

AGENDA REPORTS PACK

FULL COUNCIL MEETING

February 2021

21/021. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 12th January 2021 at 7.30pm

Present: Cllrs Morris, Bailey, Bolitho, Henderson, Jones, Loveluck, Stewart, Ward, Wotherspoon, Young, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

- 21/001. Chair's Introduction and Apologies for absence** – Cllr Collinson (sick) and SCDC Cllr Gough. Sent best wishes to both Rex and Liz and our thoughts are with them.
- 21/002. To accept Declarations of Interest and Dispensations** – Cllr Jones declared an Interest in item 21/012 and will take no part in discussions or voting. Cllr Hewitt arrived at 7.35pm.
- 21/003. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 1st December 2020 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 21/004. Public participation** – none present.
- 21/005. Reports**
- **SCDC** – report noted. Cllr Young questioned the additional funding for mobile warden scheme, which is welcomed. Does it supplement or replace the funding bids we are looking at later on this agenda? SCDC Cllr Wilson confirmed that the money was for the expansion of the scheme but Cottenham would still get their funding in a similar manner. Re. the PAS report, SCDC hasn't formally reviewed yet so our planning committee should review once that has been done. Re. Thackham, the submission was after the call for dates; do those just flow into the process? SCDC Cllr Wilson thought there would be a process to include and it has been taken as part of the Local Plan submissions so will still be subject to the same scrutiny as the other sites. Cllr Hewitt mentioned that we were successful with one of our grants (cycle racks for WARG Field and Fen Reeves) but we need to respond to accept the monies. RFO confirmed that she responded on 9th December and they have confirmed receipt. SCDC Cllr Wilson has been sending on info regarding the offer of using the nursery for a vaccination centre. She left the meeting at 7.45pm.
 - **CCC** – report noted. CCC are recommending refusal of the Waterbeach new town planning application and CCC Cllr Wotherspoon has been asked to make that representation on their behalf. SCDC may be persuaded to revisit the S106 agreement. The RLW part is prioritising affordable housing over transport mitigation. Whole scheme is dependent on relocation of the train station and there is no money being provided for that. There are huge implications for Cottenham if the transport isn't right. The A10 improvements are unfunded and one of the CCC gripes is the lack of strategic funding for this scheme. They feel that isn't in the spirit of what the CIL regulations expect to be provided for. Discussion regarding how Northstowe related to the A14 works. Cllr Hewitt asked if there was an update on the cycle stands for The Pound, Co-op and butchers; CCC Wotherspoon to follow up. Noted that the Co-op has now installed their own stands.
 - **Clerk** – report noted. Latest village newsletter isn't going to be circulated so have added flood article to our website. General support for producing our own monthly digital newsletter. Nursery walkaround video has been produced.
 - **Major developments** – Report noted. News for Bellway; the dry ditch filled with water over Christmas and they have been sent photos. Persimmon – their SUDS held up well and were no where near overflowing. More problematic is the lack of pavement

connection to the village. Still waiting to see re-modelling of the queue lengths on the revised roundabout design. Cllr Hewitt thought people weren't taking due regard for the A14 improvements and the reduction in traffic. Outside of the lockdown periods (when the surveys were carried out) the indication was that the traffic flows through Cottenham have reduced. Cllr Jones queried the footway and idea of a temporary footpath; CCC Cllr Wotherspoon said that the level of traffic didn't merit that form of intervention. Cllr Hewitt said that if CCC were objecting to the traffic flows on Lambs Lane when we wanted to shut the road why isn't it the same for Oakington Road. Cllr Wotherspoon said don't expect consistency from County! CCC Cllr Wotherspoon will try alternative tack and will pester them again about it. Persimmon have provided an advance payment for one of the S106 payments which will come through shortly. Redrow – have started work on site and similar issues to Persimmon re. roundabout etc. They are due to pay us the early years contribution and that should be sorted in the next couple of weeks. This Land – have provided an alternative design with fewer houses, pulls houses back from the pavilion end of the land and removes the second row of houses from behind those on Rampton Road. Certainly much closer to meeting our objections. No indication re. the design of the houses. Have been asked to meet with Kier to discuss further. Exploratory meeting with Claremont re. a proposed site for approx. 300 houses (according to Local Plan submission) off Broad Lane. Exploratory meeting tomorrow morning.

- **Village Hall & Nursery** – Report noted. Nursery is largely complete. Has been offered for a vaccination centre if needed. Process for appointing an operator has been delayed because we can't meet face to face. The reason for producing a video walk through is to give the potential operators a better idea of what it's like. The Heads of Terms documents have been moved forward and presented to the operators (contract to go on next FLAC agenda). Will move forward as quickly as possible. Cllr Jones queried who was responsible for the appointment. Part is delegated to the County, Clerk, Asst Clerk and Chair. The interview questions will go via the selection panel who will make the operator recommendation. The recommendation will have to go to Council for a final decision. Will then go into negotiation with the lead operator. Cost wise no significant changes. Looking at the penultimate financial report. Query as to what was happening to the large mound of earth and whether it would affect the nursery opening. Cllr Morris to check whether the permit had been applied for by W&B to move the earth. Not spending money as quickly as planned but equally well the S106 receipts have slowed down. One reason to defer the precept setting is to review more thoroughly where our finances are. Still waiting approval from the Ministry for extra borrowing. Plan at the moment is for FLAC to be advised later this month before recommending some approach to the budget/precept setting. Cllr Hewitt queried the extra access road, grasscrete works and extension of time costs. Thought that the only extension of time costs was going to be the hire of portacabins. Extension of time costs now £31k. The increase of costs for the access road was to upgrade the existing access road; the grasscrete is over and above the original contract and forced on us by Building Control and has been mentioned previously. Now getting final figures through. Need to look at the overall contract price compared to the budgeted price. Getting to the end of the contract. Operation of the site will be delayed by Covid but we can't predict what we'll be allowed to do and when. Need to start thinking about what new services we may be able to operate from the site. Cllr Ward asked when the pre-launch working party was going to meet? Should meet in the next couple of weeks to start threshing out a plan. Cllr Ward to propose dates.

- **Flooding** – Cllr Graves reported on the rains of 23/24th December. The pleasing thing was that the jetting of the drains helped with the run-off of surface water on the roads. Had issues with pumps failing but then received additional pumps from Environment Agency. East side of the village very close to being cut off. All other groups in the Fens were in the same situation and only managed to hold the water to start with. Cllr Young left the meeting at 8.50pm. The situation highlighted the faster run off coming from the top of our district. The Lode overtopped on Boxing Day afternoon though they had levels under control by then. Need to ensure proper SUDS systems are installed at new developments. Query whether there is a replacement and renewal plan for pumps? Queenholme engine has been refurbished. Should be able to comfortably deal with the water unless things overtop. Pump capacity wise we have nearly double what we should be able to cope with. Chear Fen more tricky due to old backup pump. Don't fully know what will do. Can hire or get EA pumps at short notice. Discussion regarding combined sewers. Chris has some volunteers who have stepped forward to be part of a flood community group and is working on a list of responsibilities etc which she'll circulate to Cllrs Graves and Morris. One role they could do is look for breaches of the Lode. Cllr Hewitt noted issue with water going via Cottenham Park into the ditch and flooding the Balancing Pond. Cllrs Graves and Hewitt to hold a distanced meeting on site to run through the issues. Noted that the IDB had to rely on a very small group of 'volunteers' to work around the clock due to lack of staff. Cllr Graves and his team were thanked for the work that they did.

21/006. Legal action – consider permission to take legal advice on the actions and sanctions CPC can take against any relevant party, specifically including our District Council, to ensure they apply their legal powers diligently and promptly in the interests of all Cottenham residents – Cllr Morris ran through the background; would expect SCDC to act and enforce but they don't. Cllr Stewart left the meeting at 9pm (sick). Should we take legal advice to see if there is anything we could do in future, should we wish? Situation has been getting worse and is escalating. Discussion regarding the best way forward. Suggestion to explore the situation further using our District Cllrs in the first instance. Defer for 3 months but ensure that we keep DC's on the case and get an update from them. Clerk has been made aware by a resident of an unanswered FOI request regarding potential 16 illegal pitches. Would be useful to know the process and what impediments there are stopping SCDC taking the situation forward. Resolution for Cllr Morris to prepare a short paper of the issues, leading to some questions to put to our DCs and see what answers they come back with. Clerk to assist with research. Proposed by Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

21/007. Social media policy - consider wording for a social media policy, possibly to be incorporated into the existing Communications Policy – Noted that there is a new Code of Conduct which overlaps with the policy quite heavily. Change title to 'guidance'. Proposed by Cllr McCarthy x and seconded by Cllr Hewitt. **RESOLVED.**

21/008. Smithy Fen sewerage - consider proposal on behalf of Anglian Water for in principle siting of an underground pumping station at the Landing Stage - Clerk outlined. Cllr Graves through that the EA wouldn't allow digging that close to the bank. Noted that AW is offering this service to the traveller site for free but at a cost to other residents in the vicinity. We would expect fair treatment for all residents in the area. Resolution that we approve subject to similar facilities being offered to all residents nearby. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

21/009. Fens Biosphere consultation - consider response to consultation (by 31st Jan) – Cllrs Loveluck and Ward attending event tomorrow. Resolution to delegate consultation

response to Cllrs Loveluck and Ward. Proposed Cllr Morris and seconded by Cllr Hewitt.

RESOLVED.

21/010. LHI - consider LHI report and costs of £5k – Asst Clerk ran through the background. Noted that still waiting for posts to be installed for the previous proposal. Resolution to spend up to £5k on an LHI project on Oakington Road. Proposed Cllr Ward and seconded by Cllr McCarthy. **RESOLVED.**

21/011. Highways Committee Terms of Reference – Resolution to adopt amendments to the Highways Committee’s Terms of Reference. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**

21/012. Grant applications – Resolution to approve grant applications for 2021/22. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**

21/013. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
SSE Southern Electric	Refund for over estimation of usage - green	£284.19	£298.40	
Ladybirds	Recouped service costs	£538.45	£538.45	
HMRC	VAT payment	£89,612.56	£89,612.56	
Strive Bootcamp	October/November invoice payment	£130.00	£156.00	
SSE Southern Electric	Wayleave payment for Brenda Gautrey Way	£196.70	£196.70	
Ladybirds	Quarterly rent payment	£1,655.00	£1,655.00	
Strive Bootcamp	December invoice payment	£80.00	£96.00	
		£93,370.82	£93,601.81	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2021	£4,514.80	£4,514.80	-
HMRC	Tax and NI for December 20 (month 9)	£789.68	£789.68	-
Calor Gas	Gas delivery to the pavilion (DD)	£797.29	£837.15	1895
Wilby and Burnett	Architectural services	£16,200.00	£19,440.00	1898
SEH French	Construction of VH & Nursery (cert no 11)	£418,609.63	£502,331.56	1899
Elveden Estate & Farms	Christmas tree for the village green	£1,440.00	£1,728.00	1902
South Cambs District Council	Waste collection (April 20 to March 21)	£2,076.75	£2,076.75	1903
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	1904
Robin Hood Energy	Invoice from 01/10/20 to 12/12/20 (DD)	£603.15	£723.78	1914
Wave	Sewerage charge for Recreation ground	£588.14	£588.14	1916
		£448,786.11	£536,829.86	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Jan 21	£299.33	£299.33	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Xero	Accountancy package cost (DD) - Dec 20	£24.00	£28.80	1892
Amazon Tree Surgery	Crown lifting trees on green	£450.00	£450.00	1893
Backstop Ltd	Accountancy support December 20	£50.00	£60.00	1894
JEE Electrical	Erecting Christmas lights, providing hooks & ties	£210.00	£210.00	1896
RFO	Expenses re sim card for pavilion - Dec 20	£9.08	£10.90	1897
MTC Engineering	Professional charges re carpark management plan	£427.50	£513.00	1900
SSE - Southern Electric	Streetlighting cost x 3 invoices (DD)	£102.36	£107.46	1901

BCS	Payroll processing	£35.00	£42.00	1905
CSA	Cleaning items for the pavilion	£47.25	£56.70	1906
A Mappedorum	Replacement lights in Pavilion	£750.85	£901.02	1907
SSE - Southern Electric	Electric invoice for the Pavilion (DD)	£213.14	£255.76	1908
British Gas	Electric for Nursery (up to 1st Dec 2020)	£344.74	£361.97	1909
British Gas	Electric for Village Hall (up to 30th Nov 2020)	£362.48	£380.60	1910
Backstop Ltd	Accountancy support January 21	£50.00	£60.00	1911
RFO	Expenses re sim card for pavilion - Jan 21	£9.08	£10.90	1912
Xero	Accountancy package cost (DD) - Jan 21	£24.00	£28.80	1913
CB Creative	Happy Christmas banner for village green	£150.00	£180.00	1917
		£3,730.81	£4,163.64	
Multipay card				
Mafez Ltd	Samsung tablet	£204.17	£245.00	1915C

Cllr Bolitho queried cost of replacement lights in the pavilion. Noted that there is a problem with the system which is causing the lights to blow. Resolution to pay these invoices. Proposed Cllr McCarthy and seconded by Cllr Ward. **RESOLVED.**

- 21/014. Management accounts** – to review the monthly management accounts – Report noted. Cllr Bolitho queried NI employer contributions. RFO clarified that it was included with the gross pay. We have previously asked to separate but too difficult. RFO to query again.
- 21/015. Bank reconciliation** – to review monthly bank reconciliation – Report noted. Cllr Hewitt left the meeting at 9.45pm.
- 21/016. Matters for consideration at the next meeting** – Precept and budget setting
- 21/017. Dates of next meetings** – CALF 19th Jan, Planning 21st Jan, FLAC 28th Jan, Full 2nd Feb
- 21/018. Close of Meeting** – 9.48pm.

Signed _____ (Chair) Date _____

21/022. Reports

District Councillors' Report for Cottenham and Rampton – February 2021

To follow

Contact us

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

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County Councillor's report for Cottenham, Rampton & Willingham February 2021

To follow

Tim Wotherspoon

CLERKS REPORT – February 2021

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 **05/1/21**
LHO checking programme
- **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. 5/1/21 AC chased up with LHO
- **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. 5/1/21 LHO to assess once drainage issues resolved in Victory Way. May require additional gully on Lane to reroute water into Victory Way.
- **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. 5/1/21 LHO to check Capital Management programme to see if included, is a 3-year rolling programme. Resurfacing is beyond LHO's budget, but any Cat 1 issues will be fixed.
- **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). Gullies 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 gullies 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 gullies plotted
<https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmqXhuTs738MzuraGOCov6Xrx1Bf9> 25/09 gullies due to be jetted within next two months. 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. 5/1/21 November gully cleansing missed Beach Road, LHO aware, and checking with team responsible to check if finished/let them know Beach Rd still to do.

- **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. 5/1/21 bollard ordered for outside 91 High St. Replacement for knocked over bollard on High St by Margett St junction scheduled, LHO having issues sourcing replacement. Will be metal bollard with tape, instead of concrete.
- **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. Gullies 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. 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. 5/1/21 LHO Waiting to hear if funding available to replace whole run, will know in next month or two.
- Missing 30mph sign Oakington Rd- resident has contacted us again as sign is still missing. Asst clerk has chased with LHO. 5/1/21 LHO to speak to Development Management Inspector/check they have signs in storage. LHO believes developer applying to move 30mph limit, which may be why not reinstated yet.
- 5/1/21 Large potholes reported on Rook Street. LHO inspecting 6th or 7th Jan **fixed 20/1**
- 5/1/21 Potholes reported on Broad Lane. If enough large potholes, LHO will send dragon patcher for ½ day
- 5/1/21 Collapsed cover on Rampton Rd, LHO reported to Virgin Media, to be fixed in next day or two.
- **26/1/21 Pavement outside Denstons Carpets 91 High Street – trip hazards caused by tree roots. Resident reported tripping and sustaining injuries. Asst Clerk reported to Highways/LHO. Cllr Wotherspoon has also flagged. LHO marked as urgent repair (within 5 days)**

Recreation ground

- Cricket club have been notified that the screens have fallen over. Asked to secure safely.
- **CUFC have advised that the league will be extended into May – could cause cross over with cricket season so will need to be mindful.**

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. **New Project Manager (Howard Jones) has been in contact and the revised project start date looking to be spring 2021. They are now in the process of obtaining planning permission.**
- 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.
- **Cllr Ward attended a Parish Council Carbon Footprint tool workshop run by Centre for Sustainable Energy on 12th January.**

Facebook

- 1320 likes/1507 follows. Over 420 people have read the flooding/drainage article linking from FB to our website.

Major developments

Persimmon:

- Surface water displacement concerns affecting all three sites under development
- Pedestrian safety issues on Oakington Road due to footway delays

Bellway:

- Bellway complete but issues continue with footway and bridge out of the estate. No update on the culvert works.
- Persimmon frustrated by delayed access to complete footway – works are required by Bellway before Persimmon can begin their works

Redrow:

- Redrow ground-working the Rampton Road site
- CPC have chased s106 monies

This Land:

- Met with Kier who may submit revised This Land application in April

General

- Oakington Road / Rampton Road redesign seems likely to be a real issue
- CPC intervening on Oakington Road pedestrian safety issue

Tenison Manor:

- Walkabout meeting being set up in February to check highways etc.

Village Hall & Nursery

- Awaiting final valuations/ invoices – expected close to budget
- Options on repaying the debt being prepared for FLAC

- The Nursery is at or near “practical completion”; possible insurance issue
- Our Operator appointment process is currently on-hold due to COVID-19 concerns. Face to face interviews now scheduled for April at the request of the potential operators
- A short video is available and nominated for a Parish Council Oscar 😊
- Draft “Heads of terms” prepared and shared with CCC, FLAC and Operators.

- The Hall is nearing “practical completion”
- Preparations are in hand to make the downstairs Hall usable safely
- Building Control sign-off is close with Fire Notices etc to be fitted.
- Cambridge Kids Club may be the first user, but there are contract issues.
- Draft contract terms have been prepared and will be available when required.

- The Portakabin will be removed and ground restored during February half-term.
- Road and Parking essentially complete and the EV point fitted.

“A lovely new hall and nursery”

Neighbourhood Plan Referendum

In March last year, our Neighbourhood Plan was approved for referendum by SCDC. SCDC’s CEO personally suspended the referendum as she could not guarantee voter safety.

Later that week, HMG suspended all elections until 7h May 2021.

The vote may be suspended again in current circumstances.

We now have our new Hall, whose design allows safer people flows if the building is used as a polling station.

Drainage & Flooding issues

The services of our drainage team remain in demand with each significant rainfall.

We continue to investigate three key problem areas:

- Histon Road where excess water seems to flow off the ridge from Oakington Road
 - Probable blocked drainage route
- Broad Lane where Northstowe water may have leaked back thru the open flap valve
 - Risk Forum pursuing this with the developer
- Oakington Road ditches which have filled for the first time within memory.
 - CPC intervening to understand the issue

21/024 Consider likely financial outturn from 2020/21

Despite serious loss of income, the lockdown will also reduce our outgoings so we might expect to spend around £45K in Q1 leaving a surplus in our revenue account.

Bank Accounts		End December 2020		Movements		End of Year 2020/1	
CBS	72	General Reserve	100	Persimmon	140	General Reserve	100
Nationwide	50	Community/Hall Nursery Funds	252	Redrow	80	Community/Hall Nursery Funds	54
Triodos	50	Open Space / Sports	118			Open Space / Sports	118
Unity #1	65	Art / Bus / Other	13	French 12	(269)	Art / Bus / Other	13
Unity #2	48			French 13	(30)		
Unity #3	238			Other	(25)		
				Fittings	(50)		
VAT	88	Revenue account	113	Q1 expense	(45)	Revenue account	113
Assets	611						
Accrual/Creds/PAYE	(14)						
Total	597	Total	597	Shift	(199)	Total	398

21/025. Revenue budget - consider proposed net revenue budget of £307,275

Backdrop is the continued reduced level of income due to COVID-19 with virtually all facilities closed and expected to remain closed for a significant part of 2021/22.

Investment in the new Hall and Nursery has been limited to non-discretionary costs necessary to provide some Hall and Nursery functionality in the “base” scenario below. Only minimal marketing is appropriate and additional cleaning costs need to be passed on to the user wherever possible.

Following several reviews in relevant Committees or FLAC, two variants of the proposed revenue budget are presented here. The “possible” scenario assumes an earlier opening, justifying some investment in additional advertising, staff charges, marketing with additional income from the Nursery and “break-even” operation of the Hall.

CULTURAL, ENVIRONMENTAL AND PLANNING		Possible	Base
Open Spaces			
7402	Memorial/Open Spaces	954	954
7410	Tree Works	3168	3168
7433	Ditches and Ponds	1000	1000

0000	Balancing pond/little cut	1000		1000	
7417	Groundsman fees	41797		41797	**
7405	Rec Ground General Costs	4390		4390	
0000	Tennis courts maintenance	0		0	
TOTAL				52309	52309

		Possible		Base	
COMMUNITY FACILITIES					
7207	Pavilion Cleaning Materials	115		115	
	Pavilion labour (from salaries)	5557		5557	
7205	Pavilion Water/Sewerage	2500		2500	
7206	Pavilion Electricity	2000		2000	
7204	Pavilion LPG	3587		3587	
7208	Pavilion Maintenance	3656		3656	
	Rec ground building maintenance costs	464		464	
7419	Village Hall Cleaning costs	10000		5000	***
	Village Hall Cleaning costs - Materials	261		261	
0000	Village Hall Staff costs	6000		0	***
0000	Village Hall Service charges	5000		5000	
0000	Village Hall Water/Sewerage	3000		3000	
0000	Village Hall Electric	3000		3000	
8202	Xmas Concert Costs	2000		2000	
8199	Remembrance Wreath/event /Christmas lights	500		500	
7412	Youth Provision	10000		10000	
7403	Play Area	1500		1500	**
TOTAL				59140	49140

		Possible		Base	
DONATIONS AND GRANTS					
		5000		5000	
TOTAL			5000		5000

HIGHWAYS, FOOTPATHS AND LIGHTING					
7702	2021-22 Highways budget	5000		5000	
	Traffic survey	1431		1431	
7202	Footway Lighting electricity	1523		1523	
0000	Highway Jetting	0		0	
TOTAL			7954		7954

DEMOCRATIC REPRESENTATION					

		Possible		Base	
CORPORATE MANAGEMENT					
Staff & Member costs					
7000	Gross Wages	62000		62000	
7006	Employers N.I.	4000		4000	
7007	Employers Pensions	2155		2155	
6900	Members Expenses	300		300	
6901	Clerks Expenses	250		250	
8203	Training	684		684	
			69389		69389

		Possible		Base	
Administration					
6201	Advertising	3000		1000	***
7500	Printing	200		200	
7501	Postage	29		29	

7502	Telephone	140		140	
7503	Website maintenance	216		216	
7504	Office Stationery	385		385	
0000	Firesafe office hardware & Software	1913		1913	**
7507	Shredding	302		302	
			6186		4186

		Possible		Base	
Facility costs					
7100	Office Rent	4500		4500	
7102	Water Rates	2504		2504	
7200	Village hall & Green Electricity	300		300	
7607	Rates SCDC	9000		9000	
			16304		16304

		Possible		Base	
Professional fees					
7600	Legal fees	1980		1980	
7601	Professional fees	3978		3978	
7603	Auditing fees	3300		3300	
8201	Subscriptions	1000		1000	
			10258		10258

		Possible		Base	
Finance costs					
7899	VH/Nursery Loan repayments	141838		141838	
	Short-term loan interest	10000		10000	**
8209	Goode Bequest from Church & Causeway donation	1500		1500	
8211	Dissenters Cemetery Grant from C&C donation	1500		1500	

7901	Bank charges	619		619	
8204	Insurance	7051		7051	
			162508		162508
Other					
7606	Neighbourhood plan	2000		2000	
			2000		2000

		Possible		Base	
Income from Facility users					
4001	Income - Cricket Club	1160		0	***
4002	Income - Ladybirds Rent	6798		6798	
4003	Income football clubs (CUFC))	1236		0	***
	income (COLTS)	1648		0	***
4020	Skate Park	103		103	
4006	Cottenham Bowls Club	1442		1442	
4010	Aerobics Instructors	515		515	
4015	Rugby Club	309		0	***
4019	Cambridge Kids Club	13800		13800	
4021	Tennis Club	150		150	
4004	Income - Hire of Green/Rec	515		515	
4018	Income from Pavilion bookings (Club room)	800		800	
0000	Income from Village Hall Bar and Lounge Hall	0		0	
0000	Income from Village Hall Main Hall	11500		11500	
0000	Income from Office Space	4500		4500	
0000	Income from Event Space	0		0	
0000	Income from Nursery	27000		15000	***
4017	Town Ground Rent	340		340	
4906	Sponsorship	5150		5150	
4011	Recouped Utility costs	1545		1545	

4012	Bank interest received	515		515	
4013	Church and Causeway	3000		3000	
	Ditches & Drains fees	5000		5000	
0000	Landing Stage rent	0		0	
	Income from EV Chargers	100		100	
TOTAL			87126		70773

*** reductions between “base” and “possible”

** scope for further minor reductions

21/026. Likely financial spend in 2021/

With CCC, This Land and Kier likely to adapt their planning application to a more NP-compatible approach, it is likely that the development will obtain Reserved Matters approval within the year, potentially unlocking another tranche of s106 funding and transfer of much of the land to CPC as POS between Ramphill Farm and the Allotments.

How the additional land can best be improved and used for Cottenham residents needs to be assessed and appropriate investments of the s106 contributions made over subsequent years.

21/027. Future s106 receipts

To date, around £300K of s106 contributions have been received for “early years” and “Community facilities” with around £220K being claimed or of a total “expectation over 5 years” of around £1.5 million which will help pay down the debt.

These windfall s106 receipts will be supplemented by organic increases in precept receipts as the tax base – number of houses paying Council Tax – increases over these years, allowing significant reductions in precept. Net income in later years may also help.

Summary

These contributions, over 2 to 5 years could add up to:

- **£875,000+ towards “early years” education.**
- **£650,000+ towards Indoor Community Facilities**
- **£550,000+ towards Outdoor Facilities (Land, MUGA Pavilion etc.)**
- **£330,000+ towards Community Transport**
- **£95,000+ towards Burial Ground extensions**

This analysis ignores contributions for healthcare, primary education, highways improvements.

21/028. Precept for 2021/22

REVENUE					
Expenses (includes debt funding)			391,048		378,048
Income			87,126		70,773
Net (revenue funding)			303,922		307,275

If implemented as a precept, these represent:

- a 4% or 5% increase on the current rate per Band D household
- about 2.5% increase on today's actual £122.78 per Band D home
- a charge of £125 p.a. or £126 p.a. on a Band D equivalent home
- compared to today's 20/21 precept of £291,476

21/029. NALC Land ownership survey

NALC has recently engaged with Her Majesty's Land Registry regarding an online survey regarding land ownership (an issue key to many local councils, especially when it comes to development and neighbourhood planning).

HMLR have now sent NALC the final survey link which is here

(<https://wh1.snapsurveys.com/s.asp?k=160406652244>) and which closes **on 26 February 2021**. This survey is specifically for parish and town councils.

We are asking all Cambridgeshire and Peterborough councils to please submit this survey before the above deadline

21/030. Councillor training

CAPALC are running a 1 day course on Saturday 27th March. In line with our training policy, it is a requirement that all councillors attend.

Course Content

- Roles and responsibilities
- Powers, duties and precept
- Getting under way
- The council and the community
- Responding to Planning Applications

Cost: £75 per delegate from a member council

21/031. Speculative Development working party

Since the resignation of Cllr Smith and loss of Cllr Nicholas, the working party is now down to 2 members. Additional support required.

Appendix 1: Issues log

There were 11 reported incidents during January.

Date	Issue	Further details	Follow up
03/01/2021	Dumped caravan	Within the last 2 hours this mobile has been dumped on the main Smithy Fen route. Could someone please visit urgently (tonight) and alert the "on duty" environmental SCDC team, maybe the police? This has evidence on the windows and therefore maybe torched to destroy.	SCDC following up
04/01/2021	Dumped caravan	Just to let u know a chalet is in the lay.-bye on Lockspit just beyond my house. A broken wheel and Nationwide Caravans will be fixing/collecting tomorrow or latest Wednesday. Please do not remove, as family having to occupy it.	SCDC follow up
04/01/2021	Potholes	I am contacting you because I am concerned about the state of the road in Rooks Street. There are many deep pot holes along this road and I am worried that someone on a cycle or motorbike will have an accident. I know of one car driver who punctured a tyre in a pot hole opposite my house. With cars parked along one side of the road it is difficult to avoid these holes. I have contacted the council on two occasions. These pot holes have been filled in three times in the past but just return a few months later. Please can the local council do anything to help this dangerous situation?	Asst Clerk to follow up
05/01/2021	Potholes	Nasty potholes on Rooks St, Margett St and Corbett St. Also concrete bollard has been knocked over at the top of Margett St and has been left for some time.	Asst Clerk to follow up
06/01/2021	Street light	Street light between 49 and 50 Stevens close isn't working	AC to follow up
08/01/2021	Car park	Been walking dog on playing fields and has got locked in the car park. Wanted to get access code for the gates. Has also contacted the police for assistance.	Caller was in Cottingham in East Yorkshire!
11/01/2021	deer on Beach Rd	reports on social media of deer crossing Beach Rd	AC to follow up
12/01/2021	Flooding	Resident concerned about recent flooding on Twentypence Road and immediate vicinity	Cllr Morris to respond
12/01/2021	Flap valve	The valve on the Little Cut is stuck open	Cllr Graves repaired - was jammed by a log
26/01/2021	Pavement outside Dentons Carpets	Resident tripped and sustained injuries. Concerned dangerous for elderly. Pavement damaged by tree roots and poorly lit	AC reported to Highways/raised with LHO. Cllr Wotherspoon also aware and has flagged for attention

28/01/2021	Flooding	<p>lady on Church Lane, having issues with flooding in her garden. She thinks it might be caused by work her neighbour has had done in their back garden. He has a balancing pond in the back garden, and she thinks he made it smaller/has changed the bank around it, and has raised the levels so possibly his surface water is heading onto her land. It's a new build so she thinks it might have been part of the planning permission to have the pond put in, but can't find anything on the planning portal site, to see what conditions were put in place.</p>	Resident to contact enforcement and copy DC's
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