

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**April 2020**

## 20/064. Minutes

### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, Cottenham on Tuesday 3<sup>rd</sup> March 2020 at 7.30pm

**Present:** Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Jones, Smith, Stewart, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Gough, the Clerk and Asst Clerk

**20/044. Chair's Introduction and Apologies for absence** – Introductions around the table for the benefit of new Cllrs. Apologies for lateness accepted from Cllr Hewitt and the RFO.

**20/045. To accept Declarations of Interest and Dispensations** – None received.

**20/046. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 4<sup>th</sup> February 2020 be signed as a correct record. **RESOLVED.**

**20/047. Public participation** – None present.

**20/048. Reports**

- **SCDC** – Report noted. Re. the Cottenham to Oakington cycle path, SCDC Cllr Gough has spoken to Peter Blake. Project has been shelved temporarily as it is now not going to be a 'quick win' due to land ownership issues. There is a Gateway funding review this month so the project could be back on the cards. The significance of the project is very much understood.
- **CCC** – Report noted. LHO was in the village today. Hole by the Green has been repaired, but poorly. Getting anything done at the moment is very difficult. CCC Wotherspoon thought ideally that the corner of Rooks St/Denmark Rd required relaying due to the substructure disintegrating but this would cause inconvenience to residents. Asst Clerk has chased jetting.
- **Clerk** – Report noted. Floodlights are now reconnected (switch outside the Pavilion). Shutter service booked for 10<sup>th</sup> March. Problem with electricians tripping in the portacabin; electrician due on Thursday to check. Couple of outstanding waste management issues; Clerk to forward emails to SCDC Cllr Gough to follow up. Received correspondence regarding a community orchard and Clear Glass signage on the Pond which doesn't have permission. New bootcamp booking for the Green and French conversation class booking for the Pavilion. Information regarding Coronavirus processes has been circulated; Clerk will monitor further advice from NALC/SLCC etc.
- **Major developments** – Report noted. Concerns raised regarding finishing off of road surface by Bellway. Cllr Hewitt arrived 8.04pm. Need to follow up with Gladman regarding carehome land. For information Cllr Morris ran through the current legal challenges at SCDC. As a precaution application decisions have been pushed back to the start of April. RFO arrived 8.11pm.
- **Village Hall & Nursery** – Report noted. Hall foundations are being laid and the verticals for the nursery are now in place. For information, Cllr Morris ran through the history of the value engineering exercise and the contract. Full contract expected within the next 2 weeks. Concerns raised about lack of full contract being signed. The next site progress meeting is on 30<sup>th</sup> March and the contract is expected to be signed before then. The nursery funding agreement with County is still being negotiated; County have come back with some revisions which our solicitor needs to review. By the summer we would look to get the nursery operator tenders out.
- **Cottenham Neighbourhood Plan** – Report noted. Need to flag location of polling station to residents.

- 20/049. Vice Chair** – consider nominations for the position of Vice Chair – Cllr Young was thanked for his work as Vice Chair. Resolution to elect Cllr Jones to the position of Vice Chair. **RESOLVED.**
- 20/050. Summer youth provision** – consider options for youth provision during the summer holidays – Cllr Hewitt ran through the report. Will continue to monitor the situation regarding the layby but need to flag road safety. Resolution to book up to 6 Connections Bus sessions over the summer holidays. **RESOLVED.** Defer skatepark sessions to CALF.
- 20/051. Committee membership** – consider membership of Committees and filling of vacancies – Clerk ran through the current vacancies. Resolution for Cllrs Bailey, Henderson and Stewart to join CALF; Cllrs Henderson and Stewart to join Highways; Cllr Bailey to join Standards; Cllr Jones to join all Committees as ex-officio. **RESOLVED.**
- 20/052. Fly-tipping** – consider writing to SCDC regarding lack of action on fly-tipping clearance – Cllr Hewitt ran through the report. SCDC Cllr Gough stated that the site had been checked twice but was impossible to access until the track had dried out; hoping to clear this week. Query raised whether the vehicle used is appropriate for the job. Noted that there were significant problems on Long Drive. SCDC Cllr Gough ran through the gating/CCTV process for Setchell Drive. Item deferred.
- 20/053. Three Free Trees** – consider suitable tree varieties for planting in the vicinity of the Moat – Need to check soil suitability of the Moat. WARG Field could be an alternative location. Cllr Smith left the meeting at 9.33pm. Resolution to plant 3 heritage apple trees in the Moat (subject to soil suitability); Cottenham Seedling and Chivers Delight. **RESOLVED.**
- 20/054. Tree works** – consider quotes for works to trees on the Rec Ground/Green/WARG Field/Brenda Gautrey Way and Moat – Resolution to accept quote from Tates for areas 1 and 2 and Atlas for areas 3-5. **RESOLVED.** Noted that one tree in the Moat may need an ecology survey prior to works.
- 20/055. Tony Nicholas Memorial** - consider delegating a WP to recommend an appropriate memorial to former Cllr Nicholas. Resolution to set up working party consisting Cllrs Bolitho, Collinson and Morris. **RESOLVED.** Cllr Young left the meeting at 9.45pm. Cllr Hewitt and SCDC Cllr Gough left the meeting at 9.46pm.

**20/056. Finance**

| <b>Income</b>             | <b>Description</b>  | <b>Net</b>       | <b>Gross</b>     |             |
|---------------------------|---|------------------|------------------|-------------|
| Cambridge Kids Club       | Monthly invoice payment   | £873.92          | £1,048.70        |             |
| SCDC                      | Rates rebate following demolition of the VH                     | £784.80          | £784.80          |             |
| Baby Clinic               | Hire of the pavilion for Baby Clinic                            | £103.50          | £124.20          |             |
| HMRC                      | VAT payment   | -                | £3,326.76        |             |
|                           |   | <b>£1,762.22</b> | <b>£5,284.46</b> |             |
|                           |   |                  |                  |             |
| <b>Expenses over £500</b> | <b>Description</b>  | <b>Net</b>       | <b>Gross</b>     | <b>code</b> |
| Salaries                  | Salary costs for March 2020                                     | £4,444.83        | £4,444.83        | -           |
| HMRC                      | Tax & NI for February 20 (month 11)                             | £1,220.47        | £1,220.47        | -           |
| Nick West                 | Cleaning of VH in Nov & Dec 2019                                | £843.76          | £843.76          | 1655/1656   |
| Peter Dann                | Professional engineering services: Nursery                      | £750.00          | £900.00          | 1657        |
| Peter Dann                | Professional engineering services: Hall                         | £2,000.00        | £2,400.00        | 1658        |
| SSE - Southern Elec       | Electric bill for recreation ground (DD)                        | £1,276.05        | £1,531.26        | 1665        |
| AJ King                   | Tree removal at recreation ground                               | £1,250.00        | £1,500.00        | 1666        |
| AJ King                   | Monthly Contract Cost   | £3,166.67        | £3,800.00        | 1667        |
| SEH French Construction   | Works completed on contract to 07.02.20 as per Certificate No 1 | £144,901.63      | £173,881.96      | 1668        |

|                            |   |                    |                    |                    |
|----------------------------|---|--------------------|--------------------|--------------------|
| Stroma                     | Building Control Services                   | £656.25            | £787.50            | 1669               |
| Wilby and Burnett          | Architectural & quantity surveying<br>servs | £14,349.00         | £17,118.40         | 1671               |
| CB Creative                | Neighbourhood Plan document &<br>banner     | £780.00            | £936.00            | 1672               |
| CAPALC                     | Affiliation fee (Annual)                    | £918.50            | £918.50            | 1676               |
|                            |   | <b>£176,557.16</b> | <b>£210,282.68</b> |                    |
|                            |   |                    |                    |                    |
| <b>Expenses under £500</b> | <b>Description</b>                          | <b>Net</b>         | <b>Gross</b>       | <b>code</b>        |
| Legal and General          | Pension Costs (March) DD                    | £242.98            | £242.98            | -                  |
| Charter Global             | Monthly contract cost                       | £172.00            | £206.40            | -                  |
| RFO                        | Expenses re Sim card for the pavilion       | £8.85              | £10.62             | 1652               |
| RFO                        | Expenses re Black tablecloth                | £9.99              | £9.99              | 1653               |
| Green and Purple Ltd       | Accountancy support                         | £50.00             | £60.00             | 1654               |
| RFO                        | Floral Arrangement                          | £90.00             | £90.00             | 1659               |
| Target Print               | Neighbourhood Plan leaflets -<br>Newsletter | £270.00            | £270.00            | 1660               |
| SSE - Southern Elec        | Invoices for street lighting x3 (DD)        | £110.69            | £116.20            | 1661/1662/<br>1663 |
| BCS                        | Payroll Processing                          | £47.30             | £56.76             | 1664               |
| Dom Sylvester              | Painting bench at balancing pond            | £95.00             | £114.00            | 1670               |
| Cottenham Computers        | Set up of Clerks Computer                   | £60.00             | £60.00             | 1673               |
| SSE - Southern Elec        | Electric bill for the Green (DD)            | £89.36             | £93.82             | 1674               |
| SSE - Southern Elec        | Electric bill for the Pavilion (DD)         | £407.23            | £488.67            | 1675               |
|                            |   | <b>£1,653.40</b>   | <b>£1,819.44</b>   |                    |
| Multipay Card              |   |                    |                    |                    |
| Co-op                      | Batteries                                   | £4.20              | £4.20              | 1674C              |

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

- 20/057. Management accounts** – to review the monthly management accounts – Report noted.
- 20/058. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 20/059. Matters for consideration at the next meeting** – skate/scoot summer courses (CALF), playground update (CALF), Second Recreation Ground (CALF) Coronavirus emergency planning (Cllr Bolitho), Fly tipping (Cllr Hewitt), Community Orchard (Cllr Ward), VE Day (CALF).
- 20/060. Dates of next meetings** – Planning 5<sup>th</sup> March, CALF 17<sup>th</sup> March, FLAC 19<sup>th</sup> March, Planning 24<sup>th</sup> March, Full 7<sup>th</sup> April
- 20/061. Close of Meeting** – 9.54pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## **20/066. Reports**

### **District Councillors' Report for Cottenham and Rampton – April 2020**

#### **Contact us**

If you have any questions or comments or need help with matters relating to the District Council you can contact us as follows:

Eileen Wilson Email: [eileenwilsoncrw@gmail.com](mailto:eileenwilsoncrw@gmail.com) Tel. 07825770899

Neil Gough Email: [neilgoughcrw@gmail.com](mailto:neilgoughcrw@gmail.com) Tel. 07919990299

### **County Councillor's report for Cottenham, Rampton & Willingham April 2020**

**Tim Wotherspoon**

## CLERKS REPORT – April 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
- 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

### 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.
- Neighbouring willow tree has fallen onto our fence on 3<sup>rd</sup> 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
- **Front gates have been reinstated on the driveway. Site now closed to all vehicles but access codes have been given to Kids Club and Bowls Club.**
- **Groundsman undertaking light works to keep the pitches playable once up and running again.**

### Pavilion

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

### Misc admin

- March 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 1x photo frames. **NB: should there be a death during the Corona lockdown then there will be a private funeral followed by a public memorial once the lockdown has been removed.**
- New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020. Clerk and Cllr Ward attended meeting on 12<sup>th</sup> February with ACRE, National Lottery, FEAG and Natural England to look at the Broad Lane site.
- Awaiting confirmation from Cllrs Bolitho and Smith that new CPC email accounts have been set up.
- SCDC contacted with request for a larger dog bin for Broad Lane.
- Clerk, Asst Clerk, RFO and Cllr Morris booked to attend SLCC webinar training.
- Clerk & Asst Clerk working on getting Policy and Terms of Reference documents into accessible format for our website. ToR's completed. Working towards deadline of end of April for completion of remaining documents.
- Amendments ongoing to the Community Directory document.
- **Asst Clerk has completed Cybsafe training.**

- District Cllrs contacted regarding planning enforcement issues which require stronger action.
- **Letter sent to Clear Glass regarding removal of their swing sign from The Pond. Sign has since been removed.**
- **Letter sent to resident regarding access gate across LGS on The Dunnocks.**
- **Coronavirus updates put on website.**
- **The 3 free trees (plus one donated by Cllr Hewitt) have arrived. Cllr Hewitt looking to acquire stakes and ties before they can be planted on The Moat.**

#### Facebook

- **1239 likes/1394 follows.**

#### Major developments

We have no further information on any of the roadworks related to these sites; they are probably deemed “non-essential” at present.

**Bellway** have almost completed work on their site, with significant footway, access and roadwork to do.

**Persimmon** have full permission subject to clearing various planning conditions. They have started but it is not clear whether work is still under way on-site.

**Redrow**, having obtained their Reserved Matters approval, have suspended work on all their sites. Following legal advice, I withdrew our Judicial Review request following the:

- SCDC assertion that our Neighbourhood Plan was only signed off for Referendum by the Planning Authority after the planning approval, and
- Offer of a three-way review of the This Land application in the context of the NP.

**This Land** – we have been offered a copy of the current pre-submission version for review, including a revised Design & Access Statement claiming to show how the application conforms to the NP policies.

N.B. SCDC’s Planning Committee is suspended currently.

#### Village Hall & Nursery

Contractually:

1. Our requests for competitive tenders spelled out key proposed terms on the proposed JCT model contract – as reviewed by several Parish Councillors; six bidders responded.
2. After the Value Engineering round, SEH French came back with a repriced offer; we expressed our intent to accept that revised offer and instructed work to begin. That began the contract.
3. We have the Bills of Quantities, Material & Work specifications and a list of unfinished VE proposals.
4. Work was started; monthly JCT valuations agreed, including summaries of changes identified; three monthly valuation certificates and invoices were raised and paid. This demonstrated that the parties were working to the contract.
5. SEH French recently advised us that they anticipated a delay due to CoronaVirus and identified 3 or 4 terms of the JCT contract that may apply.
6. More recently SEH French advised us that, following withdrawal of several sub-contractors, difficulties with their supply chain, and despite their best efforts to find safe solutions, they had to suspend on-site operations and requested an extension of time under the contract.



7. All parties have agreed to continue work on off-site elements of the project to help ensure a smooth re-start; a minimum 7 weeks delay is anticipated, assuming lockdown is lifted after 4 weeks.
8. We have some generic “COVID-19 and construction industry” legal advice from Mills & Reeve, concerning implications of “force majeure” etc.
9. We postponed the third progress meeting and valuation by a few days to allow various HR actions (e.g. furloughed staff) to be implemented by SEH French.
10. The JCT contract has been signed by SEH French. We have a soft copy and the original for signing on its way to us by post.
11. We are checking through the copy paperwork before formally signing when the original is received.

#### Project Status:

- To date, after three months, the project has made good progress functionally:
  - Car Park extension mostly completed
  - The Hall demolished and ground cleared; foundations and most steelwork installed.
  - The Nursery site cleared; foundations, wind-posts and some brickwork completed.
- Timing-wise, the project was ahead of plan with completions due in September / November.
- Cost-wise, at around £750K, around 20% of the £4 million + VAT budget has been spent.

#### Complications

Over the last few weeks, SEH French gave us notice of potential delay due to COVID-19. Operations on the site were formally shut down by SEH French at end of March. The causes are attributed to both on-site safety and off-site supply chain issues. SEH French have asked for an extension of time which, under the contract, we are obliged to accept. Some equipment remains on-site and work continues off-site; monthly valuations will continue. The site has been secured as far as possible and SEH French are visiting site from time to time.

#### Financially:

- Outgoings to SEH French and others will be paused with around £3.3M costs to go.
- In accordance with the contract, which has been reviewed by several Councillors, SEHF will track any additional costs but cannot yet estimate these reliably.
- Approx £2.6 million remains in the project fund.
- DMO repayments commence in April (~ £71K \*2 p.a.) – mostly offset by precept receipts.
- Bellway s106 Indoor Facilities (£60K for Hall) receipts are in-hand (per agenda).
- S106 EY receipts via County Council (£70K + £150K) are under negotiation via CCC.
- Later Persimmon and Redrow s106 receipts (£250K + £600K) are likely to be delayed.

Scale and timing of the possible short-term “bridging” loan from DMO remains under review.

#### **Cottenham Neighbourhood Plan**

- The Referendum scheduled for 26<sup>th</sup> March was suspended by SCDC’s Counting Officer following advice that she could no longer guarantee the safety of the public or her staff.
- Votes cast by post are void.
- The Referendum will be restarted as soon as it is deemed safe.
- Minor amendments to the text will be necessary if the referendum is successful.

### **20/067. Section 106 agreement (Bellway)**

Now that Bellway Homes have reached a key occupation milestone, it has triggered a s106 payment to CPC in respect of Community Facilities, Off site Open Space and Off-site Sports – a total of £148,000, raised to nearly £180,000 through indexation. (There will be a separate payment via CCC for Early Years funding).

There are strict rules on how and when these payments can be spent and CPC has to give a signed indemnity to SCDC that, should the developer reclaim the funds as a result of proving that we misspent them, we will repay the cash to SCDC.

You will shortly see a proposed resolution to appoint two Parish Councillors to sign the indemnity agreement “as a deed”. Normally the Councillors are nominated at a Council meeting and our Clerk witnesses the individual signatures.

However, these are unusual times.

**Possible resolution: CPC authorises Councillor X and Councillor Y to sign the “Bellway” s106 indemnity on CPC’s behalf.**

### **20/068. Street naming**

We have been asked by 3C Shared Services to suggest five street names for the roads on the Redrow development. The emergency services have requested that the following guidelines be considered when selecting the appropriate name.

- There should be no like names in different parts of the village. Any such like names should be adjacent to each other.
- There should be no like names in a village which sound phonetically similar.
- If names of people are proposed they must be related to the particular area. It is policy that only names of deceased persons are used. In order to avoid confusion with emergency services only the surname will be used.
- No consideration should be given to any street name which contains the name of another Cambridgeshire or neighbouring village.

### **20/069. User fees**

CoronaVirus COVID-19 is causing issues for all our users:

- Ladybird Pre-School is mostly closed with little or no income yet has fixed costs including the rent it pays us following full repayment of the mortgage last year.
- CambridgeKidsClub has just two children of key workers, requiring them to have two staff and they pay us rent to use the pavilion and portakabin.
- Neither the Colts or Senior Football Club has been able to use our facilities for several months.
- It is unlikely that the Cricket Club will have anything like a normal season.

Various government schemes may help some and mitigate some costs but, without further assistance, some may face ongoing financial hardship or close.

**Possible Resolution: CPC set up a small Working Party to review short-term distress claims from user groups and, taking account of possible government assistance, be empowered to allow temporary hire fee reductions and/or grants from the Cottenham Chest.**

## **20/070. Health & Wellbeing Strategy consultation**

We are consulting on the draft Joint Health and Wellbeing Strategy for Cambridgeshire and Peterborough, which outlines our priorities and how local councils, the NHS and community organisations would like to work together to improve people's health and reduce health inequalities that exist across the area.

The strategy is one of the key responsibilities of both the Cambridgeshire and Peterborough Health and Wellbeing Boards who are working jointly to improve the health outcomes of local communities. The Health and Wellbeing Board is the place where politicians, health and social care professionals and other leaders across the system work together to improve the health and wellbeing of local communities.

Communities we live in are fundamental to our health, and we are taking a 'Think Communities' approach. We all play a role in improving health and we would like to hear the views of communities, local organisations, councils, the NHS and providers to help us shape a strategy that can help meet future challenges to health and wellbeing that Cambridgeshire and Peterborough face, from climate change to the lifestyles we lead.

You can take part in our consultation by following the link below to an online survey:

[Fill out the survey here.](#)

For further information email [PublicHealth.AdminTeam@cambridgeshire.gov.uk](mailto:PublicHealth.AdminTeam@cambridgeshire.gov.uk).

## **20/071. Cottenham Brass Juniors**

Unfortunately the National Youth Brass Band Championship has been cancelled so we no longer be able to use the grant towards our transportation costs - fortunately we had only paid a deposit when we were informed that the event had been cancelled.

If possible, we would like to change the purpose of the grant again. We have received new uniforms for the band and while they look great, we feel that they would look better with a badge with a band logo on. We would like to use the grant to fund getting embroidered badges made and sewn onto the uniforms.

## 20/074. Bank reconciliation March 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 (CBS)   |
| £99,208.82           | Bank account 2 (UT Current)                                      |
| £157,862.80          | Bank account 3 (UT Deposit)                                      |
| £739,247.49          | Bank account 4 (UT Project)                                      |
| £100,207.23          | Bank account 5 (Triodos)   |
| £100,097.95          | Bank account 6 (Nationwide)                                      |
| <b>£2,962,957.08</b> | <b>Total Cash at Bank (as of the 31<sup>st</sup> March 2020)</b> |
| - £45,882.95         | Creditors (includes Multipay card £92.40)                        |
| + £3475.78           | Debtors  |
| £2,920,549.90        | Net balance on bank reconciliation                               |

+ VAT owed £93,546

Minus Accruals £2000

Minus PAYE: £1133

**Net assets: £3,010,962.90**

### Debtors

- Baby Clinic £124.20 Use of Pavilion for clinic (31/03/20)
- Bowls Club £180 Rent charge (31/03/20)
- Cottenham Colts £2040.88 Annual Charge (31/03/20)
- CUFC £1130.70 Annual Charge (31/03/20)

**TOTAL £3475.78**

### Creditors

- AK King - £3800 Contract cost (25/03/20)
- A Mappedorum - £102 Work on Floodlights (20/02/20 & 05/03/20)
- Browns - £503.48 Oil delivery (28/02/20)
- BCS - £42.00 Payroll Processing (29/02/20)
- Cambridge Water Business - £36.20 Water rates (22/02/20)
- Cambridgeshire County Council - £37,114.33 Pavement Works (06/03/20)
- CAPALC - £75 Councillor training (28/02/20)
- CB Creative - £159.60 Design and printing of leaflets (26/03/20)
- Connections Bus - £2277.00 Youth Bus (18/03/20)
- CSA Cleaning - £34.42 Cleaning Projects for Pavilion (03/03/20)
- RFO - £10.62 Sim card for Pavilion (15/03/20)
- East of England £5.80 Contribution to fruit trees after use of voucher (18/03/20)
- Green and Purple - £60 Accountancy support (01/03/20)
- GSC Solicitors - £300 Planning Advice (24/03/20)
- Shred Station - £48 Blue bin collection (29/02/20)
- SLCC - £120 3 x Webinar (27/03/20)
- Staples - £37.63 Stationary (18/02/20)
- Tates - £1000 Tree works on Green and Rec (30/03/20)
- Travis Perkins - £64.47 Padlocks/Mop handle (22/02/20 & 06/03/20)

**TOTAL £45,790.55 plus £92.40 (Multipay card)**

## Appendix 1: Issues log

There were 7 reported incidents during February.

| Date       | Issue       | Further details  | Follow up  |
|------------|-------------|--|--|
| 05/03/2020 | Mud on road | Trail of mud (not clods) coming from Rec building site onto Lambs Lane   | Road sweeping machine has already been ordered for Friday. Manual sweep in the meantime. |
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| 06/03/2020 | Amey        | Resident on New Town has reported smell from Amey site on numerous occasions   | Clerk to flag reporting phone number in next Newsletter                                  |
| 09/03/2020 | Potholes    | pot holes on the Fen (especially Lockspit by Derwent Cottage): some are 3-4 " deep and 15"+ in rough diameter; in two places the depths are a consequence of a complete disintegration of the drove surface (through both the tarmac and the concrete below that). In effect the drove is now a hazard for normal traffic and the damage a direct consequence of massive agricultural vehicles (tractor and harvest equipment) which pay zero road tax. CCC should be looking at ways to square the (nil) tax v (heavy) repair cost circle | AC to contact LHO accordingly  |
| 09/03/2020 | Narrow Lane | Tree on Narrow Lane is covering streetlight, making the path dark  | AC to contact BT accordingly   |
| 10/03/2020 | Dog poo     | Village Green has several areas of poo and kids and balls/frisbee have got covered in it whilst playing  | Resident wants CPC to consider a temporary ban on dogs on the Green                      |
| 30/03/2020 |             | There are loose roof tiles on proper which could fall onto the public footpath which runs from the bottom of Pelham Way to the Green.  | Note has been put through door; unsure if property currently occupied                    |