

AGENDA REPORTS PACK

FULL COUNCIL MEETING

November 2020

20/224. Minutes

DRAFT Ordinary Parish Council Meeting Minutes Meeting held via Zoom on Tuesday 6th October 2020 at 7.30pm

Present: Cllrs Morris (Chair), Collinson, Graves, Henderson, Hewitt, Stewart, Ward, Young, SCDC Cllr Gough, the Clerk and Asst Clerk

In attendance: 2 members of the public

- 20/202. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllr Wotherspoon (work). Cllr Bailey will be arriving late. Cllrs Bolitho, McCarthy and Smith were absent. Cllr Jones and the RFO arrived at 7.32pm.
- 20/203. To accept Declarations of Interest and Dispensations** – Dispensation accepted from Cllr Jones for the Village Hall.
- 20/204. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 1st September 2020 be signed as a correct record. Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.** Cllr Graves left the meeting at 7.34pm.
- 20/205. Public participation** – No comments.
- 20/206. Reports**
- **SCDC** – report noted. Cllr Morris queried where the money was coming from for the building purchase. SCDC Cllr Gough stated that unlike other councils they are in good shape. The investment part is separately funded; being joint ventures, if the project isn't acceptable there is no spend. Cllr Graves returned to the meeting at 7.35pm. Cllr Collinson questioned how the objectivity of the council as a planning authority would be maintained. SCDC Cllr Gough responded that there has been guidance laid down on this matter. SCDC Cllr Gough mentioned that the A10 was due to be closed overnight during November. The long diversion route is likely to be ignored in favour of cutting through Cottenham and CCC Cllr Wotherspoon is working with SCDC Anna Bradnam on an alternative. SCDC have just approved a small grants scheme for Parish Councils for Covid expenses. Cllr Bailey joined the meeting at 7.39pm.
 - **CCC** – report noted. Cllr Young mentioned cycle safety – there are no plans for cycle studs on the new A10 route. Suggestion of making representation via CCC Cllr Wotherspoon; Asst Clerk to follow up.
 - **Clerk** – report noted. A10 closure information reiterated. It was noted that the bridge installation is part of a cycle route to Cottenham. The Rec Ground access road is currently closed whilst works are being undertaken on the junction near the site office; the road will be closed again over half term. The PCSO attended CPS last week to check on the morning school run.
 - **Major developments** – Report noted. Bellway have been back in communication regarding their SUDS. Our groundsman is providing a quote for the maintenance works along with works to Tenison Manor. Query whether we have the resources to look after the SUDS; groundsman would look after the grass aspect whilst IDB would look after the water. Cllr Graves returned to the meeting at 7.50pm. Discussion regarding traffic calming pre-commencement conditions; we are keeping an eye on the situation but no details are available at the current time.
 - **Village Hall & Nursery** – Report noted. Discussion regarding the project cashflow and issues with slow release of s106 monies. Have put out feelers regarding more short-term borrowing. NB: getting permission from the Ministry has already been agreed by Council. Expect the buildings to be ready and useable by April 2021. Will need to look at

what Covid measures are required. Portakabin to be removed at Christmas and we need to give notice on the office. Several groups already interested in regular bookings.

- **Flood Forum** – report noted. Cllr Morris has started to look at costs for the Parish Council potentially to do some additional jetting works to known key areas around the village. Discussion regarding reinstatement of the ponds. Cllr Hewitt mentioned slipping bank in the Lode; the EA are monitoring and the work isn't considered urgent but it is a long term issue. Cllr Hewitt to measure with a view to showing possible movement.
- **Adoption of Tenison Manor** – report noted.

20/207. Co-option – consider co-option to fill Councillor vacancy – Item deferred.

20/211. FCC grant application – consider submitting an application for funding to replacement courts and floodlighting (to be done in conjunction with Cottenham Tennis Club) – Cllr Hewitt outlined the grant and background to the agenda item. Standing Orders suspended 8.36pm. Mr Hughes (Tennis Club) said that the surfaces would be semi-permeable and there is a slight camber so that water can run off. Standing Orders reinstated 8.37pm. Discussion regarding whether to mark out netball court in addition however one court on its own isn't desirable and would have limited use to CoJags. Resolution to submit grant application for funding to replace the grass courts with all-weather courts. Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.**

20/212. Repairs to tennis fencing – consider quotes for repairs to tennis fencing on the Rec – Cllr Morris queried if the nets by the Pavilion could be repaired at the same time. Standing Orders suspended 8.51pm. Mrs Cooke (Tennis Club) stated that this could be possible. Standing Orders reinstated 8.51pm. Discussion regarding whether it was worth spending money on repairs if the fence would be replaced as part of the upgrade (item 20/211). Defer to March 2021 when the outcome of the grant application is known. Mrs Cooke left the meeting at 8.53pm. Cllr Hewitt left the meeting at 8.54pm.

20/208. Ladybirds emergency repairs – consider emergency repairs to rear 'Red Room' wall following recent flooding – As landlord it is our duty to maintain the building. Cllr Hewitt returned to the meeting at 8.58pm. Resolution to approve the Clerk to spend up to £3k on emergency repairs to the Red Room of the Ladybirds building. NB: 3 quotes required. If costs come in just above £3k then quotes to go via the Clerk/Chair for approval. Proposed Cllr Graves and seconded by Cllr Collinson. **RESOLVED.**

20/209. Persimmon SUDS – consider parameters for CPC involvement in supervising Oakington Road site – Report noted. BGW has a number of disconnected ditches whereby either the owners are unknown or unwilling to maintain. Before this happens on the Persimmon site we need to ensure the long term maintenance is secure and work out an agreement in principle.

20/210. Potential Land purchase to rear of 37 and 39 Brenda Gautrey Way – consider resident request to purchase land – Cllr Morris ran through the background. The original transfer offered as part of the s106 agreement had the land designated as Public Open Space with a covenant regarding access in perpetuity. It would therefore not be legal to sell the land.

20/213. Trees on Village Green – consider works to remove deadwood and lifting as necessary – Clerk outlined the situation. 3 quotes to be obtained based on the current status of the trees.

20/214. Finance training – consider finance training courses for Cllrs Collinson and Jones (Budgeting on the 15th October and Finance on the 24th November) at a cost of £30 per session total £120 – Resolution to book Cllrs Collinson and Jones on 2 CAPALC finance training courses each at a cost of £120. Proposed Cllr Ward and seconded by Cllr Young. **RESOLVED.**

20/215. Experiment with Xero accounting software – notwithstanding resolution 20/131 to upgrade Sage, consider a trial of Xero on-line accounting package – RFO outlined the issue.

The Sage upgrade is significantly different to the current version and this change of fact is big enough for us to resist the original resolution. Resolution to consider trial of the Xero accounting software. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.**

20/216. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	August invoice	£873.92	£1,048.70	
Tennis Club	July invoice payment	£107.50	£129.00	
SCDC	Grant from SCDC	£10,000.00	£10,000.00	
Strive fitness	August invoice payment	£120.00	£144.00	
SCDC	Business rates refund	£603.69	£603.69	
HMRC	VAT payment	£867.52	£867.52	
Reach Your Potential	August Invoice payment	£20.00	£24.00	
Precept	Second half of precept	£145,738.00	£145,738.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
BB Fitness	July and August invoice payment	£99.96	£119.94	
		£159,985.54	£160,229.80	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 2020	£4,474.56	£4,474.56	-
HMRC	Tax and NI for September 20 (month 6)	£750.54	£750.54	-
Cambridge Van Leyden	Engineering works - Nursery	£507.64	£609.17	1820
Cambridge Van Leyden	Engineering works - Village Hall	£1,254.00	£1,504.00	1821aa
Connections Bus	Eight detached youth work visits	£1,440.00	£1,440.00	1824a
SEH French Construction	Village Hall & Nursery - (Certificate 8)	£404,207.08	£484,832.50	1824
Road Data Services	Cottenham Traffic Survey	£795.00	£954.00	1827
Zurich	Annual insurance cost	£3,916.59	£3,916.59	1830
Eco Control Solutions	Final visit 2020 re Japanese Knotweed	£560.00	£672.00	1828
Wilby and Burnett	Architectural and Surveying services	£8,100.00	£9,720.00	1835
AJ King	Ongar Loam/verti drain/Grass seed & fertiliser for rec ground	£1,945.00	£2,334.00	1839
CSG	Revised electrical metering system	£3,627.00	£4,352.40	1841
AJ King	Monthly groundsman cost	£3,166.66	£3,800.00	1845
		£434,744.07	£519,359.76	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Oct 20	£241.53	£241.53	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support Sept 20	£50.00	£60.00	1812
Green & Purple Ltd	VAT return submission August	£25.00	£30.00	1813
Calor gas	Standing charge (DD)	£17.13	£17.99	1814
RFO	Sim card for pavilion - expense	£9.08	£10.90	1815
Cottenham Computers	New laptop for RFO	£408.15	£489.78	1816
SLCC	Two webinar sessions	£70.00	£84.00	1817/ 1818
RFO	Annual charge for Standard Pro with three licenses - Expenses	£359.70	£359.70	1819
Robin Hood Energy	Electric charge for the Village Hall (DD)	£105.15	£110.41	1822
Robin Hood Energy	Electric charge for the Nursery (DD)	£8.41	£8.83	1823

SLCC	Virtual National Conference	£25.00	£30.00	1825
BCS	Payroll Processing Aug 20	£35.00	£42.00	1826
CSA	Hand gel	£63.54	£76.25	1829
Atlas	Tree works in the Dunnocks	£100.00	£120.00	1830
SSE Southern Electric	Electric bill for the Pavilion/Portakabin (DD)	£317.35	£380.82	1831
SSE Southern Electric	Electric bills x 3 for the Street lighting (DD)	£104.29	£109.49	1832/ 33/34
CAPALC	Chairmanship training	£50.00	£50.00	1836
Local resident	Purchase of plants for war memorial (Rosemary/Lavender/ compost)	£34.60	£34.60	1837
RFO	Expenses re printer paper	£3.00	£3.00	1838
Cottenham Computers	Data transfer - RFO old laptop to new laptop	£54.00	£54.00	1840
Backstop Ltd	Monthly accountancy support October 20	£50.00	£60.00	1843
Shred Station	Blue bin collection	£44.00	£52.80	1844
Green & Purple Ltd	VAT return submission September	£25.00	£30.00	1842
		£2,371.93	£2,662.50	

Resolution to accept the accounts. Proposed Cllr Stewart and seconded by Cllr Henderson.

RESOLVED.

20/217. Management accounts – to review the monthly management accounts – Report noted.

20/218. Bank reconciliation – to review monthly bank reconciliation – Report noted.

20/219. Matters for consideration at the next meeting – pool ipad/tablet for banking (RFO)

20/220. Dates of next meetings – Planning 8th Oct, Highways 20th Oct, Planning 22nd Oct, FLAC 27th Oct, Full 3rd November

20/221. Close of Meeting – 9.25pm.

Signed _____ (Chair) Date _____

20/226. Reports

District Councillors' Report for Cottenham and Rampton – November 2020

Contact us

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

Eileen Wilson Email: eileenwilsoncrw@gmail.com Tel. 07825770899

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

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

Tim Wotherspoon

CLERKS REPORT – November 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. Patching work was done 1/7
- **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**- LHO requesting funding for 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. **Map of blocked gulleys plotted**
<https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmqXhuTs738MzuraGOCOv6Xrx1Bf9> **25/09 gulleys due to be jetted within next two months**
- **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. Missing bollard from
- **Denmark Road** – 22/8/19 gulleys 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

- **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.
- Overgrown hedge on Rampton Road blocking cycle path. Reported to Cheffins several times, with no response. Formal letter giving them two weeks to cut back sent out 09/10
- Struggling to get volunteers to assist with manning of the access road for CPS closure.

Recreation ground

- **Both car and pedestrian access was closed during half term on safety grounds whilst tarmac works were undertaken.**
- **Fires have been lit on the skatepark and reported to police.**

Pavilion

- Nets are badly damaged.
- 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

- October 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. Still waiting repair to dog bin on the Moat.
- **Amendments made to the Community Directory document and second edition to be printed shortly.**
- Commemorative Oak on green hasn't survived and requires replacing.
- Gate has been stolen from rear access to Fen Reeves. 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. Cllr Hewitt has put forward works within the Zero Carbon Communities Grant.
- Remembrance Parade details are being discussed with an external working party; the Legion have now passed all civic events over to us.

- Cllr Hewitt to attend Connections AGM on 26th October.
- **Final knotweed treatment has taken place and guarantee received.**
- **Gate on the Moat has been repaired.**
- **Clerk attended 13 sessions at the SLCC virtual conference during w/c 16th October. Sessions included an update on the Model Code of Conduct, Neighbourhood Planning, Understanding Risk & Insurance during Covid, Crisis management, Communications & Covid and an inspirational speech by John Volanthen, lead cave diver for the Thailand cave rescue.**
- **SEH French have been instructed to undertake gutter repairs to Ladybirds in the vicinity of the Red Room. Electrician has been to check vents which need replacing following further leaks. The link roof between the 2 buildings has been installed which will help alleviate some of the problems.**
- **Quotes being obtained for bricking up of 'red room' window in Ladybirds.**
- **Groundsman has replanted village sign area.**
- **Defib phone box door is sticking badly. Groundsman to inspect.**
- **Clerk and several Cllrs attended the ACRE conference. Extremely good reaction to the Cottenham Covid Support Team case study video.**

Facebook

- 1300 likes/1475 follows. NB: since Facebook upgraded we now can't access our Messenger inbox and the page is generally glitchy. Have put up holding message stating that people should email us directly.

Major developments

- Bellway
 - footway work resumed and will be completed by end of November; carriageway and culvert work TBD. A further 5 weeks of roadworks scheduled for January but no information as to what these are for.
- Persimmon
 - CPC involvement with SUDS inspection/maintenance TBD
 - Persimmon / Redrow site permeability being assisted
 - s278 footway/carriageway access timing still not certain
- Redrow
 - ignoring planning conditions to start work on-site
 - working ahead of s278 permits and using wrong access
 - roundabout design and performance questioned
 - roundabout construction likely in Sep/Oct 2021.
 - may accelerate access to EY funding
- This Land
 - RM application refused by SCDC on multiple NP-related grounds
 - CPC have been invited to discuss new TL application.

Village Hall & Nursery

- **Functionality**
 - Key hall hireable functionalities outlined in draft “brochure”
 - New hall 121 m²
 - Lounge Bar 46 m²
 - Office / Meeting Room 23 m²
 - Lobby 18 m²
 - Event Space / Bar/Balcony 160 m²
- **Timescale** – three sources of delay; practical completion - early January.
 - COVID-19 – approximately 5 weeks, affecting entire project
 - Utilities issues – around 3 weeks, mostly affecting Nursery
 - Heat Recovery Unit mounting issue – around 2 weeks delay to Hall
- **Cost**
 - Latest estimates still close to contract envelope
 - Emergency access road costs TBD
 - Car Park gate / lighting costs TBD
 - Kitting out costs to be reviewed – especially phasing v hires
 - Retentions on site will add to contract costs TBD
- **Finance** – gap approaching rapidly
 - Cash burn rate slightly lower than planned
 - S106 receipt rate slightly lower than anticipated due to COVID-19
 - MHCLG approval now sought to extend borrowing by £250K
 - Backstop borrowing might also be possible from SEH French
- **Operations** – phase 1 involving minimal capital expense on kitting out or staff
 - Considering terms for Kids Club to move into new Hall from Feb 1/2 term
 - Parish Council Office to move during 2021 Q1
- **Operations** – phase 2 will involve Bar fit-out and appointment of Licensee
- **Nursery operator**
 - Operator selection under way
 - Interviews provisionally on 17th November
 - Contract negotiation / Council endorsement TBD

Remembrance

Following the surprise news from the RBL that they are no longer in charge of the civic part of the Remembrance ceremonies, the Clerk and Cllr Morris met with Rev Lynda Davies and Matt Graves (RBL rep on behalf of Ann Scott). In light of the Covid restrictions it was considered that a physical event wasn't suitable. Rev Davies has therefore recorded a service which will be available for residents to stream from 10.55am on 8th November; it is exactly the same as the usual service. At 11am residents are invited to take part in a 2 minute silence on their doorstep. The service will be made available on various websites (including our own) and Facebook pages. A poster has been designed and distributed informing residents of the arrangements for this year and Facebook messages have started to go out. The Clerk has produced a rota for the wreath laying with each group having a 15 minute slot. Those laying the wreaths have been instructed that no more than 6 people are to be present and that they shouldn't publicise their time slot.

20/227. Co-option

Following the resignation of Cllr Wilson earlier this year we have a vacancy which can be filled by co-option. We have one interested party who meets the eligibility criteria.

NB: the SCDC Elections Team have confirmed that as long as we've gone through the proper process of advertising the vacancy then we can co-opt.

20/228. Remembrance wreath

Consider donation to the RBL towards our wreath. In previous years £100 has been donated.

20/229. Remembrance Day

Although there is no parade this year, we still need a representative from the Parish Council to lay a wreath on our behalf on Sunday 8th November. The Clerk will confirm the allocated time slot on the rota.

20/230. Waterbeach to Cambridge consultation

On the 1 October 2020 the Greater Cambridge Partnership Executive Board agreed to move forward with a public consultation for the Waterbeach to Cambridge project. We are pleased to let you know that the consultation is launching today.

The consultation will be asking for your views on the options for public transport and active travel that were developed following the periods of public engagement in autumn 2019 and the summer of 2020.

Ordinarily we would meet in person at our public events, however, due to the Covid-19 pandemic and the ongoing need for social distancing we won't be holding face to face events. In light of this, we will be holding online events, with more details to be published on our website and social media channels in the near future.

However, we recognise that not everyone has internet access and we don't want to exclude people from being able to respond. Brochures are being delivered to households and businesses in the area over the coming two weeks and if you'd like to speak to us about the consultation please call us on 01223 699906.

We would also be very happy to attend virtual meetings to talk about the consultation. Please email contactus@greatercambridge.org.uk if you would like us to attend a virtual meeting.

More information regarding the Waterbeach to Cambridge project and consultation can be found at <https://www.greatercambridge.org.uk/transport/transport-projects/waterbeach-to-cambridge>
The consultation closes at midday on Monday 14 December 2020. We look forward to hearing what you think of the options.

The GCP is also launching a separate consultation on our Cambridge South East Transport scheme today. As we are launching two consultations you may have received two emails from us today. We felt it important to differentiate these two schemes and have therefore separated them in communication. We apologise if this has caused any inconvenience.

Kind regards
Greater Cambridge Partnership

20/231. Church & Causeway

Consider donation from the Church and Causeway Estate Charity of £3000 with CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery.

20/232. Purchase of tablet

To avoid Cllrs having to download the banking app on their personal computers, consider purchase of a wipe screen tablet for use by parish councillors at a cost of no more than £250 including VAT.

20/233. Village Hall working party

We have various groups/individuals already interested in hiring out the new Village Hall next year. There are a number of things to consider first and the suggestion is that a working party be set up - it could be a Task/ Finish group and if required could morph into some kind of Hall Management/ Steering committee.

In the short-term, we need to consider

- A recommendation on operating policy
 - o What facilities & services should CPC manage directly, what might it consider putting out to tender
 - o What facilities and services will we offer in the short/ medium term – first three months, first year
 - o Should we rent or buy bulk furniture (e.g. weddings/ conferences) – what is the cutover point
- A recommendation on pricing policy
 - o Over what period do we expect to pay off furniture etc.
 - o Proposed rate card for room and facility hire
 - o Potential discounts to rate card, e.g. residents, regular bookings, block bookings etc.

20/234. CUFC signage

We have received a request from Cottenham United Football Club who are looking into getting a sign for the football club like picture shown. The dimensions of the aluminium sign is A1 landscape (841mm x 594mm).

Proposed locations are either by the front of the drive leading up to the car park and village hall - where the other signs are on the fence are. Alternatively on the pavilion where we use the changing room for the home games.

The rationale behind the sign is to give CUFC more exposure to the community so they know of where the Club plays; to promote interest in joining the club; and to show they are proud of playing down recreation ground where the club played for many years.

20/235. Trees on Village Green

To follow

20/236. Surface Water Drainage

Terms of Reference – Highways

Amendment to Highways Committee Terms of Reference

Make representation to the relevant authority in respect of surface water drainage design, management and maintenance e.g. road gullies, laterals, ditches, etc and other observations

Areas of responsibility

Add:

- a) Formulate strategy and, within annual budget allocation, manage contracts to ensure highway gullies and laterals around Cottenham's lower-lying junction, central and core streets are checked and jetted
 - a. Priority #1: lower-lying junctions at Village Green / Rampton Road, Broad Lane / High Street and Denmark Road / Rooks Street)
 - b. Priority #2: central and core streets (dashed on Fig 11 of Neighbourhood Plan)
- b) Formulate inspection and maintenance plans for Cottenham's vulnerable surface water drainage systems within and off estates:
 - a. Tenison Manor
 - b. Brenda Gautrey Way/Racecourse View off Beach Road.
 - c. Bellway/Persimmon off Oakington Road
 - d. Redrow/This Land off Rampton Road

20/239. Bank reconciliation

Reviewed by RFO

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

In summary:

£466,307.79	Bank account 1 CBS
£353,752.04	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
£984,878.55	Bank account 6 UT Project
£1,953,467.04	Total Cash at Bank (as of the 30th September 2020)
- £15,813.54	Creditors
+ £162,012.86	Debtors
£2,099,666.36	Net balance on bank reconciliation

+ VAT owing £25,167

Minus Accruals £43,720

Minus PAYE: £751

Net assets: £2,080,362.36

Debtors

Cambridgeshire County Council - £162,012.86 (s106 payment)

TOTAL £162,012.86

Creditors

- Atlas Tree Surgery - £120 (Tree works) 17/09/20
- Business Consultancy Services - £42 (Payroll) 31/08/20
- Cambridge Van Leyden - £2113.17 (Engineering works at VH and Nursery) 05/09/20
- CAPALC - £50 (Chairmanship training course) 22/09/20
- Local Resident - £34.60 (Purchase of plants for the memorial site) 15/09/20
- Connections Bus Project - £1440.00 (Youth support worker sessions) 10/09/20
- CSA – 76.25 (Cleaning materials for the pavilion) 02/09/20
- RFO - £13.90 (Sim card for Pavilion and Printer paper) 23/09/20
- ECO Solutions - £672.00 (Japanese Knotweed eradication) 16/09/20
- Green and Purple - £30 (VAT submission) 01/09/20
- Road Data Services Ltd - £954 (Traffic surveys in the village) 14/09/20
- Shred Station - £52.80 (Blue bin collection) 30/09/20
- SLCC - £114 (Three webinar sessions) 10/09/20
- SSE - £380.82 (Electric bill) 09/09/20 DD
- Wilby and Burnett - £9720.00 (Architectural services re VH and Nursery) 18/09/20

TOTAL £15,813.54

Appendix 1: Issues log

There were 6 reported incidents during October.

Date	Issue	Further details	Follow up
05/10/2020	Roadworks	temporary traffic lights on the High St between Rook St and Margett St junction.	AC checking with Streetworks - info not on One.network
06/10/2020	Hedge on Rampton Rd	The path is narrowed to about a foot at one point with no visibility around the corner. It is not only nasty and scratchy – it is positively dangerous because it almost forces you off the pavement into the path of oncoming cars.	AC to chase owner
13/10/2020	Bus shelter	bus shelter outside of house at 313 High street, Cotetenham CB24 8TX has been damaged. Someone has ripped out the seating facility and thrown it onto the grass under the tree beside the shelter.	
19/10/2020	Fire	Rubbish has been set fire under the pavilion canopy	Kids Club tidied up
19/10/2020	Fire	Fire has been lit on skatepark	Kids Club to contact police
21/20/20	Bin	an unofficial dog poo bin that appears to have sprung up on Lambs Lane under the school sign near the top of Pelham Way that is now majorly overflowing	SCDC Cllr Wilson and Cllr Ward liaising.