

AGENDA REPORTS PACK

FULL COUNCIL MEETING

August 2020

20/154. Minutes

DRAFT Full Parish Council Meeting Minutes

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

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Jones, McCarthy, Stewart, Ward, Wotherspoon, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

20/109. Chair's Introduction and Apologies for absence – Apologies received from Cllrs Smith (work) and Young (personal).

20/110. To ratify the Process of Holding Remote Meetings – Cottenham Parish Council meetings are being held online according to the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) which came into force on 4 April, and are following the guidance on holding remote meetings published by the National Association of Local Councils (NALC). Meeting agendas published stating the date and time of the remote meeting giving the usual advance notice. Members of the public and press who wish to attend the meeting should request access details from the Clerk and indicate any item(s) on which they would like to speak. If confidential matters are to be discussed members of the public and press will be asked to leave the call or will be placed into the online waiting room during the confidential part of the meeting – Noted.

20/111. To accept Declarations of Interest and Dispensations – None given.

20/112. Minutes – Minor typo amended on item 20/102. Resolution that the minutes of the meeting of the Full Council held on the 2nd June 2020 be signed as a correct record.
RESOLVED.

20/113. Public participation – No public present.

20/114. Reports

- **SCDC** – Report noted. SCDC Cllr Wilson flagged the new liaison meetings and zero carbon grants. Cllrs Morris and Jones have attended the planning patch meeting; noted that a lot of Officers were from City so may not have local knowledge however the meeting was seen as constructive. Cllr Hewitt raised a concern that other villages were getting more money from the GCP than Cottenham. CCC Cllr Wotherspoon is constantly talking to the cycling officer regarding schemes for Cottenham but we didn't have anything 'shovel ready' for the first tranche of money (projects had to be implemented within 2 months). Query whether we can get anything from the next tranche. Discussion regarding possible cycling measures.
- **CCC** – Report noted. Query regarding 'zonal boundaries': this is medium term and not triggered yet. Tree planting noted; this is part of doubling of environmental measures not carbon capture. Surface dressing for Twentypence Road has been pushed back again due to adverse weather conditions. Discussion regarding the A10 and green corridors/transport improvements.
- **Clerk** – Report noted. Northstowe consultation requires urgent response; Highways Committee to action. Rooks Street patching has been done but waiting for date re. slurry sealing.
- **Major developments** – Report noted. Cllr Morris and the Clerk have met with SCDC regarding This Land; meeting considered productive. SCDC Cllr Wilson stated that there would be a further meeting before the application goes to Committee.

- **Village Hall & Nursery** – Report noted. Car park will be closed over the summer holidays which will affect the kebab van – Clerk to liaise regarding temporary alternative locations. Cllr Stewart is willing to open up the gates at weekends and Cllr Bailey as backup (not required over the summer). Will need working party to look at nursery tenders.
- **Combined Authority A10 route choice exhibition** – authority delegated to the Highways Committee to respond. Also noted that the new Anglian Water consultation comes close to Landbeach.

- 20/115. To review policy recommendations by Committees** – item deferred.
- 20/116. Internal audit** – Consider review of internal audit report – Item deferred.
- 20/117. Year-end Accounts** – Consider the year-end accounts for 2019-2020 – SCDC Cllr Wilson left the meeting at 8.33pm. Resolution to accept year-end accounts for 2019-20. Proposed Cllr Graves and seconded by Cllr McCarthy. **RESOLVED.**
- 20/118. Annual Governance Statement** – Review and approve the Annual Governance Statement 2019/20 as part of the Annual return for the year ended 31st March 2020 – Item deferred to EOM.
- 20/119. Accounting Statements** – Review and approve the Accounting statements 2019/20 as part of the Annual return for the year ended 31st March 2020 – Item deferred to EOM
- 20/120. Litter on Recreation Ground** – consider measures for tackling litter problems at the Recreation Ground – Resolution to purchase 2 additional rubbish bins for the Recreation Ground. Proposed Cllr Stewart and seconded by Cllr Hewitt. **RESOLVED.** Discussion regarding recycling of litter. Clerk to look at bins capable of separating materials. Check with Trade Waste at SCDC regarding whether rubbish can be separated and the implications. Clerk to implement Keep Britain Tidy media campaign.
- 20/121. Zero Carbon Communities Grant** – consider submitting an application for a grant – Noted. Item to be added to August agenda.
- 20/122. Green Infrastructure in Greater Cambridge** – consider response to survey from Greater Cambridge Planning (by 27th July) – noted. Cllr Ward to respond on behalf of CPC and will circulate response prior to submitting.
- 20/123. Christmas Tree** – Resolution to purchase a Christmas Tree for the Village Green. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 20/124. SLCC membership** – Resolution to renew the Clerk’s SLCC membership at a cost of £257. Proposed Cllr Collinson and seconded by Cllr Graves. **RESOLVED.**
- 20/125. Planning Committee** – Resolution to accept amendments to the Terms of Reference as recommended by the Planning Committee. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**
- 20/126. Dignity at Work policy** – Resolution to accept Dignity at Work policy as recommended by the FLAC Committee. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.** Query whether going forward we need Cllrs to sign up to acceptance of policies as part of the joining process.
- 20/127. Proposal for installation of artwork on the Village Green** – consider initial suggestions for artwork to be installed on the Green by the Twinning Association – Clerk outlined the proposals. Discussion regarding what would be suitable on the Green. Suggestion that the new Village Hall would be a better location. Resolution that the Twinning Association submit a formal proposal for artwork to go at the Village Hall. Proposed Cllr Collinson and seconded by Cllr McCarthy. **RESOLVED.**

- 20/128. Tree of Heaven** – consider resident request for removal of tree on Brenda Gautrey Way – Report noted. The latest arboricultural report doesn't recommend any works to the tree and it is in good health. Our Neighbourhood Plan advocates tree retention. Resolution that no works are undertaken to the Tree of Heaven on Brenda Gautrey Way. Proposed Cllr McCarthy and seconded by Cllr Bolitho. **RESOLVED.**
- 20/129. Play area re-opening** – consider re-opening of play area on Recreation Ground and gym equipment on Tenison Manor in accordance with government guidelines – Cllr Hewitt outlined the background. The risk assessment has been prepared in accordance with government guidelines and taking the API (Association of Plan Industries) statement into account. Re-opening has been checked with Zurich and a copy of the risk assessment will be sent to them. May need to review the risk assessment again when the schools go back in September and as government guidance changes. Discussion regarding the signage and wording will be added to state that the equipment isn't sanitized. Clerk to keep tabs on government guidelines going forward. Resolution that the play area on the Recreation Ground and gym equipment on Tenison Manor are re-opened from Wednesday 8th July in accordance with the risk assessment prepared. Proposed Cllr Hewitt and seconded by Cllr Bailey. **RESOLVED.** The H&S Officers were thanked for their diligent work.
- 20/130. Youth Work** – consider use of Connections Bus 'detached youth worker' at a cost of £180 per session – Cllr Morris outlined. Given the increase in ASB the work would seem very beneficial and is therefore supported. Resolution to obtain 2x 1.5 hour wandering sessions by a detached youth worker each week for a period of 4 weeks starting in August. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 20/131. Sage** – consider upgrading Sage accounting system – Resolution to purchase upgraded Sage accounting system at a cost of £24 + VAT per month (first 3 months free). Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**
- 20/132. Finance**

Income	Description	Net	Gross	
S106 Monies	£93,053 (Open Space) £25378.09 (Sport contribution) £60424.03 (Community space)	£178,855.12	£178,855.12	
SCDC	Rebate of business rates	£745.00	£745.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
		£181,155.07	£181,155.07	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 2020	£4,720.89	£4,720.89	-
HMRC	Tax and NI for June 20 (month 2)	£787.68	£787.68	-
King and Co solicitors	Legal costs re CCC S106 funding agreement	£1,100.00	£1,320.00	1755
Play Source	Play equipment installation and surfacing work	£2,952.00	£3,542.40	1759
Wilby & Burnett	Architectural and quantity surveying services	£13,847.00	£16,616.40	1763
SEH French	Construction works on VH & Nursery as per certificate no 5	£144,047.47	£172,856.96	1764
AJ King	Monthly groundman cost	£3,166.66	£3,800.00	1770
Community Centre	Rent for 6 months (April to September 2020)	£1,300.00	£1,300.00	1771
Backstop Ltd	Year-end accounts fee & setting up management accounts	£800.00	£90.00	1773
Peter Dann	Engineering services for VH and Nursery	£2,750.00	£3,300.00	1774
Cambridge Van Leyden	Engineering services for Village Hall	£1,254.00	£1,504.00	1775

Cambridge Van Leyden	Engineering services for Nursery	£507.64	£609.17	1776
		£177,233.34	£210,447.50	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (July) DD	£269.30	£269.30	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
RFO	Sim card for the pavilion alarm	£9.08	£10.90	1756
SSE- Southern Electric	Electric bill for the pavilion (DD)	£272.63	£327.15	1750
Cambridge Water	Water bill for the Village Hall site (DD)	£309.63	£309.63	1751
Cambridge Water	Water bill for the Bowls club and Allotments (DD)	£454.33	£454.33	1752
A Mappedoram	Checking of electrics at container at rec ground & safety trip part	£40.25	£48.30	1753
Kershaw	Replace filters in roof & clean external grill at pavilion	£409.60	£491.52	1754
CSA	Hand gel & dispensers (bulk) 5 ltr soap & Jumbo cleaning rolls	£144.83	£173.80	1756a/ 1757
Green and Purple	Accountancy support	£50.00	£60.00	1758
BCS	Payroll processing	£35.00	£42.00	1760
Kershaw	Callout charge to restart the boiler	£100.80	£120.96	1762
CAPALC	One day councillor training	£75.00	£75.00	1766
Eco Control Solutions	Japanese Knotweed eradication	£560.00	£672.00	1767
Tates Treeworks	Tree works on BGW	£60.00	£60.00	1768
Cambs County Council	Final invoice for streetlight energy (Oct 19 - Nov 19)	£84.27	£84.27	1769
WAVE	Sewerage charge for the rec ground (DD)	£282.28	£282.28	1772
Backstop Ltd	Monthly Accountancy support	£50.00	£60.00	1777
SSE- Southern Electric	Invoices x 3 for street lighting (DD)	£111.02	£116.56	1778
SSE- Southern Electric	Electric bill for the Recreation ground buildings	£291.23	£349.47	1779
Staples	Ink cartridges	£97.98	£117.58	1780
Shred Station	Blue bin collection	£40.00	£48.00	1781
Cromwell Fire	Fire alarm service charge (10/6/20)	£103.63	£124.36	
		£4,022.86	£4,503.81	
Multipay Card				
Assistant Clerk	Phone top up	£5.00	£5.00	1761C
Amazon	3 x pack of 5 bulbs for the pavilion	£30.51	£36.60	1765C
		£35.51	£41.60	

Noted that gross for Backstop Ltd should be £900, therefore making the total £211,257.50p. Noted that Eco Control should be in the over £500 section. Resolution to pay these invoices. Proposed Cllr Jones and seconded by Cllr Collinson. **RESOLVED.**

20/133. Management accounts – to review the monthly management accounts – Noted.

20/134. Bank reconciliation – to review monthly bank reconciliation – Noted.

20/135. Matters for consideration at the next meeting – replenishment of daffodil bulbs on the Village Green (Cllr Collinson).

20/136. Dates of next meetings – Planning 9th July, CALF 21st July, Planning 23rd July, Highways 28th July, Full 4th August

20/137. Close of Meeting – 9.52pm.

DRAFT Extra Ordinary Parish Council Meeting Minutes
Meeting held via Zoom on Tuesday 14th July 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Henderson, Jones, Stewart, Ward and the Clerk, Asst Clerk and RFO

- 20/138. Chair's Introduction and Apologies for absence** – The meeting started at 7.45pm due to technical issues. Apologies accepted from Cllrs Hewitt (work), Wotherspoon (work) and Young (personal).
- 20/139. To accept Declarations of Interest and Dispensations** – None given.
- 20/140. Public participation** – None present.
- 20/141. Internal audit** – Consider review of internal audit report – Still awaiting report; item deferred.
- 20/142. Annual Governance Statement** – Review and approve the Annual Governance Statement 2019/20 as part of the Annual return for the year ended 31st March 2020 – Cllr Morris read out the 9 questions. Noted that Q4 not required this year due to Covid-19. Resolution to approve the Annual Governance Statement 2019/20 as part of the Annual Return for the year ended 31st March 2020. Proposed Cllr Stewart and seconded by Cllr Bailey. **RESOLVED.**
- 20/143. Accounting Statements** – Review and approve the Accounting statements 2019/20 as part of the Annual return for the year ended 31st March 2020 – Cllr Morris ran through the statements. Resolution to approve the Accounting statements 2019/20 as part of the Annual return for the year ended 31st March 2020. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 20/144. GCP Survey on Waterbeach to Cambridge link** – consider CPC response to the GCP survey on improved links between Cambridge to Waterbeach – It was noted that the questions were weighted more to Waterbeach and Milton transport methods to Cambridge. Cllr Henderson flagged the comment already made regarding pavement/cycle path from Cottenham to Landbeach. Survey noted.
- 20/145. Green Infrastructure in Greater Cambridge** – consider response to survey from Greater Cambridge Planning (by 27th July) – Report noted. Cllr Ward ran through the suggested responses. Resolution for Cllr Ward, assisted by Cllr Morris, to lead a CPC response to the survey from Greater Cambridge Planning. Proposed Cllr Bailey and seconded by Cllr Bolitho. **RESOLVED.** Cllr Ward was thanked for her work to date.
- 20/146. Close of Meeting** – 8.31pm.

Signed _____ (Chair) Date _____

DRAFT Extra Ordinary Parish Council Meeting Minutes
Meeting held via Zoom on Tuesday 21st July 2020 at 6.30pm

Present: Cllrs Morris (Chair), Bailey, Collinson, Henderson, Jones, McCarthy, Ward, Wotherspoon and the Clerk and Asst Clerk

- 20/147. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Hewitt (work), Young (work) and the RFO.
- 20/148. To accept Declarations of Interest and Dispensations** – None given.
- 20/149. Public participation** – None present.
- 20/150. Recreation Ground: Covid-19 restrictions** – Following changes on HMG advice, CPC to determine safety and other conditions applying to team use of sports pitches and the Sports Pavilion – Cllr Morris outlined the report. Our insurers are happy if risk assessments are in line with government advice at the time. Meetings have been held with Colts, CUFC and Cricket clubs and their risk assessments have been checked; some amendments have been made. CALF to be delegated arrangements for return to competitive play. Cllr Hewitt arrived at 6.56pm. Need to keep a close eye on changes to government guidelines for football and cricket which would then require amendments to the risk assessments. Resolution that subject to the Clubs operating within the ECB and FA safety guidelines and providing valid risk assessments to the Clerk, training sessions only could be allowable under CPC's conditions of Public Liability Insurance provided:
- each Club's risk assessments require no access to the Sports Pavilion by more than one person at a time; with only Council able to vary this condition due to costs and resources involved in ensuring sanitisation etc.
 - no vehicle access to the Recreation Ground is allowed while the access road is closed for reconstruction, mostly during August, and
 - an allocation will be made to avoid undue wear and tear of playing surfaces, with:
 - Cricket staying within the 2nd Field oval
 - Football staying within the 1st and 3rd Fields
 - CALF approves the specific arrangements under which each Club returns to competitive play within updated HMG guidelines as they are published.
- Proposed by Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/151. Close of Meeting** – 7.01pm.

Signed _____ (Chair) Date _____

20/156. Reports

District Councillors' Report for Cottenham and Rampton – August 2020

To follow

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 August 2020

To follow

Tim Wotherspoon

CLERKS REPORT – August 2020

Anything in bold is new or an update.

Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- **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. Due to be done 1/7-7/7/20
- **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) 11/06/20 LHO programming for later this year 23/06 order raised
- **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. 11/6/20 - LHO still investigating, 23/06 Needs SCDC to sweep debris before able to assess
- **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. 11/06 on programme, timing unknown due to Covid restrictions 23/06 beyond capabilities of LHO, passed to Capital Management Team. Loose tiles on two properties adjoining footway, LHO has spoken to both residents, advising they need to rectify, will review in a month
- Footpaths on Pelham Way – 23/6 two Cat b1 defects on pavement, order raised to fix. LHO requesting pavements to be resurfaced
- **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 AC reported blocked gulleys on High St 28/02. Works ordered 16/04 22/5 LHO waiting for ADC to complete work on High st. Confirmed Denmark Rd has been jetted. 11/06 Denmark road needs re-jetting, 23/06 scheduled
- **Twenty Pence road - surface dressing done.** 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there. Repairs made by the Gun Club but they are starting to deteriorate. LHO will monitor (Aug 19).
- **Smithy Fen Bridge** – Asst Clerk reported crack to LHO Dec 2018, awaiting structures team to inspect. (No other reports received from residents). 16/1/21019 requested urgent action (no response). 17/1/19 – LHO reported that structural engineers have visited the site and the bridge is safe. 22/1/19 - bridge inspector has been out to site and confirms that there is no change in the brickwork from the last visual inspection and the current crack is due to damage from a previous impact damage. The main structural arch barrel does not show any further deterioration. They will continue to monitor this spandrel wall and will intervene as necessary. 23/1/19 – CCC bridge inspector has asked Engineers at Skanska to visit and report on this particular issue with the spandrel wall, they will also advise if CCC should add this bridge to our visual monitoring programme at a suitable frequency (quarterly or monthly etc) until they can programme in some repairs longer term.

- **High Street bollards** – CCC will replace any damaged bollards ‘like for like’. If we wanted more visible ones, e.g. on the build outs at the north end of the High Street, we would need to fund ourselves. (Approx cost is £1,000 for a bright yellow bollard with keep right arrow). LHO has ordered replacement reflective tape for the ‘Cambridge’ bollards. Due to be re-taped 2/08/19. 22/8/19 – Still waiting for tape. 11/06/20 - LHO programming for later in the year
- **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 LHO due to meet Maintenance Manager at the end of March to discuss Beach Road/Denmark Road and possible long term fix, postponed due to Covid restrictions. 22/05 Possible funding for surface work to Denmark Road from Junction of Rook st to Brenda Gautrey Way
- **Potholes** – resident admitted to marking up potholes, AC reported to LHO 24/03
- LHO reported Currently restricted to Cat1 defects only. So are unable to arrange any planned works for the foreseeable future, including patching, drainage repairs etc. 01/04 LHO beginning to plan programme of work, progress will be slow due to covid-19 social distancing regs 22/5
- **Flooding on Broad Lane/High Street junction** – Highways have jetted, LHO reported further investigation required, due to take place in next week or so 06/5 further jetting 21/5 broken drainage pipe. LHO to schedule repair 11/06/20 -18m of blockage on Broad Lane possibly due to crushed/collapsed pipes. LHO to discuss next steps with Manager once mapping report received from ADC. 18/6 flooding to two properties reported. 23/6 LHO costing work today, likely to be done in August. Will pump any flood water that occurs before then. Test holes and jetting required to determine scope of work, possible 3+ day road closure required.
- **Missing 30mph sign Oakington Road**- LHO to speak to Development Management
- Resident has repaired knocked down bollard outside Cottenham Club. LHO advised residents should not be undertaking repairs in case of damage to services beneath the ground.
- **20 Pence Road** surface tore up due to heat/heavy vehicles. LHO inspected and dusted surface. Added to resurfacing phase 2 remedial works.
- Lockspit Hall Drove - Inspector due to mark up repairs needed on 26/6. LHO no longer managing Setchel drove beyond gating
- Overgrown hedges Twenty Pence Road – 23/06 Order placed to cut back hedges near Long Drove turning, LHO to contact owners of hedge by Brookfield industrial estate
- Cadent are undertaking works on Oakington Road, Histon Road, Rampton Road and the High Street until 19th July. **Moved to August**

Recreation ground

- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Issue with dogs being walked on the Rec from the allotments and Les King Wood.

Pavilion

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

Misc admin

- July Issues log distributed separately – see appendix for summary.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase 1x photo frame. 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. In addition, any floodlights of public buildings and inside churches should be turned to purple and

a tolling of bells on the date of the announcement (number dependent on the age of the deceased).

- New Life on the Old West – ACRE have been successful with their Heritage Lottery fund application. Project start date looking to be early autumn 2020.
- 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.
- Amendments ongoing to the Community Directory document.
- Commemorative Oak on green hasn't survived and requires replacing. Groundsman has 'spare' but we can't plant until the autumn.
- 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.
- Liaison with PCSO Haylock regarding ASB at the church end of the High Street and he is aiming to set up a resident meeting.
- **Groundsman undertaking some clearance work on BGW to tidy are around the tree of heaven. Also at Fen Reeves which has become inaccessible. Will look at low hanging ash tree on The Dunnocks.**

Facebook

- 1278 likes/1447 follows.

Major developments

Bellway (50 homes north-west of Oakington Road)

- Site almost built out (9 being finished off when sold)
- Relevant s106 contributions (including Nursery) paid
- Culvert under access road, footway by Rowells and carriageway to be re-instated (October?)
- General tidying up on site ready to hand over to management company

Persimmon (up to 121 homes north-west of Oakington Road)

- Site-work continuing at reduced rate (1 occupation already and 12 affordable homes being handed over shortly)
- Attempting to get several conditions waived and/or deferred
- Roundabout upgrade deferred to summer 2021 (but many other schemes at that time)
- Will share work with Redrow on roundabout upgrade
- Long-term maintenance of surface water management etc TBA with CPC/IDB.
 - Scope of cover, warranties, etc TBD

Redrow (up to 199 homes south-west of Rampton Road)

- Clearing pre-commencement conditions ready to start work
- Alternative water supply route identified
- Will share work with Persimmon on roundabout upgrade

This Land (up to 154 homes northeast of Rampton Road)

- Reserved Matters application reviewed by CPC Planning Committee
- All other consultations should have been cleared by 24th July
- Possible determination September or October.

Village Hall & Nursery

- Utilities – road access unavailable until end of October; trying to expedite.
- Access Road currently closed while open trenches in place facilitate installation of pipes etc.
- Car Park upgrade nearing completion
- Hall roof being finished; should soon see slates and PV panels on roof
- Hall “modus operandi” to be drafted for review.
- Nursery roof being installed; should soon see PV panels on roof
- Second manager on site as work on both buildings moves inside.
- Aggregate cost (net of VAT) about £1.25 million so far.
- First claim under CCC-CPC Nursery Funding Agreement has been made
- Nursery Operator ITT to be issued to four enquirers, once final checks cleared.

20/158. Internal audit

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £3,122,712.62

Expenditure: £791,327.77

Reserves: £2,954,385.97

AGAR Completion:

Section One: No

Section Two: Yes – to be signed

Annual Internal Audit Report 2018/19: Yes

Certificate of Exemption: No

Proper book-keeping

Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within SAGE and year end accounts. SAGE transactions are referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 7/5/2019 (Ref: 19/094)

Financial Regulations in place: Yes

Reviewed: 7/5/2019 (Ref: 19/094) and 1/10/2019 (Ref: 19/200)

VAT reclaimed during the year: Yes Registered: Yes

General Power of Competence: Yes (adopted 2/7/2019 – Ref: 19/138)

Tenders exceeding the £25,000 threshold have been advertised on the Contract Finders website.

Terms of Reference are in place for Committees and were last reviewed at the annual meeting held on 7/5/2019 (Ref: 19/079).

Risk Assessment

Appropriate procedures in place for the activities of the council

Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes (Ref: ZA235494)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect

the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: *Yes*

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 7 May 2019 (Ref: 19/094). The review of Internal Controls was delayed due to the Covid-19 pandemic.

The Council have effective internal financial controls in place. Online banking has replaced cheque payments and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank signatories were reviewed at a meeting held on 3/12/2019 (Ref: 19/257).

Fidelity Cover: £5,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept, having been adjusted to incorporate the PWLB loans.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: *No*

Website: www.cottenhampc.org.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

- a) external audit report
2019 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

- b) notice of period for the exercise of public rights
Published – Yes, although the link to the document was broken

Recommendation: *to amend the link in order to display the 2019 notice for the exercise of public rights.*

Budgetary controls supporting documents	<p>Verifying the budgetary process with reference to council minutes and</p> <p>Precept: £288,656 (2019-2020)Date: 8/1/2019 (Ref: 19/009) Precept: £291,476 (2020-2021)Date: 7/1/2020 (Ref: 20/012)</p> <p><i>Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.</i></p>
Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.</i></p>
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.</i></p>
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes</p> <p>The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process. A sample of payroll records were examined and all were found to be in order.</p> <p>It is noted that the Council undertook a review of salaries at a meeting held on 5/3/2019 (Ref: 19/047).</p>
Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>A separate asset register is in place and was reviewed at the annual meeting of the Council held on 7/5/219 (Ref: 19/094). Values are recorded at cost value/insurance value. The total value of assets are recorded at £1,444,731. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p>

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31/3/2020 were confirmed as:

<i>Cambridge BS</i>	<i>xxxx1032</i>	<i>£1,766,332.79 (31/12/2019)</i>
<i>Unity Trust</i>	<i>xxxx5738</i>	<i>£99,208.82</i>
<i>Unity Trust Deposit</i>	<i>xxxx5754</i>	<i>£157,862.80</i>
<i>Unity Trust Project</i>	<i>xxxx3075</i>	<i>£739,247.49</i>
<i>Triodos</i>	<i>xxxx2053</i>	<i>£100,207.23 (1/1/2020)</i>
<i>Nationwide BS</i>	<i>xxxx3712</i>	<i>£100,097.95</i>

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£100,000) and have identified earmarked reserves in their year end accounts. It is noted that the Council have obtained £2,800,000 in PWLB loans.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Sole Trustee

The Council has met its responsibilities as a trustee
The Council is a Trustee of the King George's Field Cottenham (Charity No. 1082174). There was no income or expenditure for the charity for the 2018-2019 financial year.
The last annual submission of the accounts was 28/1/2020.

Internal Audit Procedures

The 2019 Internal Audit report was considered by the Council at a meeting held on 7/5/2019 (Ref: 19/098).
Heelis & Lodge were appointed as Internal Auditor at a meeting held on 4/2/2020 (Ref: 20/028).

External Audit

The External Auditor's report was considered at a meeting held on 1/10/2019 (Ref: 19/199).
There were no matters arising from the External Audit

Additional Comments/Recommendations.

- The Annual Parish Council meeting was held on 7/5/2019, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.

- May I take the opportunity to congratulate the Council on the commencement of their new village hall project.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and the production of a well organised set of documents for the audit.



Heather Heelis

Heelis & Lodge

13 July 2020

20/159. CEAG donation

Last year we were given a donation of £411.49 from CEAG towards an environmental project.

Policy COH/1-6 identifies four “focal points” for improvement; three of which (Pond, Denmark Road corner and the Village Green) may be suitable for additional daffodil planting:

Policy COH/1-8 identifies two additional “Protected Village Amenity Areas” (Tenison Manor and the Dunnocks) which are also suitable.

Cllr Collinson has already identified that the daffodil bulbs on the Village Green need replacing. Possibilities could include: [Narcissus ‘sweet aroma’](#) (flowers Mar/Apr), [Daffodil ‘topolino’](#) (flowers Apr/May) and [crocus](#) (flowers Mar/Apr).

We may also want to consider improvements to the Pond area. The following suggestions all prefer shade/wet areas: [English bluebells](#) (flower Apr/May), [winter aconite](#) (flowers Feb/Mar) and [lily of the valley](#) (flowers May).

Any other project suggestions?

20/160. Bellway s106 amendment

No-one wants a Bus Shelter by the Alms Houses, yet that is funded by the Bellway/Persimmon s106 agreements.

Form of words being sought to modify the s106 and enable the money to be spent on a Bus Stop near the Rec and/or Development sites for the new Community Transport Service

The Bellway S106 currently states:

“Bus Shelter Maintenance Contribution”

the sum of £7,000 for the maintenance of a bus shelter at Rampton Road, Cottenham provided in pursuance of the Development to be paid by the Owner to the County Council in accordance with the provisions of Part IV of the Third Schedule for payment by the County Council to the Parish Council

Could the wording be updated as simply as follows:

“Community Transport Service”

the sum of £7,000 towards the Cottenham Community Transport Service including the provision of appropriate facilities at, or near to, the new Village Hall on Lambs Lane provided in pursuance of the

Development to be paid by the Owner to the County Council in accordance with the provisions of Part IV of the Third Schedule for payment by the County Council to the Parish Council

The Persimmon S106 contains similar wording with specific reference to Rampton Road, which is the element we need to address.

Michael Sexton (SCDC Case Officer) has sent an email to their legal officer for their view on this potential re-wording of the S106s.

The PC needs to provide some text on how they would like the agreements re-worded as this may help push things forward. The text needs to be relevant to the Persimmon and Bellway developments.

20/161. Cambridgeshire ACRE local councils conference

The fifth annual Cambridgeshire Local Councils Conference is taking place this year on **Friday 23 October**. We believe this year's event is more important than ever, to give local councils a boost and lend support to communities as they move forward following the months of COVID-19 impact.

We recognise, however, that the need for social distancing is likely to persist into the autumn and so, given the large scale of this annual gathering, we have taken the decision to run this year's Conference wholly online.

Taking part in this 'virtual' event will feel almost the same as attending in person. Your experience will include:

- An online space branded to look and feel like a Cambridgeshire Local Councils Conference;
- Your own unique user profile telling people who you are and where you are from, so that you can network with others;
- A personal agenda builder which provides reminders, so you don't miss any of the sessions that are important to you;
- An event lobby with clear directions on how to access each part of the Conference, including a help desk in case of any difficulties;
- A programme of speakers, case studies and panel sessions in the main 'auditorium' with live Q&A, plus a series of interactive learning sessions to choose from that will take place in smaller breakout areas;
- A marketplace of stalls featuring organisations and companies who work with and support local councils – you'll be able to text/video chat and interact with stallholders just like you would in the 'real world';
- An 'event bag' where you can download any brochures, leaflets, handouts or presentations for use after the event;
- A 'social lounge' where you can search for friends or colleagues and live chat with others;
- The option to watch elements of the Conference 'on demand' for up to 30 days after the event.

We are really excited about the opportunities that running our annual conference online brings; easy to take part with no travel or accessibility issues, space for as many marketplace stalls as we want, no limit on the numbers who can take part in each session and the chance to watch sessions 'on demand' after the event, meaning no one should miss out. We hope you are equally inspired and will come and join us.

Please mark out the date in your diary now and watch out for further instructions on how to register in the coming weeks.

Remember: Attendance is no longer restricted to one or two delegates per local council. If your whole council wish to attend, then that's fine; there's no limit on numbers and attendance is completely free of charge.

If you have any questions about this event, please contact Alison Brown, Head of Business Service at Cambridgeshire ACRE on 01353 865029 or email alison.brown@cambsacre.org.uk.

20/162. Village Hall oil tank

The old oil tank previously used for the Village Hall and Ladybirds is now redundant. Need to consider disposal of the asset. Do we go to closed bids or a fixed price? Buyer would need to collect (after the end of August when the access road is re-opened).

20/163. War Memorial planting

A resident has contact us to ask whether the inner bed of the Memorial could be planted with some small perennial shrubs, such as lavender and salvia. They would be happy to try to form a working party via the Cottenham FB page, and to ask for donations of topsoil, plants and expertise.

The Clerk has been in touch with the War Memorials Trust who have responded to say: As with many war memorial issues, there are no definitive rules and we recommend community consultation on any changes to a war memorial including its setting.

Based on this [unveiling image](#) of the memorial, it does not appear as though the beds were part of the original design of the memorial and there is no indication as to what was planted originally. Page 22 of Historic England's guidance [Conservation and Management of War Memorial Landscapes](#) discusses the symbolism of flowers and some of the types which may be chosen due to their association with remembrance. The Trust recommends that the height of the planting is considered so that it does not obscure the inscriptions.

Key points:

- New planting may be desirable to enhance the setting for the war memorial although it should always consider the impact in the long term so planting does not cause future problems due to size, roots or pollution.
- The Imperial War Graves Commission was influential in establishing a planting style for war graves and war memorials. Borders in front of the gravestones were planted with low-growing plants so they would not mask the inscriptions and help prevent soil from splashing back during rain.
- Although the wild annual poppy is now the symbolic First World War flower, it is a plant typical of disturbed ground such as ploughed fields rather than gardens. A show of poppies can look stunning but the flowers are short lived, and the seeds need to be sown each year. Ornamental poppies can be a good alternative and they also fit with the Arts & Crafts cottage garden planting style.
- Suggested plants are: Forget-me-nots; Roses for love and war; Rosemary for remembrance; Snowdrops for hope; Bay and laurel for glory; Lilies for purity; Lavender for purity and devotion.

20/164. Code of Conduct consultation

With more communication taking place remotely and online between members and residents, particularly through social media, there may be more difficult and heated discussions as some seek to express the fear, frustration and heightened emotions they are experiencing at this time. However, abuse, threatening and intimidatory communications continue to be unacceptable, and we have sought to address these issues in the draft code.

The LGA has committed to reviewing the current model member code of conduct, as recommended by the Committee on Standards in Public Life's report into **Local Government Ethical Standards**. The LGA held an event on **Civility in Public Life** with a range of stakeholders at the end of last year and three consultation workshops at the beginning of this year. Our consultants have also examined examples of good practice, both in local government and other professions. The LGA **consultation draft model member code of conduct** is the result of this initial work. It is the intention to create additional guidance, working examples and explanatory text. We very much welcome comment on the consultation draft. We would particularly like to know if it stands up to the new ways of working that have been introduced and gives enough of a steer on social media and online activity.

Next steps

The consultation on the draft member code of conduct will run for 10 weeks from **Monday 8 June** until **Monday 17 August**. We hope this will provide officers and members with enough time to reflect on the draft model member code of conduct and provide the LGA with feedback whilst they continue to respond to the COVID-19 crisis.

To facilitate the consultation we have produced an **online consultation questionnaire**. The questionnaire is designed for both members and officers.

We are also happy to receive narrative responses from councils or stakeholder groups via email **ModelCode@local.gov.uk**. Please also email here if you have any questions regarding the consultation and/or code of conduct work.

If you are interested in discussing the draft code in more detail, we will be holding a number of webinars over the Summer. The details will be on our **LGA events page**.

The feedback from the consultation will help us develop a final draft, which will be reviewed by the LGA's Executive Advisory Board before being presented to the next LGA General Assembly, which we hope will be held in the Autumn of 2020.

20/165. Return to football & cricket matches

At present, pavilion access is limited to "one person at a time" for recovery of equipment etc." which is acceptable for training under the various ECB, FA and RUFC guidelines.

The "one at a time" practice will avoid "track and trace" measures and minimise the risk that deep cleaning measures will be needed.

Bearing in mind, that Cambridge Kids Club may be operating in the side-corridor, ClubRoom and Portakabin with their own safety precautions, we could consider:

- adding limited (one at a time, players and officials only?) toilet access via the Tunnel entrance using, say "Officials 1" toilet on Saturday and "Disabled Officials" toilet on Sunday with cleaning on Monday or Tuesday as would normally happen with the Changing Rooms. We

would need to provide additional sanitizers in each toilet and signage to indicate which toilet is in use (we could lock all other doors but this may not be necessary).

- Excluding (as now) access to any of the Changing Rooms or Club facilities at the other end of the building.

If this is approved in principle, the Clerk, with Chair or CALF Chair could approve modified Club Risk Assessments prior to match-play.

20/166. Parish Council insurance

Our current insurance is with Zurich which expires on 10/09/20 (cost last year £3597.45)

In May the RFO contacted four insurance companies for annual quotes from 10th September:

- Parish Protect (filled in form) – email sent to Panicos Monk with information on the 19/05/20 (underpinned by Royal and Sun Alliance)
- Came and Company (filled in form) – email sent to Harry Hovey with information on the 19/05/20
- WPS Insurance (emailed) - email sent to Colin Raffell with information on the 19/05/20
- BHIB – Left two voicemail messages as not able to fill in online form, no response
- Zurich – emailed on the 31/05/20 with the email in the chain below with renewal rates.

Each were all asked to quote on current asset register/cover until 15th December and then to factor in the New Village Hall and Nursery buildings. Despite three getting back to me wanting a lot of additional information and sounding very positive there has only been one response back from our current insurance company with an estimated quote of around £7500 including tax.

20/167. Website accessibility statement

Under the government guidelines we have until 23rd September to publish an accessibility statement on our website.

Advice from Gov.org

The first thing to do is to check your website or mobile app for accessibility problems.

This does not mean checking every page. Instead you need to check a sample that shows the variation in content and functionality of your website or mobile app. By finding problems in a sample, you should be able to fix any issues across the whole website or mobile app.

There are a few different ways of checking your sample. Decide which method is appropriate for your organisation. In some situations you might use more than one method.

All methods involve checking your sample against [the international WCAG 2.1 AA accessibility standard](#) - in a different way depending on the resources that your organisation has.

Some types of content are exempt from meeting accessibility standards - you will not need to include those in your sample.

Once you've identified any problems in your sample, you need to make a plan to fix these across the whole website or mobile app.

Things you might not need to fix

You do not need to fix the following types of content because they're exempt from the accessibility regulations:

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 - unless users need them to use a service, for example a form that lets you request school meal preferences
- maps - but you'll need to provide essential information in an accessible format like an address
- third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- archived websites if they're not needed for services your organisation provides and they are not updated

Even though you might not need to fix these things, it's better for all users if you can fix any of them to help more disabled people use your website.

If you do not fix things in the list, you'll need to explain in your accessibility statement that you've not made things like this accessible because they are exempt.

Accessibility statement

You need to publish an accessibility statement to explain how accessible your website or mobile app is.

Most people looking at your statement will not be accessibility experts, so make sure it's written in plain English that everyone can understand. This will also make it easier for users with a disability (who might have a cognitive impairment or learning disability) to understand how they can best use your website or mobile app.

Your statement needs to cover:

- whether your website or mobile app is 'fully', 'partially' or 'not' compliant with accessibility standards
- if it's not fully compliant, which parts of your website or mobile app do not currently meet accessibility standards and why (for example, because they are exempt or it would be a disproportionate burden to fix things)
- how people can get alternatives to content that's not accessible to them
- how to contact you to report accessibility problems - and a link to the website that they can use if they're not happy with your response.

You should describe your website or mobile app as fully compliant if it meets accessibility standards in full, partially compliant if it meets most requirements, and not compliant if it does not meet most of the requirements.

You could also include information like how you evaluated your website or mobile app's accessibility and your plan to fix any accessibility problems.

For websites, publish the statement as an HTML page. It's good practice to link to it from every page on the website, in a prominent place like the website footer. For mobile apps, make the statement available in the app store, on your website or both. Make sure it's in an accessible format that everyone can use.

We've produced a [sample accessibility statement](#) to help you write yours. Some of the wording is legally required, so include that in your statement. You should adapt the rest of the wording for your organisation.

The sample statement is based on the [model statement published by the EU](#), which details what information you must put in an accessibility statement.

You need to review and update your statement regularly (when there are major changes and at least once a year).

NB: all of the existing policies on the website are in accessible format as are minutes/reports from the start of 2020.

20/168. Planning enforcement

- Surface Water Management is a key issue for us:
 - Uncontrolled flows into Cottenham Lode from Northstowe Phases 1 and upcoming 3A
 - Tenison Manor, although now supervised by CPC has agreements to resolve after 20 years
 - Bellway has unfinished ditch work on Oakington Road
 - Persimmon's "condition 8" was discharged without long-term maintenance resolved
- Our Planning Committee has a number of requested enforcements of planning conditions
 - Mostly confidential; many long overdue
 - Recent Traveller Site issues may originate from illegal sub-lettings
- Many recent planning conditions look likely to be ignored in the rush to "build, build, build"

It is timely that we take a view on these failures to protect residents' interests.

20/169. Staff Training

Following the staff annual reviews some training areas have been identified which would be helpful. The SLCC runs 2 separate webinar courses relating to personal development in the workplace. Both courses are 1 hour long and cost £35 + VAT each.

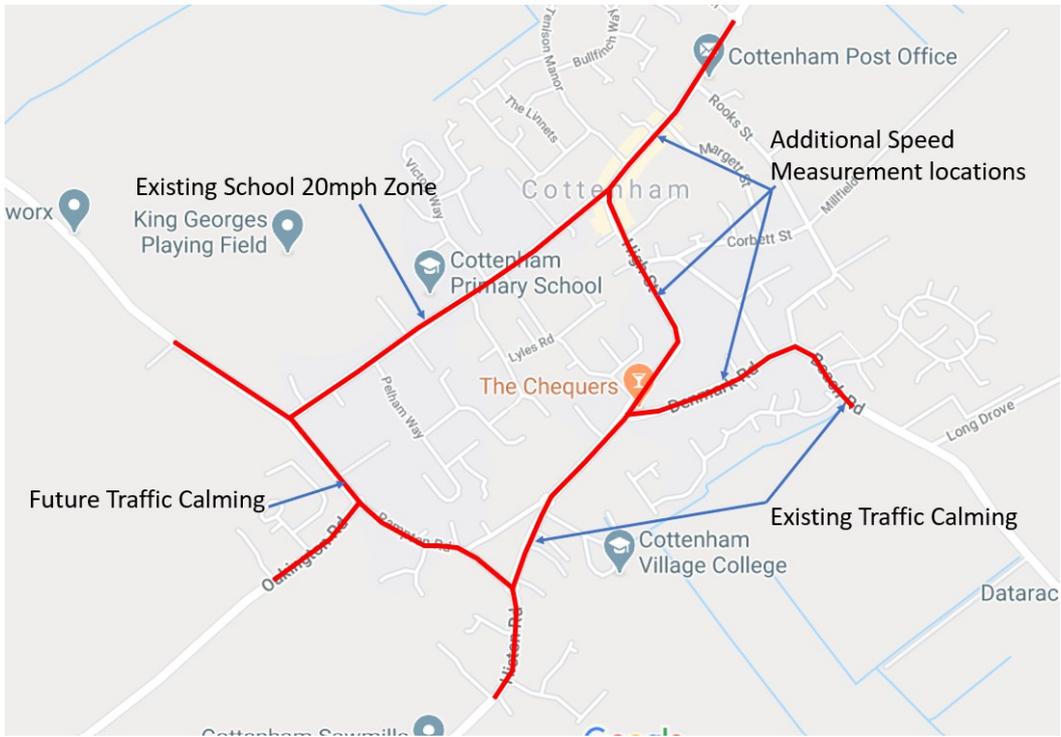
20/170. Highways

Proposal to undertake additional vehicle speed collection data:

Following discussions with Derek Cosby and through changes in the requirements for "Free Flow" when collecting vehicle speed data, it is now possible to undertake speed collection data in locations where there are parked cars, highways furniture etc. It is therefore proposed to collect speed data at three locations within central Cottenham:

- 1) Opp Baptist Church
- 2) Opp The Curry Palace
- 3) Midway down Denmark Road

Approximate cost £1,500



Appendix 1: Issues log

There were 9 reported incidents during July.

Date	Issue	Further details	Follow up
16/07/2020	Fen Reeves	Site is still overgrown and inaccessible	Groundsman clearing over 2 days
20/07/2020	Road sign	Road sign for the swimming pool at CVC needs removing	AC to contact Highways
20/07/2020	Beach Rd	Contractors have tarmac'd over a blocked gully	AC to contact Highways
20/07/2020	Rubbish	Since the Covid lockdown as part of our exercise we have taken to walking the perimeter of the sports fields on the recreation ground on Lambs Lane. We have noticed that the amount of discarded rubbish left by partying picnicking barbecuing folk has significantly increased. Worst of all for anybody playing sport or running there are broken bottles and smashed open burnt tin cans. We realise that the Parish council cannot legislate against untidy selfish lazy slobes using these facilities. Bur maybe some signage and more waste bins would be helpful. A nudge sign perhaps	
21/07/2020	Woodlark ditch	Area of land behind houses has got overgrown again and requires cutting back	Clerk has spoken to groundsman
21/07/2020	LKW	Horses are riding through the woods and not sticking to the bridleway.	
24/07/2020	Tree	Ash tree is overhanging the road and keeps getting branches pulled down by bin lorries	Groundsman to assess
28/07/2020	Roads	I cycle regularly from Cottenham through Histon to Cambridge and in the last 6 weeks have had a shocking 8 punctures, I have replaced 2 new tyres and 2 new inner tubes. The cycle path from Cottenham is neglected, there is loads of sharp debris from the road on the path. Can the council not do regular cleaning of the roads and cycle paths. The Histon junction at the A14 has glass at the side of the road. Histon road has a nail embedded in the tarmac in the cycle path sticking out of the road. Once upon a time the UK took pride in it's roads and we were well known for the standard of our roads, now they are just full of patches and full of pot holes and driving and cycling is a test to avoid such.	
31/07/2020	Overgrown hedge	The hedge and verge along Beach Road from Short Drove needs attention. It is getting too dangerous to cycle/walk with children from house on Short Drove	Asst Clerk to check with Highways