

AGENDA REPORTS PACK

FULL COUNCIL MEETING

May 2020

20/080. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 7th April 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Collinson, Graves, Henderson, Hewitt, Jones, Stewart, Ward, Wilson, Wotherspoon, Young, the Clerk, Asst Clerk and RFO.

In attendance: 2 members of the public

- 20/062. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (work) and Smith (work).
- 20/063. To accept Declarations of Interest and Dispensations** – Cllr Morris declared a pecuniary interest in item 20/072 (expenses) and will leave the meeting during discussions. SCDC Cllr Wilson joined the meeting at 7.33pm.
- 20/064. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd March 2020 be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Wilson. **RESOLVED.**
- 20/065. Public participation** – Standing Orders suspended 7.34pm. No questions from the public. Cllr Denis Payne (Histon & Impington Parish Council) joined the meeting to see how a Zoom meeting would work for their Council. Standing Orders reinstated 7.35pm.
- 20/066. Reports**
- **SCDC** – Report noted.
 - **CCC** – No formal report since CCC daily reports are already being circulated. CCC Cllr Wotherspoon gave an update on the local Covid-19 situation. Have seen a slight increase in domestic abuse across the county. Need to be aware of large groups gathering. RFO mentioned groups arranging to meet at the Rec late at night. County are putting together a 'stay at home for Easter' campaign. Not aware of any shortage of PPE equipment. Addenbrookes wish to build an extension to their intensive care facilities without planning permission and discussions are being held. Resident 2 arrived 7.40pm. Standing Orders suspended 7.41pm. SCDC Cllr Wilson has received information from the police on how to report gatherings. Standing Orders reinstated 7.43pm. Cllr Stewart mentioned issues with Long Drove/Church Lane getting too busy with walkers/runners/cyclists to be able to social distance.
 - **Clerk** – Report noted. SCDC Free trees (including one donated by Cllr Hewitt) are due to be planted tomorrow. There has been a lot of Facebook activity following change to our profile picture. Rec gate at Les King Wood end has been padlocked for security reasons (issue with motorbikes accessing the Rec which has been reported to the police). Given the lack of key users at the Rec due to Covid-19 there has been an increase in criminal activity which has been reported to the police. The front gates have been reinstated accordingly and users notified. Clerk has updated the PCSO on current issues. New Life on the Old West project has been successful with their Lottery grant; works will be delayed until the autumn. Discussion regarding the Annual Parish Meeting which should be held before 1st June; Cllr Morris to make representation to MP.
 - **Major developments** – Report noted. All 3 sites have stopped work including roadworks. This Land application is being reviewed currently. Neighbourhood Plan referendum now delayed until 6th May 2021 but will now have significant weight. Redrow judicial review has been called off.
- 20/069. User fees** – consider policy to reduce financial pressure on facility users (KidsClub, Ladybirds, Sports Clubs) – item brought forward for the benefit of member of the public

(Kids Club owner). Several of our users are having financial issues due to the Covid-19 shut down and need some form of relief. Cllr Morris ran through the issues. Discussion regarding rent holidays for 3 months then look at on a rolling month by month basis and the need to look at the hardships in more detail. Standing Orders suspended 8.04pm. Panash stated that he has asked parents to pay 20% but the Club wasn't eligible for government funding. Standing Orders reinstated 8.05pm. Noted that some invoices have already been issued and that the Kids Club pay in advance. Discussion regarding the mandate of the working party. Resolution to empower working party (consisting Cllrs Henderson, Morris, Wilson and the RFO) to review short-term distress and allow them to reduce user hire fees, taking into account government help, for up to a period of 3 months. Proposed Cllr Jones and seconded by Cllr Wilson. **RESOLVED.**

20/066. Reports cont'd

- **Village Hall & Nursery** – Report noted. Cllr Morris stated that the s106 early years contribution was close to contract completion. Cllr Hewitt queried the acceptance and extension of time; SEH French should know what the ongoing week by week costs are and be able to provide that information. Noted that nobody knows how long the current lockdown will last. Need to get an update from the DMO regarding interest and Cllr Morris is raising the situation during his meeting with the MP next week. Query regarding ownership of the building site; clarified that SEH French are in possession and insured accordingly. Cllr Hewitt asked for it to be minuted that he thought the situation regarding the lack of information to Cllrs wasn't satisfactory.
- **Cottenham Neighbourhood Plan** – Report noted. Since original assurance from SCDC we have now heard that NP referendums are postponed until May 2021 but will carry significant weight. Noted that the minor amends would include removing the word 'draft Plan' and replacing with 'made Plan'. There may also be some accessibility issues which need addressing to the format of the document. Not allowed to change the substance of the document in any way.

20/067. Section 106 agreement (Bellway) – Resolution for Cllrs Morris and Ward to sign indemnity (£77,000 for off-site provision of open space, £21,000 as a contribution for off-site sports space and £50,000 towards the new Village Hall) on behalf of CPC; RFO to witness. Proposed Cllr Collinson and seconded by Cllr Wilson. **RESOLVED.**

20/068. Street naming– consider suggestions for 5 street names for roads within the Redrow development – Clerk to put post on Facebook asking residents for suggestions. Item deferred.

20/070. Health & Wellbeing Strategy consultation - consider response to consultation for Cambridgeshire and Peterborough, which outlines their 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 – Consultation noted.

20/071. Cottenham Brass Juniors – to consider change of use for agreed grant – RFO outlined the details of the change. Resolution to allow re-purposing of Cottenham Brass Juniors grant for uniform badges. Proposed Cllr Collinson and seconded by Cllr Wilson. **RESOLVED.**

20/073. Management accounts – to review the monthly management accounts – Query regarding costs for Highways project. The costs relate to work which was undertaken some time ago around Stevens Close/Harlestones Road/Victory Way. Report noted.

20/074. Bank reconciliation – to review monthly bank reconciliation – Report noted. Cllr Morris left the meeting at 9.08pm and Cllr Jones (Vice Chair) took the Chair.

20/072. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment for March 2020	£873.92	£1,048.70	
Bootcamp	Strive Outdoor Bootcamp	£130.00	£156.00	

		£1,003.92	£1,204.70	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2020	£4,507.52	£4,507.52	-
HMRC	Tax and NI for March 20 (month 12)	£1,133.22	£1,133.22	-
Peter Dann	Professional Services re VH rebuild	£1,000.00	£1,200.00	1680
Wilby and Burnett	Architectural Services re Village Hall & Nursery	£14,435.00	£17,322.00	1693*
SEH French Construction	New Village hall and Nursery - Certificate 2	£192,333.13	£230,799.76	1692*
Stroma	Building Control Services	£1,008.75	£1,210.50	1694*
CSG Utilities Ltd	Payment for Gas/Electricity/ Water/ Telecoms set up at the new village hall	£96,206.22	£112,539.13	1698*
Connections Bus	Jan to March 2020 visits (Youth Bus)	£2,277.00	£2,277.00	1699
AJ King	Monthly cost - Groundsman contract	£3,166.67	£3,800.00	1703
Cambs County Council	Contribution to Cottenham pedestrian route Lambs Lane and Stevens Close	£37,114.33	£37,114.33	1704
Tates (Matthew Menezes)	Tree work on recreation ground and green	£1,000.00	£1,000.00	1710
		£354,181.84	£412,903.46	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (April) DD	£245.21	£245.21	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Green and Purple Ltd	Monthly accountancy support (March 2020)	£50.00	£60.00	1677
CAPALC	Councillor training	£75.00	£75.00	1678
Peter Dann	Professional Services re Nursery	£375.00	£450.00	1679
RFO	Sim Card for the pavilion (March 2020)	£8.85	£10.62	1681
Browns of Burwell	Oil for Ladybirds	£479.50	£503.48	1682
Staples	Paper, Filing sets, Staples, Notepad	£31.36	£37.63	1683
Travis Perkins	Padlocks x 2 for gates at rec ground	£42.64	£51.17	1684
A Mappedoram	Help re cable to flood lights at rec	£50.00	£60.00	1685
Shred Station	Blue bin collection	£40.00	£48.00	1686
CSA	Toilet cleaner and Jumbo kitchen roll	£28.68	£34.42	1687
Barton Oil Burner Services	Call out re no oil supply to Ladybirds boiler - replacement pipe work	£80.69	£96.83	1688*
Chairman	Expenses re payment for planning application	£251.83	£256.00	1689
BCS	Payroll processing	£35.00	£42.00	1689
SSE Southern Electric	Invoices x 3 for Street Lighting (DD)	£101.07	£106.11	1691
A Mappedoram	Checking electrics to portacabin after tripping	£35.00	£42.00	1695
SSE Southern Electric	Electric bill for the pavilion (DD)	£405.66	£486.79	1696
East of England Apples & Orchards project	4 x trees for £65.80 minus voucher for £60	£5.80	£5.80	1697
Travis Perkins	Broom handle	£11.08	£13.30	1700
Cambridge Water Business	Water bill for the memorial (DD)	£72.40	£72.40	1701
GSC Solicitors	Planning advice re judicial review	£250.00	£300.00	1702
SLCC	Webinar session for Assistant Clerk	£35.00	£42.00	1706

SLCC	Webinar session for Chairman	£35.00	£42.00	1707
SLCC	Webinar session for Clerk	£30.00	£36.00	1708
CB Creative	Flyers for residents re Covid Scams	£88.00	£105.60	1709
Green and Purple Ltd	Monthly support for RFO (April 20)	£50.00	£60.00	1711
RFO	Sim Card for the pavilion (April 20)	£9.08	£10.90	1712
		£3,093.85	£3,499.66	
Multipay Card				
Royal Images	Portrait	£77.00	£92.40	1697C
Grant Payments (already agreed)				
Mobile Warden Scheme	Grant payment	£1,000.00	£1,000.00	
Cottenham Brass Juniors	Grant payment	£200.00	£200.00	

Expenses under £500 (including Chair's expenses) approved. Cllr Morris returned to the meeting at 9.11pm. Query re. CSG Utilities cost. Cllr Morris stated that it was above the original estimate due to re-routing of the gas, increased water capacity and inclusion of fire hydrant (at request of building control). Whilst there are variations to the contract there is no indication that we have gone over budget. Resolution to pay these invoices. Proposed Cllr Ward and Seconded by Cllr Graves. **RESOLVED**. Cllr Morris retook the Chair at 9.17pm.

20/075. Matters for consideration at the next meeting – revisions to Standing Orders under the new meeting guidelines; update from user rent working party; street naming; annual parish meeting.

20/076. Dates of next meetings – Planning 9th April, Highways 21st April, Planning 23rd April, Full 5th May

20/077. Close of Meeting – 9.23pm.

Signed _____ (Chair) Date _____

20/082. Reports

District Councillors' Report for Cottenham and Rampton – May 2020

Covid-19 Response

We have both been very actively involved in the Cottenham and Rampton Covid-19 response through which community efforts are delivering a very effective level of service to self-isolating families. Cottenham's innovative pre-pay scheme has been adopted in other villages and was the model which the Co-Op used for its nationwide scheme. The organisation of the Cottenham group has been seen as a best practice models for other villages in the District.

SCDC officers have contacted all residents in Council housing (including Cottenham's sheltered housing) to ensure that they are aware of the local support available.

A significant number of vulnerable individuals in the villages are on the NHS shielded list and are receiving primary support from the Cambridgeshire "Hub". Teething issues seem to have eased with access to priority online shopping at supermarkets now becoming easier to secure but we have been made aware that the food boxes appear to be poorly targeted and often inadequate.

We have also been proactive in ensuring that businesses and organisations in the villages are aware of their eligibility for central Government schemes for Small Businesses and the Retail, Leisure and Hospitality sectors. A significant number of businesses and organisations in the villages were not aware of the workings of the scheme and have now applied for and received grants as a result of us contacting them. It is commendable that the scheme was launched so quickly but the consequence is that it is a blunt weapon; many businesses are falling through the cracks of the rules. For example, some villages have benefitted much more than Cottenham, with significant grants being received by village halls and clubhouses because of the specific eligibility criteria. Similar anomalies exist with respect to business and we have raised these with the MP, local government and business associations, e.g., wholesale food and drink businesses, duty rules on spoilt beer, etc. and instances where specific business sectors are facing particularly disproportionate losses of income that are not compensated. As of today (May 2), it appears that the government has recognised this and a top-up fund of £617 million is to be made available (5% of the funding previously announced for small businesses and the retail, hospitality and leisure sector). The top-up is aimed at small businesses with ongoing fixed property-related costs and the amount available to SCDC will be confirmed next week. Grants will not exceed £25,000. We await further guidance but we understand that the allocation of funding will be at the discretion of local authorities and the criteria are to reflect local need.

South Cambridgeshire District Council and Cambridge City are hosting a Business Forum call on Wednesday 6th May at 6 pm via a Teams Live Event. This will be an opportunity for businesses to engage with representatives from Chamber of Commerce, Federation of Small Business, Cambridge Network, Cambridge Business Improvement District, Cambridge Ahead and Visit Cambridge and Beyond to exchange views and ideas on the impact of Covid-19. There is a particular desire to understand which businesses are falling through the cracks and what support they need locally and nationally.

Businesses should register interest in the Live Event via <https://forms.office.com/Pages/ResponsePage.aspx?id=Yr5uzntVNkShnHZ-yizUUa5CadUTfHJitAopKSnlG1UOE1UUUtITDvNVjhIVUJTOEVaVTJUNFRIQy4u> In order to manage the time most effectively questions should be submitted in advance via the booking form

South Cambridgeshire District Council

South Cambridgeshire District Council has experienced a decline in income as we continue to deal with the local impacts of Covid-19. Business Rates income is suffering as local companies understandably struggle. It is too early to get a true picture of the impact on revenues from our housing rents but financial hardships experienced by residents will likely translate into rental receipts.

In recognition of the cash flow pressures on local authorities, the Government has deferred the timing of the payment of Business Rate to central Government and has allocated additional funding to District Councils across the country on a per capita basis. SCDC's allocation is £1.57 million. This is most welcome. Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government suggested that some of these funds could flow to Parish Councils "if they are in financial distress." We have asked through the Local Government Association for further guidance.

Green Bins

Green bin collections will restart on a phased basis from May 4. Each household is asked to put green bins out at the same time as the blue bins with a commitment that they will be emptied at least once during May. The guaranteed date is available on the SCDC website and may not be the same for all households in the area.

Planning

The Reserved Matters planning application by This Land is now under discussion and will be coming to Planning Committee in the next few months. The Protocols for online Planning Committee meetings will be determined at a meeting of the Planning Committee in early May.

Traffic and Transport

The Government rules on lockdown have highlighted for residents the impact of traffic on our villages. The reduced amount of traffic, especially in the earlier weeks of lockdown, has resulted in residents, who are taking their daily exercise, noticing how much more pleasant it is to walk or cycle without the usual traffic. Many media articles have also highlighted the improvements in air quality resulting from reduced traffic. At the same time, a few drivers have taken advantage of emptier roads to speed.

We are receiving representations from residents asking for Councillors to seize this opportunity to introduce measures to reduce the speed and volume of traffic through our villages so they continue to be pleasant and cleaner places for people to walk and cycle.

The Traffic and Transport Working Group started looking at introducing a 20mph speed limit and traffic calming measures and now would be a good opportunity to recruit interested residents to reactivate that group. We hope the Parish Council and County Councillor will actively support such an initiative.

Other

We provided guidance to the Clerk on the current guidelines for trading by kebab vans and ice cream vans!

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 Tel. 07825770899

Neil Gough Email: neilgoughcrw@gmail.com Tel. 07919990299

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

To follow

Tim Wotherspoon

CLERKS REPORT – May 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). Gullies 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. Gully's 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 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. **Tree removed w/c 27/4/20 however there has been damage to the fence in the process. Need to agree on possible further action – will add to CALF agenda.**
- Front gates have been reinstated on the driveway following criminal activities (all reported to the police). Site now closed to all vehicles (users notified) but access codes have been given to Kids Club and Bowls Club.
- Groundsman undertaking light works to keep the pitches and tennis courts playable once up and running again.
- **Access gate to Les King Wood has been re-opened following police update regarding motorbikes.**

Pavilion

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

Misc admin

- April 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 been successful with their Heritage Lottery fund application.
- 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.
- District Cllrs contacted regarding planning enforcement issues which require stronger action.
- 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 been planted.
- **In line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April, we won't be holding an Annual Meeting this year (usually the May meeting).**
- **NALC have been in contact regarding a case study on our Covid-19 response. This has now been published.**
- **Clerk, Asst Clerk and Cllr Morris have undertaken webinar training on creating accessible documents.**
- **Concerns have been raised regarding gatherings on the Rec at weekends during the sunny weather and PCSO notified accordingly.**
- **The police have removed a gathering of youths on the skatepark. They will continue to monitor. People are still using the playground contrary to government regulations.**
- **Groundsman has undertaken planting around the village sign.**
- **Commemorative Oak on green hasn't survived and requires replacing.**
- **FECA AGM invitation received; event on 14th May.**
- **Clerk has completed CybSafe training course.**
- **Consider installation of bike racks in WARG Field – resident request.**
- **Gate has been stolen from rear access to Fen Reeves. Police notified accordingly. Need to source new gate. Site is also being used as a toilet and requires clean up.**
- **Connections Bus has confirmed that they won't be offering services during May.**
- **General liaison with PCSO over criminal and Covid-19 issues.**
- **Report made to the Environment Agency regarding issues with the Lode behind Fen Reeves/Brookfield Business Park.**

Facebook

- **1245 likes/1407 follows. Links have been provided through to our website where information has been added detailing Covid-19 support for both businesses and residents.**

Major developments

Liaison meeting deferred to May 28th

- Bellway (50) Recommencing on-site work; no news yet on footway and road finishing; s106 payments imminent.
- Persimmon (121) recommencing on-site – approx. 4 months delay expected
- Redrow (121) recommencing on-site – approx. 4 months delay expected
- This Land (145) RM process under way with "NP-compliance" under discussion

County Council Funding Agreement to be signed off shortly to enable Early Years s106 funding to commence.

Village Hall & Nursery

- Work resumed on 22nd April – 2 to 3 months delay to completion anticipated. Not all suppliers are back so it will be a slow start up. Will be further unknown delays i.e. increased manufacturing lead times.
- Basic structures now in place. Hall – getting prepared for slab works and the first floor planking will commence in the next month. Nursery – brickies on site to start masonry work/superstructure.
- SEH French are reviewing all risk assessments and site operating procedures.
- Working party (Cllrs Morris, Jones, the Clerk and RFO) ‘meeting’ to look at and agree samples (1st and 2nd choice).
- Monthly project meeting held on 30th April.
- Nursery Operator Selection process to begin shortly with CCC – Zoom meeting scheduled for 7th May with the County Council Education Team.

Cottenham Neighbourhood Plan

- Referendum suspended – possibly until May 2021.
- HMG/SCDC promise that plan will now be given “significant” weight in planning decisions.

User fees

- Working party has agreed short-term “rent” holidays granted to KidsClub and Ladybirds.
- Nursery and Village Hall fee income will be delayed due to late completions.
- Probably lost usage by Sports Clubs.

Tenison Manor adoption

Activity has resumed between the solicitors, anticipating a title transfer for the Broad Lane LHS ditch with approx. £60K maintenance fee.

Anthony Browne MP follow up

Several discussions leading to:

- Recognition by MHCLG that Parish Councils need help to offset lost income / increased costs supporting local businesses and community groups – with part of recent funding made to SCDC intended for specific Parish Councils
- Possible deferral of PWLB payments
- Background support for retention of Cambridge Building Society and Post Office Counter services in Cottenham.
- Interventions with aPCC and CC on crime in Cottenham
- Input on state of planning services
- Input on virtual Council meetings

20/083. Review Membership and Terms of Reference of Committees

- Community & Leisure Facilities Committee (ToR Oct 2019; 7 members, quorum 3; 5 ad-hoc co-opts) – Consisting Cllrs Bailey, Henderson, Hewitt, Jones, Morris, Stewart and Wilson
- Finance Committee (ToR Oct 2019; 7 members, quorum 3) – Consisting Cllrs Bolitho, Collinson, Jones, McCarthy, Morris, Smith, Wilson and Young
- Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts) – Consisting Cllrs Henderson, Hewitt, Jones, McCarthy, Morris, Stewart, Ward and Wotherspoon
- Planning Committee (ToR Oct 2019; 11 members, quorum 4) – Consisting Cllrs Bolitho, Collinson, Graves, Jones, Morris, Smith, Ward and Wilson
- Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling) – Consisting Cllrs Bailey, Bolitho, Jones, McCarthy and Morris

20/084. Standing Orders

Virtual Meetings

Key aspects to be included in a draft protocol / extension to adopted Standing Orders:

Agenda:

The agenda will be published on Notice Boards and the CPC website in the usual way, including a note identifying that the meeting will be held virtually and that Members of the Public wishing to attend and/or raise a question should pre-register with the Clerk by 3pm the day before the meeting

- Up to 20 Cottenham electors may pre-register attendance on a first-come first served basis and will be provided with a meeting hyperlink via email.
- Up to 10 of these may request to speak for up to 3 minutes each in the designated period at the beginning of the meeting.

Meeting password:

The meeting password will be sent to qualifying (check of electoral roll) registered attendees shortly before the meeting.

Meeting:

The Meeting Host will admit Parish and District Councillors and staff members from the Waiting Room into the meeting from 7.15 onwards.

Members of the Public will be admitted from the Waiting Room from 7.25 onwards and held on mute.

Generally the meeting will be conducted in accordance with the Chair's interpretation of adopted Standing Orders, plus:

- some or all of the attendees may be held on mute until their "hand-raised" signal is acknowledged and, after suspending Standing Orders if necessary, they are allowed to speak.
- Any disruptive attendee may be placed on mute and, if persistent, sent back to the Waiting Room.
- Voting may require a log of those present "raising hands".

20/085. Kebab van

Following the closure of the construction site, the Clerk contacted Cottenham Grill on 30th March to check if he was still trading (the Covid-19 lockdown started on 23rd March). He confirmed that he wasn't and was informed that the gates at the Recreation Ground would be locked accordingly (as the last user on site he had been responsible for locking the side car park gate). He stated that he would let us know when he would return.

In the meantime there were a number of security issues/criminal activities which were alerted to the police. The front driveway gates were reinstated as an extra security measure.

Cottenham Grill returned to the Recreation Ground unannounced on the evening of 20th April and was unable to gain access.

The construction site was re-opened on 27th April.

NB: his street trading licence only permits him to trade at the Recreation Ground. Any change in location would need to go via SCDC and a consultation period.

Sinan has confirmed that he is happy to wait until CPC have discussed before returning. The Clerk spoke to him on 28th April. We ran through the government takeaway advice* and he confirmed that he can accept phone orders and usually gives 15 minute time slots for collection. However he's unsure how to deal with those customers who just turn up. He's also very happy to do whatever CPC suggest regarding queue management, be it cars queuing down the access road on one side and people waiting inside etc.

***Government advice for takeaways and restaurants offering a pick-up service**

- Customers should be encouraged to order online, by app, or by phone.
- Customers waiting to order or collect should wait in a designated area where a 2-metre distance from other people can be maintained. If this is not possible, customers should enter the premises one at a time and only when their order is ready to be made or collected.
- Collection times should be staggered to discourage crowding outside the premises. Where queuing is taking place, you should use queue management systems to maintain a 2-metre distance between people.

Sinan has provided a copy of his Public Liability Insurance document (in line with all other Rec Ground users).

Need to decide a way forward under current government regulations. This will need reviewing as and when advice is updated.

One possibility:

- Orders only accepted on-line or by phone and a collection number / time given
- Van operates behind the locked gates which then provide a safe pedestrian waiting space only to be entered when called / within 5 minutes of the collection time (could be a "now serving number/time" poster on van)
- Pedestrian waiting line along LHS of access road (meter box side: no cars to enter site)
- No food to be consumed on-site
- Post-service departure along RHS of access road (footway side).

20/086. 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.

Following the April Full Council meeting it was decided to ask residents for suggestions.

Local names

Nicolas, Sanderson, Blunt, Merrit, Carter, King, Groves (Munsey? Kay?)

Previous doctors/nurses/pharmacists

Historical

Local apple varieties – orchards

Roman/archaeology connection of area

Cambridges links to British Antarctic Survey: names of members of Scott's 1912 expedition team

Runway street (WW1 airway)

Basket makers/oisery

Nature

Names of butterflies/moths/dragonflies/beetles/ flowers

Other

Links to NHS and pandemic reaction (heroes/community etc) Nightingale

Names linked to twinned French town

School houses

Rainbows/sunny/ meadow "something cheerful"

Sports club names

NB: See Appendix 2 for full list and resident comments.

20/087. FECA AGM

We are asking Members to register for the call in advance. This can be done by clicking on the link below.

You are invited to a Zoom meeting.

When: May 14, 2020 07:30 PM

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJwrduGoqzstHt0viXnQNttJ8oNUEVNwin1F>

After registering, you will receive a confirmation email containing information about joining the meeting.

The agenda is attached. If any Member would like to nominate someone to stand as an Officer or Trustee, please send details of the person to be nominated and the nominator to secretary@fenedge.co.uk by no later than 5pm on May 7, 2020.

The meeting will comprise the usual reports but we will also be voting on the new Constitution that is enclosed in the papers.

20/089. Bank reconciliation April 2020

Bank reconciliation April 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)
£121,340.89	Bank account 2 (UT Current)
£157,862.80	Bank account 3 (UT Deposit)
£309,707.29	Bank account 4 (UT Project)
£100,314.56	Bank account 5 (Triodos)
£100,097.95	Bank account 6 (Nationwide)
£2,555,656.28	Total Cash at Bank (as of the 30th April 2020)

Debtors

- Cottenham Colts £2040.88 Annual Charge (31/03/20)
- CUFC £1130.70 Annual Charge (31/03/20)
- S106 payment re bus shelter £8385.16 (14/04/20)

Appendix 1: Issues log

There were 11 reported incidents during February.

Date	Issue	Further details	Follow up
05/04/2020	Motorbikes	Group of motorbikes being seen driven around the Rec. Young riders with no helmets	Resident reported on 101
08/04/2020	Motorbikes	Padlock forcibly removed from Rec and evidence of motorbikes being driven across sports pitches again	Police informed
09/04/2020	Drug dealing	Vehicle dropping off weekly drug delivery has arrived along with wanted man	Police informed
11/04/2020	Fen Reeves	the woods are being used as a toilet with numerous wipes covered in excrement scattered around the woodland. This is a health hazard. A plank of wood has appeared crossing the cut opposite the woodland for access from the traveller site opposite	
14/04/2020	Skate park	People ignoring the ban and still using site.	AC providing more signage
14/04/2020	Fen Reeves	the fencing into the nature reserve has been removed and there was evidence of motorbike use and rather more unsanitary, it being used as a toilet.	Report made to police regarding missing gate
16/04/2020	High St closure	Road has been closed without notice from Broad Lane to beyond Rooks St	Streetworks contacted
16/04/2020	High St closure	Road has been closed without notice from Broad Lane to beyond Rooks St	Streetworks contacted
18/04/2020	Dogs on Rec	saw a man with a young child and a collie off the lead having a great time running about the rec. I did also notice a pile of dog poo by the bowling green hedge a few days ago. Whether it's the same person/dog I have no idea.	
25/04/2020	Social gatherings	Residents are gathering to listen to live music	Resident referred to police 101 Covid breaches
27/04/2020	WARG Field	People not clearing up dog mess. Bikes are being leant on the fence.	Consider installation of bike racks when possible. Additional dog signage to be installed.

Appendix 2: Full list of suggestions, including number of Facebook likes/loves

Names

There are many deceased former residents who have had a positive impact on the village so be nice to include some of their names. (8 likes)

Why not look back at some of the village's previous residents who have served the community in more than one way (3 likes)

Local old Farmers names (2 likes)

Would be amazing to be able to recognise Tony Nicholas after everything he did over many years for the parish council and local area. (5 likes)

Tony Nicholas way or something that references my late father. He did do much for the village as a parish and local councillor, plus his work with both schools within the village. It would be a perfect and lasting tribute. (19 likes/loves) (five residents commenting to agree)

How about one of the roads being named after Tony Nicholas. (20 likes one resident commented in agreement)

I think Tony Nicholas way or close would be a fantastic way to honour my dad ,he lived and breathed the council in Cottenham and did so much for the village for many many years ,it would be a lasting tribute to a great man who is sadly missed by so many (4 like one resident in agreement – suggested Nicholas Crescent)

Jack Merritt Way after a magnificent, compassionate and MUCH missed young local hero.

Known across the generations but particularly the under 30s.

He would have been the very first to volunteer in this village during the pandemic.

History lessons will one day include Jack and what he had hoped to achieve. (61 likes/loves eight residents commented in agreement)

Queen Elizabeth; Jack Merritt

SANDERSON WAY - this is a good old Cottenham name. (in memory of Shirley Sanderson) Sanderson has been in the village for years it's a true Cottenham family name, many before my Dad and on the war memorial. (9 likes)

Sanderson Way memory of Peters good lady (6 likes/loves one resident in agreement)

Leonard Carter way he lived in that area and worked the land there (1 love)

Blunt's walk / Blunt Way? In memory of my Dad Viv (1 resident in agreement)

Blunts Walk (3 likes)

Sanderson and Blunt in there, definitely... (2 loves)

Julie Groves the parish council clerk who died (4 likes)

King's Street as its close to les Kings wood (my dad) (3 likes)

Kay Way

Munsey

Munsey

Basket makers so willow osiers used.
way, street or close .

Dr Milne who opened up the surgery in Telegraph Street in the 70's. Macbeth after the wonderful pharmacist we had. (7 likes one resident in agreement with Macbeth)

Cox (Florence) - Commandant of the Cottenham Red Cross Hospital 1915 - 1918. Wife of Dr Charles Hayden Cox (the village doctor for over 40 years), died January 17 1919 and buried in the Churchyard. Or Norman (Malcolm) - Red Cross Orderly at the Cottenham VA.D. Hospital, died October 23 1916. Aged 18 and buried in the Cemetery (5 likes)

We have the Birds estate, could we now have the Nightingale Estate, and name EVERY street on the development after nurses Doctors local or otherwise.

We could have an Edith Cavell way.

I'd be proud to live on Bloomingfeld Close (Amazing woman) (12 likes/loves)

Historical

Something with a Roman connection, given the history of the village. Why not ask the Fen Edge Archaeology Group for ideas? (2 likes)

How about reflecting the history of the many orchards that used to be in the village, by naming the new streets after some local apple varieties... Jolly Miller, Pippin, Burghley, Murfitt, Morley etc
<http://www.applesandorchards.org.uk/.../030...> (7 likes)

In recognition of Cambridge being the base for the British Antarctic Survey and there being 5 names to find, how about naming the roads after the 5 members of Robert Falcon Scott's valiant team who died after reaching the South Pole in 1912: Evans, Wilson, Scott, Bowers and Oates. (Thoroughly recommend Beryl Bainbridge's 'The Birthday Boys' about the expedition.) (9 likes/loves)

Runway Street or similar, didn't realise until recently there was an airfield there in WW1 (7 likes)

Nature

Names from nature...as a memorial to all the habitat that will be lost Butterflies beetles, dragonflies etc

How about the Lepidoptera estate

Brimstone Boulevard

Angle Shades Avenue

Peacock Parade

Speckled Wood Way

Sallow Street
etc... (1 like)

Peony Place. Rhubarb Road. Chrysanthemum Close. Pyrethrum Lane. Wallflower Way

Other

we have a Fen edge roundabout in Avrille with which town in the Loire valley we are twinned and people from there should have been here for 8 May VE weekend. I am sure that we could come up with a number of good names including Anjou which is the region. It could encourage twinning and good relationships.

schools house names for at least 4. Turing, Sanger, Hargreaves and Bronte (5 likes)

Something about the NHS...

Nightingale (6 likes/loves)

I think they need to be based around what 2020 will be always remembered for... Covid 19

Covid Close

Spirit Way

Rainbow Row

Community Way

Heros Street

Etc (4 likes/loves three residents in agreement)

something bright and cheerful, like someone said above Rainbow, or sunny/sunshine etc (1 like)

Rainbow Close, Meadow View, Cottenham Approach

With what is going on in the world (Cottenham included) 'Corona Way'

the village sports clubs, for example Renegades Road or Jaguars Street? (2 likes)

My favourites from above: local Apple varieties given the orchards, or Red Cross / Doctor / pharmacists / health workers of local relevance.