

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 sites; 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 Mappledorum	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 _____