

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**April 2021**

## 21/061. Minutes

### DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 2<sup>nd</sup> March 2021 at 7.30pm

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

**In attendance:** 3 members of the public

**21/036. Chair's Introduction and Apologies for absence** – Cllr Collinson was warmly welcomed back. Cllr Collinson gave his thanks to everyone for their kindness and support during his illness. Apologies accepted from SCDC Cllr Wilson. Cllr Hewitt arrived at 7.32pm.

**21/037. To accept Declarations of Interest and Dispensations** – none given.

**21/038. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 2<sup>nd</sup> February 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**

**21/039. Public participation** – no comments at this stage.

#### 21/040. Reports

- **SCDC** – report noted. Cllr Collinson queried the Persimmon temporary footpath; there may still be a right of way issue to be resolved and it is hoped that work on the pavement to the front of the site will be started shortly. Discussion regarding the SCDC meeting on 23<sup>rd</sup> February regarding greater control of HGVs through villages. SCDC Cllr Gough confirmed that the commitment to promote road design for cycling and walking was unanimous and it was now a case of making everyone aware.
- **CCC** – report noted.
- **Clerk** – report noted. Arson incident at the Rec over the weekend. Cllr Hewitt thanked SCDC for the replacement dog poo bin. Cllr Bolitho wondered if more could be done regarding the blocked gully at the top of Margett Street. A bollard in that area is still missing and the Asst Clerk is still chasing. The LHO is having issues sourcing a replacement. NB: it will be replaced with a metal bollard.
- **Major developments** – Report noted. Cllr Morris stated that there were complications on the Bellway site regarding drainage and they are still trying to work out why the ditches to the front haven't drained. It is possible that the pipes are blocked or have collapsed. As a result, the road reinstatement in April may be delayed. Cllr Collinson queried what would happen to the properties on Histon Road if the pipes were unblocked. Cllr Graves ran through a diagram of the pipe locations. Pipes 2, 3 and 4 are all running. Not entirely certain about pipe 1 but surmises that is running also. Prior to Christmas none of them were working. Suspects that once the water table drops in the summer that everything will be ok. NB: pipe 3 will empty Persimmon and pipe 2 will empty the Bellway site ditch. It was noted that the standing water in front of the new developments could be because the pipes haven't worked properly for years. Don't know where any of the pipes start but possibly under the Redrow site. Cllr Morris commented that we were still waiting to see the Bellway CCTV report. Noted that the landowners are responsible for the pipes and under the Drainage Act they can't hold water back. NB: there was not supposed to be any runoff from the developments and they have to keep the water within their sites. This situation is an ongoing concern, and we are engaging with other agencies. This Land – have advised that they are amenable to moving the access road to the edge of the site, rather than potential bisecting the Recreation Ground. Cllr Young commented that several solar studs on Rampton Road

have been damaged or are missing following the work done by Redrow contractors; needs reporting to Streetworks. Resident 4 joined the meeting at 8.02pm. Cllr Hewitt asked about the possibility of buying the County land now which has held back; we can make an enquiry accordingly.

- **Village Hall & Nursery** – report noted. Concerns raised that there was an overspend on the project however Cllr Morris stated that the overall spend is under budget. There have been some extras that weren't initially budgeted for i.e., the emergency access road which was a Building Control requirement. Discussion regarding the costs and delays. Cllr Young commented that there was a lack of transparency regarding the cashflow and there didn't seem to be good governance regarding the project. Kids Club looking to move in late March. Cllr Young raised concerns with the satellite cable above the link door; Clerk to check. Noted that there is money held back as part of the contract for defects.

- **Pre-launch working party** – Report noted.

**21/041. Co-option** – consider applications for co-option to the Council – Standing Orders suspended 8.29pm. Candidate one introduced themselves. Have been living in Cottenham for 2 years and is very interested in helping the community. Candidate two introduced themselves. Has lived in Cottenham for 15 years and is involved with local groups including the flood group. All residents and SCDC Cllr Gough put into the waiting room at 8.34pm. Vote undertaken by a show of hands and Candidate one, Tracy Hutchison, was co-opted to the Council. Residents re-joined the meeting at 8.36pm. Both candidates were thanked for their applications; it was noted that another vacancy would be available from the end of the week following the period of notice. Resident 2 left the meeting at 8.38pm and Standing Orders were reinstated.

**21/042. Swift boxes** – consider installation of additional swift boxes at the Recreation Ground – Cllr Ward ran through the project details. It was a planning condition to have a swift brick installed in the new Village Hall however swifts are colony birds so a single brick isn't attractive. Standing Orders suspended at 8.41pm. Dick Newell, Action for Swifts, said that the boxes would also be attractive to house sparrows, great tits and other cavity-nesting birds. The group are concentrating on swifts because the species are in decline. The boxes aren't attractive to swallows who nest differently, and the entrance hole is too small for starlings. The noise attraction system is controversial so need to choose the time of day and volume appropriate to the location. The boxes would be tailor made to fit the locations. Already have several large projects in the vicinity including Fulbourn and Landbeach. Question whether we need someone to check the boxes and whether they require maintenance. Noted that there is no guarantee that the boxes will be used. Resolution that we permit the installation of 6 swift boxes to the village hall, 1 triangle on the pavilion under the eaves/gable (subject to survey), with associated call attraction systems at a cost of £390 + £80 installation. £411 to come from grant already received. Proposed Cllr Ward and seconded by Cllr McCarthy. **RESOLVED.** Mr Newell and Peter Pilbeam to liaise with the Clerk accordingly. Would be good to get resident involvement with the project. Mr Newell and Mr Pilbeam left the meeting at 8.54pm. Standing Orders reinstated 8.54pm.

**21/043. CAPALC affiliation** – Resolution to renew CAPALC membership at a cost of £946.44. Proposed Cllr Hewitt and seconded by Cllr Collinson. **RESOLVED.**

**21/044. PWLB loan** – seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £230,000 over a borrowing term of two years loan to bridge a gap in s106 receipts – Cllr Morris outlined. The resolution is formulaic and

has been suggested by MHCLG. Discussion regarding the term of the loan and amount. Not certain whether we can pay off early so would need to check. The resolution seeks to ask permission should we need the funds in 3-4 weeks time. RFO confirmed that she didn't have any concerns and we were likely to need the money very soon. Resolution that CPC seeks the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £230,000 over a borrowing term of two years for completion of the Village Hall and Nursery project. The annual interest payments will be around £5,000 and the principal will be repaid after two years. It is not intended to increase the precept for the purpose of the loan repayment. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

**21/045. VH pre-launch working party membership** – Resolution for Cllr McCarthy to join the working party. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**

**21/046. Broad Lane ditches** – consider issues with Old Rec and Broad Lane ditches – Cllr Graves has been in contact with Mr and Mrs White regarding potential flooding to their frontage due to issues with the flap valve on the Little Cut not operating properly. A hydraulic flap may still have problems. Would be worth looking at it in the summer, when water levels have dropped, to see why it isn't sealing better. The balancing pond is working well. CPC need to do more maintenance to the ditch along the front of the Old Rec site (Broad Lane side). Would be worth approaching County because the 9" pipe on their land needs renewing all of the way to the IDB ditch. Need to look at how we take this forward.

**21/047. Connections Bus** – Resolution to register an in principle interest in new Covid-safe youth venture run by the Connections Bus. Proposed Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.**

**21/048. Remembrance Oak tree** – Resolution to purchase a replacement oak tree for the village green up to a value of £500. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**

**21/055. Bank reconciliation** – to review monthly bank reconciliation – Report noted.

**21/053. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
HMRC	VAT payment	£46,041.21	£46,041.21	
SCDC	Section 106 Early Years payment	£139,771.24	£139,771.24	
Bowls Club	Electricity recharge	£37.44	£37.44	
Ladybirds	50% of boiler repair recharge	£27.50	£27.50	
Cambs County Council	S106 monies (Early years)	£76,460.20	£76,460.20	
		<b>£263,211.51</b>	<b>£263,386.29</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for March 2021	£4,776.53	£4,776.53	
HMRC	Tax and NI for February 2021 (month 11)	£1,193.06	£1,193.06	-
SEH French	Supply & installation of gutter lining with outlet at Ladybirds	£424.00	£508.80	1935

SEH French	Removal of window, make good & brick up at Ladybirds	£1,227.00	£1,472.40	1936
Zurich Municipal	Insurance cost for the Nursery building	£671.35	£671.35	1938
AJ King	Monthly groundsman invoice	£3,166.67	£3,800.00	1943
CSG Utilities	Line placements re broadband at the Village Hall	£1,900.00	£2,280.00	1944
SEH French	Contract invoice re certificate 13	£165,064.19	£198,077.03	1945
Zurich Municipal	Insurance cost for the Village Hall building	£1,321.02	£1,321.02	1947
British Gas	Electricity Bill - Village Hall - 1st Nov to 31st Jan (DD)	£2,647.81	£2,780.20	1950
SSE Southern Electric	Electricity Bill - Rec ground (Ladybirds & Bowls Club from 31st Oct - Feb 11th	£1,285.02	£1,542.02	1955
		<b>£183,676.65</b>	<b>£218,422.41</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension March 21 (DD)	£328.89	£328.89	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1937
Xero	Monthly charge for accountancy package (DD)	£24.00	£28.80	1939
RFO	Expenses re sim card for the pavilion	£9.08	£10.90	1940
BCS	Payroll processing Jan 2021	£35.00	£42.00	1941
SEH French	Access Scaffold for signage installation	£450.00	£540.00	1948
SSE Southern Electric	Electric invoice for the pavilion (DD)	£288.69	£346.42	1951
SSE Southern Electric	Electric x 3 for the street lights (DD)	£99.24	£104.18	1952
CSA	Dispenser soap x 4	£84.72	£101.66	1953
SSE Southern Electric	Electric for the Village green (DD)	£36.05	£37.85	1954
British Gas	Electricity for the Nursery (DD)	£285.27	£299.53	1956
		<b>£1,862.94</b>	<b>£2,106.63</b>	
<b>Multipay Card</b>				
Street Solutions UK	Flood risk road sign	£31.64	£37.98	1942C
Planning Portal	Planning application payment	£58.00	£58.00	1946C
Amazon UK	Post box for village hall	£24.92	£29.90	1949c
		<b>£114.56</b>	<b>£125.88</b>	

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

**RESOLVED.**

**21/049. EV Charger** – consider charging rates for use of the EV point at the Recreation Ground – Item deferred.

**21/052. Village hall cleaning** – consider appointing cleaner for the Village Hall – Cllr Morris outlined the report. Resolution that we appoint cleaner for the Village Hall on a temporary

basis (6 months) with a value of no more than £500 per month. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**

- 21/050. Playground reinstatement** – consider reinstatement/refurbishment of play area at the Recreation Ground – Cllr Hewitt outlined the report and suggested location. Location suggested but will need to be professionally designed and 3 quotes required for the works. Resolution to spend up to £10k of s106 Open Space monies to reinstall the toddler play area at the Recreation Ground. Proposed Cllr Morris and seconded by Cllr McCarthy. **RESOLVED.**
- 21/051. Village hall room names** – consider formal room names for the village hall – Item deferred. Clerk to circulate pictures of the rooms.
- 21/054. Management accounts** – to review the monthly management accounts – Report noted.
- 21/056. Matters for consideration at the next meeting** – items to the Clerk.
- 21/057. Dates of next meetings** – Planning 4<sup>th</sup> March, CALF 16<sup>th</sup> March, Planning 18<sup>th</sup> March, Highways 23<sup>rd</sup> March, FLAC 30<sup>th</sup> March, Full 6<sup>th</sup> April
- 21/058. Close of Meeting** – 9.58pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## **21/063. Reports**

### **District Councillors' Report for Cottenham and Rampton – April 2021**

#### **Covid related grants to businesses and discretionary/hardship grants**

The Business Support Team at SCDC has been supporting all local businesses, big and small, through our website, our business newsletter and by direct contact by our business support team; we have advised a staggering 2000 businesses over the past 12 months. We have paid out a total of £10,570,066 in Government business grants to 4,447 local businesses since last November and £3,550,204 in discretionary/hardship grants. We are awaiting details of what further monies we can expect and hence what activities and businesses we will be able to help going forward.

#### **SCDC 5 Year Housing Land Supply**

The concept of an Annual Position Statement (APS) on housebuilding was introduced by the government in 2018. Under this process, local planning authorities like SCDC must demonstrate that they are on track to deliver the minimum number of new homes (in the projected five-year period) that the national government has set. Widely known as the 5-year housing land supply (5YHLS) the failure to be able to demonstrate one means that a 'tilted-balance' applies; in other words, it becomes difficult for the planning authority to refuse planning developments large and small that fall outside of the Local Plan framework. The previous administration at SCDC (i.e., pre-2018) failed to maintain a 5YHLS and this led to the council's planners being obliged to approve developments that, under normal circumstances, they would not. During this time and in common with many villages in the district, Cottenham suffered from the approval of developments that were outside of the agreed village framework and many of these are now being built out.

We are pleased to report that the council has recently reassessed its 5YHLS figure and despite the uncertainties of Covid has increased the figure for Greater Cambridge (South Cambs and Cambridge City) from 5.4 to 6.1 years. Good news indeed!

#### **Extension to construction working hours**

Until 30 September 2021, government guidance requires local planning authorities to approve requests to extend construction working hours temporarily so that sites can operate until 9pm, Monday to Saturday, unless there are very compelling reasons against this. This will ensure safe working in line with social distancing guidelines.

Local authorities have 14 calendar days to consider applications for extension to construction working hours and will endeavour to respond within 10 days. If the local planning authority does not determine the application within 14 days (excluding public holidays), the revised working hours are deemed to have been consented to and construction can take place in accordance with these new hours.

Requests to extend construction working hours temporarily so that sites can operate until 9pm, Monday to Saturday, are expected to be approved unless there are very compelling reasons against this. This will ensure safe working in line with social distancing guidelines.

#### **New round of Community Chest grants**

A £30,000 Covid recovery grant fund to help local community groups and parish councils resume activities has been launched. The Council's Grants Advisory Committee has temporarily amended the rules around eligibility criteria for its Community Chest Grant scheme for the next two months to allow applications for grants of up to £2,000 for Covid recovery related projects and initiatives. It will be open to all parish councils and community groups and applications are now being accepted until 10 May 2021.

Meanwhile, the normal Community Chest Grant scheme continues to run for community groups for a maximum grant of £1,000.

### **Construction of new council housing**

SCDC are increasing the number of council properties available for people on lower incomes and have built 66 new council homes in the last 12 months (the target was 50). These are built to a high specification and some of the properties have solar panels and air-source heat-pumps

### **Gipsy, Roma and Traveller Workshops**

On 25 March, Eileen attended a Gipsy Roma and Traveller (GRT) cultural awareness workshop. This is an initiative led by Emma Hilson for the Community and Safety Partnership. Those attending were asked to complete an online learning package beforehand which covered the legislation that recognises GRT Groups as having protected characteristics within the scope of the Equality Act. The workshop was mainly intended to discuss how best to deal with unauthorised encampments. It is recommended that members of Parish Councils complete the online learning package in order to gain an insight into some of the obstacles faced by members of GRT communities when accessing services that settled communities take for granted such as health care and education and how to deal with an unauthorised encampment should one arise.

### **OxCam Expressway**

On 18 March, the Secretary of State for Transport announced that plans for a OxCam Expressway would not go ahead. However, plans for upgrading the A428 between Caxton Gibbet and the Black Cat Roundabout on the A1 will still go ahead. This will improve journey times between Cambridge and Bedford/Milton Keynes.

### **Consultation on East West Rail**

The consultation on East West Rail started on 31 May and will run until 9 June.

<https://eastwestrail.co.uk/consultation>. The consultation includes options on the stretch between Bedford and Cambridge but discounts the option of a northern route that would have joined up with Cambridge North Station. That option has been discounted for a number of reasons that are explained in the consultation document.

### **County Councillor's report for Cottenham, Rampton & Willingham April 2021**

Tuesday 2 March 2021 At the beginning of the Cottenham Parish Council meeting, in discussing the pedestrian link at last opened from "Redland Grange" to Rampton Road, it was regretted that there could not have been a direct link between Oakington Road and Rampton Road through the new developments. It was claimed in response that this would have been difficult to arrange when the majority of the village was totally opposed to the planning applications on the three sites. As you know I completely disagree with this claim. Apart from anything else, the impact of the roundabout enlargement on the almshouses was used to stir up opposition – but the latest design is not a two-lane roundabout, rather a widening of the approach from Oakington Road. Furthermore, no public meeting was ever told that the independent housing needs assessment, commissioned from AECOM as part of the evidence base for the Cottenham Neighbourhood Plan, came up with figures around 700 by four different methodologies. If people had been told that a link for motor vehicles from Oakington Road to Rampton Road through the new developments would have minimised the loading on that junction, that the developments being on the south end of the village would minimise impact of traffic heading to Cambridge and back, that the B1049 was the only radial out of Cambridge with any spare capacity, that Cottenham was the fourth most sustainable settlement in South Cambridgeshire in terms of public services, especially education and health, shops and other

facilities, that the developments were going to finance extending the Histon Road cycleway further into the village, making the crossing safer for cyclists arriving from Cambridge, that the secondary-school child yield from the new houses would make up for loss of pupils from Cottenham Village College to the new schools at Waterbeach new town, and that the development would provide significant funding towards village services and facilities, such as the new Village Hall and Nursery, they might not have felt whipped up into such a state of anxiety (and Cottenham Parish Council would not have wasted £12,000 on pointless legal fees). The single point of entry into Tenison Manor is another consequence of opposition by the parish council to a major development, and reluctance to engage positively with the emerging development proposals (the same negative approach that has resulted in three disjoint housing estates between Oakington Road and Rampton Road, instead of a comprehensively developed unified site with through-connectivity - a failing which will rightly be laid in perpetuity at the door of the parish council).

Wednesday 3 March 2021 It was a relatively quiet Budget. After the Global Financial Crisis from 2007 to 2009 George OSBORNE cut spending and raised taxes too soon, thereby delaying the recovery (in which – perhaps as a result of “austerity” – it turned out that we were not all in this together after all). Brexit was the comeuppance for that hubris. So Rishi SUNAK will continue spending on the “never never”, with repayments starting on a rise in corporation tax from 19% to 25% in 2023. Unison, the public services union, assessed funding shortfalls: <https://councilcuts.unison.org.uk/data-visualisation/p/1>. Page 6 on East Anglia shows a “funding gap” of £399,000 for Cambridgeshire County Council, which isn’t bad after ten years of austerity, and keeping our council tax increase to 3.5% (against the 5% for which government claims of local authority spending power were reported). About 80% of our £600m total budget goes to social care, and in this context we have a balanced budget to all intents and purposes.

Wednesday 10 March 2021 The South Cambridgeshire District Council Planning Committee approved a new police station on land south west of the Milton Park & Ride site, to include a one- and two-storey building containing offices, custody suites and associated facilities, along with new access, internal roads, car parking areas, landscaping and lighting. In what has become something of a pattern, the three Conservative members sided with Deborah ROBERTS in voting against the recommendation.

12 March Think Communities has introduced its new manifestation to local town and parish councils and started the conversation regarding how Cambridgeshire Local can work in our area. A summary document can be found [here](#). The Community Safety team will be focusing on addressing the impacts of physical decline in a neighbourhood – for example, litter and flytipping, or vandalism and graffiti, or neglected roads and pavements – working closely with Place and Economy colleagues as well as with district and city council partners and other agencies. The physical feel of a place is proven to directly impact the cohesion and quality of life of its residents, and, if not maintained at a decent level, can lead to broader social, health and wellbeing challenges, often referred to as the Broken Window Syndrome.

<https://www.gov.uk/government/news/prime-minister-launches-3-billion-bus-revolution>  
News story: Prime Minister launches £3 billion bus revolution. Bus strategy to see passengers across England benefiting from more frequent, reliable, easier to use and cheaper bus services. Government publishes major new bus strategy, outlining most ambitious reform to the sector in a generation. Buses will be more frequent, cheaper, greener and easier to use as government continues its levelling up agenda. Councils and operators will work in partnership for the benefit of passengers.

Prime Minister Boris JOHNSON today (15 March 2021) unveils the most ambitious shake-up of the bus sector in a generation, which will see lower, simpler flat fares in towns and cities, turn-up-and-go services on main routes, and new flexible services to reconnect communities.

[The government's new bus strategy](#), backed by £3 billion of investment, will see passengers across England benefiting from more frequent, more reliable, easier to use and understand, better coordinated and cheaper bus services.

The changes include:

- simpler bus fares with daily price caps, so people can use the bus as many times a day as they need without facing mounting costs
- more services in the evenings and at the weekends
- integrated services and ticketing across all transport modes, so people can easily move from bus to train
- all buses to accept contactless payments

We want to see operators and local councils enter into statutory 'enhanced partnerships' or franchising agreements to receive the new funding and deliver the improvements.

London-style services aren't appropriate for all rural and suburban areas, which is why the Department for Transport is today also announcing the recipients of the £20 million from the government's [rural mobility fund](#), which enables on-demand services – such as minibuses booked via an app – to be trialled in areas where a traditional bus service isn't appropriate.

Cottenham Parish Council Highways Committee discussed progress with cycleways, considered how a modal filter might work, and discussed how to make progress with exploring a 20mph zone.

On Wednesday 24 March 2021 Darryl PRESTON, the Conservative candidate for Police and Crime Commissioner, visited the scene of the high-speed collision with a bollard outside 194 High Street, Cottenam and talked to some of those involved.

New housing developments and public transport routes should be "loneliness proofed" and more public toilets and benches introduced to help people reconnect as coronavirus restrictions ease, according to a report. MPs and peers from the All-Party Parliamentary Group on Loneliness say the public needs more "safe and welcoming" public spaces to help them reconnect with others. The LGA said councils have a "critical role" in tackling loneliness and that the report makes clear that "long-term, sustainable funding for councils is needed so they can tackle this urgent public health issue."

On Thursday 25 March 2021 South Cambridgeshire District Council hosted a meeting with Anglian Water, the Environment Agency, Swavesey Internal Drainage Board, Swavesey Parish Council, district and county councillors, to discuss treatment of foul water from Cambourne West and Bourn Airfield at Utton's Drove, even though the Webb's Hole Sluice pumps and reinforcement of the banks of Swavesey Drain across Mare Fen had been agreed and financed as part of the "land drainage solution" for upgrading Utton's Drove Water Recycling Centre to handle the 10,000 houses at Northstowe. In the course of the meeting it turned out that Anglian Water was in breach of its discharge conditions in the operating permit for Utton's Drove, in terms of flow rate. In any case, the Environment Agency was reducing its maximum allowable concentration of phosphate in the outfall, and this is one of the factors to be taken into account in long-term planning. We were encouraged to engage in the Drainage and Wastewater Management Plan currently being prepared: <https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/drainage-and-wastewater-management-plan/>.

10am briefing on East West Rail public consultation, "Making Meaningful Connections", going live 2pm and running for ten weeks to 9 June. <https://eastwestrail.co.uk/consultation>. There is a 30-page consultation summary, a 300-page full consultation document, and a 400-page technical report

with appendices. Virtual consultation rooms go live on 12 April at <https://eastwestrail.co.uk/virtual>. The briefing to Cambridgeshire members focused on the sections from Bedford to Cambridge, in particular the main section of new railway and new stations, Section D from Clapham Green to the Eversdens, via Cambourne (with an “emerging preference” for a station north of Cambourne). It is also the most complex part of the consultation, with five different route alignments and six different station locations. There’s a revealing sentence “The new line would also support local aspirations to create more jobs and develop homes for people in areas along the route.” To me this is code for growing Bedford, a new town at Tempsford, major enlargement of Cambourne, and urban extension south of Cambridge associated with significant expansion of Cambridge Biomedical Campus. One of the most revealing points that Will GALLAGHER made about the East West Rail preference for entering the city by Cambridge South rather than Cambridge North was – with regard to the possibility of a Northstowe (parkway) station at Oakington – avoiding duplication of existing public transport connectivity (ie the current Guided Busway). EWR still sees a need for a Cambourne to Cambridge high quality segregated public transport scheme (apart from anything else to serve Bourn Airfield and the University West Cambridge expansion).

**Tim Wotherspoon**

## CLERKS REPORT – April 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 1/7/20. 05/1/21 LHO checking programme. **1/3 Network Manager confirmed will take place this year, waiting for date.**
- **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. **11/3 Cutting back vegetation could be carried out by volunteers under the Community Highways Volunteering Scheme**
- **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=1813xmqXhuTs738MzuraGOCov6Xrx1Bf9> 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. **11/03 LHO currently surveying Beach Road drainage to investigate cause of issues. Still waiting for ADC to carry out additional cleansing, having issues with them. All work due to be complete by 31/3. LHO hasn't received reports on gulley cleansing done in Nov. Beach Rd and top of Green two areas known to have been missed.**

- **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. **11/3 concrete bollard removed from corner of Margett St/High St. Still waiting for metal replacement.**
- **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. 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.
- **11/3 LHO to mark-up 2x limited parking bays by Post Office**
- **05/3 Missing Solar Studs on Rampton Road Cycle path reported to Streetworks. Marked as an on-going section 74 overstay. Company are in the process of sourcing replacements. Streetworks have stated the overstay will be in place until they are satisfied that the site has been returned as near as possible to its original state.**

#### **Pavilion**

- Nets are badly damaged – repair quote received. **Some damage is due to sports clubs shooting balls in the direction of the pavilion whilst using goalposts during lockdown.**
- 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.

## Recreation Ground

- New recycling bins ordered (will be placed either end of the playground/skatepark). Undertaken of review of the existing bins with groundsman and they have been re-distributed. SCDC Trade Waste to be contacted regarding new arrangements and **an additional 360l recycling wheelie bin will be added.**
- Sports teams contacted to gauge their return to play dates. **Training schedule has been drawn up accordingly and the Rec has swung back into action w/c 29<sup>th</sup> March. Regular meetings will be held to check how things are working. We have additional users i.e. Rainbows.**
- **New signage has been installed around the site. The Clerk was seen with a screwdriver in hand!**
- **Aquarius has been out to check the sewer pumps following an issue.**
- **Problems with parents walking their dogs onto the Rec during school pickup. Clerk has liaised with CPS Head. Additional signage in place on the driveway entrance.**
- **SCDC Elections team have been in contact re. viewing the new hall.**
- **Numerous viewings of the new hall have taken place. Interest shown for exercise classes, birthday parties, children's tennis and dance classes and a wedding.**
- **Problems again with anti-social behaviour and issues have been reported to the police.**

## Office move

- Asst Clerk has informed Royal Mail of change of address. List of suppliers being drawn up and contacted.
- **NHS Test & Trace QR code generated and has been installed on entry doors.**
- List of internal signage drawn up and being ordered.
- **Website, Facebook and email footers amended. Announcement made in next Cottenham Newsletter.**

## Misc admin

- March 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 Covid 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). **Black holding page for website in place.**
- New Life on the Old West – 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. **Clerk, Cllrs Lovelock and Morris attended a zoom meeting on 9<sup>th</sup> March.**
- Awaiting confirmation from Cllr Bolitho that new CPC email account has been set up.
- **Second edition of the Community Directory document has arrived.**
- 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 put forward works within the Zero Carbon Communities Grant however this was unsuccessful.
- Defib phone box door is sticking badly. Carpenter being contacted.
- **Permission given for Cottenham Fire Brigade to use the Rec buildings for a training exercise. As well as benefitting our local Brigade, we also gain by them having a working knowledge of the new buildings.**

- Cllr Lovelock has been on new Cllr training.
- Whyatts Fair is scheduled to attend the Village Green from 15<sup>th</sup> April – 25<sup>th</sup> April. Risk assessment received.

### Correspondence

- Next Waterbeach CLG meeting is 12<sup>th</sup> April. Cllr Hewitt has registered an interest in attending.
- Info received regarding a planned counterterrorism requirement for venues with a capacity of over 100. There is a consultation running until 2<sup>nd</sup> July. Recommendation that we should respond.

### Major developments

No further updates regarding Bellway, Persimmon or the drainage issues.

Redrow are still trying to discharge their traffic management condition but are being held by changing demands from County Highways. This would appear to be due to objections submitted by Oakington Parish Council.

This Land Ltd have completed the sale of the plot to Kier, who are expected to submit an application in mid-April. This Land are still protecting their position by submitting an appeal.

Next liaison group meeting is the end of April.

### Village Hall & Nursery

The Nursery operator interviews are scheduled for 28<sup>th</sup> April.

The Hall has been handed over and snagging is continuing. The Parish Office is now in situ albeit without wifi at the moment (due to be installed mid-April). Chairs have been delivered and tables expected mid-April. Fire extinguishers are now installed.

Kids Club are in situ and teething issues being ironed out.

Interest received re. hiring out spaces from various parties and numerous viewings have taken place.

### VH Pre-Launch working party

Consisting of Cllrs Morris, Bailey, McCarthy and Ward plus Clerk, this group is aiming to open up the Village Hall for general hire by 1<sup>st</sup> July (COVID regulations allowing). Timing will be kept under review in case of changes to COVID road map. Certain activities may be allowable earlier.

- We have drafted a 'vision' for the village hall for Council to consider and if approved would be promoted to the wider community to help manage expectations

Vision for Cottenham Village Hall – an initial view (subject to adjustment as use evolves)  
*The new village hall will be a multi-functional hub for the residents of Cottenham. It will provide space for community groups to meet and thrive, and ideally somewhere for families, spectators and casual visitors to the recreation ground to socialise and enjoy refreshments. As the financial viability grows, the hall will potentially be available for the benefit of Cottenham on a daily basis and become an important resource for residents, clubs and businesses.  
 The first floor will primarily be an events-led space, available for functions such as parties, corporate events and eventually weddings. As revenue from events grows it will help maintain affordability of venue hire for community groups and charities.*

- Indicative charges to be used for early booking enquiries have been drafted (subject to revision after development and approval of revised Business Plan in June/July)
- Tables, chairs & kitchen equipment have been purchased to enable hire of the ground floor by community groups, activity classes, and private functions
- Clerk and Cllr Ward are hoping to test market a simple kiosk service shortly, selling soft drinks, bagged snacks, ice-creams etc to recreation ground users.
- Further investment in equipment/systems/management resources is required before the 1<sup>st</sup> floor is usable for larger events/functions. An application to the Mick George Community Fund has requested funding for £13,000 of equipment – outcome should be known by end of April
- Before embarking on an appointment process for bar operator, options for operating the bar(s) are being examined and discussions taking place with potential operators:
  - A. Social club operates GF bar & pays rent
  - B. Bar operator pays rent and operates under own licence
  - C. Bar operator contracted to CPC to supply staff to operate bar(s) at agreed times
  - D. Bar staff employed by CPC
- Additional grants being applied for:
  - SCDC Community Chest for COVID screens for ground floor
  - FECA grant for audio system and hearing loop for ground floor
- Initial marketing material: preparations are in hand for publicity photos, FB page, digital flier
- Preparation of business plan by end June, or earlier if possible

### **New Life on the Old West**

- They are working with 50 community groups.
- First works will begin in winter 2021 with the main programme of events during 2022; the end date is later in 2023.
- Working with specialist ecology staff to check habitats at the start of the project and then 6 years later.
- Possible launch event in July 2021.
- There will be 94 enhancements over 34 sites. This includes 25 new pond sites and scrapes (shallow sites which dry out); 26 flower rich areas; translocation of 2 rare species, planting 570m of hedges, trees, bat boxes, bug hotels etc.
- Around 130 events are planned to involve and public and encourage volunteers. These include photo workshops, identification days, boat trips etc.

### **21/065. S106 Infrastructure Requirements**

I am writing in relation to the planning application reference 20/04906/OUT which proposes the construction of 34 affordable dwellings at Histon Road.

As you are well aware developments of this scale are required to mitigate their impact. This is through works in kind or the payment of financial contributions to infrastructure providers including the Parish Council. However, contributions can only be secured where plans for their spend have been adequately identified.

I have provided below a table showing the type of infrastructure that the Parish Council would have a direct interest in and would be grateful if you could arrange for this matter to be discussed at the appropriate Parish Council meeting or sub-committee and advise me which village projects the Parish Council has in mind for funding over the medium term.

Also, whilst typically only developments of 50 dwellings or over would be required to provide formal onsite play space and equipment, due to the location of the proposal it may be considered more appropriate to secure some on site play features in lieu of an offsite contribution. I would be grateful for any views that the Parish Council has on this.

Theme	Village projects
Sports	
Children' play	
Allotment and community orchard	
Indoor meeting space	
Green Infrastructure*	

\*Green infrastructure is a strategic, multi-functional network of public green spaces and routes, landscapes, biodiversity and heritage. It includes a wide range of elements such as country parks, wildlife habitats, rights of way, bridleways, commons and greens, nature reserves, waterways and bodies of water, and historic landscapes and monuments. It includes both land that can be open to the public and areas that are not accessible.

Please also consider the matters of Community transport and Burial space which were not mentioned in the table but which the Parish Council may look to request contributions towards.

### **21/069. Kids Club holiday rates**

Kids club would like to run a holiday club in zone 2 (usual space) in the school holidays for which they cater for up to 15 children each day. FLAC recommends a daily rate of £100 + VAT.

### **21/070. Cambridgeshire ACRE**

In terms of running the new village hall it would be useful to gain access to documents provided by Cambridgeshire ACRE i.e. hire documents, how to run bars etc. Membership of ACRE costs of £47.50.

### **21/071. SLCC East Regional Training Seminar**

Topics included in the seminar will include preparing for year end, update on GDPR, Internal audits, preparing for new councillors, and more. The cost is £45 + VAT pp.

### **21/072. CAPALC Code of Conduct Training**

Paul Hoey's training for members on the Code of Conduct explores the importance of maintaining high standards of conduct and examines the requirements of the local Code of Conduct, using real case scenarios for members to discuss. Areas which will be explored will include the use of social media, disclosure of confidential information and member-officer relations. Paul encourages as much discussion as possible around the cases so that members can see the issues from different perspectives and understand for themselves how cases have been resolved, whether formally or informally, including the role of party discipline.

There will also be an in-depth discussion on the requirements on members to register and declare interests, again with case scenarios to discuss.

The session is run by external presenters Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd, a company set up in 2012 to support local authorities in managing their

arrangements for handling councillor conduct issues. Paul was director of strategy at Standards for England from 2001 until its closure in 2012, and Natalie Ainscough worked as his deputy.

They have worked with over 400 authorities in one form or another through provision of training, investigative support and wider governance advice and are the national experts on standards arrangements and advised the Committee on Standards in Public Life during their 2018/19 review of the statutory framework. They were also commissioned by the Local Government Association to draw up a new model Code of Conduct and supporting guidance.

The sessions typically last between 2 and 2-and-a-half hours and costs £45+VAT pp.

### **21/073. SCDC Community Chest application**

The SCDC Grants Advisory Committee have agreed to relax the eligible body requirements for Community Chest Applications until 28 May 2021 committee meeting (and a second round of applications to be invited to June 2021 Committee if unspent funding remains). This is to allow any group or Parish Council to apply for a COVID recovery related grant of up to £2,000. The Committee can award a maximum grant allocation of up to £2000 specifically in the case of applications designed to mitigate the effects of the Coronavirus pandemic and aid recovery.

This is in addition to the standard Community Chest application that may be made.

It would be useful to have some screens in the village hall. To cover the width of the room would require 8 screens. It's cheaper to buy 9 (bulk discount). These have been sourced and would cost: 9 x £141 = £1,269 + VAT. Delivery is free.

<https://www.sign-holders.co.uk/virus-protection/protection-screens-shields/floor-protection-screen.html>

We could also look to purchase covid screens for the reception desk.

### **21/074. RoSPA inspection**

The annual playground inspection is due. The cost would be £68.50 each for the playground and skatepark. NB: due to Covid no inspection was undertaken in 2020.

### **21/075. Village hall room names**

Currently the rooms at the village hall are labelled 'zones 1-3'. Suggest that we consider more user-friendly names. The names will be used on marketing materials as well as the internal signage.

## **21/076. Zero Carbon Communities Grant**

The grant will open 10 May 2021

Applications are invited for projects under the three themes:

1. Community buildings
2. Tree Planting/Nature
3. Other projects which reduce carbon emissions

We wish to encourage South Cambridgeshire communities of all sizes and levels of experience to apply for these grants and bid for a share of £100,000.

The deadline for applications to be received by the Council is 5pm on Friday 30 July 2021.

We will be looking for projects which achieve wider community engagement and behaviour change around climate change and the environment as well as a measurable reduction in carbon emissions.

Potential applicants will also be provided with an opportunity to join a workshop on how to make successful grant applications; date to be announced shortly.

Possible grants could include improvements to Ladybirds, additional EV chargers or additional solar panels.

## 21/077. Village hall rates

### Indicative hire charges per hour for new village hall Cottenham – revised 30 March 2021

For use when responding to pre-launch/approved business plan enquiries. NB minimum hire period 2 hours

Room	Description & approx. capacity*	Commercial**	Community group/ Resident	Charity (not advertised)	Comments
Hall - Ground floor	121 m <sup>2</sup> . 80 at table/ 120 standing. Access to kitchen.	£20	£20	£20	No access to bar
Lounge – Ground floor	46 m <sup>2</sup> . 30 at table/ 50 standing. Access to bar (by arrangement) and kitchen	£20	£20	£15	
Hall + Lounge – Ground floor	167 m <sup>2</sup> . 110 at table/ 170 standing. Access to bar and kitchen	£35	£35	£30	Hirers of Hall needing access to bar will need to hire Lounge as well.
Events Space – First floor – with bar	160 m <sup>2</sup> . 100 at table/150 standing. Access to bar (by arrangement) and kitchen. View & balcony.	£150 Fri evenings, Sat & Sun all day £100 at other times	£75 Fri evenings, Sat & Sun all day £60 at other times	£25 for limited no. bookings (?6/year) As community at other times	Primarily for functions such as parties, corporate events and eventually weddings
Events Space – First floor – without bar	160 m <sup>2</sup> . 100 at table/150 standing. No access to bar or kitchen.	£100 Fri evenings, Sat & Sun all day £60 at other times	£50 Fri evenings, Sat & Sun all day £40 at other times	£25 for limited no. bookings (?6/year) As community at other times	Only if Ground Floor hall not available.
Office – Ground floor	23 m <sup>2</sup> .	£20	£20	£10	Pavilion may be better for business meetings
Lobby – Ground floor		£5	£5	£5	Probably as add-on to other hires

All rates are per hour \*assuming no COVID spacing \*\*including businesses charging for admission/attendance and possibly weddings as/when catered for.

## 21/078. Skateboard sessions

Email received from Shredder Skate School:

We currently run sessions at Burwell skatepark, Bury St Edmunds, Jesus Green Cambridge and Cherry Hinton Cambridge. The representative Councils of these locations allow us to run skateboard lessons on their skateparks due to the positive aspects it brings to these areas. Skateboard lessons ensure that children are being taught to use the facilities safely, ensures consistent use of the facility, promotes a healthy active lifestyle within the community, creates strong social groups for young people, and also provides a coach that will look after the skatepark and effectively police the area from anti-social behaviour.

We would like to run a free taster day at Cottenham skatepark for people from the local area towards the end of April. This will be run within Covid guidance and adhere to all Covid safe measures. After this event, we would like to operate each weekend offering our private group and 1-1 sessions.

When we are using the skatepark for our sessions, we do not expect sole use of the skatepark, and the public can still use the skatepark whilst sessions are being run.

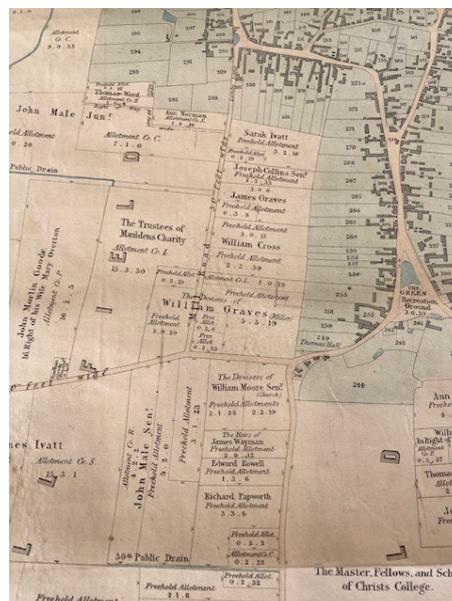
NB: Shredder are already well known to a lot of Cottenham kids and parents.

## 21/079. Repairs to tennis fencing and cricket netting

Both the fencing along one side of the tennis courts and the netting by the pavilion (protecting it from being hit by cricket balls) are badly damaged and require repair. Numerous suppliers have been contacted but to date only one has come back with a quote and is available. The cost for the works is £600. This includes replacing fence tension wires and repairing holes.

## 21/080. Public art

During the office move we have found a couple of copies of the Inclosures map – one on a scroll and the other folded. The suggestion is that we use some of the public art funds to repair and frame the Inclosures map and display on the corridor wall in the new village hall. The map is very large and as a piece of Cottenham history would look great displayed on the wall. Separately a period-style cabinet could be made to display the Inclosures book.



### **21/081. Memorial Football Match**

We have been approached to see whether the Recreation Ground would be available to host a memorial football match in memory of Danny Granger. The suggestion is that the event is held on Sunday 30<sup>th</sup> May (bank holiday weekend). By this time, in theory, spectators will be permitted at matches.

Ideally they would like to be able to provide a cuppa on the touchline as well by this time but we will have to wait and see how the rules change

### **21/082. Outdoor table tennis table**

CALF have agreed to apply for a grant via Living Sport to Mick George to purchase an outdoor table tennis table. The grant covers the cost of the table, anchor kit and bats and not installation.

### **21/083. Redrow Homes**

Redrow have approached us to ask whether we would be prepared to write to County Highways to state that we are happy and that their proposed traffic management plan is acceptable. Currently County are putting an increasing number of obstacles in the way of getting this condition discharged and asking them to provide information over and above anything required for the previous developments.

### **21/084. Memorial bench**

We have been approached by a resident to ask whether they would be able to supply a memorial bench in memory of her husband who was Head of Cottenham Primary School from 1971-1983. The suggestion is that the bench is located in the vicinity of the Tenison Manor green space or Moat.

### **21/085. Delegation of urgent and routine matters**

In light of changes to government legislation for zoom meetings (which now won't be permitted after 6<sup>th</sup> May), it has been suggested by the SLCC that Councils consider delegating authority so that any decision required regarding the operation of or development of any aspect of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Clerk in consultation with the Chair, RFO and the Chair of the relevant Council Committee with all decisions made being ratified at the first available meeting of the relevant committee.

## 21/088. 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
£94,827.11	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,437.60	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide
£56,733.42	Bank account 6 UT Project
£ (10.00)	Multipay card
<b>£371,946.10</b>	<b>Total Cash at Bank (as of the 28<sup>th</sup> Feb 2021)</b>
- £12,211.32	Creditors
+£0	Debtors
<b>£359,734.77</b>	<b>Net balance on bank reconciliation</b>

+ VAT owing £34,849

Minus Accruals £2000

Minus PAYE: £1193.06

**Net assets: £391,390.71**

### Debtors

#### Creditors (including VAT)

- AJ King – £3800.00 (Groundsman invoice)
- Algar Signcraft - £1836 (Sign for VH)
- Amazon £29.90 (Post box for VH)
- Backstop £60 (Accountancy support)
- British Gas £102.36 (Invoice)
- BCS - £42.00 (Payroll)
- Calor Gas - £1208.08 (Gas delivery)
- Calor Gas - £17.99 (standing charge)
- CSA - £101.66 (Hand wash/sanitiser for the VH)
- RFO - £10.90 (Sim card for pavilion)
- Planning Portal - £58.00 (planning applications)
- Robin Hood Energy - £723.78 (Electric invoice for VH)
- SEH French - £2521.20 (Work at ladybirds)
- Shred Station - £52.80 (Blue bin collection)
- SSE Southern Electric - £1579.87 (Electric invoice)
- Street solution UK - £37.98 (Flood equipment)
- Xero - £28.80 (monthly accountancy package cost)

**Total £12,211.32**

## Appendix 1: Issues log

There were 4 reported incidents during March.

<b>Date</b>	<b>Issue</b>	<b>Further details</b>	<b>Follow up</b>
01/03/2021	Rampton rd Bus stop suspended	Buses not stopping on Rampton Rd for two days due to single overnight closure	AC contacted streetworks/StageCoach. Re-routing changed
02/03/2021	speeding on Rampton Rd	request for traffic calming humps and crossing	AC replied accordingly
09/03/2021	Fly tipping	Rubbish has been dumped near 31 BGW	Resident given details on how to report to SCDC
17/03/2021	Speeding/ missing signage Oakington Road		AC replied accordingly