

AGENDA REPORTS PACK

FULL COUNCIL MEETING

September 2020

20/177. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 4th August 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Henderson, Jones, McCarthy, Stewart, Ward, Young, Wotherspoon, SCDC Cllr Gough, and Asst Clerk

In attendance: One member of the public

20/152. Chair's Introduction and Apologies for absence – Apologies received from Cllrs Graves (work) and Clerk (holiday)

20/153. To accept Declarations of Interest and Dispensations – None given.

20/154. Minutes – To resolve that the minutes of the meeting of the Full Council held on the 7th July be signed as a correct record. Proposed Cllr McCarthy and seconded by Cllr Collinson. **RESOLVED.** The RFO joined the meeting at 7.34pm. To resolve that the minutes of the EOM held on 14th July be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.** To resolve that the minutes of the EOM held on 21st July 2020 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**

20/155. Public participation – Standing Orders suspended 7.36pm. Resident 1 spoke in support of item 20/163 and explained they were the resident who had made the proposal to the clerk. Cllr Wotherspoon read out correspondence from a resident who was unable to attend but had an interest in item 20/168. Letter expressed concerns regarding illegal subletting of plots at Traveller site at Smithy Fen, violent crime, and heavy police presence in the area. Requested that these issues were investigated. Standing Orders reinstated 7.43pm.

20/156. Reports

- **SCDC** – Report noted. Cllr Hewitt joined the meeting at 7.45pm. Query regarding possible projects for Zero Carbon funding. Potential application ready for cycling improvements, should CPC be unsuccessful in another funding bid. WARG field has potential for additional tree planting and cycle racks. SCDC Cllr Gough now on Greater Cambridge Partnership Committee.
- **CCC** – Report noted.
- **Clerk** – Report noted. Asst Clerk chasing final work on LHI improvements on Histon Road with the engineer involved. Exploratory work on damaged water pipes on Broad Lane ongoing. Surface dressing on Twenty Pence Road due to be completed 5th August.
- **Major developments** – Report noted. County Highways keen to hold off roundabout work to Summer 2021, CPC pushing to move forward while traffic levels still lower than usual. CPC to put forward proposal for surface water management on Persimmon site. Important to obtain adequate funding to cover work required. Formal response has been drafted to consultation on This Land's Reserved Matters planning application. Query regarding phasing out of gas heating by 2025. This Land looking at alternative heating sources, Redrow likely to be installing gas boilers.
- **Village Hall & Nursery** – Report noted. Hoping to complete work to access road by end of school summer holidays. Connection to utility mains is currently scheduled for October, hoping to move this forward. Query regarding reduction of nursery fees for Cottenham residents included in Nursery ITT, concerns that this could lead to provider prioritising non-residents, over Cottenham residents. Terms negotiable once final operator selected and are likely to change. Query on cost of CCTV for nursery, higher

cost due to upgrade of cameras to allow increased visibility of surrounding area, for security purposes.

- 20/163. War Memorial planting** – Item brought forward. Standing orders suspended 8.13pm. Resident outlined proposal for improvements to War Memorial planting. Asking for resident support and donations. Would be following advice received from War Memorial Trust on suitable plants. Suggested that labels could explain meanings of plants chosen. Small budget needed for ongoing maintenance. Standing Orders reinstated at 8.18pm. Resolution to form War Memorial planting working party, consisting of Cllr McCarthy, Cllr Ward, and resident. Proposed Cllr Stewart and seconded by Cllr Hewitt. **RESOLVED.** WP to put forward proposal for planting and budget required at next full council meeting. Resident 1 left the meeting at 8.21pm.
- 20/157. To review policy recommendations by Committees** – Some policies may need amending in relation to Covid-19. Child Protection, Communications, Community Engagement, Complaints Procedure, Health and Safety, Model Publication Scheme, Risk Assessment all identified as possibly needing updating. Cllr Morris to review. Noted that many policies gendered unnecessarily. Policies based on NALC recommendations and they may have plans to update in relation to this. Cllr Jones to query with NALC and track gender neutral changes for recommendation to council. New Bullying and Harassment policy not on website, request to have it added.
- 20/158. Internal audit** – Consider review of internal audit report. Noted; no concerns or recommendations. RFO and Clerk thanked for their work leading to this report.
- 20/159. CEAG donation** – Consider environmental projects to spend CEAG donation– Resolution to form CEAG donation working party, composed of Cllr McCarthy and Cllr Collinson, to devise proposal for use of CEAG donation. Proposed Cllr McCarthy and seconded by Cllr Collinson. **RESOLVED.**
- 20/160. Bellway s106 amendment** – Consider alternative wording to s106 agreement regarding bus stops. No room for bus shelter by alms houses. Modification of S106 wording required to enable the money to be spent on a bus stop near the Rec and/or Development sites for the new Community Transport Service. Already two bus stops on Lambs Lane, questioned whether bus users would walk up to Village Hall. Needs to be close enough to development sites to be justifiable. Resolution to amend S106 to provide facilities to support Community Transport Service at or within the Bellway or Persimmon developments. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/161. Cambridgeshire ACRE local councils conference** – noted.
- 20/162. Village Hall/Nursery oil tank** – Consider disposal of old 2500l oil tank– Resolution to advertise tank for sale with suitable timescale, asking for sealed offers, with buyers to remove within a week of purchase at their expense (would need to wait until after the access road works are completed). Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/164. Code of Conduct consultation** – noted.
- 20/165. Return to football & cricket matches** – Consider arrangements for use of the pavilion as part of the return to match play – It is possible to allow access to a single toilet, with one person at a time accessing the pavilion. Use of a separate toilet on Saturday and Sunday would reduce need to clean in between uses. Doors can be locked to block access to other areas of the pavilion. Resolution to allow limited one at a time toilet access via the tunnel entrance using “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, excluding access to any of the changing rooms or club facilities. Proposed Cllr Hewitt and seconded by Cllr Morris. **RESOLVED.**

- 20/166. Parish Council insurance** – Consider quotes for insurance cover - item deferred.
- 20/167. Website accessibility statement** – Consider statement for website in accordance with government Accessibility legislation. Cllr Jones, Cllr Bailey, and Asst Clerk to check website and prepare draft statement, for review at September’s Full Council meeting.
- 20/168. Proposal Planning enforcement** - Consider further steps to encourage stronger enforcement of extant planning conditions and legal orders by SCDC - Three areas of concern related to enforcement: Surface water management - conditions on existing developments not signed off, concerns that Bellway will not complete work on drainage. Cllr Young left the meeting at 9.13pm. Secondly issues with illegal subletting and serious crimes on Smithy Fen Traveller site. Thirdly breaking of planning conditions set i.e. pre-commencement conditions already broken on Persimmon site. Request that our SCDC councillors support us in raising these issues. SCDC Cllr Gough expressed that SCDC get frustrated too; enforcement a lengthy legal process, which requires confidentiality. Michael Sexton has acknowledged that Persimmon condition 8 should not have been discharged. Advised that if the Parish Council take further steps that they are specific about what they want to see; focus on the biggest issues and communicate those to the Executive and Planning Department. Both SCDC Cllr Gough and CCC Cllr Wotherspoon working with various agencies in relation to the Traveller site. Suggested that enforcement issues relating to the Traveller site need to be dealt with separately to other issues. SCDC Cllr Gough stated that he would be happy to support CPC and help with communication on these issues. Resident’s letter shows that there are concerns regarding illegal developments at the Traveller site and there may be a perception that things are not being done. Enforcement team are going through a transition period with staff changes, as well as the additional problems caused by Covid-19. SCDC Cllr Gough will continue to follow up on issues. Enforcement is out of public gaze as confidential and courts can be slow to process things. Questioned whether there is anything CPC can do in relation to discharge of Persimmon condition 8. Planning system has no way of tracking conditions, there is no knowledge system in place. The enforcement issues with the developments are indicative of a problem with the system.
- 20/169. Staff training** – Resolution to book Asst Clerk on 2 SLCC training courses at a cost of £35 plus VAT each. Proposed Cllr McCarthy and seconded by Cllr Hewitt. **RESOLVED.**
- 20/170. Highways** – Consider Vehicle speed checks for possible 20mph zone – Following changes in the requirements for free flow when collecting speed data, locations have been identified suitable for the collection of speed data to support a possible 20mph zone in central Cottenham. Resolution to carry out collection of speed data at three locations within central Cottenham at a cost of £1500. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.** Cllr Hewitt left the meeting at 9.40pm.
- 20/171. Finance –**

Income	Description	Net	Gross	
HMRC	VAT (April, May and June 2020)	£181,407.69	£181,407.69	
		£181,407.69	£181,407.69	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 2020	£4,732.77	£4,732.77	-
HMRC	Tax and NI for July 20 (month 2)	£860.93	£860.93	-
SEH French	Certificate 6 re Village Hall & Nursery	£247,620.22	£297,144.26	1782
Wilby and Burnett	Architectural Services during period	£8,100.00	£9,720.00	1785
AJ King	Monthly invoice + Spinkler irrigation parts	£3,298.42	£3,958.10	1786
Calor	Delivery of gas to the pavilion - June 20 (DD)	£1,101.49	£1,156.56	1795

		£265,713.83	£317,572.62	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August) DD	£270.63	£270.63	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
BCS	Payroll processing for June 2020	£35.00	£42.00	1783
RFO	Sim card for the pavilion - Expenses	£9.08	£10.90	1784
SLCC	Membership fee	£257.00	£257.00	1787
Heelis and Lodge	Internal audit fee	£430.00	£430.00	1788
SSE - Southern Elec	Electricity bill for street lighting (DD)	£107.65	£113.02	1789
Old West IDB	Annual agricultural drainage rates	£77.04	£77.04	1790
Staples	Stationary items	£20.42	£24.50	1791
SSE - Southern Elec	Electric bill for the pavilion (DD)	£258.59	£310.30	1792
A Mappedoram	Battery change in Away 2 room & checking other fittings	£60.00	£72.00	1793
Green and Purple Ltd	VAT return submissions	£25.00	£30.00	1794
		£1,722.41	£1,843.79	

Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Stewart.

RESOLVED.

20/172. Matters for consideration at the next meeting – Additional bins at the Rec, Insurance.

20/136. Dates of next meetings – Planning 20th August, Full 1st September

20/137. Close of Meeting – 9.42pm.

Signed _____ (Chair) Date _____

20/179. Reports

District Councillors' Report for Cottenham and Rampton – September 2020

Covid-19 support to local businesses – Small Business Rate Relief Grant

A clarification in policy dated 7 August by the Department for Business, Energy and Industrial Strategy (BEIS) identified that Parish Councils are eligible for the Small Business Rate Relief Grant. The National Non-Domestic Rates (NNDR) Team at SCDC identified those Parish Councils that would be eligible and took steps to alert them to making a claim by the deadline of 28 August.

We are pleased that Cottenham Parish Council has now been successful in applying for the £10,000 Rate Grant and the rates relief. The Management Committee of Rampton Village Hall had already made a successful claim for the grant and rates relief.

Enforcement Action in Cottenham

At the Cottenham Parish Council meeting held on 4 August 2020, Cllr Wotherspoon read out correspondence from a resident expressing concerns and requesting investigation by the SCDC Enforcement Team into illegal subletting of plots on the Traveller site at Smithy Fen, violent crime and recent heavy police presence. The correspondence was also sent to members and substitute members of the SCDC Planning Committee.

As promised, we have provided a response to the Parish Council and the resident that has been sent by the Leader. There is a limit to what can be disclosed about specific actions given the legal nature of enforcement action but there is a commitment that the matters raised are being taken seriously. The response from the Leader of the Council, Bridget Smith replied to the resident is attached as an appendix.

Should anyone have information about a suspected breach of planning conditions they can submit that information to: Enforcement@scambs.gov.uk

Flood preparation

Recent storms in Cottenham led to the drains being overwhelmed and roads being flooded. Although most of the flooding subsided very quickly there were a number of homes at risk of flooding. SCDC was able to provide additional sandbags as existing stocks held by the Parish Council ran out.

The Autumn 2015 issue of the South Cambs Magazine contained an article about how to prepare for floods and it can be found here:

https://www.scambs.gov.uk/media/3642/preparing_for_floods.pdf

The SCDC Communications Team is planning on providing an updated version of this article in the December issue of the South Cambs Magazine and some residents of Cottenham may see some of the photos they posted on facebook reproduced in that magazine, with their permission.

The SCDC website also contains more detailed advice about what to do in the event of a flood and that can be found here:

<https://www.scambs.gov.uk/community-development/crime-anti-social-behaviour-and-community-safety/emergency-planning/flooding/>

Ongoing consultation

A number of major consultation processes are still ongoing and there is still time to submit comments.

North East Cambridge

The draft plans for North East Cambridge, the area between the A14, the Guided Busway and Cambridge North station,

<https://www.scambs.gov.uk/councils-ask-residents-for-their-views-on-plans-for-a-new-low-carbon-city-district-in-north-east-cambridge/>

The consultation runs from 9am on 27 July to 5pm on 5 October

Cambridge Waste Water Treatment Plant - relocation

Consultation on relocation of the Cambridge Wastewater Treatment Plant opened on 8 July and the deadline for responses has been extended to 14 September. There are 3 proposed sites, two to the west of the A10 and one to the east at Honey Hill. Relocation of the plant will enable regeneration of the area and will be part of the draft plans for North East Cambridge.

Information about how to have your say can be found at:

<https://cwwtpr.com/have-your-say/>

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Planning

A planning application for 4 dwellings to be built on land to the rear of 5 High Street, Rampton had attracted a number of objections, including from the Parish Council. The Planning Officer recommended that the application be refused for the following reasons:

1. Principle of Development
2. Impact on Heritage Assets
3. Character and Design of the Development
4. Residential Amenity.

Cllr Gough had requested that the application be determined by the Planning Committee in order for these principles to be discussed.

The Planning Committee upheld the Planning Officer's recommendation for refusal.

This Land

The issue of more direct connectivity between the This Land development and the heart of the village has been of some concern to us. The conditions to the OL planning approval (awarded on appeal) contained no such conditions although linkages were intimated. This is unfortunate as it would not only have assisted the new residents in any development but also have improved access from areas of the village into Les King Wood. It would have potentially cut car usage for short journeys.

We understand that This Land and the County see some merit in such a link. This would be absolutely no implication of "trading" the link for planning approval. Neither would this reopen the s106 terms - it just falls into a potential investment category to make the development more sustainable.

There is also no implication that This Land would be willing to cover the full cost of an "all singing, all dancing" link but they have indicated some contribution would be possible. This is at least a first

step to get the discussion moving. There is also the longer-term issue of the land not within the red line boundary of the current RM application but which lies within the NP development framework - this may be the basis for a further application as part of the ongoing Local Plan process. If so, it opens up a further potential angle on further contributions as this area would be even more remote absent such a link.

It would be useful to understand whether the Parish would consider such a linkage to be a good idea. If so, it opens up the potential for discussions about alignment and timing that are relevant now but perhaps even more so in the context of the Local Plan site allocation process. It would just be good at this stage to understand where the Parish Council members are "in principle" with respect to such a more direct linkage for cyclists/pedestrians. We would be happy to progress such discussions.

Zero Carbon Communities grants

This is a reminder that groups have until 5pm on Wednesday 30 September to submit their applications for grant funding.

Grants of between £1,000 and £15,000 are available under SCDC's Zero Carbon Communities grant scheme. Grants will focus on cycling, community buildings and tree planting and other 'nature-based solutions'.

<https://www.scambs.gov.uk/media/15329/zcc-grant-presentation-for-briefingv1.pptx>

Text of response from Cllr Bridget Smith to correspondence from resident

I am writing in response to your recent letter in connection with the traveller site at Smithy Fen. I understand that you are seeking clarity on the planning status of the site in addition to raising a number of other matters that fall outside the responsibility of the District Council.

With regards to an occupancy survey for the site, your letter suggests there is a legal requirement for the District Council to survey the occupants of the site on a 6-monthly basis. Clearly, where personal planning permissions exist for specific occupiers, the monitoring of occupancy is important. As you mention in your letter, the COVID pandemic has had an impact on 'business as usual' across councils and their services nationally, and I can confirm that within this context there has not been a survey this year of specific occupancy of the properties on this site.

Your submission also recognises that the Planning Committee receives regular reports on enforcement activities across the District. Whilst the Covid Pandemic did mean that planning committees in early Spring had to be suspended whilst government guidance and our own procedures were updated, following the re-establishment of "virtual" Committee meetings, Members have continued to receive reports on the enforcement activity of the service. Any member is entitled to ask officers for clarification on specific matters and where it is appropriate (having regard to the public forum within which such discussion takes place) officers seek to provide a response.

Your letter makes a number of allegations that the planning regulations as they relate to the site have been breached. I have accordingly asked the Planning Service to investigate the claim that development has taken place without planning permission and their investigation is now ongoing and will have regard to the previous actions and restrictions taken by this Council. The Council takes all breaches of planning control seriously and will investigate alleged breaches where Councillors and the community raise them. Importantly, however, the primary focus of planning enforcement investigations relates to use and development of land – and it is this that must form the focus of any planning investigation. Officers are aware of the specific limitations applying to parts of the site – and you will appreciate that investigating the latest position will therefore take a little time to conclude. I am also keen that officers across the Council have time to come together with their colleagues from the County Council to review the outcome and if required, the most appropriate response to any breach that may be identified.

I am therefore sorry that you feel that the District Council is not supporting local residents in the enforcement of the planning regulations in relation to this site. Following the conclusion of the Planning Services' investigation, I have asked that they provide an update to me and to you (and to the Parish Council who received your submission at their recent meeting). I will also seek to ensure you are notified of the date when the enforcement report which reports the outcome of this investigation is to be considered. Your letter raises other matters of alleged criminality at this site. Given that these are matters for the police – overseen by the Police and Crime Commissioner for Cambridgeshire and Peterborough, it would be inappropriate for me to comment on these specific allegations.

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 September 2020

To follow

Tim Wotherspoon

CLERKS REPORT – September 2020

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
- **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.

Pavilion

- Nets are getting badly damaged.
- **Hand sanitisers installed by tunnel entrance (inside) and Officials toilets. Asst Clerk has installed signage ready for sports events.**
- **Caretaker to look at repairs to cracked toilet seat. Need plumber to replace leaking tap and carpenter to resolve issues with dropped doors (preventing locking of several rooms). Still issues with broken lights.**

Misc admin

- August 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.
- 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.
- **Groundsman has cleared the majority of the rides through Fen Reeves. However he has reported that more serious work is required to make the rides wider, possibly involving the removal of a row of trees.**
- **Tree works scheduled to low hanging tree on The Dunnocks (£100).**
- **Remembrance Parade details are being discussed with an external working party; the Legion have now passed all civic events over to us.**
- **Connections Bus have sent an update regarding the detached youth work sessions. Also looks unlikely that the bus will be in use again this year.**
- **Maintenance works have been undertaken to the rear of Woodlark Drive and Kingfisher Way.**
- **Sports clubs have been sent details of expected use of the Rec/Pavilion under the current Covid-19 guidelines.**

Correspondence

- Thanks received from resident for works done on BGW.
- Lynne Roberts (Housing Officer) has been in touch regarding a) remedial works to a Plane tree on Lambs Lane and b) potential works to a beech tree on Coolidge Gardens. Cllr Bolitho to contact her regarding the beech tree.
- WI tree on The Pond has died and they will remove shortly.
- 4 letters of support received regarding upkeep of tennis courts and positive impact of their usage.

Facebook

- 1284 likes/1457 follows.

Major developments

- Bellway – 50 homes S1972/. /OL with s106
 - s/3615/. /RM
 - Homes mostly built out; awaiting carriageway and footway work in October.
- Persimmon – 121 homes S/1606/. /OL with s106
 - S/2281/. /RM
 - S1160/. S/1172/. Discharges of surface water management conditions
 - Have applied for “out of hours” working concession.
 - Several homes occupied ahead of pre-commencement conditions
 - Carriageway and footway improvements deferred to October . Summer 2021
 - CPC reviewing long-term inspection/maintenance of SUDS.
- Redrow – 199 homes S/2413/. /OL with s106
 - S/2549/. S/2679/19/RM
 - S/4116/. Removes care home from development phasing
 - S/2549/. /NMA to curve boundary walls in places
 - No detectable evidence of condition discharges
- This Land – 200 homes S/2786/. /OL with s106
 - S/4207/19/RM – responses following our representation
 - Two surface water management conditions added by SUDS Officer
 - Biodiversity improvements made
 - No material changes to house design, number and layout.
 - No date yet offered for Planning Committee.

Village Hall & Nursery

- Access Road – mostly upgraded; awaiting gates and footway. Will be re-opened 3/9/20.
- Utilities – mostly connected – thanks to CW, TW etc; gas connection (October half term)
- Car Park – mostly complete; awaiting gates and EV chargers
- Nursery – External doors/windows fitted; PV panels to be fitted; 1st and 2nd M&E fix
 - Operations arrangements outlined (see 20/166)
- Hall – roof tiling and PV fitting in hand; moving to first fix and under-floor heating
- Overall completion around mid-December
- Approx £72K claimed from CCC for EY s106 off Racecourse View and Bellway.
- Further ~£100K now claimable from CCC for EY s106 off Persimmon
- Cash-flow calculation to be re-run within September for possible MHCLG extension

Enforcement

- Correspondence from SCDC Leader regarding investigations into tardy enforcement of alleged unlawful developments and occupations on Smithy Fen
- Lack of transparency regarding process for condition discharge, especially on major developments
 - Affects Racecourse View and Brenda Gautrey Way flood risk
 - Tenison Manor and Persimmon still have issues
- Apparent conflict between importance of enforcement as expressed in recent national planning policy consultations and attention paid to resourcing of enforcement within SCDC.

20/180. War memorial

Cllrs McCarthy and Ward met with resident Cilla Reid at the War Memorial on Saturday 15th August 2020. Cilla lives near the War Memorial and has been tending the area over the past few months.

She has suggested that perennials be planted in the inner area (behind the low rail) which is currently bare ground. The War Graves Commission has been consulted on any requirements they may have. There is access to water from an underground valve next to the War Memorial.

After discussion we agreed on the following proposal:

- planting with alternate Rosemary, Lavender and Salvia (red) following preparation of the flower bed – ideally before the end of September 2020.



All are hardy and need relatively little

management once established apart from clipping/tidying (and weeding, of course but hopefully there will be less bare ground to weed) – perhaps 3 times a year.

- The establishment and ongoing maintenance can be undertaken by a working party of 1 – 2 CPC councillors (Cllrs McCarthy and Ward have volunteered) and 4 – 6 residents willing to help long-term. Cilla has volunteered to put out a call for volunteers on social media.
- The cost of materials (compost and plants) is estimated to be £200 - £250. NB this will not be an annual cost. We considered asking for donations but felt that we would get a more uniform effect if we bought all plants from the same source.

There is no proposal yet for the outer area currently planted with annuals at the discretion of Andrew King but it would make sense if these were standardised and matched with the inner planting regime. Also, if successful, the same planting arrangements could be put in place around the village sign.

CPC resolution? ***To consider setting up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed. ?***

20/181. 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 – renewal rate of £7500 based on a £5 million Fidelity Guarantee

Parish Protect could not offer us any more than the £1 million fidelity cover and there will be a period at the beginning of the insurance period where we will require more than this.

I have still not had any further communication from the other insurance companies that I asked for quotes. Zurich have said that they only do annual insurance cover so a 3- or 6-month period with them is not available.

If we were to reduce our Fidelity Guarantee (FG) with Zurich, this would lower our renewal premium by:

- £2 million: -213.02
- £1 million: -298.23

We are looking at needing FG for £2 million for a month or two then 1 million or possibly lower going forward.

Starting with the £2 million to cover us at the start of the period it would mean that the renewal cost will be close to £7300

It seems that this year our options are limited to Zurich but going forward the cover will be less complicated which will hopefully increase our options.

20/182. Website accessibility

To follow

20/183. Equipment

The RFO's laptop is starting to fail. It's the oldest of our 3 laptops and is due to be replaced. Additionally the printer being used is beyond repair; ideally needs replacing with something that can scan in addition to printing.

20/184. Flood equipment

During the recent flash floods on 13th and 16th August we used up some of our emergency supplies purchased via a grant a few years ago.

Hydro sacks @ £19.81 for a pack of 2

Hydro snakes @ £19.81 for a pack of 2

Flood road signs (temporary) @ £39.99

20/185. Viring

The courts have seen a much higher use this season with a total of 271 bookings

	Court bookings	Hours of use
26-30 June - public	17	14
26-30 June - club	2	0
June total	19	14
1-31 July - public	118	78.5
1-31 July - club	30	43
July total	148	121.5
1-27 August - public	98	79
1-27 August - club	6	14.5
August total	104	93.5
Total - public	233	171.5
Total - club	38	57.5
TOTAL	271	229

Notes from Tennis Club:

Club actual hours of usage & fees paid from the club to CPC

26-30 June - **0 hours**, rained off

1-31 July - **43 hours**, of which 31 taken up with coaching and 12 with club night. Income for CPC **£129.00**.

1-27 August - **14.5 hours**, of which 6.5 taken up with coaching and 8 with club night. Income for CPC **£43.50**.

Total club use - **54.5 hours**, of which 37.5 coaching, 20 club night. Total income **£172.50**.

Note: August club figures are lower than July because:

- Coaching finished on 1st August. Coaching always runs in term time only so was due to finish 18 July. We ran catch up sessions until 1 August due to bad weather and coach holidays.
- Club night moved back to CVC after 12th August when the light began fading and we had too many people waiting to play on the 2 courts available at the Rec.

Note: August public figures are lower than July because:

- Many people are away in August, especially this year when the option to travel was not really viable until August.
- Other sports started up again.
- Many kids who had been playing with their families took part in the 2 week summer camps at CVC 10th-21st August.

Numbers attending adults 3 week coaching course and kids 4 week coaching course, July / August

- 23 out of the 25 places available for coaching were taken up at the grass courts.
- Approximately 8 people also had individual lessons during July in addition to this.
- This is in line with our usual coaching figures for these groups.

Numbers attending club night 1 July - 12 August

- 12-16 participants every week.
- This is in line with our usual summer figures. Some club members preferred not to play with the irregular bounce of the grass. We did attract new players to these sessions.

Whilst we were under strange circumstances during Covid-19 it has brought many people out of the woodwork (old and young) who have not played at all or who have returned to tennis. The amount of positive feedback has been overwhelming.

The booking system has had a large impact on numbers participating. Many people have not understood how to use the courts in the past and this has now been resolved. Feedback shows how easy the booking system is to use and people like the fact that you can book on the same day at short notice.

The club has enjoyed playing at the grass courts and it is a much more pleasant environment than CVC. We felt part of the community at the Rec and can engage much better with the public.

The courts have naturally received far more wear and tear than normal. If we wish to maintain this facility for residents going forward there will need to be some maintenance investment. Andrew has quoted £2334 + VAT per annum. This is to cover:

- 4 tonnes of loam
- 2 bags of seed
- 1 lot of vertidrainage
- Sprays and fertiliser

NB: the grounds maintenance contract is coming up for renewal so this cost/works could be added into the overall figure.

Currently there is no specific money to cover the maintenance of the courts.

In contrast we have seen a huge reduction in costs for youth work owing to the Connections Bus not being able to visit (an underspend of approx. £3k ytd). They have now advised that it is unlikely that the Bus will be used for the rest of 2020, although further detached youth work is an option.

The proposal is to vire £2334 from the youth budget to create a new tennis maintenance budget to enable us to keep this facility running.

20/186. Tennis Court maintenance

Following the end of the season there is an immediate need to put 4 tonnes of loam onto the courts to repair them. In particular the area around the baselines are badly worn and require work to reinstate the ground/grass. The approximate cost is £750 + VAT.

20/187. Zoom

- A Single Zoom “Pro” licence costs £11.99 plus VAT per month, or £119.90 plus VAT per year (essentially two months free)
- A Pro licence allows unlimited length meetings for up to 100 participants
- You can have up to 9 hosts linked to a single Pro account
- A Host is a user that can schedule and start meetings
- Each host on an account requires an individual Pro licence
- Linked Host users on an account can allow other linked Hosts to schedule meetings on their behalf, e.g. Beth could schedule a meeting on behalf of Jo
- Linked Host users on an account can set up Alternative Hosts, e.g. Beth could start a meeting that Jo had scheduled
- Once a meeting has been started, the host can pass “Host privileges” for that meeting only, to any participant in the meeting, whether they are a licensed user or not
- Payment is via credit card or Paypal and automatically renews unless stopped

So the minimum we would need would be 1 x Pro license at £119.90 plus VAT for 12 months, but that would require the account owner to start every meeting.

Recommendation: For maximum flexibility, 3 x Pro licences (Clerk, Asst. Clerk, RFO) would be £359.70 plus VAT for 12 months.

20/188. Electricity contract

To follow.

20/189. SLCC events

Introducing our first-ever virtual National Conference packed with best-practice advice taking place from 12th – 16th October 2020.

This week-long festival of learning signifies an immense step forward for the SLCC in terms of virtual conferencing and is offered to you at an exclusive, one-off rate for SLCC members.

The festival is designed for clerks in England and Wales working for councils of any size and will provide relevant advice in relation to the COVID-19 pandemic as well as guidance covering budgeting, well-being, climate change, investments, risk management & more.

How will this content be delivered?

The packed agenda will provide a series of interactive, online tutorials delivered via Zoom from 10am to 4pm each day throughout the week.

What’s in it for you?

- **Choose your sessions** – pick from a range of sessions throughout the week to develop your own learning agenda, or attend all of the sessions throughout the week
- **Tailored content** – the mix of online workshops & plenary sessions will include relevant advice for clerks in relation to the COVID-19 pandemic as well as guidance covering budgeting, well-being, climate change, investments and risk management.
- **CPD points** – accrue valuable CPD points throughout the week to increase your knowledge as well as building your CPD log
- **Join your colleagues** – meet up with your colleagues in the virtual networking session to share your experiences, learn from fellow clerks or just meet up with friends

- **Save time** – the online delivery means there is no travel time plus you can learn from the comfort of your home or office!
- **Save money** – our valued sponsors have enabled us to offer this to you at a one-off, heavily discounted rate with no impact on the quality & quantity of the sessions and advice

20/190. Chairmanship training

Given that we have new Chairs for some of the Committees it would be prudent to arrange training for them. CAPALC are offering a course on Saturday 26th September at a cost of £50pp.

20/191. Zero Carbon Grants

Proposed projects:

- 1) Bike racks at 3 locations if Tranche 2 application unsuccessful
- 2) Coppicing and clearance at Fen Reeves and bike rack at entrance (approx. 2 weeks work)
- 3) WARG Field, Bike Rack, additional seating and fruit tree planting (6 or 12 local varieties)
- 4) Bike Rack at Rampton Road entrance to Les King Wood.

20/192. Nursery Supervisory Board

- For information, you have seen the Invitation to Tender as Nursery Operator
- Also for information you have seen the questions raised by potential Operators and the responses given
- It is proposed to set up a Nursery Supervisory Board with provisional Terms of Reference
- Can we now make nominations for two Parish Councillors to join the Supervisory Board?

20/193. Remembrance Sunday

- COVID-19 restrictions appear to prevent any parade to or gathering around the War Memorial on Remembrance Sunday this year.
- However, we must remember them and the ultimate sacrifice Cottenham men and women made.
- Current core suggestions are:
 - Use of Facebook to mark beginning and end of 2-minute “doorstep silence”.
 - Cottenham bugler to sound pre-recorded “Last Post” over FB.
 - Laying of wreaths scheduled over 3 days – Remembrance Sunday 8th to Armistice Day 11th.

20/196. Bank reconciliation

Reviewed by RFO

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

In summary:

£1,766,332.79	Bank account 1 CBS
£219,021.90	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,410.48	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide
£257,098.57	Bank account 6 UT Project
£2,390,981.92	Total Cash at Bank (as of the 31st July 2020)
- £250,353.76	Creditors
+ £73,250.50	Debtors
£2,213,878.66	Net balance on bank reconciliation

+ VAT owed £32,818.00

Minus Accruals £43,720

Minus PAYE: £861.00

Net assets: £2,202,115.66

Debtors

Early Years Grant (17/07/20) - £71,201.30

Colts Football Club (20/07/20) - £1993.20

BB Fitness (31/07/20) - £56

TOTAL £73,250.50

Creditors

- 4T Medical - £48.00 (Hand Gel 5 litre dispenser and refill) 03/06/20
- AK King - £3958.10 (Monthly contract) 21/07/20
- A Mappedorum - £72.00 (Electrical work) 17/07/20
- BCS - £42 (Payroll Processing) 30/06/20
- RFO - £10.90 (Sim card for Pavilion) 01/07/20
- Green and Purple - £30 (VAT submission) 23/07/20
- Heelis and Lodge - £430 (Internal Audit) 13/07/20
- Old West Internal Drainage Board - £77.04 (Annual invoice) 01/07/20
- Peter Dann - £1650 (Engineering work at VH and Nursery) 28/07/20
- SEH French - £234,291.22 (Construction work at VH and Nursery) 30/07/20
- Staples - £24.50 (Stationary) 06/07/20
- Wilby and Burnett - £9720 (Architectural work at VH and Nursery) 13/07/20

TOTAL £250,353.76

Appendix 1: Issues log

There were 20 reported incidents during August.

Date	Issue	Further details	Follow up
03/08/2020	Rec	Pedestrian access gate closed at 7.50am and couldn't gain access	AC spoke to site manager - wrong gate had been closed.
07/08/2020	Broken gatepost	Gatepost on rear entrance to the Moat is broken	Groundsman to repair
07/08/2020	Broken gatepost	Gatepost on rear entrance to the Moat is broken	Groundsman to repair
07/08/2020	Dog poo bin	Dog bin at entrance to Moat has fallen down and is overflowing	AC to contact SCDC
08/08/2020	Broad Lane bridge	Railings on bridge are loose	AC to contact Highways
13/08/2020	Kingfisher Way	the tree line behind houses is overgrown and pushing onto fences/sheds causing damage. Complained that the ones behind Woodlark Dr. have been cut back a few years ago, but the ones behind KFW haven't been done. Also claimed it's blocking the ditch along there.	Area would fall within riparian ownership therefore the residents would be responsible for clearing anything on their side of the ditch
13/08/2020	Victory Way	Flash floods have caused water to enter rear of property	Flood Officer issued equipment
13/08/2020	Almshouses	Flash floods has caused standing water on main road	Flood Officer to attend
13/08/2020	Ivatt Street	Flash floods have caused water to enter rear of property	Flood Officer issued equipment
13/08/2020	Denmark Road	Flash floods has caused standing water on main road	Flood Officer to attend
13/08/2020	Ellis Close	Flash floods has caused standing water to entrance and is rising up driveways	Flood Officer to attend
13/08/2020	High Street	Flash floods have caused water to enter rear of property	Flood Officer issued equipment
13/08/2020	Oakington Rd	Raised manhole cover almost opposite The Rowells, which appears to jut out into Oakington Road. The mancover ironworks are raised well above the ground, as a result of the numerous works on the road. It is not obvious to the eye, which makes it even more dangerous. It is highly likely that one day a car or motorbike is going to clip the mancover and cause an accident	AC to contact Highways
14/08/2020	Woodlark Drive	Flash Floods have caused movement of bricks and earth in front of property	Clerk to check
14/08/2020	Rec Ground	Rubbish and broken glass around pavilion and mobile. Bin has been tipped over	Groundsman to clear. Cllr Morris to check CCTV

18/08/2020	Oakington Rd	Raised manhole cover almost opposite The Rowells, which appears to jut out into Oakington Road. The mancover ironworks are raised well above the ground, as a result of the numerous works on the road. It is not obvious to the eye, which makes it even mo	AC to contact Highways
19/08/2020	Lambs Lane	Temporary signage for roadworks is blocking view out of Pelham Way, making it dangerous for cars exiting the road	Clerk has contacted Anglian Water
20/08/2020	Lambs Lane	Temporary signage for roadworks is blocking view out of Pelham Way, making it dangerous for cars exiting the road	Clerk has contacted Anglian Water
24/08/2020	Rec bins	Bin closest to skatepark is overflowing	Groundsman to empty
28/08/2020	Punctures	2 cars today have punctured tyres due to pinch point near Dentons; another had puncture last week. This has started again since the bollard was removed	Asst Clerk to speak to Highways