

AGENDA REPORTS PACK

FULL COUNCIL MEETING

February 2020

20/023. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, Cottenham on Tuesday 7th January 2020 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Graves, Hewitt, Smith, Wilson, Young, SCDC Cllr Gough, the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

- 20/001. Chair's Introduction and Apologies for absence** – The Chair acknowledged resignation of Cllr Dewey due to work reasons. Apologies accepted from Cllrs Bolitho (work), McCarthy (work), Ward (holiday) and Wotherspoon (sick).
- 20/002. To accept Declarations of Interest and Dispensations** – None given.
- 20/003. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd December 2019 be signed as a correct record. **RESOLVED.**
- 20/004. Public participation – Standing Orders to be suspended** – No comments from the public.
- 20/005. Reports**
- **SCDC** – Report noted. A request was made for publicity for the Local Plan consultation and Cottenham event. Liaison meeting has been moved to 28th January at 5.30pm. New rubbish bin outside the Premier shop should be in situ shortly.
 - **CCC** – Report noted. Cllr Hewitt stated that cyclists were unhappy about the closure of the path at Histon. Clerk has queried status of Cottenham to Oakington cycle path and possibility of green bus roofs.
 - **Clerk** – Report noted. Skatepark sign has been damaged; Clerk to source replacement. Newsletter article submitted. Cllr recruitment article written for website today. SCDC have sent offer of 3 free trees; Clerk to request voucher accordingly. Have received letter from Fews Lane Consortium regarding proposed changes to SCDC planning decision procedures. SCDC Cllr Gough clarified the background. Cllr Morris to write to SCDC to express concerns. Noted that very dark at the Rec for meetings and lighting inadequate. Cllr Young queried roadworks on Oakington Road and why temporary lights were scheduled. Asst Clerk to check – just because on one.network it doesn't necessarily mean they've been approved. RFO reported a roadworks sign A-frame left in situ on Beach Road. Big pothole on Rampton Road noted.
 - **Major developments** – Report noted. Resident has raised concerns regarding Bellway ditch; this will be taken up at the Liaison meeting later this month. We will also check timing of the roundabout at the same meeting. A robust response has been sent regarding the This Land reserved matters application. Noted that Redrow may go to SCDC Committee in February. Have been alerted to an application by Prime Crest for 100% affordable site off Histon Road.
 - **Village Hall & Nursery** – Report noted. There will be lots of disruption over the next few weeks whilst the roadway and car park works are being done. Cllr Young left the room at 7.50pm. RFO has completed rates form and will be following up. There are still lots of provisional figures in the budget so no final contract as yet. Waiting for revised cashflow document. Figures will be resolved over the next few months and detailed meetings are taking place to discuss.
 - **Cottenham Neighbourhood Plan** – Report noted. Revised Plan to be passed to SCDC in the next few days. SCDC then have to be satisfied with the changes made and approx. 1 month later will be the referendum. Cllr Morris to distribute copy to whole Council.
- 20/006. Rationalisation of 2019/20 accruals** consider viring surplus 2019/20 accruals (£37,501) into a "Reserve Capital Projects" fund– This is essentially tidying up of the accounts. Cllr Young returned to the room at 7.59pm. Resolution to vire surplus 2019/20 accruals (£37,501) into a "Reserve Capital Projects" fund. **RESOLVED.**

- 20/007. Viring of other reserves** consider viring of PWLB Loan capital, existing Hall / Nursery Fund, s106 Open Space reserve and “Other Reserve” into a single £3,378,755 “Hall/Nursery/Car Park reserve” Cllr Morris ran through the details. Other s106 monies will be added as they become available. Resolution to vire 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 fund. **RESOLVED.**
- 20/008. Committed capital expenditure** consider provisional projected cash-flow for Hall/Nursery/Car Park project – Report noted.
- 20/009. Committed finance charges** Resolution to continue raising of the supplementary precept at “£1/week/Band D equivalent home” to fund most of the scheduled capital and interest payments to Public Works Loan Board (PWLB); remainder from Capital Fund. **RESOLVED.**
- 20/010. Extended borrowing power** consider applying to MHCLG for additional short-term borrowing powers to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions – Cllr Morris ran through the rationale of having a safety net in case money isn’t available when needed. NB: this resolution would only obtain Ministry permission for borrowing at this stage; would need to come back to Council to make the actual decision to borrow. Resolution to apply to MHCLG for increased borrowing powers of an additional £500k for 2 years (interest only basis) to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions. **RESOLVED.**
- 20/011. Operations budget** - consider suggested reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672 – Discussions regarding figures and how cautious we should be this coming financial year. Resolution to set reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672. **RESOLVED.**
- 20/012. Precept for 2020/21** – Resolution to set the net precept at £291,476 equivalent to £122.78 per Band D equivalent home almost the same rate as 2019/20. **RESOLVED.** NB: tax base (number of Band D equivalent homes) is 2,374.
- 20/013. Jigs** – Resolution for a formal vote of thanks to Jigneth Amin, long-time owner of “Shaun’s” Newsagents and, latterly the village Post Office and Convenience Store. **RESOLVED.** Cllr Morris to write letter. SCDC Cllr Gough and resident left the meeting at 9.02pm.
- 20/014. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Telecoms	Annual “wayleave” payment re fibre-optic cable on BGW open space.	£196.70	£196.70	
Business Partners Financial	Donation towards Christmas tree	£50.00	£50.00	
Town Ground Rent	Annual payment	£275.00	£330.00	
Pocock and Shaw	Donation towards Christmas tree	£50.00	£50.00	
Aerobics teacher	Monthly invoice payment	£69.00	£82.80	
Allotments	Water recharge	£135.27	£162.32	
Pitch charge	Pitch charge for the donut van at the carol concert	£25.00	£30.00	
Curry Palace	Donation towards Christmas tree	£100.00	£100.00	
Sarah Jane Hairdressing	Donation towards Christmas tree	£50.00	£50.00	
		£1,824.89	£2,100.52	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2020	£4,557.77	£4,557.77	-
HMRC	Tax and NI for December 19 (month 9)	£1,180.97	£1,180.97	-
Browns of Burwell	Oil for Ladybirds	£1,059.60	£1,112.58	1609
Nick West	Cleaning of the VH (2 months)	£1,269.00	£1,269.00	1612/1613
Oil Tank Change	Oil tank installation (Ladybirds)	£900.00	£1,080.00	1618

Connections Bus	10 Week Generation Game course	£1,100.00	£1,100.00	1619
Cromwell Fire	Remedial works at Nursery and Village Hall	£940.00	£1,128.00	1620
Connections Bus	11 visits by the Connections Bus	£2,783.00	£2,783.00	1623
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1621a
Wave	VH Sewerage charges	£609.98	£609.98	1626
Oil Tank Change	Supply & installation of new oil tank for Ladybirds	£900.00	£1,080	
		£18,466.99	£19,701.30	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January) DD	£255.67	£255.67	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Browns of Burwell	Oil delivery for Ladybirds	£145.72	£153.01	1604
CSA	Cleaning materials for the pavilion	£6.08	£7.30	1605
RFO	Monthly cost for the Sim card for the pavilion	£8.85	£10.62	1606
Scotts Boiler & Appliance Servs	Emergency call out for Ladybirds Boiler	£235.00	£282.00	1607
Green and Purple	Monthly accountancy support	£50.00	£60.00	1608
RFO	Purchase of laptop for assistant clerk	£499.16	£598.99	1609
Shred Station	Blue Bin collection	£40.00	£48.00	1610
Watch the Dot	Maintenance for our website Dec 2019-Dec 2020	£350.00	£350.00	1611
CB Creative	Design & printing of posters/banner/songsheets for carol concert	£400.00	£480.00	1614
BCS	Payroll Processing	£47.30	£56.76	1615
SSE-Southern Electric	Electric bill for the pavilion (DD) Nov	£241.56	£289.87	1616
Calor Gas	Delivery of gas for the pavilion (DD)	£708.97	£744.42	1617
Clerk	Expenses re gifts	£21.50	£21.50	1621
CSA	Cleaning materials for the pavilion	£26.30	£31.57	1622
Assistant Clerk	Expenses re Carol Concert	£36.60	£36.60	1624
Caprari	Routine inspection of the pumps at Ladybirds	£220.00	£264.00	1625
SSE-Southern Electric	Electric bill for the pavilion (DD) Dec	£244.01	£292.81	1623a
TP Sparks	Repair kitchen tap in pavilion	£70.00	£70.00	1622a
Staples	Stationary items and cartridge	£104.47	£125.36	1627
Clerk	Carol Concert costs	£41.00	£41.00	1628
		£3,924.19	£4,425.88	

Asst Clerk thanked for her work regarding Carols sponsorship. Resolution to pay these invoices. **RESOLVED.**

- 20/015. Management accounts** – to review the monthly management accounts – Noted. RFO to add PWLB loan to balance sheet.
- 20/016. Bank reconciliation** – to review monthly bank reconciliation – S&SC paid today. Baby Clinic address has changed so invoices need to be re-sent. Cllr Morris to speak to aerobics tomorrow re. payment. Cllr Collinson added as bank signatory.
- 20/017. Matters for consideration at the next meeting** – alignment of meeting starts to 7.30pm (Cllr Collinson); Councillor vacancies.
- 20/018. Dates of next meetings** – Planning 9th Jan, CALF 21st Jan, Planning 23rd Jan, Highways 30th Jan, Full 4th February
- 20/019. Close of Meeting** – 9.10pm.

Signed _____ (Chair) Date _____

20/025. Reports

District Councillors' Report for Cottenham and Rampton – February 2020

Consultation on the new Local Plan

Consultation on a new local plan started on 13 January and will run to 24 February. Questions are being posed around the key themes of climate change, biodiversity and green spaces, wellbeing and social inclusion and great places – all underpinned by homes, jobs and infrastructure. This will be a joint plan between Cambridge City and South Cambridgeshire District Councils. When finalised, it will set out where development will take place, and identify land for new housing, community facilities, shops and employment while meeting the climate change challenge, helping to create great places where people can lead happy and healthy lives.

The Council is determined to make sure as many people as possible get involved in developing the plan. In the coming weeks, videos on social media are set to play a key role in spreading the word about this consultation among groups who don't usually get involved in planning issues.

A roadshow was held in Cottenham Community Centre on 31 January and people are invited to read the consultation document and submit their views via the website:

<https://www.greatercambridgeplanning.org/greater-cambridge-local-plan/>

Cottenham Liaison Group

The group met on 30 January. Unfortunately, Bellway were not represented at the meeting. We understand from County Highways that the issue that was holding up the construction of the Oakington Road path to the roundabout has been resolved. We have written to Bellway requesting an update on timing. Persimmon and Redrow who are jointly responsible for the work on the roundabout on Rampton Road are still committed to undertake the work during the summer to minimise disruption.

The Redrow application for reserved matters will go to Planning Committee on 13 February. Disappointingly, the developers have taken a very passive approach to achieving connectivity between the developments. Cllr Gough has written to them urging them to meet to move the issue forward. Any conditions applied will not necessarily achieve the desired outcome. Issues were also discussed relating to surface water drainage arrangements. The primary entrance to the site is potentially problematic as it is located outside the current 30 miles per hour zone on Rampton Road. Significant removal of hedgerows is planned to improve visibility on this tricky piece of road. The traffic management plan will need to be very carefully scrutinised and the County Highways representative clearly appreciated the issues.

Community Chest Grants Scheme

Community Chest grants are available to voluntary and community groups wishing to improve the quality of life for people in South Cambridgeshire, and groups can apply for up to £1,000. We were pleased to support Cottenham Brass Juniors band's successful application to purchase new uniforms. Groups can apply on a rolling basis during the year until that year's pot has been allocated. During 2019/20, 42 groups have been awarded just over £33,000 to date. And, with an additional £20,000 added to the 2019/20 pot in October. In the last quarter of 2019, 11 small community groups from across South Cambridgeshire were awarded a total of £9,500 as part of this scheme. Groups can apply for funding until March via the Council's website.

Zero Carbon Communities Grant

South Cambridgeshire District Council's new Zero Carbon Communities grant was established in May 2019 to drive the Council's ambition for the district to become net zero carbon before 2050. The fund will support local groups to undertake ambitious activities to reduce carbon emissions and reliance on fossil fuels, and promote behaviour change towards low carbon lifestyles. Groups were invited to bid for £1,000 to £15,000.

The 19 community projects that will receive £120,959 to help South Cambridgeshire become zero carbon were revealed on 20 January. We were pleased to see that Sustainable Cottenham's Eco Eats Campaign and Festival has been awarded £2,520. Two applicants were awarded the full £15,000, with both focusing on raising awareness and educating people on the issues around carbon emissions. Three applicants received £10,000 or more – all for schemes to encourage cycling. Five projects to promote cycling received amounts between £1,500 and £6,500 and other amounts were awarded for local projects.

Greater Cambridge Partnership

At a day-long meeting of the Greater Cambridge Partnership's Joint Assembly took place on 30 January. Included in the items for discussion were the GCP's proposals on the Access to Cambridge Project and on the Cambourne to Cambridge Busway project. Both are intended to provide better and faster journeys by public transport in and around Cambridge as well as cutting down on congestion. The proposals will now go to the GCP's Executive Board on 19th February. The meetings of the Joint Assembly and the Executive Board are held in public and it is open for members of the public to attend or, if they so wish, speak.

East West Rail

Transport Secretary, Grant Shapps, announced on 30 January that route E had been selected for the railway line linking Cambridge and Oxford. Route E provides for a route via Cambourne. Route E was the option that South Cambridgeshire District Council said should be chosen when asked during consultation.

Cllr Aidan Van de Weyer, Deputy Leader and lead Cabinet Member for Strategic Infrastructure at South Cambridgeshire District Council, said: "We are pleased and relieved that an announcement has finally been made on the route of East West Rail. We are also supportive of the decision to run the new railway from Bedford to Cambridge via Cambourne. We were told that one of the key factors in determining the route was the environmental opportunities that this option offers. Any project of this size has an impact, but overall it will offer huge scope for environmental enhancements, much of which will be in South Cambridgeshire.

"The decision on whether this will be an electrified line has not yet been made but we are told that it will be a net zero carbon railway which is exactly what we would want as we move towards being a zero carbon district by 2050."

Reducing energy bills and carbon emissions from South Cambs Hall

Plans have been published to dramatically cut energy bills and almost halve the Carbon emissions from South Cambridgeshire Hall.

A report was published on 28 January and will be discussed by the Council's Cabinet on 5 February. Suggested improvements include:

- A ground source heat pump to generate renewable heat and reduce the amount of gas used on the site by at least 80%.

- The installation of a solar car port to generate more than 20% of the electricity used at South Cambridgeshire Hall
- LED lights to save around 15% of the electricity used in the building
- A new building energy management system to better regulate heating, cooling and air conditioning systems and cut energy use
- Improvements to the building's chilling system to cut down on the amount of electricity it uses
- A more energy efficient fan system to move air around inside the building
- 20 electric vehicle charging points to incentivise staff and visitors to look at travelling via cleaner cars

The report can be accessed via this link:

<https://scams.moderngov.co.uk/documents/s114917/Greening%20South%20Cambs%20Hall%20Cabinet%20report%20003.pdf>

Huawei in Sawston

Technology company Huawei has submitted proposals for a research and development centre on the former Spicer's site in Sawston. Huawei says that the plans would create the equivalent of 350 new, full-time jobs. The new plans include around 50,000 square metres of research and development space along with approximately 9,500 square metres of office space. The development avoids the adjacent woodland which is protected as a biodiversity priority habitat and offers potential homes for bats, nesting birds and dormice. In addition, new grassland would be created to the west of the existing woodland, utilising soil from the site.

SCDC has launched a public consultation on these plans and invites local people to give their thoughts. The consultation runs until 22 February and can be accessed via this link.

<http://plan.scams.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0158/20/FL&backURL=%253Ca%2520href%253Dwphappcriteria.display%253FpaSearchKey%253D2266996%253Esearch%2520Criteria%253C%252Fa%253E%20%3E%20%3Ca%20href%3D%27wphappsearchres.displayResultsURL%3FResultID%3D2904280%2526StartIndex%3D1%2526SortOrder%3Drgndat%3Adesc%2526DispResultsAs%3DWPAPPSEARCHRES%2526BackURL%3D%253Ca%2520href%253Dwphappcriteria.display%253FpaSearchKey%253D2266996%253Esearch%2520Criteria%253C%252Fa%253E%27%3Esearch%20Results%3C%2Fa%3E>

Contact your District Councillors

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Facebook: @CottenhamRampton

County Councillor's report for Cottenham, Rampton & Willingham February 2020

Tim Wotherspoon

CLERKS REPORT – January 2020

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 **LHO has ordered jetting 17/1/20**
- **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 **LHO has ordered jetting 17/1/20**
- Potholes on Margett Street, High St by Green, and Denmark road due to be repaired. 16/12 **Potholes on corner of Rook St/Denmark Rd repaired 24/1 ones on Beach road temp filled by LHO 10/1 and scheduled for repair within 21 days**
- **Asst Clerk and Cllr McCarthy to attend LHI meeting on 3rd February.**
- **Cracked/clanking Drain Cover by Baptist Church, High Street has received multiple reports online. Cllr Wotherspoon to raise with Highways 20/1/20**
- **Bridge on Broad Lane, loose railings AC reported to Highways 07/01/20**
- **Zebra Crossing High Street by Village College – residents have contacted us 28/11/19 and 17/12/19 regarding visibility on zebra crossing/vehicles not stopping reported to LHO 1/11/19**
- **Community gritting going well, 9 volunteers signed up**

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. **27/1/20 – owner has now responded. Will remove the tree once ground is dryer but not prepared to mend the fence, which they state was damaged already by kids**
- **Damaged skatepark sign replaced.**
- **Car park closure from 22nd Jan: all users contacted re. closure (2 wks) and parking arrangements.**
- **Site plan sign installed.**

Pavilion

- Nets are getting badly damaged.
- Some damage to one of the kitchen shutters and boards on side facing pitch 1.
- **Temporary lighting has been installed to aid visibility for evening meetings etc.**

Misc admin

- January 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.
- 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. **4th notice of vacancy posted.**
- 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 12th February.**
- **Chat bench signs have been installed.**
- **Groundsman undertook visual inspection of trees following Storm Brendan.**
- **Awaiting Cllr confirmation that all new CPC email accounts have been set up.**

- SCDC contacted with request for a larger dog bin for Broad Lane.
- PCSO and Traveller Liaison Officer (via CCC/SCDC Cllrs) contacted regarding issues with motocross bikes driving along the Lode, Les King Wood and other sites. Groundsman inspected balancing pond and Old Rec for signs of damage; both sites will recover.
- Asst Clerk obtaining tree quotes for works to various sites around the village.

Facebook

- 1218 likes/1372 follows.

Major developments

Bellway have nearly completed their 50 houses off Oakington Road and expect to be off site before May; their footway issue appears to have been resolved. 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. Parties appear willing to pay CPC cash equivalent to bus-stop improvements. Roundabout, subject to permissions, being scheduled for summer school holiday.

Redrow and This Land have submitted "Reserved Matters" applications defining the design and layout of their sites to SCDC. SCDC Planning Committee on 12th February (Redrow) and May (? This Land). Our "post-examination" Neighbourhood Plan should have increased planning weight from now. There appear to be unresolved issues around surface water management and construction traffic management etc.

Persimmon and Redrow attended the community liaison meeting on 30th January.

Village Hall & Nursery

- Work is well under way as the old Hall begins to disappear.
- Unfortunately some disruption is inevitable during the works. The Kebab van may not always be where you expect it and the equipment in the young children's Play Area has neem mothballed during the project ready for a refurbishment once it is completed, although a partial re-instatement is being investigated. Kids Club and Parish Council activities are now located in the Portakabin and Pavilion across the field with some additional pathway lighting installed.
- The safety and desirability of having the Connections Bus on-site during summer has been questioned by CALF.
- Works access roads have been installed and groundworks in the Car Park extension are well under way.
- Additional working has been approved to remove the Asbestos over a weekend following some concern expressed by the Primary School.
- Expect demolition any time now.
- Ladybird Pre-School, despite being surrounded by construction activity, continues to operate safely in the existing buildings, now using a dedicated Oil Tank.
- Watch the Parish Council Facebook page and website for details of progress as we extend the car park, remove the asbestos and begin construction.
- SEH French have possession of the Hall site until mid-November 2020.
- The draft Nursery Funding Agreement has been reviewed and returned.
- Further updates may follow project meeting on 3rd February.

Cottenham Neighbourhood Plan

The final round of amendments necessary for it to become a Referendum Plan are well under way.

A report recommending it go to referendum has been prepared and the formal decision delegated to Stephen Kelly and Tumi Hawkins. Referendum Day is likely to be the Thursday, 28 working days after the approval decision. Maybe 12th or 19th March?

A promotional date-free flyer will be distributed with this month's Cottenham Newsletter. The full plan will be made available on-line by us and SCDC. and some hard copies will be available to you and for review in our office, the Library etc. A banner emphasising "Referendum Day - ... , will be displayed on the Village Green.

Collateral material will be on Facebook and our website.

The SCDC Planners are already well-aware that it is on the way and keen to get it done.

20/026. Councillor Co-option

There are currently 4 vacancies on the Council. We have received completed application forms from Tim Jones, Derek Henderson, Gemma Bailey and Michelle Stewart.

20/027. Village Green

We have received a request from Fen Edge Archaeological Group to dig up bicycle buried on the Village Green in the vicinity of the pump. The Cottenham archaeological group dug a trench to show the public what they did, for a Fen Edge Festival 6/8 years back. The Green was originally a pond but this was filled in 1920s. Residents were invited to bring old rubbish to fill it in. The bike might be a locally made one, so of historical interest to the village.



20/029. Cottenham Brass grant

Cottenham Brass Juniors were awarded a grant of £200 towards uniforms. However they have also been successful obtaining grants from other organisations. They have requested whether the grant could be used for coach transport to the National Youth Championship in Sheffield.

20/030. Operation London Bridge

Original budget was set at £200 + VAT. To date we've spent £198. Still need to purchase a portrait of the Duke of Edinburgh (£103.80 inc VAT), black tablecloth and photo frames. We also need to consider a holding page on the website (black background, photo, dates and details of condolence books/flowers etc.) May need to be done by external supplier at a cost of around £50-100.

20/031. Second Recreation Ground

- Policies COH/4-1 and COH/4-4 outline the aspirations to develop further our recreation and sports facilities. A policy covering provision of a second Recreation Ground was ruled out by the Examiner mainly on grounds of prematurity due to the developments.
- The "This Land" planning application, if/when approved, remains a threat to our ability to provide any additional space at the Lambs Lane site and a future expansion of the current Primary School site could reduce available space on both the Third and Second Fields, although there should be compensatory space released.
- The developments will also provide £400K+ towards outdoor facilities over the next 3 or 4 years, including purchase of land and/or pavilion; although some is locked to provision of a MUGA etc.
- Of the three basic options, CALF supported both 2 and 3.
 - 1) Wait and see how the This Land and School developments progress over the next say three years.
 - 2) Wait, say 12 months, to assess outcome of This Land planning application and, if suitable, apply for planning permissions to provide multi-purpose, all-weather facilities on land between Allotments and Ramphill Farm.
 - 3) Explore additional land purchase – possibly commissioning an Estate Agent to make enquiries (and purchasing an option on) on availability and likely price of 10 hectares of suitable Green Belt land on which we could develop basic all-weather "non-football" facilities.

Resolution: consider commissioning an agent to explore the availability and likely pricing of between 5 and 10 hectares of contiguous Green Belt land suitable for development as an all-weather sports facility.

Subject to approval of above resolution:

If a suitable piece of land can be identified and the land-owner is willing to sell at a "Green Belt" price, a considerable investment would be needed to test a planning application etc. so it would be prudent to secure exclusive rights to develop the land subject to permissions being obtained and a viable project being assessed.

Resolution: Consider how and within what financial limits, a Steering Group of say, Chair, Clerk and CALF Chair can be delegated to obtain one or two 3-year option agreements for a suitable land parcel.

20/032. CAPALC Incorporation Proposal

At the CAPALC AGM on 4 December it was approved in principle for us to become a company limited by guarantee, subject to a two thirds majority at an extraordinary general meeting. As part of this process we are inviting comments on the draft articles of association, which are available at the bottom of this page.

Please submit any comments to office@capalc.org.uk by 14 February 2020.

The EGM will take place at 19:00 on Monday 2 March at the Millennium Pavilion, Somersham, RSVP office@capalc.org.uk . Questions:

1. Are you in favour of CAPALC becoming a non-profit, incorporated body in the form of a company limited by guarantee?
2. Are you in favour of £1.00 from your affiliation fee being ringfenced as your maximum liability for any claims being awarded against CAPALC?
3. Do you agree with clerks of member councils being eligible to become directors as well as councillors?
4. In the event of CAPALC being wound up, are you in favour of any assets being transferred to another organisation with similar aims, e.g. a neighbouring ALC?
5. Do you have any other comments?

20/033. SLCC Training – 4th, 11 or 17th March 2020

Most local council websites contain downloadable documents in Word or PDF format. These serve a wide range of purposes from records of council meetings to local area information or application/request forms. Under the Public Sector Website Accessibility legislation, these forms need to meet accessibility standards.

This one-hour webinar will take you through the basics of how to check your own Word documents for accessibility, how to recognise problems (and sort them!), and how to turn an accessible Word document into an accessible PDF document.

Key points that will be covered include:

- How disabled people use Word documents
- Common accessibility failures and how to fix them (heading styles, layouts, links, images, tables, fonts and colours)
- How disabled people use PDF documents
- Exporting accessible Word documents to PDF format
- Checking your PDF accessibility

20/034. Local Council Award Scheme – 31st March 2020

The Local Council Award Scheme (LCAS) is designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. Take-up of the Scheme has been relatively low in Cambridgeshire and when we last surveyed local councillors and clerks, many told us that their awareness of the Scheme, what's involved and what the benefits might be, was limited.

We are therefore bringing the National Association of Local Councils' Head of Member Services, Charlotte Eisenhart, to Cambridgeshire to talk about what the Scheme has to offer local councils. Three Cambridgeshire parishes who've reached different levels within the Scheme will also speak about their experiences so you can hear at what's involved from peers who have been through the process.

We very much hope that lots of local councils will send along a representative (clerks and councillors equally welcome) to hear more. We'll provide tea and cake and there'll be lots of opportunity to talk to each other and make new contacts with other councils.

More information about the award scheme is available here: <https://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

CPC currently meet all criteria for Foundation Level (demonstrates that a council achieves good practice in governance, community engagement and council improvement) with the exception of having an action plan for the current year. Both the Clerk and RFO had to create an action plan as part of the CiLCA course so it would be easy to update/adapt.

To meet Quality Level (achieves good practice in governance, community engagement and council improvement, going above and beyond legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further) we would need a more detailed version of the action plan and a printed annual report.

NB: Accreditation lasts for 4 years. There is a registration fee of £50 (NALC) and an accreditation fee (CAPALC) of £50/80 (Foundation), £80/100 (Quality) depending on whether income is under/over £25k.

20/035. SCDC Tree voucher

We have now received our voucher for '3 free trees' and need to decide upon a location and species of trees. The voucher is valid until 31st March 2020 and our closest supplier is Oakington Garden Centre.

20/036. Start time of meetings

To avoid confusion, and to allow extra time in the evenings for those getting home from work, the proposal is to start the Full meetings at 7.30pm. This would align with the Committee meetings.

20/037. Tony Nicholas

Info taken from funeral notice: Former Cllr Tony Passed away on Friday 17th January at the Arthur Rank Hospice. A great servant to the Village of Cottenham for over 40 years both as a District and Parish Councillor. Floral tributes or donations made payable to the Arthur Rank Hospice Charity, may be sent to Richard Stebbings Funeral Services, Kendal House, Impington Cambridge CB24 9YS Tel; 01223 232309

20/038. Bank reconciliation January 2020

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
£124,891.26	Bank account 2
£157,705.53	Bank account 3
£100,207.23	Bank account 4
£1,397,903.49	Bank account 5
£0	Bank account 6 (monies to be transferred into account in Feb)
£3,547,040.30	Total Cash at Bank (as of the 31st January 2020)
- £9568.46	Creditors
+ £124.20	Debtors
£3,537,596.04	Net balance on bank reconciliation

+ VAT owed £4766

Minus Accruals £2000

Minus PAYE: £1212

Net assets: £3,539,150.04

Debtors

- Baby Clinic - £124.20 (Hire of Pavilion) 07.10.19

TOTAL £124.20

Creditors

- AK King - £5480.00 (Monthly contract and Verti draining) 8/20.01.20
- Alan Mappedoram -£733.84 (Replace and fit Christmas lights) 6.01.20
- BCS - £56.76 (Payroll Processing) 30.12.19
- Calor Gas - £789.46 (Signage for the rec ground) 22.01.20
- CB Creative - £402 (Printing re Carol Concert) 09.12.19
- CSA - £80.83 (Cleaning products for the pavilion) 09.01.20
- Cottenham Sports and Social Club £1080 (Quarterly contract cost) 30.12.20
- RFO - £13.57 (Sim card for Pavilion and paper) 1/26.01.20
- Green and Purple - £60 (Accountancy support) 01.01.20
- Clerk - £4.00 (Expenses re Carol Concert) 16.12.19
- King and Co - £240 (letter for PHS contract) 14.01.20
- Tindall Security Ltd - £318 (Annual charge) 27.12.20
- Watch the Dot - £310 (Email set up) 27.01.20

TOTAL £9568.46

Appendix 1: Issues log

There were 14 reported incidents during January.

Date	Issue	Further details	Follow up
06/01/2020	Blocked gullies	Gullies along High St (between King & Co and Gothic House) are blocked and causing concerns re. flooding	
06/01/2020	Damage	Car damaged by football at the Recreation Ground	Provided CUFC contact details
07/01/2020	Potholes	Dangerous potholes on Beach Rd/Denmark Rd corner	Provided County Highways info
07/01/2020	Potholes	Dangerous potholes on Beach Rd/Denmark Rd corner	Provided County Highways info
10/01/2020	Potholes	Dangerous potholes on Beach Rd/Denmark Rd corner	Asst Clerk has checked. Highways instigating repairs
13/01/2020	Potholes	dangerous potholes on Beach Rd/Denmark Rd corner	Asst Clerk has checked. Highways instigating repairs
13/01/2020	Loose manhole	damaged manhole in the middle of the High Street (outside 153 High St) - reported in Sept, Nov & late Dec. It's loose and clanks EVERY time a car drives over this, and with traffic along the High St can sometimes be as much as 50% of cars drive over it. It has been disturbing residents (and their sleep) for MONTHS. If the manhole fails completely it would cause chaos	Anglian Water are now scheduled to repair.
16/01/2020	Potholes	Dangerous potholes on Beach Rd/Denmark Rd corner	Asst Clerk has checked. Highways instigating repairs
20/01/2020	Shooting	Local shoot was shooting across public footpath between Cottenham and Rampton.	Laws checked and SCDC/County contacted regarding possible public nuisance
21/01/2020	Noise	Nighttime noise disturbance on Rampton Road	Not related to developments and no other reports received.
23/01/2020	Broad Lane traffic	Traffic on Broad Lane appears to start much earlier in the morning and continues for a couple of hours, so are concerned about what will happen when the new houses are built. The sound of some vehicles implies great speed. Can ways of slowing down traffic being considered i.e. monitoring	Monitoring the traffic costs several £100 a go and from previous experience causees complatints about the clicks as the traffic passes the counter (happened on 20P when we did it). Speed humps definitely cause noise/vibration complaints if they were justified.
29/01/2020	Motor bikes	2 bikes are driving along the Lode bank, public footpath and into LKW	Resident has taken video and reported to the police.
30/01/2020	Dog poo	Lots of dog poo down Wilkin Walk at the CPS end.	
30/1/2020	Overgrown hedge	Overgrown hedge is narrowing the public footpath outside 1 bullfinch way. The boxed laurels that have been put along the Border is supposed to be kept open plan so that the ditch around the moat can be kept clear.	Asst Clerk to check and send letter