

AGENDA REPORTS PACK

FULL COUNCIL MEETING

December 2020

20/245. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 3rd November 2020 at 7.30pm

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

In attendance: 1 member of the public

- 20/222. Chair's Introduction and Apologies for absence** – Cllrs Henderson (personal), Hewitt (work), Jones (holiday) and SCDC Cllr Gough. Cllrs Bolitho and Smith were absent.
- 20/223. To accept Declarations of Interest and Dispensations** – Cllr Collinson declared an Interest in item 20/237 (personal expenses) and will take no part in the vote. Cllr Graves declared an other interest in item 20/231.
- 20/224. Minutes** – Minor amendment made by item 20/206 (CCC): A10 should read A14. To resolve that the minutes of the meeting of the Full Council held on the 6th October 2020 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 20/225. Public participation** – Standing Orders suspended at 7.36pm. John Loveluck was welcomed to the meeting. Mr Loveluck is standing for co-option and is interested particularly in environmental issues and outdoor facilities. Standing Orders reinstated 7.38pm.
- 20/226. Reports**
- **SCDC** – Report noted. Cllr Graves was concerned about the lack of IDB response to the This Land application. Cllr Graves to be notified of any Cottenham items that need commenting on going forward and he will follow up.
 - **CCC** – report noted.
 - **Clerk** – report noted. Several updates: New lockdown – no football, playground can remain open, office closed, CPS has recommended masks during the afternoon school run. Bulb planting event was due to take place; planting will now be undertaken by Cllrs and family members. Bellway – the current pavement works aren't allowed to continue into December (County policy) so they will be back in January for another 5 weeks. Redrow – noted that transport management plan hasn't been approved but they are working on it with the case officer (hoping to have update at the end of this week). Rec – French have approx. 50 wooden pallets which they need to dispose of; will advertise on FB. Ladybirds – oil delivery expected this week. CVC – tree removed at the weekend; this was due to being badly cracked and was considered dangerous. Retro application to be submitted by County. Correspondence – Savills have been in touch regarding the installation of a new pumping station and whether it could be installed at the Landing Stage (currently leased to Cosworth). We need to look at whether there are covenants on the land. Concerns noted from residents on the Fen regarding discrimination regarding sewerage charges. Missing bollard (nr Dentons) – Asst Clerk unable to get hold of Highways Officer to confirm when it will be replaced. Blocked gullies – still waiting for works. Cllr Young mentioned blocked gullies on Rampton Road. CCC Cllr Wotherspoon has raised the issue at a meeting today. Only a third of the county is jetted per year. Officers have been tasked with finding some money to see what can be done. Asst Clerk reminded members to report blocked gullies via the Highways reporting system. Flooding should be reported via the emergency Highways number. RFO left the meeting at 7.55pm.
 - **Major developments** – Report noted.
 - **Village Hall & Nursery** – Report noted. The site isn't locked down under the latest regulations. Building Control requirements, i.e. emergency access road, are adding

further costs to the project. Discussion about costs. FLAC have received a cashflow plan. The nursery operator face to face meeting will be delayed due to the new lockdown. Will speak to County Education advisors first before proceeding.

- **Remembrance** – Report noted. Clerk to contact representatives laying wreaths again regarding updated Covid-19 rules. RBL are intending to have a bugle player if possible during their ‘slot’.

- 20/227. Co-option** – Resolution to co-opt John Loveluck to fill Councillor vacancy. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.** Clerk to arrange signing of declaration of acceptance and liaise regarding admin.
- 20/228. Remembrance wreath** – Resolution to donate £100 towards the RBL for the Remembrance wreath. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/229. Remembrance Day** – Resolution for Cllr Morris to act as CPC representative to lay wreath on Remembrance Sunday. Proposed Cllr McCarthy and seconded by Cllr Graves. **RESOLVED.** Clerk to advise time of wreath laying off-line.
- 20/230. Waterbeach to Cambridge consultation** – response to consultation (by 14th December) – Cllr Wotherspoon commented that the virtual event has significantly increased the reach of the consultation. Currently there is no connection from Cottenham to Waterbeach station or Cambridge North so this is an opportunity to have a say. It was noted that 40% of Waterbeach passengers are from Cottenham. Cllrs Morris and McCarthy to draft a response.
- 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 – Cllr Morris gave the background to the donations, with the money being used on maintenance. Noted that the Dissenters Cemetery currently needs attention and we will need to know a schedule of works before the money is released. Resolution to split the donation from the Church and Causeway Estate Charity of £3000 with £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.** Resolution to withhold the Dissenters Cemetery donation until response received regarding the maintenance. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 20/232. Purchase of tablet** – Resolution to purchase of a wipe screen tablet for use by parish councillors at a cost of no more than £250 including VAT. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.** SCDC Cllr Wilson left the meeting at 9pm.
- 20/233. Village Hall working party** – consider setting up working party to look at hire costs, kitting out, management of village hall and bookings – Discussions regarding how the group would operate and their terms of reference. Cllr Young left the meeting at 9.07pm. Group needs to look at marketing, rates, kitting out etc. Resolution to create a sub-committee of CALF to work under their Terms of Reference to develop guidelines for operations of the Village Hall during its initial year. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.** Sub-committee to consist of Cllrs Bailey, Ward and the Clerk.
- 20/234. CUFC signage** – consider request to install sign at the Recreation Ground – Resolution to permit CUFC to erect an A1 sign with the Club details on the Recreation Ground fence. Proposed Cllr McCarthy and seconded by Cllr Ward. **RESOLVED.**
- 20/235. Trees on Village Green** – consider quotes to remove deadwood and lifting as necessary – Asst Clerk ran through the three quotes. Resolution to appoint Amazon for crown lift works to trees on the Village Green. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 20/236. Surface Water Drainage** Resolution to add “surface water drainage” to Highways Committee’s Terms of Reference. Proposed Cllr Graves and seconded by Cllr Morris. **RESOLVED.**

20/237. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	September invoice	£ 873.92	£ 1,048.70	
Strive	Invoice re Bootcamp sessions	£ 130.00	£ 156.00	
Ladybirds	50% of the boiler service costs	£ 109.00	£ 109.00	
HMRC	Vat payment	£ 26,172.08	£ 26,172.08	
Church and Causeway	Annual donation to the parish council	£ 3,000.00	£ 3,000.00	
Cambs County Council	S106 Early years payment	£ 162,012.86	£ 162,012.86	
BB Fitness	Invoice re Bootcamp sessions	£ 59.94	£ 71.93	
		£ 192,357.80	£ 192,570.57	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 2020	£5,583.69	£5,583.69	-
HMRC	Tax and NI for October 20 (month 7)	£741.11	£741.11	-
Backstop Ltd	Sage to Xero transition (1.5 days)	£750.00	£900.00	1855
SEH French Ltd	Invoice in line with certificate 9	£538,335.12	£646,002.14	1860
Community Centre	Rent of the office until 31/03/21 (final invoice)	£1,300.00	£1,300.00	1865
AJ King	Monthly groundsman contract	£3,166.66	£3,800.00	1867
		£545,409.92	£658,326.94	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Nov 20	£403.46	£403.46	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Robin Hood Energy	Nursery electric bill (DD)	£131.48	£138.05	1846
Robin Hood Energy	Village Hall electric bill (DD)	£109.04	£114.49	1847
RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1848
Barton Oil Burner Servs	Service for Ladybirds boiler (50% will be recharged to Ladybirds)	£218.00	£261.60	1849
RFO	Expenses re annual payment of Dropbox	£79.90	£95.88	1850
Travis Perkins	Water softener and salt for pavilion	£49.68	£59.62	1851
SSE Southern Electric	Electric bills x 3 for street lighting (DD)	£105.62	£110.88	1852
RFO	Stamps	£7.80	£7.80	1853
AJ King	Extra work - gate post for moat	£125.00	£150.00	1856
Calor Gas	Gas delivery to the pavilion (DD)	£857.39	£900.26	1857
CAPALC	Finance training courses x 4	£120.00	£120.00	1858
SSE Southern Electric	Electric bill for the pavilion (DD)	£293.45	£352.14	1861
Travis Perkins	Blue Circle Postcrete x 4	£24.88	£29.86	1862
Local resident	Refund of paid event which could not go ahead due to Covid 19	£100.00	£120.00	1863
BCS	Payroll processing	£35.00	£42.00	1864
Rex Collinson	Purchase of bulbs for planting on the green on the 14th Nov	£86.32	£86.32	1866
JEE Electrical	Supply of lamps for Christmas lights	£201.60	£201.60	1868
		£3,129.70	£3,411.26	
Multipay card				
Ebay uk	Printer ink	£6.28	£6.28	1859C
o2	Phone topup	£10.00	£10.00	1863C
		£16.28	£16.28	

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

RESOLVED.

20/238. Management accounts – to review the monthly management accounts – Noted.

20/239. Bank reconciliation – to review monthly bank reconciliation – Noted.

20/240. Matters for consideration at the next meeting – noted.

20/241. Dates of next meetings – Planning 5th Nov, CALF 17th Nov, FLAC 12th Nov, Planning 19th Nov, Full 1st Dec

20/242. Close of Meeting – 9.31pm.

20/247. Reports

District Councillors' Report for Cottenham and Rampton – December 2020

Persimmon

Eileen has raised with Persimmon and Highways the possibility of installing a temporary footpath from Redland Grange (Persimmon Development) to Bower Place (Bellway) along Oakington Road, pending the construction of a permanent footpath. Highways suggested that Persimmon should make an application to enable them to do so and this has been passed back to Persimmon. We have raised serious concerns that the current situation, which forces pedestrians to use the grass verge or the road presents a risk to all but especially to parents with small children, given the shorter daylight hours. The alternative of the pathway running behind the Bellway site is not available at present because of the construction works. Persimmon is taking this up with Highways.

Covid 19

On 23 November the Government updated guidance for members of the public, patients, professionals and industry on the different types of tests and testing kits for coronavirus to include information on about lateral flow tests.

The Government has published printable versions of a series of posters which can be used to communicate locally about the various tiers of restrictions (medium, high and very high) which will apply in England from 2 December.

Materials: <https://www.gov.uk/government/publications/tier-posters-medium-high-and-very-high>

Business Support

SCDC have created a local business directory <https://www.scambs.gov.uk/local-business-directory> to help residents find out more about what local businesses are offering. Included in the listings will be details of Covid-secure measures that businesses have put in place, and information about current opening arrangements/online ordering/click and collect facilities. Businesses are able to add their details to the directory via the link above, and we will be promoting the directory onwards to help residents support local business in the run up to the festive period and beyond.

Businesses that were forced to close their doors during this month's national lockdown can now apply for new Government grants that are being distributed by the District Council. With many unable to provide a face-to-face service, the new grants are designed to help get them through the month until they can begin trading again.

The grants, which are being administered by South Cambridgeshire District Council, are the Local Restrictions Support Grant (LRSG) and the Additional Restrictions Support Grant (ARSG).

Any businesses who believe they are eligible can find information on how to apply, along with eligibility criteria, via [the Council's website](#).

South Cambridgeshire District Council aims to support as many businesses as possible, either financially or in other ways, and so is also making available a third scheme, the Local Restrictions Discretionary Hardship Scheme (LRDHS), to support those facing extreme hardship but who are not eligible to claim under the first two schemes and/or have received limited state aid or financial assistance to date. Awarded at the discretion of the Council, application for this is via a written statement and supporting evidence. Further guidance on eligibility is also available via the above link.

The Government's LRS scheme will provide grants of up to £3,000 to all rate-paying non-essential retail businesses, indoor and outdoor leisure facilities, entertainment venues and personal care concerns which were required to close by law on November 5 due to the nationally imposed lockdown restrictions.

To be eligible, businesses must have been open as usual immediately prior to the second lockdown being imposed, and primarily providing 'in-person' (face-to-face) services to customers from their premises. They must also have been registered for business rates at their premises as at 4 November 2020.

Greater Cambridge Local Plan

The findings of initial assessments of a range of broad spatial locations and growth level options have been published. These are interim findings which will be developed further as the Plan is progressed, and a range of other studies are also being developed.

Some of the initial findings include:

- Under the standard method set by national government, the minimum number of new homes that would need to be built in the area is around 1,900 per year. This is about 180 more homes per year than we currently have in our development pipeline.
- Our evidence suggests there could be real challenges in achieving very high levels of house-building due to market forces, but that the minimum level set by the government's standard method will not support the current forecast growth in jobs in the area, potentially leading to higher house prices and more commuting in.
- If ambitious zero carbon policies are brought in, almost no CO₂ would be produced by the building's energy use itself. The rest of the carbon emissions are created by the travel patterns of the residents, which is why new homes in villages are likely to create over three times as much carbon as new homes in denser urban areas.
- Water supply analysis shows that the minimum required level of growth could be plausibly achieved through adjustments to current water resource management plans, such as greater water efficiency, reducing leakages and shifting to more sustainable water sources. Medium or high growth levels would need new regional scale infrastructure, such as reservoirs and transfer schemes, and this will inform plans currently being developed by the water industry. Under normal means of provision, these will take time to implement, and this could be a 'deal breaker' that means high growth levels cannot be achieved within the period of the new Plan.
- From a water management perspective, the best place to build new homes would be in new settlements, or to build large developments on the edge of Cambridge. This is because they can be designed from the outset for efficient and integrated water management, rather than having to 'bolt on' to existing infrastructure in the city or existing villages where there may be existing flood risk, wastewater and water quality constraints
- About 19% of Greater Cambridge's land area is green or blue infrastructure, which means the network of natural and semi-natural spaces, including water bodies. This compares to farmland, which accounts for 74% of the land in Greater Cambridge. This figure has been developed through a detailed analysis which included asking community representatives to complete surveys about green spaces in their area.
- There are many opportunities to improve and expand the green and blue infrastructure network, but the river corridors in particular would create the most benefits for biodiversity as well as communities.
- Initial viability testing suggests that market-led development in Greater Cambridge should be able to pay for 40% affordable housing as part of the mix in each major development, but

there is further work being developed to look at the costs of infrastructure and potential policies such as zero carbon measures.

For further details and the documentation linked to this stage of developing the plan, see ; <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/where-to-build-and-how-much/>

Relocation of WWT Plant

Anglian Water is proposing to relocate its Cambridge Waste Water Treatment Plant. The Phase One consultation on early proposals for the relocation project, took place from 8 July to 14 September. Anglian Water will publish 25 November the Phase One consultation summary report which shares the feedback received and explains how it will inform our site selection and design processes. The report will be made available to view and download and is also being delivered to about 14,500 homes and businesses within the core consultation zone.

The responses together with environmental, planning, operational and programme assessments will enable Anglian Water to choose the best-performing site to take forward into our Phase Two consultation next year, and the selection of the chosen site will occur in late January 2021.

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 December 2020

To follow

Tim Wotherspoon

CLERKS REPORT – December 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** – Map of blocked gullies plotted
<https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmqXhuTs738MzuraGOCov6Xrx1Bf9> **Gully cleansing started week commencing 16/11, and is ongoing. LHO has commissioned works along the roads worst affected by the flooding to jet all the main lines and check for any issues on the drainage runs. In particular Beach Road, High Street and Denmark Road. This will be in addition to the gully cleansing arranged by Network Management.**
- **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. 10/20 Missing bollard from outside 91 High St due to be replaced, LHO waiting for permission to work on road.
- **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. **06/11 Works have now been completed to fix 2 breaks in this pipe and the system is now flowing. Due to the age**

and construction of this system it has been referred to our capital projects team to renew the piping along this stretch to prevent further failure.

- Struggling to get volunteers to assist with manning of the access road for CPS closure.
- **Missing 30mph sign Oakington Rd- resident has contacted us again as sign is still missing. Asst clerk has chased with LHO**

Recreation ground

- **Cricket club have been notified that the screens have fallen over. Asked to secure safely.**

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

- November 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 that new CPC email account has 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.
- 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.
- Quotes being obtained for bricking up of 'red room' window in Ladybirds.
- Defib phone box door is sticking badly. Groundsman to inspect.
- **Replacement leads for defibrillator have been ordered (comes under maintenance contract).**
- **The Christmas tree is in situ and the lights will be completed w/c 30th Nov.**

Facebook

- 1307 likes/148
- 1485 follows.

Major developments

- **Bellway**
 - footway work resumed; carriageway and culvert work TBD
 - Clerk/County Councillor persuaded Streetworks to allow Dec working to enable the pavement to be completed more quickly.
- **Persimmon**
 - CPC involvement with SUDS long term inspection/maintenance TBD
 - s278 footway/carriageway access timing still not certain but probably
 - Cond 31: Highways Roundabout Improvement complete by 01 September 2021.
 - Cond 32: Footway/Cycleway from Persimmon site entrance to the existing footway. completed by 31 January 2021.
 - Cond 33: Widening of existing footway on Oakington Road to Rampton Road – completed by 31 May 2021
 - Cond 34: Widening of Rampton Road footway – completed by 31 May 2021
- **Redrow**
 - started work on-site
 - roundabout design and performance questioned
 - roundabout construction likely in Sep/Oct 2021.
 - may accelerate CPC access to s106 EY funding for Nursery
- **This Land**
 - RM application refused by SCDC on multiple NP-related grounds
 - Constructive CPC/TL discussion
 - TL will probably appeal
 - TL will also submit more compliant alternate RMA
 - Could yield usable sports land and better layout
- **Brenda Gautrey Way**
 - Exploratory discussion for CPC to take over the 0.5 metre “sliver”
- **Tenison Manor**
 - Ongoing discussions re CPC maintenance of SUDS.
 - Culvert CCTV inspections in hand

Village Hall & Nursery

- **Cost**
 - No significant change
- **Finance** – gap approaching rapidly
 - Cash burn rate slightly lower than planned
 - S106 receipt rate slightly lower than anticipated due to COVID-19.
 - Project cash almost exhausted.
 - MHCLG approval sought to extend borrowing by £250K
 - Persimmon and Redrow approached for early release of s106 funds
 - Backstop borrowing might also be possible from SEH French
- **Operations** – need to generate net income asap with minimal kitting out or staff
 - Considering terms for KidsClub to move into new Hall from Feb 1/2 term
 - Parish Council Office to move during 2021 Q1
 - Could possibly run breakfast coffee/snack bar from main kitchen
 - No solution to bar operation
- **Nursery operator**
 - Operator selection delayed but under way
 - Interviews likely in January
 - Contract negotiation / Council endorsement TBD
- **A Finance Reminder**
 - The Parish Council will annually review the level of outstanding debt, net receipts from operations, developer and other contributions or donations and, whenever possible repay some loans to reduce the outstanding debt and, in turn the level of the supplementary precept.

20/048. Committee vacancies

We currently have the following vacancies on our Committees: CALF, Highways and Standards have 1 vacancy each and Planning has 4 vacancies. Cllr Loveluck has expressed an interest in joining both CALF and Planning. Is there interest to fill any of the other vacancies? NB: all positions are until the end of April 2021.

20/049. External audit – RFO

Section 3 – External Auditor Report and Certificate 2019/20

In respect of COTTENHAM PARISH COUNCIL – CA0061

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a

sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance

with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note

below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK

& Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR),

in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our

attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- The AGAR was not accurately completed before submission for review as section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £2,800,000. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability

Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31

March 2020.

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor

Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

20/250. Waterbeach to Cambridge consultation

Our consultation on the Waterbeach to Cambridge project is currently open. Normally we would be holding public exhibitions where you would be able to tell us your views on these plans.

The consultation is open until midday on Monday 14 December so please let us know your views on this project by filling out the survey at <https://consultcambs.uk.engagementhq.com/w2c-consultation-2020>

You can also stay in touch with this project by looking at:

Website:- <https://www.greatercambridge.org.uk/public-transport-schemes/waterbeach-to-cambridge>

20/251. Church & Causeway

Response received from Dissenter's Cemetery:

Yes, we agree there is maintenance to do at the cemetery which lockdown has affected. People have not wanted to go out and do any maintenance especially as we have some vulnerable people on the committee. We have put a stop to ad hoc maintenance and now all maintenance has to go through the committee. We therefore have been put in a position to clear the existing mess before we can move forward with other maintenance that needs doing and we are working through various clear up days to sort this.

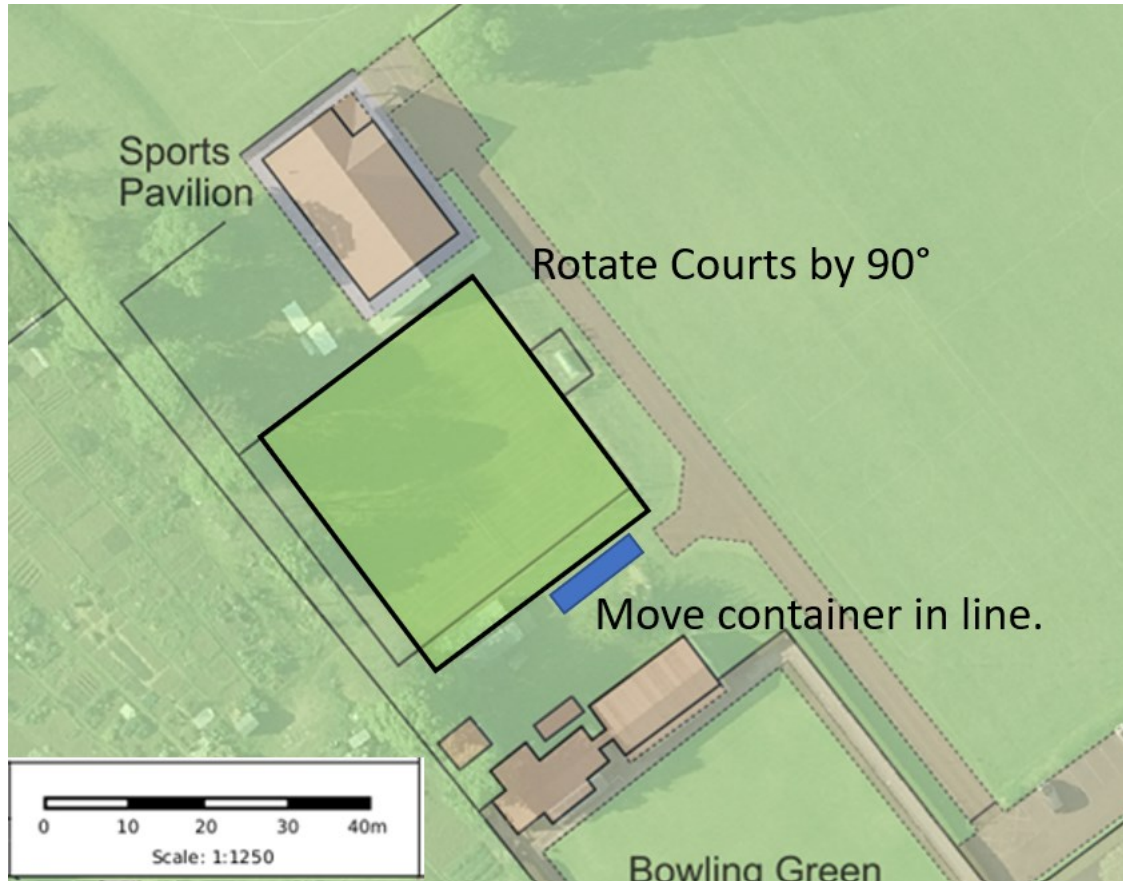
We do have a contractor that looks after the extension which is now turfed and borders clear and we are thinking of asking him to help with the main cemetery as he can take rubbish away which obviously makes a vast difference. I would hope that the council recognises that the cemetery has not been neglected on purpose. These have been difficult times for people and we do have a maintenance strategy in place so we can get it back to how it was before lockdown. We are in process of looking at grants for cemeteries so we can improve paths etc and I would hope that we can obtain these soon. We do get calls from several people who love the cemetery regardless and the committee are dedicated to looking after the cemetery for the residents of Cottenham. I hope this reassurance from me will allow the monies to be released so we can carry on with the maintenance. |

20/252. Community Facilities Audit — Cllr Morris

The proposed work will be used by the public instead of implementing any functions exercised by the Local authority.

20/253. Tennis court grant - Cllr Hewitt

After various discussions with the Tennis Club the proposal is to convert the existing two grass courts into hard courts and incorporate a Basketball court. 24 letters of support have been received for these changes including from Cottenham Tennis Club and the LTA. In order to protect the new courts from tree damage it is proposed to rotate the courts by 90°, which will extend the courts by 3m to the South. To do this would require moving the container closest to the tennis courts to a new position as shown below.



SCDC Planning Dept initially indicated that planning permission was not required. However, they have since changed their minds and have said planning permission is required. It has also become apparent that the container used by the Colts, which needs moving does not have planning permission. It is therefore proposed to apply for planning permission for both the container and the rotated tennis/basketball court.

PROPOSAL: CPC agree to spend up to £2,500 on preparing a planning application for converting the current grass tennis courts into hard courts incorporating a basketball court. The planning permission will include the repositioning of the Colts container.

FCC/AMEY Grant Application

It is estimated that the above works will cost £64,073 (excl VAT) an additional £2,310 if the existing court surface requires off site disposal. A grant application is currently being prepared by Cllr Hewitt to Amey and FCC Community Funds (7th Dec and 2nd Dec) for which some match funding is required.

PROPOSAL: CPC agree to match fund up to £10,000 towards the cost of the tennis court conversion as part of the FCC/AMEY grant application.

20/254. Babysitting course - Cllr Hewitt

To follow

20/255. Skateboarding lessons - Cllr Hewitt

To follow

20/256. Legal action - Cllr Morris

For some years there have been periods of instability in the occupancy of the plots on the Fen. These were regularised at considerable cost by SCDC so the number of plots which can be legally occupied is actually very small and limited to two areas within the Smithy Fen Site.

Over time, additional caravans and buildings appear on the site; some are under control of existing residents, others are not. Friction and illegal sub-letting are common-place.

SCDC Enforcement should monitor and control the site regularly to avoid any legal vacuum emerging by removing all unlawful occupations.

Recently we have become aware of arson attacks, attempted murder, stabbings, kidnappings, dog thefts, illegal sub-lettings and power theft, and other forms of coercive behaviour; all of which undermine the quality of life available to other residents both on and off the fen.

We will continue to apply pressure on our District Council to “do the right thing” and recent recruitment of Enforcement staff should reduce the excuses for inaction. However, CPC should also be aware of any direct indirect legal action it could take to protect the amenity of its residents.

“CPC should obtain advice on short and longer term legal remedies available to alleviate the social harm caused by continued unrest arising from unlawful residential occupations outside Cottenham’s development framework.”

20/257. Village Hall

The delegation of authority regarding the Village Hall and Nursery project was passed at an Extraordinary meeting of the Parish Council 15/10/2019. The resolution from minute 19/216 reads *Resolution that CPC:*

- a) *commits in principle to a combined Village Hall and Nursery project, and*
- b) *delegates contracts finalisation – including CCC and PWLB etc. - and project oversight to:*
 - *Chair, Clerk and RFO (“the Client”) working with:*
 - i. *Wilby & Burnett (Architect, CDM and QS)*
 - ii. *Cambridge Van Leyden (M&E engineering consultants),*
 - iii. *Peter Dann (Structural Engineering Consultant) and*
 - iv. *SEH French (construction)*
- c) *with monthly progress updates to Council.*

The partners detailed in the resolution relate to the construction phase only. No mention is made of developing or launching the facilities and services for the new Village Hall and Nursery.

Operator selection for the Nursery is being handled by a Selection Panel made up of members appointed by the council together with representatives from the primary school and County Council education service. Its operation will be overseen by a Supervisory Board also including CPS & CCC representation.

A plan is now required for the Village Hall to enable safe, efficient and effective transition from the construction phase to operation.

The resolution passed on 3rd November is unlawful:

- by attempting to make the WP accountable to a Committee
- by having no clear financial or community mandate or accountability to Council
- by conflicting with authorities delegated to CALF and FLAC
- by failing to approve the suggested members

The plan can best be developed by setting up a properly-founded Task & Finish Working Party, reporting monthly to Council and including representatives from CALF and FLAC to identify and define commercial, community and security priorities for the new Village Hall for 12 months from 1st April 2021, ensuring timely repayment of outstanding loans; actual contracts to be authorised by the usual medium/high risk CALF/FLAC and Council procedures.

Given the urgency and complexity, two Working Parties reporting to CPC, will be required, both reporting monthly to Council and, as relevant, to CALF and FLAC. The Working Parties will operate in two phases:

- post-construction T&F Working Party to focus on retention or replacement of “anchor tenants” applying similar contract terms to those established by FLAC and rates broadly equivalent to those agreed with CALF to enable cost-neutral operations until June 2021. Membership will be Chair, Clerk and RFO.
- pre-launch T&F Working Party to develop and submit to Council no later than July 2021, a business plan and the related “new” services and draft contracts necessary to supplement CPC’s commercial goals, regarding capital and loan repayment and precept reduction, as originally expressed in the draft Business Plan v1.0 with community goals to reflect subsequent participation by residents. Councillor membership to be drawn from CALF and FLAC.....

20/258. Social media policy

Social Media Policy

1 Purpose

The purpose of this policy is to provide guidance in the use of social media to Parish Councillors, Council staff and others who engage with the Council using online communications.

Social media is a collective term used to describe methods of publishing on the internet.

2 Scope

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Social networking sites (eg. Facebook)
- Microblogging sites (eg. Twitter)
- Video or podcast sites (eg. YouTube)
- Professional networking sites (eg. LinkedIn)
- Blogs and discussion forums

The use of social media does not replace existing forms of communication.

The principles of this policy apply to Parish Councillors and Council staff and also to others communicating with the Parish Council. They apply to all social media activity (including but not limited to posting, sharing, tweeting, retweeting and commenting) carried out using both official and personal social media profiles.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Post or share local interest and good news stories
- Advertise vacancies
- Post or share information from partner agencies (eg. Principal Authorities, police, library, health)
- Announce new information
- Post or share information from other Parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk

3 Policy

General Use

When using social media Parish Councillors and Council staff must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Unacceptable Use

Parish Councillors and Council staff must not:

- act, claim to act, or give the impression that they are acting as a representative of the Council when posting personally (it is worth noting that providing links to official Council websites may give or reinforce the impression that you are representing the Council)
- present personal opinion as that of the Council
- post or comment on behalf of the Council without a delegation to do so
- present themselves in a way that might cause embarrassment to the Council
- post content that is contrary to the democratic decisions of the Council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights, or hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- hide their identity using false names or pseudonyms
- carry out any online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws or regulations, or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone else publishes something libellous on your social media site.

Posting copyright images or text on social media sites is an offence.

Publishing personal data of individuals without permission is a breach of Data Protection legislation. Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the Council at a Council or Committee meeting may constitute pre-disposition, predetermination or bias and may require the individual to declare an interest at Council meetings.

Moderation and Reporting

Anyone with concerns regarding content placed on social media sites that denigrate Parish Councillors, Council staff or residents should report them to the Clerk of the Council, or the Chair of the Parish Council Standards Committee.

The Council will appoint a nominated person as moderator of Parish Council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy. The moderator will have authority to remove any posts made by third parties from Council social media pages which are deemed to be of a defamatory or libellous nature.

4 Policy Compliance

Violating this policy may lead to appropriate disciplinary action.

20/259. Village Green tree works

RTS Arboricultural Contractors

www.rtsarbcontractors.com

To remove major deadwood
and/or broken branches
from 13 Lime trees on the
village green. Remove all
arisings.

600.00

Total: £600.00

Tates

<https://www.tatestreework.com/>

2 Lime Remove suspended or broken branches: £120
3 common lime Remove major dead wood: £120
7 common lime Remove major dead wood: £120
15 lime Remove major dead wood: £120
17 lime Remove major dead wood: £120
18 lime Remove major dead wood: £120
21 lime Remove major dead wood: £120
22 lime Remove major dead wood: £120
23 lime Remove major dead wood: £120
25 lime Remove major dead wood: £120
26 lime Remove major dead wood: £120
32 lime Remove major dead wood: £120
35 lime Crown clean and remove deadwood: £120
Clear all arisings.

Total: £1560

Eastern Landscape Service

<https://www.easternlandscapeservice.co.uk/>

2 Lime Remove suspended or broken branches
3 common lime Remove major dead wood
7 common lime Remove major dead wood
15 lime Remove major dead wood
17 lime Remove major dead wood
18 lime Remove major dead wood
21 lime Remove major dead wood
22 lime Remove major dead wood
23 lime Remove major dead wood
25 lime Remove major dead wood
26 lime Remove major dead wood
32 lime Remove major dead wood
35 lime Crown clean and remove deadwood

£3900 + VAT to include clearing arisings

20/260. Smithy Fen sewerage

I act for Anglian Water when they need to acquire interests in private land.

We currently have a project to find a solution to the sewerage issues at the Smithy Fen Caravan Park the responsibility for which transferred from the private owners to Anglian Water under recent legislation.

You will be aware that Anglian Water are currently tankering sewage from the Park owing to the defective nature of the current infrastructure. This is clearly a less than satisfactory long-term solution (2-3 tankers per day).

The proposed solution is to drain the Park by gravity to a wet well in a location off site from where it can be pumped into the exiting sewerage network. We have been looking to locate this wet well/pumping station close to the bridge going onto Smith Fen which has benefits of being well accessed etc and were looking at a solution on the Riding school adjacent to the Lode. However the last time we visited the flooding there gave rise to concerns over the constructability and ongoing maintenance in this location and, having had the topographic surveys done it was identified that we could as an alternative look at a solution on the east side of the Lode.

We identified a small triangle of land which we understand that Cosworth rent from the Parish Council. On initial inspection this would appear to be a very suitable solution (location, power, ease of access etc).

The majority of any such pumping station is located underground (wet well, pumps etc) with a limited amount of infrastructure (principally the control kiosk) which would be located adjacent to the roadside verge.

I should be grateful if you could please seek the thoughts on this proposal from your councillors and assuming in principal support for it we could try to come up with a proposed design.

We discussed the relative benefits to both parties of transferring the land or conferring rights by Deed of Grant of Easement as opposed to installation under Water Industry Act notice but please let me know if you need any more on this at this stage.

NB: The Landing Stage isn't the only option they are considering.

20/261. CPS PTCA

In the run up to Christmas the PTCA is proposing to run a '12 days of Christmas' game around the village collecting letters (which are then unscrambled to form a word). They are seeking permission to potentially site a letter sign on the Village Green and inside the new village hall (stairwell window). NB: They can only use a limited number of locations so there's a chance that neither site is used.

20/264. Bank reconciliation

Reviewed by RFO

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

In summary:

£66,282.79	Bank account 1 CBS
£270,363.44	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,424.93	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide
£915,200.18	Bank account 6 UT Project
£1,400,389.52	Total Cash at Bank (as of the 31st October 2020)
- £7,927.23	Creditors
+ £527.23	Debtors
£1392.989.52	Net balance on bank reconciliation

+ VAT owing £108,516.35

Minus Accruals £2000

Minus PAYE: £741.00

Net assets: £1,498,764.87

Debtors

- BB Fitness - £95.90 (October invoice)
- Cottenham Bowls Club – 19.37 (Water recharge)
- Strive Bootcamp - £156.00 (October invoice)
- Ladybirds - £255.95 (Water recharge and 50% boiler service recharge)

TOTAL £527.23

Creditors

- AJ King – £3950.00 (Contract and extra work on fence)
- Backstop - £900 (inputting data from sage to xero and management accounts reconfiguration)
- Barton Oil - £261.60 (Boiler service)
- Business Consultancy Services - £42 (Payroll)
- Calor Gas - £900.26 (Gas delivery)
- CAPALC - £120 (Finance training courses)
- Cottenham Community Centre - £1300 (Office rent)
- RFO - £32.60 (Expenses_
- Ebay – 6.28 (Stationery)
- JEE Electrical - £210.60 (Bulbs for Christmas lights)
- Rex Collinson - £86.32 (Purchase of bulbs for planting on the green)
- Staples - £37.09 (Stationery items)
- Travis Perkins - £89.48 (for items needed to fix fence)

TOTAL £7927.23

Appendix 1: Issues log

There were 6 reported incidents during November.

Date	Issue	Further details	Follow up
02/11/2020	Power cuts	Over the last week or so, my neighbours & I have been having these little power interruptions - only lasting seconds - with our electricity in Lee Close	
03/11/2020	Lorries	Redrow lorries are coming through the village via the Green (Cross Keys side) and Denmark Rd.	Clerk contacted Redrow
03/11/2020	Pretoria Energy	Lorries blocking Long Drove and road is dangerous due to being covered in mud	Resident to call Highways emergency no.
23/11/2020	Street lights	Lights in Rooks St have been off for several days	Resident to report to Balfour Beatty
23/11/2020	Pothole	Large pothole outside 32 Rooks St	Has been reported to Highways
25/11/2020	Fly tipping	From Lockspit Hall Drove I saw this morning that 4 large chalets have appeared on the side of Setchell, some three hundred yards past the site, together with two large piles of a n other. Add to this the chalet and washing machine dumped at the corner of Lockspit and Oxholme.	SCDC notified by resident
25/11/2020	Fly tipping	From Lockspit Hall Drove I saw this morning that 4 large chalets have appeared on the side of Setchell, some three hundred yards past the site, together with two large piles of a n other. Add to this the chalet and washing machine dumped at the corner of	SCDC notified by resident
27/11/2020	missing signage Oakington rd	It is getting extremely frustrating now as cars and lorries are constantly using the village and the road as a shortcut and speeding constantly. Even the road workers who are currently laying the new pavement have mentioned how dangerous people are driving up and down the road and speeding through the roadworks.	CPC told to refer back to LHO at developer liason meeting. Asst Clerk raised with LHO again, No response as yet
27/11/2020	Gulley Jetting	we saw the jetting lorry going around the village twice in the last week, it got as far down Beach Road as Coolidge Gardens and then disappeared ignoring all the blocked ones reported down beach road and missing Racecourse View as well	Asst Clerk to respond