – Cllr Morris to attend if possible.
- 19/229. Tackling Scams** – Resolution to become a member of CAPASP (Scams Partnership). **RESOLVED**.
- 19/230. Village Green hire** – Resolution to hire of the Green for a market-style event in March 2020. **RESOLVED**.
- 19/231. Greater Cambridge Local Plan** – consider forming a working party to advise CPC on Greater Cambridge progress with the next Local Plan, making representations to GCP as necessary (referred from Planning Committee) – Cllr Morris outlined. Cllr Morris to contact Neighbourhood Plan ambassadors to see if interested in joining working party. Resolution to form task and finish working party consisting Cllrs Dewey, Hewitt and Morris, advise CPC on Greater Cambridge progress with the next Local Plan, making representations to GCP as necessary. Meetings to be held in public. **RESOLVED**.
- 19/232. Remembrance Parade** – Resolution for Cllr Morris to act as CPC representative to lay wreath at Remembrance event on 10th November. **RESOLVED**.
- 19/233. #OurDay 2019** – Resolution to participate in annual LGA social media event on 19th November. To be led by Clerk, Asst Clerk and Councillor Dewey. **RESOLVED**.
- 19/234. Office equipment** – Resolution to purchase of two laptops and protective laptop bags as recommended by FLAC (approx. £800). **RESOLVED**.
- 19/235. Email transfers** – Resolution to outsource email transfers to Watch the Dot (£25 for each transfer) as recommended by FLAC. **RESOLVED**. NB: a few Cllrs may be able to undertake themselves.
- 19/236. Website maintenance** – Resolution to take out a maintenance package for our website by Watch the Dot for £350 annually as recommended by FLAC. **RESOLVED**.
- 19/237. Cottenham Flood Risk** – Resolution to make representations to SCDC enforcement concerning unlicensed surface water discharges into Reynold's Drain (Northstowe Phase 1) – Cllr Morris outlined. **RESOLVED**. Cllr Morris to write letter accordingly.
- 19/238. Racecourse View** – to consider making representations to SCDC enforcement concerning undischarged condition 18 (surface water) on planning permission S/2509/12/FL (Racecourse View) – Cllr Morris outlined. The planning application relates to 2013 but there has been no discharge of conditions. SCDC Cllr Gough has met with the Planning Officer and it was noted that condition 8 wasn't discharged either. Resolution for CPC to make representations to SCDC

enforcement concerning undischarged conditions 8 and 18 (surface water) on planning permission S/2509/12/FL (Racecourse View). **RESOLVED.** Cllr Morris to write letter accordingly.

19/239. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
Bowls Club	Electricity recharged	£67.08	£67.08	
Aerobics instructor	Use of village hall	£92.00	£110.40	
		£2,587.95	£2,781.13	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 19	£4,683.39	£4,683.39	-
HMRC	Tax and NI for October 19 (month 7)	£1,145.56	£1,145.56	-
AJ King	Monthly contract cost	£3,166.67	£3,800.00	
CUSSC	Contract Services (Quarterly)	£1,080.00	£1,080.00	1557
Calor Gas	Delivery to the Pavilion	£825.50	£866.78	1558
Road Data Services	Cottenham Traffic Survey	£590.00	£708.00	1571
Cambridge Van Leyden	Generation of thermal model - VH & Nursery	£550.00	£660.00	1575
Cottenham Comm Centre	Six-monthly rent to 31st March 2020	£1,300.00	£1,300.00	1577
Nick West	August cleaning invoice	£540.00	£540.00	1578
Nick West	September cleaning invoice	£594.00	£594.00	1579
Connections Bus	5 visits over the summer holidays	£1,265.00	£1,265.00	1583
A Jakins & Sons	Christmas tree and delivery	£900.00	£1,080.00	
		£16,640.12	£17,722.73	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (November) DD	£244.63	£244.63	-
Charter Global	Contract at the pavilion for shutters (DD)	£172.00	£206.40	
Green and Purple Ltd	Monthly Accountancy Support	£50.00	£60.00	1564
RFO	Expenses re O2 Sim Card for the pavilion	£8.85	£10.62	1559
A Mappedorum	Work on electrics in the Village Hall	£175.93	£211.11	1560
A Mappedorum	Work on Flood lights	£145.00	£174.00	1561
PPL	Music Licence for the Village Hall	£215.61	£258.73	1562
AJ Raven	To repair section of wall - Pound car park	£430.00	£430.00	1563
BCS	Payroll processing	£47.50	£57.00	1565
RFO	Dropbox annual payment	£79.90	£95.88	1566
RFO	Printer paper	£2.95	£2.95	1567
Cottenham Feast	Donation	£25.00	£25.00	1568
Shred Station	Blue bin collection	£40.00	£48.00	1569
HAG	Repair of Shutter at Ladybirds	£210.00	£252.00	1570
SLCC	Annual membership payment	£196.00	£196.00	1572
SLCC	Annual Principle membership fee	£53.00	£53.00	1573
Staples	Printer Cartridge	£34.86	£41.83	1574
SSE Southern Electric	Electric bill for the Pavilion	£233.86	£280.63	1576
RFO	Postage re loan applications	£7.40	£7.40	1580
CAPALC	Cybersafe security awareness trg course x 6	£215.16	£215.16	1581
SLCC	Website Accessibility trg - Clerk & Asst Clerk	£130.00	£156.00	1582

Royal British Legion	Donation for Wreath.	£100.00	£100.00	1584
		£2,817.65	£3,126.34	
Multipay Card				
Start Traffic	Road signs	£90.19	£90.19	1585C

Resolution to pay these invoices. **RESOLVED.** NB: PPL licence is retrospective.

19/240. Management accounts – to review the monthly management accounts – Noted.

19/241. Bank reconciliation – to review monthly bank reconciliation – Noted.

19/242. Matters for consideration at the next meeting

19/243. Dates of next meetings – Planning 7th Nov, CALF 19th Nov, Planning 21st Nov, Full 3rd December

19/244. Close of Meeting – 9.30pm.

19/249. Reports

District Councillors' Report for Cottenham and Rampton – December 2019

Setchel Drove

SCDC has approved the deployment of surveillance and a physical barrier at Setchel Drove to deter fly-tipping. The precise form and location of the measures is to be determined through further consultation with the residents and landowners.

In the meantime, SCDC Comms has circulated a design of fly-tipping signage that will be put up in fly-tipping hotspots to deter fly-tipping. Planned locations for the signs in Cottenham are Setchel Drove, Twentypence Road and Long Drove.

Redrow Development

We continue to monitor the Redrow application. Minor amendments in the revised application have not addressed our concerns on linear distribution of the affordable housing, lack of permeability and design. We have submitted comments on the revised application making these points.

Persimmon Development

The issues of mud being deposited by traffic leaving the site was raised at the last Parish Council meeting. This has been raised with the developers and the site management team.

This Land Development (Crown Reach)

The reserved matters application submission is imminent. We have discussed with the Planning Officer and understand that there are still ongoing discussions about the boundary with Les King Wood and the distribution of affordable housing. We have expressed further concerns about the interaction with the Recreation Ground and the lack of any provision for pedestrian or cyclists to the centre of the village (as was indicated at the outline planning stage).

Dunstal Field

Cllr Gough raised an issue with Streetworks relating to the damage to the road and paths at Dunstal Field caused by the Cadent gasworks. This led to a site meeting with the contractor and the repair work were completed in a timely fashion. The resident has residual concerns about the quality of the work and Cllr Gough has asked Streetworks to inspect the work.

Street lighting

A decision was made at the Council meeting to fund a £1.3 million program to upgrade 1,800 SCDC owned street/path lighting with LED lights subject to a final Cabinet go-ahead. This will reduce ongoing maintenance costs and reduce ongoing energy usage that is currently paid by parish councils by 60-70%. The benefits have been validated by a trial in Ickleton and Hardwick. Historic lighting columns in conservation areas will be retained. The Parish Council will be notified shortly of the columns that will be upgraded in the parish. SCDC is open to discuss any opportunities to integrate this work with any lighting works planned by the Parish.

Cambridgeshire County Council Children and Young People Committee Hearing

Cllr Wilson attended a meeting of the CCC Children and Young People Committee on 12 November to support recommendations from the Education Committee and Cottenham Parish Council's proposals regarding section 106 funding and the management of the proposed Day Nursery. We are pleased that the recommendations of the Education Committee were approved and noted, in particular, the praise from Committee Members for all the work put into this project by Cottenham Parish Council.

Histon Road closure/Bus provision

Meeting with Stagecoach

On 21 November, we attended a meeting with Garry Nicholas, Stagecoach, along with Councillors from Histon and Orchard Park and the GCP Project Manager to discuss options for the routing of the Citi 8 during the Histon Road works and, more generally, to improve the service to attract more customers.

Garry Nicholas said that Stagecoach had undergone a change of management and they were determined to provide a much better service that people wanted to use. They were planning changes to the Guided Busway, such as new buses with greater capacity and a more frequent, regular service to improve the service to people nearer Cambridge. He sought our views on options for routing the Citi 8 to overcome the disruption that will be caused by the Histon Road closure.

GCP Histon Road works – update

Eileen Wilson attended the GCP Local Liaison Forum meeting on Monday 25 November to hear about the updated plans for the Histon Road works, scheduled to start at the end of the year. Speakers from Skanska, GCP and Stagecoach presented the plans.

The works are scheduled to start in January 2020 and to be finished in April 2021 and will be carried out in 4 phases: A, B, C and D:

Phase A - January to May 2020 to install new signalling and kerb re-alignments at the junction of Histon Road and Huntingdon Road. The works will be carried out in 7 phases. Traffic management will be in place between 9.30am to 3.30pm on weekdays only, when the traffic will be controlled by traffic lights. Outside those times, the road will be open except for a few days of overnight full closure, expected to be late May, for resurfacing. The Project Team will be working with signal designers to maximise traffic flows.

Phases B, C and D – expected to start May 2020 and finish April 2021 will commence when the A14 roadworks between Histon and Milton are completed. During this time Histon Road from Kings Hedges Road to the junction with Huntingdon Road will be closed to inbound traffic. A14 traffic will be encouraged to use Milton Road for access to Cambridge.

During the works there will be a dedicated Customer Liaison Officer who will be available at certain times at a drop-in site and local representatives will be given a telephone number. It is intended that traffic management will be flexible to respond to problems that might arise. Advance notice of works and closures will be announced via the Liaison Officer and local representatives in advance.

Stagecoach invited a discussion on ideas on how to reduce potential delays i.e. they want to know what people want and will be prepared to be flexible and change routes should severe congestion and hold ups occur. I raised the point that in May, students will be taking GCSE and A Level exams and they absolutely need to arrive on time. Skanska said they would approach the 6th Form colleges and schools to warn them of the works.

Stagecoach is considering various solutions including a potential solution for the Citi 8. There are 3 particular problems for the Citi 8: Victoria Road and Histon Road access, Orchard Park access to town and Cottenham, Histon and Impington access to town. There are no confirmed solutions at the moment but Stagecoach are open to ideas.

Works to improve cycling and pedestrian access along Milton Road will start after the Histon Road works are finished.

Contact your District Councillors

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

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

Facebook: @CottenhamRampton

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

Tim Wotherspoon

CLERKS REPORT – November 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 – Installation of new studs completed.**
- **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. **Majority appear to have been redone w/c 7/10/19.**
- **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). 16/1/21019 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.
- **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 – Still waiting for tape.
- 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.

Recreation ground

- **Pavilion pathway lights have been repaired.**
- 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.
- Neighbouring willow tree has fallen onto our fence on 3rd field. Owner contacted accordingly to arrange removal and repair. No response received to date.
- **Cromwell Fire service undertaken for Ladybirds. Several issues highlighted as requiring work which has been authorised under emergency powers; RFO and Chair notified accordingly.**

Pavilion

- Nets are getting badly damaged.
- **Issues with users leaving the building open/shutters up.**
- **Some damage to one of the kitchen shutters and boards on side facing pitch 1.**

Misc admin

- November Issues log distributed separately – see appendix for summary.
- Need to purchase metered standpipe for village sign. Anglian Water have confirmed cost of standpipe to be approx. £69pw. Cottenham Club approached to see if appropriate to install outside tap but unwilling.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- Three Cllr vacancies have been advertised for co-option.
- **Carols on the Green – tree now erected and all other matters are in hand. Sponsorship monies coming in. Carol sheet going to print w/c 2nd Dec.**
- New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020.
- **King and Co contacted for letter/advice re. parking in The Pound.**
- **Banner for Ely Consort Choir given permission for Green.**
- **Yesteryear Road Run will be back in 2020; date is confirmed as Sunday 26th April. Green use confirmed.**
- **2020 meeting dates have been circulated.**
- **#OurDay was a success and we received good feedback to our social media posts.**

Facebook

- 1184 likes/1327 follows.

Major developments

- Bellway – 50 homes on Oakington Road; expect to complete by April 2020
 - Frustrated by delays getting approval to complete the footway and road (January?)
- Persimmon -121 homes on Oakington Road
 - On-site;
 - Oakington Road / Rampton Road roundabout upgrade likely to be deferred into summer holiday period but will clash with Histon Road GCP work)
 - CPC Planning unable to identify relocation point for Rampton Road bus shelter
 - May be able to switch s106 funding for bus shelter maintenance to upgrade of Victory Way “terminus” one.
 - Have requested advice / help on achieving street adoption by Highways.
- Redrow – up to 200 homes on Rampton Road
 - RM application with SCDC
 - Multiple surface drainage issues
 - probably at 11th December SCDC Planning Committee (FM delegated)
- This Land – up to 154 homes on Rampton Road
 - Have pre-app request with SCDC
 - Expect RM submission early in 2020
- Gladman – Care Home
 - Refused permission, partly on mass/scale etc as expected.
 - Discussing “all options” – willing to discuss CPC proposition.
- Histon Road (Cambridge – GCP project);
 - Seems to be going ahead as single-way closure

Village Hall & Nursery

- CPC has drawn down £2.8 million as a loan to add to the £400K+ Hall/Nursery project fund.
- Cambridgeshire County Council’s General Purposes Committee has now approved the Children & Young Persons Committee recommendation to transfer (up to £800K indexed) s106 Early Years developer contributions to the Nursery element of the project subject to a funding agreement and collaboration with their education team.
- Overall project finance, including relevant reserves, being re-assessed to determine scale and timing of additional borrowing, if required.
- Difficulties obtaining a suitable Portakabin as temporary accommodation combined with the proximity of the Christmas break have led to a project re-timing:
 - Portakabin installation over period 2nd to 13th December.
 - Replacement oil tank to be installed during Christmas break.
 - Fencing deliveries and installation from 2nd January
- Ladybird Pre-School Trustees have decided not to take up our invitation to be “founder operators” of the Nursery which will be put to competitive tender in due course in co-operation with CCC.

Cottenham Neighbourhood Plan

- Our Working Party has reviewed the Examiner’s “fact check” report and prepared a response. Our position, in general and in line with our NP Examiner’s recommendation, is to accept the Examiner’s suggestions as they do not, in general, make a material difference to the plan.
- SCDC have also reviewed the report and come up with an alarming number of comments which appear not to recognise the respective positions of the parties and could introduce delay.
- We will meet SCDC in an attempt to “tone down” their commentary and reach a joint position.
- The Examiner’s position is to recommend that the plan, if modified in line with his suggested changes, should be put to referendum in Cottenham parish.
- We are checking the formal steps which roughly appear to be:
 - Examiner publishes report
 - SCDC makes arrangements for the referendum (within 8 weeks?)

19/250. LHI bid

County Highways have assessed our "Oakington Road Speed Calming" suggested entry for 2020/21 and designed an outline proposal:

- Retain the existing location for the 30mph
- introduce a 40 mph buffer combined with a chicane feature
- Install 1 No new MVAS,
- remark the 30mph roundel plus red surfacing and dragons teeth.

Overall cost, including public notices etc, is estimated at about £15,000 to which we are expected to contribute £5,000.

Resolution: CPC approves commitment of up to £5,000 towards the LHI2020/21 project costs.

19/252. Climate Change consultation

Cambridgeshire County Council declared a Climate and Environment Emergency in May 2019. As part of this declaration the Council is developing a Climate Change and Environment Strategy and Action Plan. The Strategy outlines how we will: reduce the carbon footprint of the Council and the County; help our communities adapt to the change already happening; and enhance nature and the benefits it provides.

As part of the Strategy development, the County Council is keen to understand what our Parish Councils and their communities think of the targets and actions we have set ourselves and how you can work with us to bring forward some of the changes that are needed to the way we live and work. We will shortly be launching a consultation on the draft Strategy and Action Plan, and we would like to invite you to review it and provide feedback. You as a Council may also have declared a Climate Emergency and we would be interested to hear what actions you have taken since then and how we as a body could aid you.

The consultation will be available online from 20 December 2019 to 31 January 2020, where you will find a copy of the Strategy documents and our questionnaire, through which you can provide feedback. The consultation will be hosted on ConsultCambs website: <https://consultcambs.uk.engagementhq.com/climate-strategy>

You may wish to add this matter onto the agenda for discussion at your January meeting, in order to ensure that you are able to respond within the consultation timeframe. Should you wish for a member of the Climate Change and Environment Strategy project team to attend your meeting, please let me know as soon as possible, so that this can be arranged.

Your responses will be highly valuable to us and will ensure that the Strategy meets the needs of our communities as well as the Council. If you have any questions, please do not hesitate to get in touch.

19/253. Trees

The tree report carried out in 2018 identified works that needed to be undertaken in the immediate period and longer term. There are now works which are due and we need to review the report.

	work overdue	work due Dec 2019	yearly inspection (2019)	2 yearly inspection (2020)	3 yearly inspection (2021)		report page no.
Green	2	3	All				21
Rec	7	5	41	12	29		27
Moat and Tenison Manor	7	(habitat survey req'd before work can be done) 1	1	rest 2 yearly		G1 G4 G5 Expect to periodically remove any dead elms	33
Dunnocks & Green to North	1	2	1	rest 2 yearly			39
BGW - north	1	1	All				42
BGW - south 1	2			All			44
BGW - south 2	1		4	rest 2 yearly			48
WARG field	4	1		All			52
The Pond		5	All				30
The old Rec				All			27

NB: groups of trees counts as one

Where ivy removal is required, it is to be done before next inspection

19/254. Assistant Clerk

- Beth joined us as a Temporary Assistant Clerk in early July
- The appointment was initially as cover for Sam during her extended illness
- We set a series of induction tasks for Beth, mostly summarised:
 - general duties in support of our Clerk
 - administration of Highways Committee activities
 - Involvement in “Nursery operations” element of the VH/N project
- Beth has completed all these activities enthusiastically and satisfactorily
- In the meantime, Sam has resigned to focus on her recovery.

Resolution: CPC approves the appointment of Beth Fleetwood as Assistant Clerk; Ts&Cs as now with review alongside other staff in April 2020.

19/255. Grant applications

COTTENHAM PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Cottenham Mobile Warden Scheme
2.	Name, Address and Status of Contact	Sue Smith 243 High Street, Cottenham CB24 8QP Administrator
3.	Telephone Number of Contact	01954 251915
4.	Is the Organisation a Registered Charity?	Yes
5.	Amount of grant requested	£1000 (20 members x £50)
5.	For what purpose or project is the grant requested?	To help with the running costs of the scheme, including: Volunteer expenses £400 Petrol £212 Telephone £120 Insurance £185 Sundries and Stationery £85
6.	What will be the total cost of the above project?	£7,500
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Grant funding see below Members' contributions £4050 Money brought forward from 2019/20
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Not yet, but will do so soon. SCDC £1000 We are still waiting to receive £2500 from CCF from last year's application.
9.	Who will benefit from the project?	Currently we have 14 full members and 6 associate members, though in July we had 23 members. 4 of our members left only last month, to move into residential/nursing care homes, so the above figures can and do change. We usually fill vacant spaces within a month to 6 weeks. All but 4 of our members are more than 90 years old.
10.	Approximately how many of those who will benefit are parishioners?	All of them

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed S.A. Smith Date 10.10.19

COTTENHAM PARISH COUNCIL
Application for Grant to a Voluntary Organisation

Financial year 2019/2020

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Please note that if your application is successful the Parish council would expect to be informed when the grant awarded has been spent and details as to what the grant was spent on.
Please note that it is unlikely that the application will be successful if not submitted by the deadline date – which can be found on the Cottenham Parish council website.

1. Name of Organisation Cottenham Brass Juniors
2. Name, Address and Status Emma Holiday of Contact 29 Long Furlong, Over, CB24 5PG
3. Telephone number of contact 07941 307843

4. Is the Organisation a Registered Charity? If so please provide Charity number

No

5. Amount of grant requested

£200

6. Project Name and short description

We are planning to purchase new uniforms for Cottenham Brass Juniors – waistcoats & ties to replace the polo shirts currently worn. This will enable the band to present a more polished appearance in line with the higher standard of performance they have reached

7. What will be the total cost of the above project? Approximately £2000 (we have been quoted £37 each for waistcoats and have identified ties we can purchase for £5)

8. If the total cost of the project is more than the grant, how will the residue be financed? Earlier this year the band held a fundraising concert and raised £450 towards new uniforms. The band have also received a donation of £1000.

We hope that the remainder of the cost will be met by other donations but can use the monies generated from band member subscriptions to cover the shortfall

Over Parish council - £200 (not heard yet if successful)

9. Have you applied for grants for the same project to another organisation? If so, which organisation and how much?

10. Who will benefit from the project? All current and future members of Cottenham Brass Juniors.

11. Approximately how many of those who will benefit are Cottenham residents? Approximately 10 members of the band (25%) are currently Cottenham residents.

12. Tell us a little more about your project. You may use a separate sheet of paper to submit any other information which you feel will support this application. Cottenham Brass Juniors provide children in Cottenham and surrounding villages the opportunity to learn a brass instrument, develop musically in the junior band and progress to perform with adult bands in the local area. The new uniform will remain the property of the band so will benefit future members as well as those currently in the band. Cottenham Brass Juniors has strong ties with the brass

COTTENHAM PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	FEN EDGE TWINNING ASSOCIATION
2.	Name, Address and Status of Contact	NATHALIE MORGAN TREASURER 60 LATIMS LANE COTTENHAM CB24 8TA
3.	Telephone Number of Contact	01952 260530 / 01954 252883
4.	Is the Organisation a Registered Charity?	Yes <input checked="" type="radio"/> No
5.	Amount of grant requested	£ 450 -
5.	For what purpose or project is the grant requested?	VISIT OF GUEST FROM AVRILLE IN MAY 2020: - HOSTING AT CHRIST COLLEGE FOR ANNIVERSARY - Ceilidh
6.	What will be the total cost of the above project?	£ 3,400.
7.	If the total cost of the project is more than the grant, how will the residue be financed?	- FETA ACCOUNTS + Other grants applications to Fen Edge villages
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	in process of applying to other Fen Edge villages TOTAL of: £ 450 -
9.	Who will benefit from the project?	Families from Fen Edge villages
10.	Approximately how many of those who will benefit are parishioners?	over 30 people plus Cottenham facilities (CVC, ...)

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....  Date..... 21.10.2019

19/256. PHS

RFO contacted King and Co Solicitors who have looked at the terms and conditions concerning the contract and have found some possible discrepancies regarding rollover period and amount owed. The Solicitors are of the opinion that we do owe a termination fee but not the amount currently expected. They will do additional research and write a letter for approximately **£200+VAT.**

19/258. SCDC Fly-tipping campaign

- SCDC is proposing to place A3 “anti-fly-tipping” posters at unspecified “hot spots” around the District.
 - accuses everyone of fly-tipping which is more likely to alienate than assist
 - the language, in seeking to be simple, is childish and sexist
 - the design is inappropriate in a Conservation Area

Resolution: CPC objects to the design and placement of these signs unless/until assured they are re-designed and placed only in/near places of reported fly-tipping.

19/259. Oil supply

This week

Replacement oil supplies are generally co-ordinated by the Sports & Social Club and our Clerk.

Some time ago, the external gauge failed but measurement continued using a dip-stick to avoid the cost of replacement.

On Wednesday this week, when Jo, Andrew and I met SEH French on-site, Andrew checked the tank level and found it be very low; we immediately contacted the supplier to arrange an urgent delivery.

As that delivery was unlikely this week, Andrew collected an interim supply directly and added that to the tank on Wednesday afternoon.

Unfortunately the supply to the boilers had already failed at some point on Tuesday afternoon / evening but neither KidsClub nor FLAC reported it at the time. Ladybirds chose to close on Thursday due to the absence of hot water.

With some difficulty Andrew re-fired the hall boiler on Thursday morning but could not get access to the pre-School to check theirs.

An engineer was called in on Thursday evening and re-fired both LB boilers, noting that LB have an operational immersion heater and tank so could have provided hot water. (although they may not have known this as it is in a cupboard surrounded by toys etc.).

Going forward

For some time, we intended to replace the Recreation Ground oil supplies with mains gas as part of the VH/N project.

Recently, as part of the Value Engineering exercise, the LB upgrade to gas was scrapped due to its excessive costs (almost £50k), reverting to provision of a new, smaller telemetered oil tank nearer to the Pre-School.

Subject to final design clearance this will be installed and commissioned over the Christmas period.

Appendix 1: Issues log

There were 7 reported incidents during October.

01/11/2019	Leaves	Leaves are covering pavement adjacent to the Green. Due to mobility issues resident had to walk on road because pavement too slippery and it requires sweeping	Resident to contact SCDC
05/11/2019	Cadent lights	Chaos with lights this morning - not being managed properly	Reported to Streetworks
07/11/2019	Lorries	2x Andrews haulage lorries using Lambs Lane during school run. Vehicles ignored weight limit.	Reported to operator
11/11/2019	Motorbikes	There has been a marked increase in the number of motorcycles using the footpath between Tenison Manor and the High Street next to the Salvation Army; sometimes coming through rather fast. Would it be possible to get some "no motorcycle" signs erected on the lampposts on this cut through?	
12/11/2019		Eggs have been thrown at house on 2 separate occasions	Resident has reported to police
24/11/2019	Dog fouling	Dog fouling on Coolidge Gardens	Advised to report to Environmental Health
26/11/2019	Dangerous dog	Dog was attacked in WARG Field - another dog jumped through fence.	Advised to report to police on 101.