

AGENDA REPORTS PACK

FULL COUNCIL MEETING

January 2021

21/003. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 1st December 2020 at 7.30pm

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

- 20/243. Chair's Introduction and Apologies for absence** – Cllrs Hewitt (late) and Wotherspoon (meeting).
- 20/244. To accept Declarations of Interest and Dispensations** – Cllr Graves declared an Other Interest in items 20/251 and 20/253 and will take no part in discussions or vote. Noted that Cllr Jones has a dispensation regarding item 20/257. Cllr Bailey declared an Other Interest in item 20/261 and will take no part in the vote. Cllr Hewitt arrived at 7.37pm.
- 20/245. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 3rd November 2020 be signed as a correct record but noted that item 20/233 can't be discharged due to illegality against Standing Orders (Council can't create a sub-committee of a committee). Proposed Cllr Young and seconded by Cllr Graves. **RESOLVED.**
- 20/246. Public participation** – Standing Orders suspended 7.43pm. SCDC Cllr Gough spoke regarding item 20/256. He believes that CPC and SCDC should be working as partners in this matter otherwise it raises a fundamental issue and creates an adversarial relationship. Accepts that mistakes occur however the Shared Waste Service has provided a valuable service to the village. Enforcement is a tricky balance and is neither quick or easy. Accepts that more that could be done but it is wrong to state that nothing is being done. This sends a message that the relationship isn't working. SCDC Cllr Wilson raised concerns about the perception by residents. Cllr Morris stated that the item wasn't aimed at Cllrs but at SCDC. Standing Orders reinstated 7.50pm.
- 20/247. Reports**
- **SCDC** – report noted. Clerk still waiting update on repairs to the Moat dog bin – SCDC Cllr Wilson to chase again and obtain timescale for the works. SCDC Cllr Gough gave an update on Setchell Drove following a meeting earlier today on site. Although the caravans tipped into the ditch are on private land, the Shared Waste team will deal with removal (not a legal obligation to clear from private land). Waiting on the EA and police to give them permission and are working with the police on collecting evidence. Removal will be a costly and lengthy process. Discussion regarding measures to solve the problem at source; will be difficult to charge a way forward. Following the legal process, SCDC have the budget to install the gate on Setchell and not installing it is costing a lot of money in clearance. The newly proposed location is further away from the traveller site but there is still a resident objection. Noted that the problem with the fishery had been resolved and that emergency services were on board with the proposals. Cllr Graves confirmed that the gate will indirectly protect the IDB ditch as it will prevent rubbish being taken that far down the drove. Cllr Hewitt noted improvements to removal of fly tipping on Cow Lane/Broad Lane.
 - **CCC** – report to be circulated at a later date. No pressing matters.
 - **Clerk** – report noted. Cllr vacancy for co-option can now be advertised. Colts training re-starts on Wednesday with games this weekend. ZCC would appreciate an update on the free trees. Combined Authority budget consultation and SCDC Future Plans to be added to FLAC agenda. CEAG/Peter Pilbeam are chasing re. adding swift boxes to the village hall. We're installing one as part of planning conditions and could potentially put others up at same time while equipment to do so on site. Mr Pilbeam and a swift expert wish

to visit to assess, but currently there is a ban on visitors on site. Could possibly assess from outside building work perimeter and the pavilion may be a better location. Cllr Ward mentioned that a device would also need to be installed to emit sounds to encourage the swifts to nest. Concerns raised regarding the change in nature of the grant since it was given to us (originally to be used for an environmental project). Suggestion needs further consideration. Cllr McCarthy mentioned the need to replace the oak tree on the Green. SCDC Cllrs Gough and Wilson left the meeting at 8.13pm.

- **Major developments** – Bellway – One.network website showing that works are continuing through December which is good news. Persimmon – Cllr Morris confirmed that the roundabout design has changed and is now smaller than originally suggested; waiting further information from County Highways. Discussion about the removal of the speed cushions. Persimmon have agreed to pay some of the s106 monies early; we'll need to sign an indemnity so an EOM may be required. Redrow – they have sent information regarding cycle stands. Cllr Hewitt queried if any of the working parties/task and finish groups have met. Cllr Collinson reported that the bulbs had been planted. Cllr McCarthy mentioned that the war memorial planting had been done.
- **Village Hall & Nursery** – Report noted. Discussions regarding bar operation.

- 20/248. Committee vacancies** – Consider membership of the CALF, Highways, Planning and Standards Committees to fill current vacancies – Resolution for Cllr Loveluck to join CALF and Planning and for Cllr Ward to join Standards. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.**
- 20/249. External audit** – Consider review of the external audit report for 19-20 – RFO talked through the audit and matters raised.
- 20/250. Waterbeach to Cambridge consultation** – consider response to consultation (by 14th December) – Response still being prepared. Cllr McCarthy to send response on behalf of CPC. The idea of a Cottenham to Waterbeach cyclepath to be added in 'other comments'.
- 20/251. Church & Causeway** – Resolution to release donation of £1500 to the Dissenters Cemetery following response regarding maintenance. Proposed Cllr Young and seconded by Cllr Hewitt. **RESOLVED.**
- 20/252. Community Facilities Audit** – Consider response to Greater Cambridge Shared Planning Service and SCDC audit of facilities (Deadline 2nd December) – Cllr Morris has reviewed the information required and it is not appropriate to respond at this time due to not having an operating village hall.
- 20/253. Tennis court grant** - Consider Parish Council third party funding of the FCC grant application – Cllr Hewitt ran through the report. Noted that drainage channel would be installed around the outside of the courts. Resolution to spent up to £3k + VAT for a competitive quote to design submission and obtain planning permission. Proposed Cllr Hewitt and seconded by Cllr Collinson. **RESOLVED.** Discussion regarding match funding. Clerk clarified the use of the s106 monies received to date. Resolution for up to £10k match funding towards the cost of the tennis court conversion as part of the FCC/Amey grant application. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 20/254. Babysitting course** - consider budget proposal for a babysitting course from Connections Bus Project for 2021 – This course has been run successfully previously and is currently running in a virtual format in Histon. Resolution for budget proposal for 2021/22 to run a babysitting course at a cost of £1380 (for 12 young people – they pay £15 each). Proposed Cllr McCarthy and seconded by Cllr Stewart. **RESOLVED.**
- 20/255. Skateboarding lessons** - consider budget proposal for summer skateboarding lessons for 2021 - Cllr Hewitt ran through the costs (£160 per day for 5x1 hour sessions). Could charge a nominal fee of £2 per person. Resolution for budget proposal for 2021 to run 2

skateboard sessions at Easter and 5 sessions in the summer holidays. Proposed Cllr McCarthy and seconded by Cllr Bailey. **RESOLVED.**

- 20/256. 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 – Item deferred.
- 20/257. Village Hall** - Consider 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. The original delegation (from Oct-19) covers the construction phase only which CPC will consider as ended at 1-Apr 2021 and that the new group develops and publishes a launch plan – Cllrs Jones & Morris ran through the background to the report. Cllr Collinson left the meeting at 9.31pm. Discussion regarding the makeup of the working parties. Both working parties would report back to Council. Cllr Collinson returned to the meeting at 9.35pm. Resolution to set up a 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, Vice-Chair, Clerk and RFO. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.** Resolution to set up a 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. Membership will be Chair, Vice-Chair, Cllrs Bailey, Hewitt and Ward. Proposed Cllr Morris and seconded by Cllr Graves. **RESOLVED.** Cllr Young left the meeting at 9.46pm.
- 20/258. Social media policy** - consider wording for a social media policy, possibly to be incorporated into the existing Communications Policy – Item deferred.
- 20/259. Village Green tree works** – Resolution to accept quote to remove major deadwood and/or broken branches from 13 Lime trees on the village green. Proposed Cllr Hewitt and seconded by Cllr Henderson. **RESOLVED.**
- 20/260. Smithy Fen sewerage** - consider proposal on behalf of Anglian Water for in principle siting of an underground pumping station at the Landing Stage – Item deferred.
- 20/261. CPS PTCA** - consider request from the PTCA to allow a letter to be sited in the new Village Hall window or village green (if selected) as part of a village-wide Christmas game – Cllr Bailey outlined. CPC agreeable to use of the Hall if selected.
- 20/262. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
Ladybirds Preschool	Invoice Payment	£255.96	£255.96	
HMRC	VAT payment	£108,516.35	£108,516.35	
Bowls Club	Invoice Payment	£19.37	£19.37	
UK Power Networks	Rebate	£31.71	£38.05	
SCDC	Money for COVID Group	£400.00	£400.00	
Local Resident	Donation for bulbs planted on the green	£86.32	£86.32	
BB Fitness	Bootcamp on the green	£79.92	£95.90	
		£110,263.55	£110,460.65	

Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 2020	£4,547.93	£4,547.93	-
HMRC	Tax and NI for November 20 (month 8)	£1,212.62	£1,212.62	-
Cambridge Van Leyden	Engineering services re Village Hall	£1,254.00	£1,504.00	1872
Cambridge Van Leyden	Engineering services re Nursery building	£507.64	£609.17	1873
PKF Littlejohn	External Audit fees	£2,800.00	£3,360.00	1874
SSE Southern Electric	Electric invoice for the recreation ground (DD)	£1,271.48	£1,525.77	1875
SEH French	Building contractor costs in line with cert no 10	£438,542.02	£526,250.42	1880
Goode Bequest	Grant PC as resolved at November meeting	£1,500.00	£1,500.00	
AJ King	Monthly Groundman invoice plus supply of 3 x railings and welding work	£3,286.67	£3,944.00	1884
Cambridge Water	Water invoice for Allotments & Bowls Club	£592.30	£592.30	1891
		£455,514.66	£545,046.21	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Dec 20	£303.12	£303.12	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges and stationery items	£30.91	£37.09	1869
RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1870
BCS	Payroll Processing	£35.00	£42.00	1871
Calor Gas	Standing charge (DD)	£17.13	£17.99	1876
SSE Southern Electric	Electric invoice for the village green (DD)	£106.61	£111.94	1877
Robin Hood Energy	Electric invoice for the Nursery building (DD)	£119.61	£125.59	1878
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1879
Covid Group	Monies from SCDC for use by the Covid group	£400.00	£400.00	
Browns of Burwell	Heating oil for Ladybirds	£342.60	£359.73	1882
Watch the Dot	Updates and Maintenance	£350.00	£350.00	1883
Cromwell Fire Ltd	Fire Extinguisher service at Ladybirds	£288.08	£345.70	1885
Cromwell Fire Ltd	Fire Alarm & Emergency Lighting service at Ladybirds	£103.63	£124.36	1886
Robin Hood Energy	Electric invoice for the Village Hall (DD)	£119.61	£125.59	1887
Cambridge Water	Water bill for the Village Hall (DD)	£355.53	£355.53	1888
SSE Southern Electric	Electric invoices x 3 for streetlighting	£112.30	£117.90	1889
SSE Southern Electric	Electric invoice for the pavilion	£338.42	£406.10	1890
		£3,253.63	£3,499.94	
Multipay card				
SCDC	Planning application fee	£ 58.00	£ 58.00	1881C

RFO to confirm recharging of water for Allotments and Bowls Club. Cllr Morris clarified that Robin Hood Energy are now part of British Gas. Cllr Hewitt left the meeting at 9.52pm. Resolution to pay these invoices. Proposed Cllr Graves and seconded by Cllr Jones.

RESOLVED.

20/263. Management accounts – to review the monthly management accounts – Noted.

20/264. Bank reconciliation – to review monthly bank reconciliation – Noted.

20/265. Matters for consideration at the next meeting – social media policy, legal advice, Smithy Fen sewerage, 21/22 budget

- 20/266. Dates of next meetings** – Planning 3rd Dec, FLAC 8th Dec, Planning 15th Dec, Highways 17th Dec, Full 12th Jan 2021
- 20/267. Close of Meeting** – 9.55pm.

Signed _____ (Chair) Date _____

21/004. Reports

District Councillors' Report for Cottenham and Rampton – January 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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Neil Gough Email: neilgoughcrw@gmail.com Tel. 07919990299

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

To follow

Tim Wotherspoon

CLERKS REPORT – January 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
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly). 22/8/19 - Will be cleared and sprayed in next month with a view to grassing in spring 2020 (need further authorisation re. grassing) 11/06/20 LHO programming for later this year 23/06 order raised
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25/5/18 as new surfacing has solved issue (AC not convinced and will monitor). Still puddling, reported to LHO 19/10/18 – will be reassessed next financial year (2019/20). 22/8/19 – LHO will check puddling to Victory Way crossings when next wet. 11/6/20 - LHO still investigating, 23/06 Needs SCDC to sweep debris before able to assess
- **Footpath from Pelham Way through to High St** – 13/9/18 LHO confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done. No footpath budget available - will be reassessed next financial year (2019/20). 21/1/19 LHO hoping to shave tree roots in May 2019. LHO meeting Works Manager w/c 26/8/19 to discuss how to do without damaging neighbouring property. 11/06 on programme, timing unknown due to Covid restrictions 23/06 beyond capabilities of LHO, passed to Capital Management Team. Loose tiles on two properties adjoining footway, LHO has spoken to both residents, advising they need to rectify, will review in a month
- **Footpaths on Pelham Way**- LHO requesting funding for pavements to be resurfaced
- **Blocked Gullies** – 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout. Will be picked up when the gully cleaner does the surface dressing area on Twenty Pence Road (31/8/19). 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.
- **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.
- **Denmark Road** – 22/8/19 gullies due to be cleared shortly. LHO will examine report when received to check for specific issues. Works not undertaken last year hence why it may have got

worse. Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12 LHO has ordered jetting 17/1/20 LHO due to meet Maintenance Manager at the end of March to discuss Beach Road/Denmark Road and possible long term fix, postponed due to Covid restrictions. 22/05 Possible funding for surface work to Denmark Road from Junction of Rook st to Brenda Gautrey Way

- **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. 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- 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.
- **Issue with mice in the portacabin; pest control have treated.**
- **Car park lighting now operational.**
- **All sport currently suspended. Skatepark is closed again. Playgrounds can remain open.**

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

- December 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 – **New project manager starting Jan 21 and project has been delayed due to Covid.**
- Awaiting confirmation from Cllrs Bolitho & Loveluck that 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.

- **Repairs to Ladybirds have been completed.**
- Defib phone box door is sticking badly. Clerk awaiting quote from handyman.
- **Numerous issues with the Christmas lights on the Green shorting due to damp. Electrician looking at measures to prevent, including replacement cabling.**
- **Two separate developers have been in touch about meeting up (via zoom) – one speculative, one to go over their potential plans for the This Lane site.**
- **Details regarding sewage flooding around the top of Broad Lane/High St have been collated and passed to Cllr Gough for follow up with Anglian Water.**
- **Articles submitted to Cottenham Newsletter.**

Facebook

- 1317 likes/1500 follows.

Major developments

- **Bellway**
 - footway work resumed; carriageway and culvert work TBD
 - Fore-ditch did fill but not breach over Christmas
- **Persimmon**
 - CPC involvement with SUDS long term inspection/maintenance TBD
 - All ponds partly-filled at Christmas but well down on full capacity.
 - 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 / performance questioned (info chased from Highways)
 - roundabout construction likely in Sep/Oct 2021.
 - should accelerate CPC access to s106 EY funding for Nursery
- **This Land**
 - TL will probably appeal
 - TL will also submit more compliant alternate RMA
 - Initial 140-house layout comes some way towards us
 - Could yield usable sports land and better layout
 - Needs work to clear key vista (remove 2 houses?)
 - Need to review other issues
- **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 delayed by access difficulties and COVID

Village Hall & Nursery

- **Nursery**
 - Building and services substantially complete
- **COVID-19 vax centre**
 - Nursery building offered as Vax Centre for 3 months
- **Nursery Operator**
 - Virtual Interviews (Selection Panel) likely in February or March
 - February if acceptable and video viewings
 - March or later if physical viewing essential etc.
 - Draft Heads of Terms of Contract provided to bidders, lawyer and CCC
 - Reviewed by lawyer and CCC (and FLAC later this month)
 - Contract negotiation / Council endorsement TBD
- **Cost**
 - No significant change; report #12 in preparation
- **Finance** – gap approaching rapidly
 - Cash burn rate slightly lower than planned
 - S106 receipt rate also lower than anticipated due to COVID-19.
 - Project cash almost exhausted.
 - No progress on extended borrowing
 - MHCLG approval to extend borrowing; MP's team engaged
 - Persimmon and Redrow for early release of s106 funds
 - Backstop borrowing might also be possible from SEH French
 - Hat
- **Operations**
 - COVID-19 will further restrict possibilities in 2021
 - Preparing for limited COVID-safe low-risk use of Ground Floor.
 - Considering terms for Kids Club to move to new Hall from Easter
 - Parish Council Office (storage) to move during 2021 Q1
 - Functionality based on Hall/Kitchen/Toilets, Office and packaway Bar.
- **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.

Two Working Parties reporting to CPC, exist, 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 focuses 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.
 - Target tenants include:
 - Cambridge Kids Club
 - Parish Council
 - Aerobics etc
 - CUS&SC
 -

- 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.
 - The Pre-Launch WP might set some “community goals” in a vision statement supported by a set of principles and/or values to introduce new stuff from the Neighbourhood Plan, original business plan or elsewhere and this might be the task we set ourselves for the report to Council’s April (?) meeting.
 - The “May report” could focus on identifying customer categories, offered services and likely evidenced charge rates; while
 - The “June report” could assess additional capital and revenue costs (and contracts and likely grants) to deliver the operation as it grows over, say three, years.
- Overlaid on all that could be the mode of operation - from “arms length with annual grant” to “integrated subsidiary with committee and budget” or ...

21/006. 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.”

21/007. 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.

21/008. Smithy Fen sewage

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.

21/009. Fens Biosphere consultation

About the Fens Biosphere

The [Fens Biosphere Partnership](#) is working toward achieving UNESCO Biosphere status for the Fens. We believe The Fens provide a unique and valuable landscape that is worthy of this special status and deserves to be celebrated. To learn more, visit the [Fens Biosphere website](#).

Draft geography

The draft geography for the candidate Fens Biosphere can be found in a [series of maps](#). With this comes [an explanation for the current outer boundary](#) and what the area represents.

Why we need your help

In order to achieve UNESCO Biosphere status we have to identify the Fens Biosphere area and define outer boundaries that make sense to stakeholders and local communities. The draft

boundaries developed so far have come about through discussions with a range of partners.

We now really want to hear from a wide range of stakeholders: we would be grateful if you can spare 10-15 minutes and give us your thoughts about the proposed area for The Fens before we present this to UNESCO.

How to contribute

To contribute to the geography consultation, please fill in the few questions in this [short survey](#) **before 31 January 2021**. Please forward this email to any colleagues or any of your contacts you feel may have an interest in the Fens Biosphere.

21/010. LHI

21/011. Highways Committee Terms of Reference

21/012. Grant applications

Three grant applications considered at FLAC meeting on the 27th October 2020

In summary

Cambridge Search and Rescue – could benefit all members of the community. Request of £300 towards the purchase of three handheld thermal imaging cameras.

FLAC minute 20F/053 - Cambridgeshire Search and Rescue have requested a grant of £300 towards the purchase of three hand-held thermal imaging cameras to enhance their service, the committee assessed the application to be technically compliant

Mobile Warden Scheme – 16 members using the service (Total request is £800 based on £50 per person) to help with the running costs of the service.

FLAC minute 20F/053 -Cottenham Mobile Warden Scheme have requested a grant of £800 towards their running costs for the 16 members currently using the service, the committee assessed the application to be technically compliant.

Cottenham Community Centre –

FLAC minute 20F/053 - Cottenham Community Centre have requested a grant for £1200 to support an upgrade of heating provision to main hall which is required to support the enhanced ventilation requirements necessary under Covid secure guidance, the committee assessed the application to be technically compliant.

21/015. Bank reconciliation

Reviewed by RFO and Cllr McCarthy

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

In summary:

£71,839.79	Bank account 1 CBS
£237,900.25	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
£64,622.89	Bank account 6 UT Project
£522,906.04	Total Cash at Bank (as of the 31st December 2020)
- £11,466.78	Creditors
+ £70.22	Debtors
511,509.47	Net balance on bank reconciliation

+ VAT owing £88,135.00

Minus Accruals £2000

Minus PAYE: £790

Net assets: £596,854.48

Debtors

- BB Fitness - £63.94 (December invoice)
- Multipay card - £6.28 (for printer ink)

TOTAL £70.22

Creditors

- AJ King – £3800.00 (Groundsman invoice)
- A Mappedorum - £901.02
- Amazon Tree Surgery - £450.00
- Backstop - £60
- British Gas - £742.57 (electric for VH and Nursery)
- BCS - £42.00
- CSA - £56.70
- RFO - £24.80 (Sim card for pavilion/expenses)
- Elveden Estate and Farms - £1728 (Christmas Tree)
- JEE Electrical - £210 (Lights on the green and tree)
- Mafez - £245.00 (Tablet)
- MTC Engineering - £513.00 (VH/Nursery)
- SCDC - £2076.75 (Annual payment for bin collection at the Recreation ground)
- WAVE - £588.14 (sewerage)
- Xero – £28.80
- Accountancy package

Total £11466.78

Appendix 1: Issues log

There were 10 reported incidents during December.

Date	Issue	Further details	Follow up
11/12/2020	Broken cover	a cover on the footpath outside 53 Rampton road. The lorries are mounting the curbs to get past each other in the way to the Redrow building site	Reported to Highways
11/12/2020	Rampton Rd	Mud on road from Redrow estate	Already spoken to Matthew Moore
14/12/2020	Skatepark	Skatepark is flooded; what can be done to improve the drainage?	Reason for flooding is that the ground is saturated due to the amount of recent rain/snow
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14/12/2020	Skatepark	Skatepark is flooded; what can be done to improve the drainage?	reason for flooding is that the ground is saturated due to the amount of recent rain/snow
18/12/2020	Planning	Planning breach re. constructor vehicles on Ellis Close	Resident to contact Enforcement
21/12/2020	Pothole	Outside B&C motors is a long wide pothole, just heard two cars go over it resulting in two load bangs and then a car swerving to avoid it at quite a narrow part of the high street.	Asst Clerk to follow up
23/12/2020	Drains	the blocked drain on beach road just before the turning in to racecourse view	Asst Clerk to follow up
26/12/2020	Drains	As previously advised, all blocked from pinch point down beach road to turning of racecourse view, sick and tired of getting soaked by thoughtless drivers tearing through the flood every time it rains. They have been reported to CCC On numerous occasions which appears to have been totally ignored and then avoided when jetting was done 😞 When is something going to be done about them?	Asst Clerk to follow up
29/12/2020	Pothole	I have contacted the County Council 5 times since September 2020 about the state of the road in Rooks Street. Outside my property 2 potholes have formed, leading to a motorist having a puncture. Meanwhile the front of my house and window are soaked with pothole water. The potholes are dangerous for cyclists as well as hazardous to cars and vans. Filling in the potholes is only a temporary solution. The road needs resurfacing. There are larger potholes including one that is 45cm long.	Asst Clerk to follow up

29/12/2020	Pothole	is it not possible for the Council <u>to fill in the numerous pot holes</u> and make this popular little country lane (Broad Lane) more adaptable....as it seems that we will be in this extremely worrying situation for some time to come yet. Hoards & Hoards of people stroll down to the River (Cut),along the bank to the Church and beyond, along the towpath to Rampton or further into the Fens! excercising dogs & children or just out for an enjoyable stroll	Asst Clerk to follow up
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