

AGENDA REPORTS PACK

FULL COUNCIL MEETING

January 2020

20/003. Minutes

DRAFT Full Parish Council Meeting Minutes

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

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

- 19/245. Chair's Introduction and Apologies for absence** – The meeting commenced with a minutes silence in honour of Jack Merritt who died in the London Bridge terror attack. Cllr McCarthy arrived 7.19pm. Cllr Morris to write a letter of condolence to the family (to include District and County ward members). Clerk to circulate article written in The Guardian. Cllr Graves left the room at 7.23pm. Letter of condolence from Longstanton and Northstowe Parish Councils read out. Apologies for absence received from Cllr Hewitt (work) and SCDC Cllr Gough.
- 19/246. To accept Declarations of Interest and Dispensations** – None given. Cllr Graves returned to the room at 7.25pm.
- 19/247. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 5th November 2019 be signed as a correct record. **RESOLVED.**
- 19/248. Public participation – Standing Orders to be suspended** – None present.
- 19/249. Reports**
- **SCDC** – report noted. Stagecoach are kicking around various routing ideas re. the Histon Road closure. We need to ensure the route isn't longer than it is currently.
 - **CCC** – report noted. CCC Cllr Wotherspoon attended a meeting today and it would appear that the threat of franchising is making Stagecoach more amenable. One idea currently being looked into is a demand/response service so that the bus goes to where passengers are waiting.
 - **Clerk** – report noted. Christmas tree has now been decorated and lights have received excellent response from residents. Asst Clerk thanked for her work regarding sponsorship of the event. Cllr McCarthy thanked Remembrance parade volunteers. Clerk to follow up email transfers.
 - **Major developments** – Report noted. Bellway still need to resolve issues regarding ongoing open space maintenance. Meeting with Persimmon on 17th December.
 - **Village Hall & Nursery** – Report noted. £126k s106 expected to be transferred to us this financial year (early years). Portakabin installation slightly behind schedule but expected around 9-16th December.
 - **Cottenham Neighbourhood Plan** – report noted. Cllr Morris and SCDC Cllr Gough attended a meeting with the SCDC policy team today. Some issues identified regarding the new Accessibility Regulations. Examiner expected to respond within a week. SCDC are already setting up a process which could mean the referendum happening as early as 23rd January 2020. We may be able to send a brief summary document to the electorate.
- 19/250. LHI bid** – to consider LHI report and costs of £5k – Resolution that CPC approves commitment of up to £5,000 towards the LHI2020/21 project costs. **RESOLVED.** Cllr Morris to write to LHI team accordingly. Cllr Wotherspoon to check status of current project.
- 19/251. Speedwatch** – to consider writing letter of thanks to new Speedwatch Co-ordinator and volunteers – Cllr Ward outlined the work that had been going on. Resolution to write to Richard May to thank him and his team for their efforts. **RESOLVED.**
- 19/252. Climate Change consultation** – to consider response to County Council Climate Change and Environmental Strategy consultation (by 31st Jan 2020) – Cllrs Dewey and Ward + Asst Clerk to form working party to draft response. Item to be added to Planning Committee meeting on 23rd January 2020.
- 19/253. Trees** – to consider necessary works due according to tree reports and get quotes accordingly – Clerk outlined the extent of works required. Clerk to obtain quotes accordingly. Cllr Ward suggested using the Community Payback team for some of the unskilled work.

- 19/254. Assistant Clerk** – to consider probation period of Temp Asst Clerk and progress – Resolution that CPC approves the appointment of Beth Fleetwood as Assistant Clerk; Ts&Cs as now with review alongside other staff in April 2020. **RESOLVED.**
- 19/255. Grant applications** – to consider grant applications for 2020/21 – Resolution to accept FLAC recommendations for grants to the Cottenham Mobile Warden Scheme (£1k) and Cottenham Junior Brass (£200). **RESOLVED.**
- 19/256. PHS** – to consider contract termination costs – RFO outlined background to cancellation of the contract. PHS state they require a 5 year cancellation fee but will accept 12 months. We have sought legal advice from King & Co. Roger Covell has checked and there is no mention of a 5 year tie in the paperwork, only a possible 3 years but the wording isn't clear. His calculation is that only 2 months fees are due. Resolution to authorise King & Co to write letter on behalf of CPC to PHS to offer full and final settlement of the account (include cheque). **RESOLVED.** Cllr Smith left the meeting at 8.30pm.
- 19/257. Bank signatories** – to consider adding a signatory to our bank accounts – RFO stated that an additional signatory was required. Resolution that Cllr Bolitho be added as a signatory to our bank accounts. **RESOLVED.**
- 19/258. SCDC Fly-tipping campaign** – to consider objection to suggested content and positioning of signage - Cllr Morris outlined the proposed signage by SCDC. It was generally agreed that the wording wasn't strong enough and that the message was wrong. Concerns raised about potential placement of signs in the conservation area. It was noted that Long Drove is currently getting 2-3 loads of fly-tipping per week, a possible knock-on effect from the Setchell Drove enforcement works. Resolution to write to SCDC to object to the design and placement of proposed fly-tipping signage unless/until assured they are re-designed and placed only in/near places of reported fly-tipping. **RESOLVED.**
- 19/259. Oil supply** – to consider resilience of oil supplies to Ladybird Pre-School – Cllr Morris ran through the background. Subject to final design the new tank will be supplied and fitted over the Christmas break.
- 19/260. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
HMRC	VAT payment	-	£1,702.02	
Labour Party	Pavilion hire	£25.00	£30.00	
Sports & Social Club	Quarterly invoice	£1,144.00	£1,372.80	
Cricket Club	Annual invoice	£1,126.00	£1,451.20	
		£3,168.92	£5,604.72	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 19	£4,512.76	£4,512.76	-
HMRC	Tax and NI for November 19 (month 8)	£1,143.53	£1,143.53	-
Cambridge Water Business	Bowls Club & Allotment water (6 months) (DD)	£520.96	£520.96	1589
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1593
PC World	Purchase of a Laptop for Clerk	£530.32	£636.39	1592
Zurich	Increase in premium due to increased Fidelity guarantee	£519.39	£519.39	1596
HAG	New override motor for Ladybirds	£1,231.72	£1,478.06	1597
Cambs County Council	Street Lighting 01/10/18 to 30/09/19	£1,422.02	£1,422.02	1598
		£13,047.37	£14,033.11	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December) DD	£250.64	£250.64	-
Charter Global	Monthly contract cost	£172.00	£206.40	-

Green and Purple Ltd	Monthly support of RFO	£50.00	£60.00	1585
RFO	Expenses re Sim card for the pavilion	£8.85	£10.62	1586
John Slater Planning Ltd	Professional Services re Neighbourhood Plan	£431.25	£517.50	1587
Calor Gas	Standing charge (DD)	£17.13	£17.99	1588
Cambridge Water Business	Sports and Social Club (6 months) (DD)	£349.53	£349.53	1590
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£342.60	£411.12	1591
D & K Minter	PA system for the Carols on the green event	£400.00	£400.00	1594
Business Consultancy Serv	Payroll invoice	£47.50	£57.00	1595
A Mappedoram	Checking floodlights & new bulbs fitted in path	£144.00	£172.80	1599
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service	£103.63	£124.36	1600
Clerk	Mileage costs - Liaison mtg & PC World trip	£13.95	£13.95	1601
Kershaw	Call out fee - Mechanical engineer for Pavilion	£98.00	£117.60	1602
Melsop Rare Breed Farm	Hire of Reindeer for carol concert event	£375.00	£450.00	1603
		£2,804.08	£3,159.51	
Xmas Donations rec'd to date			£555	

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

- 19/261. Matters for consideration at the next meeting – 2020/21 budget, management accounts and bank reconciliation.**
- 19/262. Dates of next meetings – Planning 5th Dec, FLAC 12th Dec, Planning 19th Dec, Full 7th January**
- 19/263. Close of Meeting – 8.51pm.**

Signed _____ (Chair) Date _____

20/005. Reports

District Councillors' Report for Cottenham and Rampton – January 2020

Council meetings were curtailed during November and December due to the period of election purdah. The Greater Cambridge Partnership Joint Assembly and Executive Board meetings were cancelled. Significant items relating to the Cambourne to Cambridge access project will be on the agenda for the meeting on 30 January (the papers for the Joint Assembly will be published on 20 January). The Parish Council liaison meeting was also cancelled.

Local Plan Consultation

The six-week consultation to help create the Local Plan will launch on 13 January. The new joint Local Plan for Cambridge and South Cambridgeshire will ask questions about climate change, nature, wellbeing and equality to help inform important decisions on where new homes will be built, jobs located and the facilities and services that will be needed.

It is expected to take around four years to create the next Local Plan and the consultation in January is the first step to help local people get involved the whole way through.

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

More information on the emerging joint Local Plan can be found by visiting South Cambridgeshire District Council website:

www.scambs.gov.uk/greatercambridgeplan

There will be a series of information and consultation events around district. The one in Cottenham is scheduled from 10.00am to 12.00 noon on Friday 31 January at the Community Centre.

Neighbourhood Plan

Cllr Gough attended the meeting with the SCDC team and the Chair of the Cottenham Parish Council to review the Examiner's Report. The Plan will now proceed to referendum and we congratulate the Parish Council on reaching this milestone.

Cottenham Community Liaison Group

The next meeting of the Cottenham Liaison Group will be on 30 January.

Taxi Licensing

A consultation on Taxi Licensing is running from 20 December to 31 January. Link here: <https://www.scambs.gov.uk/taxi-consultation/>. Significant points include the date for introduction of the requirement to have CCTV and to display the operator's contact details on the outside of the front doors of the car. CCTV will not record sound unless activated by the driver or passenger and will be signalled by a light. CCTV recordings will only be accessible to the police and licensing authority in the event of a complaint.

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 December 2019

Tim Wotherspoon

CLERKS REPORT – December 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.
- **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). **Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12**
- **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 – 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. **Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12**
- **Potholes on Margett Street, High St by Green, and Denmark road due to be repaired. 16/12**
- **Volunteer gritting equipment has been distributed.**

Recreation ground

- 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.
- **Fault in one of the sewer pumps; emergency repair carried out along with annual inspection (which was scheduled for late Dec). Replacement undertaken under warranty.**
- **Hall used by Cottenham Fire Crew to training exercise on 30th December following building decommissioning.**
- **Hall chairs sorted and approx. 40 'good' ones transferred to new portacabin along with tables.**

Pavilion

- Nets are getting badly damaged.
- Some damage to one of the kitchen shutters and boards on side facing pitch 1.

Misc admin

- December 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.
- New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020. **Onsite meeting being arranged for end of January.**
- **King and Co have written letter to resident re. parking in The Pound. Ultimately we could undertake a court injunction.**
- Yesteryear Road Run will be back in 2020; date is confirmed as Sunday 26th April. Green use confirmed.
- **Feast parade confirmed for 11th October 2020.**
- **Wrote to SCDC regarding fly-tipping posters. Trevor Nichol responded. Signage won't be changed so therefore won't be placed in Cottenham. Proposed locations were Setchell and Long Doves. Previous 'penalty notice' type signs haven't worked and the new signs were seen as a different approach which has been used elsewhere.**
- Spoken to PCSO regarding anti-social behaviour in the village.
- Carols on the Green rescheduled at short notice due to poor weather. Event went well.
- Emails: everyone should have received the password info to move/set up their new hosting accounts.

Facebook

- **1206 likes/1357 follows.**

Major developments

- Bellway have nearly completed their 50 houses off Oakington Road and Persimmon have begun to build their 121 houses (occupations commencing in March 2020 with full occupancy, subject to sales, by 2022) further along Oakington Road. We are awaiting updated details on the timing of the roundabout work.
- Redrow and This Land have submitted “Reserved Matters” applications defining the design and layout of their sites for scrutiny by the SCDC Planning Committee (possibly 15th January). Our “examined” Neighbourhood Plan should have some planning weight at this time.
- There is a community liaison meeting on 30th January.
- Note that there is an “Issues & Options” meeting about the next Local Plan in the Community Centre on 31st January (thanks, Tim for the “heads-up”).

Village Hall & Nursery

We have finally started!

Unfortunately some disruption is inevitable during the works. The Connections Bus and Kebab van may not always be where you expect them and the equipment in the young children’s Play Area will be mothballed during the project ready for a refurbishment once it is completed.

Kids Club and Parish Council activities are now located in the Portakabin and Pavilion across the field.

Ladybird Pre-School, despite being surrounded by construction activity, continues to operate safely in the existing buildings.

Watch the Parish Council Facebook page and website for details of progress as we extend the park and begin construction of the new Hall and Nursery.

Day #1 (2nd January) of the main project included providing Ladybird Pre-School with a dedicated oil tank for its two boilers while SEH French took possession of the Hall site until November 2020.

Cottenham Neighbourhood Plan

We have the Examiner’s Final Report which has been published on both the SCDC and Parish Council websites. We have agreed to accept his recommendations – withdrawing three policies related to affordable housing, a second Recreation ground and the Hay Lane Durman Stearn site, and revising some to be more closely aligned with the National Planning Policy Framework.

We are now referring to it in responses to planning applications as an “examined” NP is supposed to have considerable “weight” in planning decisions.

The “Referendum Version” of the full plan is being edited in preparation for the imminent referendum. SCDC will check that the wording achieves what the Examiner recommended and then arrange the referendum.

20/006. Rationalisation of 2019/20 accruals

We have “accrued” (essentially allowed for payment this year of commitments outstanding from previous years) some funds against expenditure which may no longer be required.

As part of our budget and precept planning for 2019/20, we should release this funding for more general use by viring (essentially formally changing the allocated purpose) this surplus 2019/20 accruals (£37,501) into a “Reserve Capital Projects” fund for possible allocation for CALF-suggested capital projects after October 2020.

We will retain a £100K “General Reserve” to cover surprise expenditure.

20/007. Viring of other reserves

Following the principle set when we set up the Hall/Nursery Fund, we should “ring-fence” the money required to finance and track expenditure on the Car Park / Hall / Nursery project.

This can best be achieved by viring of PWLB Loan capital (£2,799,000), existing Hall / Nursery Fund (£436,002), s106 Open Space reserve (£70,369) and “Other Reserve” (£73,384) into a single £3,378,755 “Hall / Nursery / Car Park reserve” and adding in relevant Community Facilities and Early Years s106 developer contributions as they become available.

Expenses incurred against certificates will be charged as normal expenditure each month, then cross-charged against this reserve to simplify quarterly budget monitoring and review by FLAC.

20/008. Committed capital expenditure

The main expenditure on the capital project is likely to be during 2020/21:

- approx. further £175K in 2019/20
 - this will probably be offset by £175K in s106 EY funds from Racecourse View, Bellway and Persimmon) subject to satisfactory conclusion of the Funding Agreement with Cambridgeshire Council Council);
- £3,750 in 2020/21
 - This will possibly be offset by £320K in s106 funds from Bellway, Persimmon and Redrow subject to house completions etc.
- A smaller amount (mostly 2.5% of the main contract) will be payable in 2021/22 following clearance of “warranty”.

A month-by-month projection of cash flow is being prepared, although there can still be fluctuations as project elements are refined, delayed or even completed ahead of schedule.

20/009. Committed finance charges

Continuing to levy the supplementary precept at £1 / Band D equivalent home will provide most (actually around £62,000 based on the projected 2020/21 tax base) the cash necessary to service the capital and interest requirements (approximately £71,000 every 6 months) of the PWLB loan.

The tax base itself will increase progressively over the next few years as new homes are occupied so an additional 500 homes could increase the value of £1/week / Band D home by more than £12,000 p.a. thus exceeding the current repayment rate with further reductions possible to the outstanding loans as s106 contributions are received.

20/010. Extended borrowing power

The overall project financing is based on a combination of reserves and PWLB loans, supplemented by s106 developer contributions.

- Around £175K of the s106 “Early Years” contributions are already held by the County Council and will be transferred to us on satisfactory conclusion of a “funding agreement”.
- Further s106 “Community Facilities” funds will be made available to us by SCDC under the usual form of indemnity agreement when the relevant (e.g. 50th house on a site occupied) contract conditions are met.
- Further s106 “Early Years” funds will be made available to us by the County Council when the relevant (e.g. development started or 50th house on a site occupied) contract conditions are met, assuming the funding agreement is in place.

As any one of these could create a funding shortfall at the end of the project, it is prudent to obtain a short-term increase in our borrowing power from £2.8 million to £3.5 million, repayable from s106 developer contributions – to ensure orderly completion of the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions.

20/011. Operations budget

FLAC has considered budget suggestions, especially from CALF and Highways and recommended a reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672.

This budget included several capital items which have been deferred from consideration until October 2020 when the final account for the main project will be understood.

20/012. Precept for 2020/21

Taking account of our reserves, loans, expected net income and expenditure, and anticipated high probability developer contributions, FLAC recommends (subject to adjustment by earlier resolutions) setting the net precept at £291,476 (budget £168,028 + finance £123,448) equivalent to £122.78 per Band D equivalent home (on a 2020/21 tax base of 2,374) almost the same rate as 2019 / 20.

20/013. Jigs

After nearly twenty years of owning and running Shauns’ Newsagents on the High Street, Jigneth Amin is moving on from that part of his life and those early mornings sorting out our newspapers. Always willing to step up to local challenges, he increased his range of offerings and opening hours while the Co-op was out of action following their fire.

With encouragement and support from the Parish Council, he made the huge step up to providing Post Office Counter services when the Post Office was threatening to withdraw from Cottenham and only provide a van-based service for a few hours each week! He also quietly does a lot of charitable stuff behind the scenes. He will soon pop up doing something else in Cottenham. In the meantime, Jigs – thanks for everything you have done for Cottenham!

20/016. Bank reconciliation

Reviewed by RFO

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

In summary:

£1,766,332.79	Bank account 1
£145,771.25	Bank account 2
£157,705.53	Bank account 3
£100,093.70	Bank account 4
£1,397,903.49	Bank account 5
£3,567,806.76	Total Cash at Bank (as of the 31 st December 2019)
- £13,724.08	Creditors
+ £1121,40	Debtors
£3,555,204.08	Net balance on bank reconciliation

+ VAT owed £3238

Minus £2,802,000

Minus PAYE: £1181

Net assets: £755,261.08

Debtors

- Baby Clinic - £124.20 (Hire of Pavilion) 07.10.19
- CUSSC - £914.40 (Oct & Nov 19 invoice) 30.11.19
- Aerobics teacher - £82.80 (Hire of VH) 30.11.19

TOTAL £1121.40

Creditors

- AK King - £3800 (Monthly contract) 16.12.19
- Assistant Clerk - £36.60
- Browns of Burwell - £1265.59 (Oil for Ladybirds) 27.11.19
- BCS - £56.76 (Payroll Processing) 01.12.19
- Caprari - £264 9(Pump inspection) 11.12.19
- CB Creative - £480 (Printing re Carol Concert) 09.12.19
- Connections Bus - £3883.00 (Course and Bus) 10/19.12.19
- Cromwell Fire - £1128 (Work on Fire Equipment) 10.12.19
- CSA - £38.87 (Cleaning products for the pavilion) 11.12.19
- RFO - £10.62 (Sim card for Pavilion) 01.12.19
- Green and Purple - £60 (Accountancy support) 01.12.19
- Clerk - £62.50 (Expenses re Carol Concert) 16.12.19
- Nick West - £1269 (Cleaning of VH x 2 months) 01.11.19
- Scott's Boiler Services Ltd - £282 (Emergency call out) 01.12.19
- Shred Station - £48 (Blue bin in office) 30.11.19
- Staples - £125.36 (Stationery and Ink Cartridge) 18.12.19
- TP Sparks - £70 (Repair or Tap in Pavilion) 10.12.19
- Watch the Dot - £350 (Work on Website) 03.12.19
- WAVE – £609.98 (Sewerage at the VH) 16.12.19
- SSE – Southern Electric Refund (**£116.20**)

TOTAL £13,724.08

Appendix 1: Issues log

There were 6 reported incidents during December.

Date	Issue	Further details	Follow up
04/12/2019	Gothic House	Several broken windows on ground floor and glass everywhere.	SCDC Cllrs following up with Enforcement
04/12/2019	Gothic House	Several broken windows on ground floor and glass everywhere.	Police and owner notified
05/12/2019	Smithy Fen	Mobile home delivered to Water Lane	Resident reported to SCDC
05/12/2010	Smithy Fen	Mobile home delivered to Water Lane	Reported to SCDC
09/12/2019	Abandoned vehicle	Vehicle abandoned in The Pound	Reported to police; not wanted. Reported to SCDC for removal.
16/12/2019	Traffic lights	Cadent lights caused significant delays this morning	Lights should be manned 7am-7pm.