

AGENDA REPORTS PACK

FULL COUNCIL MEETING

May 2021

21/096. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 6th April 2021 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Hutchison, Loveluck, Stewart, Ward, Wotherspoon, Young, SCDC Cllr Gough, the Clerk and Assistant Clerk

In attendance: 1 member of the public

- 21/059. Chair's Introduction and Apologies for absence** – Cllr Hutchison was welcomed to the meeting. **Apologies accepted from** Cllr McCarthy (work) and the RFO.
- 21/060. To accept Declarations of Interest and Dispensations** – none given. Cllr Graves left the meeting at 7.34pm due to internet connection issues.
- 21/061. Minutes** – Minor amendment made to item 21/040. Amendments required to Cllr Loveluck's name. Resolution that the amended minutes of the meeting of the Full Council held on the 2nd March 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**
- 21/062. Public participation** – Standing Orders suspended 7.40pm. CCC Cllr Wotherspoon read out an email from a resident regarding issues with Smithy Fen. A copy will be forwarded to the Clerk to circulate. Standing Orders reinstated 7.43pm.
- 21/063. Reports**
- **SCDC** – report noted. Discussion regarding 5 year land housing supply and construction extensions.
 - **CCC** – report noted. CCC Cllr Wotherspoon clarified that Milton will be the principal police station but that a presence will be maintained in Cambridge.
 - **Clerk** – report noted. There has been a series of ASB issues at the Recreation Ground. The Neighbourhood Plan banner will be installed shortly. Swift boxes being measured up next week. Offers received regarding replacement oak tree for the village green. Clerk to contact PCSO regarding ASB issues and add item to May agenda.
 - **Major developments** – Report noted. Comment received that the Bellway pipe may have been installed – need to check.
 - **Village Hall & Nursery** – report noted. Cllr Hewitt queried the extension of time costs; Cllr Morris to get full explanation from architects. Cllr Young questioned the number of snags; some should have been picked up by architects. A meeting is being set up asap with the architects accordingly. Noted that we have a 12 month defect period.
 - **Pre-launch working party** – report noted. Discussion regarding looking into having a venue wedding licence and a 'lite' version of the vision statement. Clerk meeting with elections officer tomorrow and will check what we're allowed to advertise during polling day.
 - **New Life on the Old West** – Report Noted.
- 21/064. Risk assessments** – Resolution to adopt Covid and Village Hall risk assessments. Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/065. S106 Infrastructure Requirements** – consider projects for funding from S106 relating to potential development of 34 affordable homes off Histon Road – Cllr Morris outlined. Ideas to be submitted to the Clerk this week.
- 21/066. Internal audit** – Resolution to appoint Heelis and Lodge to carry out internal audit at a cost of £450 (no VAT). Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/067. Year-end preparation** – Resolution to appoint Backstop Ltd accountants to assist in year-end preparation and audit support at a cost of £800 + VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

- 21/068. Communications Officer** – Resolution to appoint Cllr Hutchison as Communications Officer in line with our Communications policy. Proposed Cllr Morris and seconded by Cllr Loveluck. **RESOLVED.**
- 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 – Rates to be reviewed at the end of the year. Resolution for Kids Club to run a holiday club in zone 2 (Hall) during school holidays at a daily rate for 2021 of £100 + VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/070. Cambridgeshire ACRE** – Resolution to become a member of Cambridgeshire ACRE at a cost of £47.50. Proposed Cllr Ward and seconded by Cllr Hewitt. **RESOLVED.**
- 21/071. SLCC East Regional Training Seminar** – Resolution for the Clerk, Asst Clerk and RFO to attend the SLCC East Regional Training Seminar on 21st April at a cost of £45+VAT pp. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**
- 21/072. CAPALC Code of Conduct Training** – Resolution for 2 members of the Standards Committee (Cllr Bolitho + AN Other) and the Clerk to attend virtual Code of Conduct training event at a cost of £40pp. Proposed Cllr Morris and seconded by Cllr Bolitho. **RESOLVED.**
- 21/073. SCDC Community Chest application** – consider submitting grant application for Covid screens for the Village Hall – Cllr Ward has drafted an application for Covid screens to go across the Hall and sneeze guards for the lobby reception desk. Resolution to submit Community Chest grant application. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/074. RoSPA inspection** – Resolution to book annual playground inspection at a cost of £68.50 each for the playground and skatepark. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/075. Village hall room names** – consider formal room names for the village hall – Discussions about various types of names/themes. Resolution to name the rooms as per description – lounge, hall and balcony room. Proposed Cllr Morris and seconded by Cllr Collinson. **RESOLVED.**
- 21/076. Zero Carbon Communities Grant** – consider submitting a grant application – Cllr Hewitt outlined and will work with Cllr Henderson on solar ideas; Cllr Loveluck will add information regarding tree planting. Clerk to liaise with Cllr Hewitt regarding suggestions for community buildings i.e. Ladybirds. Resolution to submit a Zero Carbon Communities grant application. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/077. Village hall rates** – consider indicative hire rates for the new hall – Cllr Ward outlined. Query regarding the commercial hire rate for the downstairs rooms. Rates and justification clarified. Resolution that the agree revised hire rates for the village hall are adopted. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 21/078. Skateboard sessions** – consider permission for Shredder Skate School to hold a free taster event at the skatepark followed by possible long-term hire agreement for weekly sessions – Clerk left the meeting at 9.11pm due to internet issue. Resolution to give permission to Shredder Skate School to hold a free taster event at the skatepark followed by possible long-term hire agreement for weekly sessions. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 21/079. Repairs to tennis fencing and cricket netting** – consider quote for repairs prior to tennis and cricket starting – Cllr Young queried if replacing like for like, and if so, was it adequate? Cllr Hewitt acknowledged not ideal but will protect building/tennis nets for this season. Longer term solution is needed. Resolution to accept quote for repairs to tennis fencing and cricket netting. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**

- 21/080. Public art** – consider using public art funds to repair and frame Inclosures map and display cabinet for Inclosures book to be located in the Village Hall – Clerk returned to the meeting at 9.14pm. Quotes to be obtained for the works. Consider interpretation board to go with the map.
- 21/081. Memorial Football Match** – Resolution for permission for a memorial match at the Recreation Ground in memory of Danny Granger on 30th May. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 21/082. Outdoor table tennis table** – consider installation costs for outdoor table tennis table at a cost of up to £1500 – Cllr Hewitt stated that the proposed location was Tenison Manor. Clerk to contact Willingham PC to see how they have secured their tables. Resolution to accept installation costs for outdoor table tennis table at a cost of up to £1500. Proposed Cllr Hewitt and seconded by Cllr Morris. **RESOLVED.**
- 21/083. Redrow Homes** – consider writing to County Highways regarding traffic management plan – Clerk outlined. CCC Cllr Wotherspoon is trying to speak to County Officers to gain more information. Clerk to add item to 22nd April planning committee meeting.
- 21/084. Memorial bench** – consider installation of a memorial bench on Tenison Manor estate (resident request) – Clerk outlined. Noted that the bench would need to be located in plain site and the grass area on Tenison Manor would be suitable (Clerk to approve the location). Resident to pay for installation as well as the bench, which must be fixed to the ground. Resolution for installation of a memorial bench on Tenison Manor. Proposed Cllr Morris and seconded by Cllr Young. **RESOLVED.**
- 21/085. Delegation of urgent and routine matters** – Resolution that in light of changes to government legislation for zoom meetings, CPC delegates authority so that *any decision required regarding the operation of or development of essential aspects 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 the assumption that it is done sparingly until 21st June subject to government Covid guidelines) with all decisions made being ratified at the first available meeting of the relevant committee.* Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**

21/086. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
T Gawthrop	Town Ground Rent	£288.75	£346.50	
HMRC	VAT payment	£34,864.63	£34,864.63	
		£36,027.30	£36,259.83	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2021	£4,979.19	£4,979.19	
HMRC	Tax & NI for March 2021 (month 12)	£1,333.36	£1,333.36	-
Algar Signcraft	Sign for the Village Hall	£1,530.00	£1,836.00	1959
City Furniture	Office furniture	£699.95	£839.94	1961
Cambridge Van Leyden	Engineering services - Village Hall	£1,881.00	£2,257.20	1964
Cambridge Van Leyden	Engineering services - Nursery	£761.44	£913.73	1965
British Gas	Electric invoice for Village Hall (DD)	£1,128.65	£1,185.08	1969

CB Creative	Outdoor signs for Rec Ground + fitting	£959.00	£1,150.80	1977
Wybone	Three litter bins	£937.97	£1,125.56	1981
AJ King	Monthly Ground Maintenance	£3,166.67	£3,800.00	1984
GOPAK	12 folding tables & a table trolley	£1,405.97	£1,687.16	1986
Morleys	40 Chairs and two chair trollies	£1,724.00	£2,068.80	1987
SEH French	14 th interim payment certificate	£153,147.63	£183,777.16	1995
		£173,654.83	£206,953.98	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension April 21 (DD)	£245.21	£245.21	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1957
Shred Station	Blue bin collection	£44.00	£52.80	1958
Xero	Monthly subscription (DD)	£24.00	£28.00	1962
Staples	Stationary/office equipment order	£43.14	£51.77	1963
RFO	Stationary (large boxes for office move)	£14.99	£17.99	1966
RFO	Sim card for the pavilion	£9.08	£10.90	1967
Southern Electric	Electric for street lights at 3 sites (DD)	£99.24	£104.18	1968
BCS	Payroll Processing	£35.00	£42.00	1970
Watch the Dot	Setting up of holding page	£65.00	£78.00	1971
Viking	Kitchen equipment for Village Hall (downstairs)	£275.80	£334.51	1972
Viking	Order for wall clock for new office	£26.84	£32.66	1973
CAPALC	Councillor training course	£75.00	£75.00	1974
King & Co Solicitors	Work on Kids Club Contract	£150.00	£180.00	1979
British Gas	Electric invoice for the Nursery (DD)	£102.59	£107.71	1980
Viking	Misc items for the Village Hall (Stationery/signage/Kitchen equipment)	£150.84	£184.56	1982
Viking	Waste bin for the Village Hall	£79.99	£98.36	1983
AJ King	Extra hours - assisting with Office move & issues relating to Hall set up	£202.50	£243.00	1985
Cambs ACRE	Membership	£47.50	£57.00	1988
Viking	First Aid box x 2	£22.54	£27.05	1989
Southern Electric	Electric invoice for the Pavilion (DD)	£285.82	£342.98	1990

Travis Perkins	Purchase of a broom	£7.23	£8.68	1991
Cambs ACRE	Hall hire document template.	£15.00	£15.00	1992
Caprari	Service of pumps at rec ground	£300.00	£360.00	1993
Viking	Ink Cartridges and signage	£27.95	£33.54	1994
		£2,571.26	£2,997.30	
Multipay Card				
O2	Top up for Assistant Clerk phone	£10.00	£10.00	1960C
Viro Branding	Door signage for Village Hall	£21.34	£25.61	1975C
Amazon	Post box for the Nursery building	£27.49	£28.50	1976C
Amazon	2 x Kettles for the Village Hall	£31.66	£38.00	1978C
		£90.49	£102.11	

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

RESOLVED.

21/087. Management accounts – to review the monthly management accounts – Report noted.

21/088. Bank reconciliation – to review monthly bank reconciliation – Report noted.

21/089. Matters for consideration at the next meeting – items to be given to the Clerk.

21/090. Dates of next meetings – Planning 8th April, Planning 22nd April, APM 27th April, FLAC 29th April, Full 4th May

21/091. Close of Meeting – 9.47pm.

Signed _____ (Chair) Date _____

21/097. Review Membership and Terms of Reference of Committees

- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts)
- Finance Committee (ToR Oct 2019; 7 members, quorum 3)
- Highways Committee (ToR Jan 2021; 9 members, quorum 3; 3 ad-hoc co-opts)
- Planning Committee (ToR July 2020; 11 members, quorum 4)
- Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for Code of Conduct complaints handling)

21/098. Review Membership and Status of “Standing” Working Parties

- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
- HR (Cllrs Bailey, Morris & Ward)
- Drainage & Flooding (Cllrs Graves, Hewitt, Morris, Ward & Wotherspoon)
- Youth (CALF)

21/099. Endorse status of “Task & Finish” Working Parties

- Local Plan (Cllrs Hewitt & Morris)
- Neighbourhood Plan (Cllrs Collinson, Morris, Ward, Young)
- Speculative Developments (Cllrs Hewitt, Loveluck, Morris, Young & the Clerk)
- New Village Hall & Nursery (Cllr Morris, the Clerk, Asst Clerk & RFO)
- Village Hall post-construction (Cllr Morris, the Clerk and RFO)
- Village Hall pre-launch (Cllrs Bailey, Morris, Ward and the Clerk)
- Ladybird re-furb (Cllrs Loveluck, Morris and Stewart)
- Tony Nicholas Memorial (Cllrs Bolitho, Collinson and Morris)

21/100. Review representation as Trustees etc.

- Church and Causeway Charity (Trustee, Cllr Bolitho)
- Cottenham Community Centre (Trustee, vacant)
- Cottenham Charities (Trustee, Lynda Harford and David Mudd)
- Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
- Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
- Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)

21/101. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho)
- Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
- Communications (Cllr Hutchison)
- Defibrillator (Cllrs Henderson & Hewitt)

21/102. To review policy recommendations by Committees

- Code of Conduct (amended July 2015)
- Complaints procedure (amended July 2015)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- IT & Communications (adopted October 2015)

- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

21/104. Reports

District Councillors' Report for Cottenham and Rampton – May 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 May 2021

To follow

Tim Wotherspoon

CLERKS REPORT – May 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=18l3xmqXhuTs738MzuraGOCOv6Xrx1Bf9> 25/09 gullies due to be jetted within next two months. Gully cleansing started week commencing 16/11, and is ongoing. LHO has commissioned works along the roads worst affected by the flooding to jet all the main lines and check for any issues on the drainage runs. In particular Beach Road, High Street and Denmark Road. This will be in addition to the gully cleansing arranged by Network Management. 5/1/21 November gully cleansing missed Beach Road, LHO aware, and checking with team responsible to check if finished/let them know Beach Rd still to do. 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 gully 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 accepted and works being scheduled**. Some damage is due to sports clubs shooting balls in the direction of the pavilion whilst using goalposts during lockdown. Board has also been broken on the building itself.
- 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.
- **Changing rooms now being used by sports clubs and relevant rules/risk assessments are in place.**

Recreation Ground

- **New recycling bins have arrived and been installed. SCDC Trade Waste have been contacted to confirm need for an additional 360l recycling wheelie bin.**
- **New bookings taken for Rainbows until the summer. Guides have been moved from the Green to the Rec whilst the fair is in situ and are looking to use the Green for Brownies after the May half term. Strive (bootcamp) have requested a permanent move to the Rec for their early morning sessions.**
- **Constant liaison with the football and cricket teams to juggle pitch requirements.**
- **Rugby are moving permanently to the College so no further training is taking place at the Rec.**
- **Arranging installation of the swift boxes and it is hoped that Cottenham fire crew can assist.**
- **Tennis courts open 1st May and all preparations have been made. New 'tots tennis' lessons will be taking place on Friday afternoons.**
- **Play area RoSPA inspections booked.**
- **Cllrs Bolitho, Morris and the Clerk booked on CAPALC Code of Conduct training.**
- **Liaison with Shredder Skate School re. trial session; date TBC but likely to be towards the end of May.**
- **Aquarius called out re. sewer pump problems.**

Village Hall

- Numerous viewings of the new hall have taken place. Interest shown for exercise classes, birthday parties and dance classes.
- **Liaison with Elections team to prepare village hall for 6th May.**
- **Majority of internal door signs have been installed (kitchen, private, store etc). Internal room and directional signs expected to arrive w/c 3/5/21. Will try to get signs installed prior to election day.**
- **Snagging issues ongoing.**

Office move

- **Phone line installed and router being connected (need to purchase an additional cable to complete set up).**

Misc admin

- **April Issues log distributed separately – see appendix for summary.**
- **Operation Forth Bridge – required guidelines all followed.**
- 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 9th March.
- Awaiting confirmation from Cllr Bolitho that new CPC email account has been set up.
- 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. **2 glass panels have now been broken and require replacement.**
- **Clerk, Asst Clerk and RFO have attended the SLCC Regional Seminar. Some additional internal admin checks suggested around GDPR and paperwork will be circulated shortly.**
- **Notice of vacancy has been posted following Cllr McCarthy's resignation.**
- **Booking received for a circus on the Green in October. Clerk liaising with Feast organisers to avoid potential clash.**
- **Fence damaged on Pelham Close whilst groundsman was mowing. Groundsman has inspected, apologised to the resident and is getting the fence repaired.**
- **APM attendance via Zoom better than expected!**
- **Regular liaison with Neighbourhood Policing team (PC Chris Smith).**
- **Connections Bus due back 13th May.**

Correspondence

- **FOI request following Cllr exchange on Facebook.**
- **WARG Field ecology suggestions.**
- **Resident suggestion of leaving the grass area longer at the top end of the Green (sign end) to aid pollinators.**
- **SCDC 2nd quarterly parish meeting on 25th May; need attendee.**

Facebook

- **1344 likes/1540 follows.**

Major developments

Persimmon roundabout - everything has been sent to Highways and the data has been assessed. Still waiting for the agreement to be signed off by the Transport Assessment Team. Not sure what the hold up is but if it carries on much longer it will jeopardise their ability to install in the summer.

Persimmon footway – The s278 agreement should have been sent off to the Persimmon Legal team on Tuesday. Simon Ireland now aware and will follow up at his end. Once the footway is in place they can progress getting the 40mph zone installed from their entrance up to the current 30mph zone.

Bellway – no attendee. Michael Sexton (SCDC) will chase them re. the culvert. NB: Persimmon have been granted permission by Highways to discharge into the ditch. The culvert works won't hold up the footway works.

Persimmon Rampton Rd access way – no physical news re ownership. Process ongoing with Land Registry etc. Know about farmers with access rights and are liaising with them.

Permeability between Persimmon & Redrow – will be down to Highways to agree to this will happen. Highways can put in a footway and adopt via a S228 agreement.

Redrow – have submitted a S73 variation app to SCDC to accommodate the delays due to Highways. Hoping for first occupations in late Sept/early Oct.

Rampton Road broken solar studs – Matthew Moore (Redrow) looking into this.

Kier – James Griffiths said the name will be changing to Hillier Homes shortly. The reserved matters application has just been received and Kier are expecting a decision in July.

Village Hall & Nursery

The new buildings and improved Car Park and access are “practically complete” and have entered their defects rectification period, for which a list has been prepared and work started.

The project has been completed using s106 funds contributed on recent and current developments and a £2.8 million loan, mostly financed by the £1/week per Band D home supplementary precept.

Two anchor tenants are in place – Cambridge Kids Club and the Parish Council Office.

As expected, our finances remain tight in the absence of the permission to increase our borrowing.

VH Pre-Launch working party

- We have been concentrating on beginning the process of appointing a bar operator. The application pack has now been sent out with deadline of 21 May for replies. We hope to have identified the successful candidate to propose to July Full Council and have the bar open as soon as possible afterwards. In parallel with this we are drafting a Premises Licence application, the processing of which takes approx. 6 weeks.
- For many residents, their first opportunity to see inside the village hall will be when it is used as a polling station on May 6th. Jo, Gemma & Chris plan to be available to answer questions. If anyone else wishes to join us, let Jo know. This should be a positive PR opportunity – although you can never tell with Cottenham residents!
- Jo has had encouraging level of enquiries from potential hirers and has shown many round.
- We have submitted an application to SCDC Community Chest for COVID screens. And we are getting quotes for audio systems and hearing loops in order to submit a grant application to FECA. Unfortunately our application to the Mick George Community Fund requesting funding for £13,000 of equipment for the Balcony Room was unsuccessful – it was a long shot.
- We are struggling to find an economical way of making the outside toilet available – if only for a few hours during the day for users of the playground. It will need frequent cleaning – which everyone so far approached is not willing/able to do. ANY IDEAS??

- There is still much kitting out to be done, requiring money which is not currently in the pot. Any further investment needs to be justified in a business plan to be presented to Full Council in July.

21/105. Co-option

We have received one application for co-option onto the Council. Details have been circulated under separate cover. NB: voting will be done via a show of hands in the meeting.

21/106. FECA membership

Consider FECA Membership Renewal 2021-2022 at an annual cost of £15. Benefits of membership include:

- FREE coverage of member groups' activities in the [Fen Edge News](#) produced three times a year
- FREE use of the FECA website (fenedge.co.uk) and [Facebook](#) page to promote news and events
- FREE member group web page on the [Members Pages](#) of the Fen Edge website to communicate the purpose and activities of your group
- FREE event listing on the [Fen Edge Events calendar](#)
- FREE stall at the [Cottenham Fun Run](#) organised annually by FECA
- REDUCED rates when booking rooms/space at Cottenham Village College
- [MARQUEE HIRE](#) at a very competitive rate
- MEMBERS ONLY access to hire Cottenham Village College minibuses
- FREE loan of Exhibition Display Boards
- GRANTS to [fund projects and activities](#)

21/107. Nursery operator

We held the Selection Panel to interview three short-listed candidates on 28th April.

Opportunity to record our thanks to the unsuccessful bidders, members of our Selection Panel, Beth and – of – course- the Preferred Operator.

Extract from the Tender Report:

“Cottenham Parish Council, with support from Cambridgeshire County Council Education staff, has been following a competitive procurement process to identify a Preferred Operator of the new Nursery on Lambs Lane in Cottenham.

Three short-listed candidates today presented their offer and responded to a number of questions put to them by a 5-person Selection Panel.

The aggregate scores for each candidate are as follows:

- Grove Villa 139 points
- Chestnut Nurseries 219 points
- Little Kids R'Us 191 points

In accordance with the process, Chestnut Nurseries, having been scored highest by the Selection Panel, will now be offered a contract on the basis of the basic Heads of Terms and a revised Business Plan to be ratified by Cottenham Parish Council in due course.”

Next steps:

Target is to be operational by September if possible.

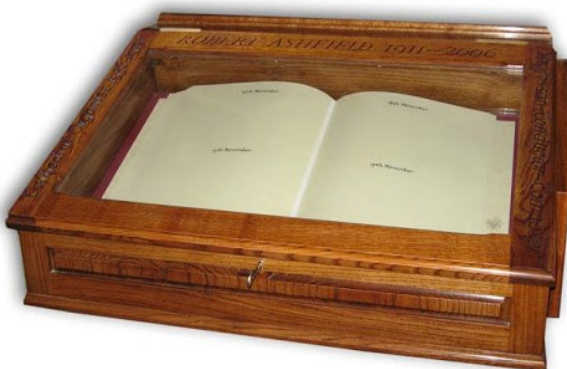
Some members of the Selection Panel to meet Chestnut to negotiate any necessary changes to the Heads of Terms and Business Plan with a view to presenting these for review by FLAC on 25th May and ratification by Council at its June meeting.

21/109. Public art

Background: 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 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; this could be located on the first-floor landing of the Hall.



Clerk has been in contact with a local company who specialise in hand made period replica and bespoke furniture ([Home - Andrew and Mark Hoskins](#)). A tabletop display case for the book would cost approx. £1000-1500, depending on the level of detail (whether we wanted carving or writing on it) – see example below.



A more ornate free-standing cabinet on turned legs would be £3000.



21/113. Dates of next meetings

The following meeting dates all fall outside the period when Zoom meetings were permitted and prior to the 'return to normal' 21st June Government roadmap date.

- CALF 18th May
- Planning 20th May (the Kier Living planning app has now come in for consultation)
- FLAC 25th May
- Full 1st June
- Planning 3rd June
- Highways 15th June

The next face to face meeting of the Council will be FLAC on 22nd June.

To prepare for this eventuality we have already set a scheme of delegation in place.

Appendix 1: Issues log

There were 11 reported incidents during April.

Date	Issue	Further details	Follow up
04/04/2021	Rec	Broken glass around the pavilion and in the car park	Groundsman to clear
05/04/2021	Rec	Broken glass around the pavilion	Groundsman to clear
05/04/2021	Rec	Broken glass around the pavilion	Groundsman to clear
05/04/2021	Litter	Bin by Premier shop needs to be bigger - constantly full and the litter falls out	
16/04/2021	BGW ditch	I was walking down Brenda Gautrey Way today and near the grass area there is a stream that had some ducks in. In the stream there was also a lot of things that had been dumped like metal etc and the ducks were sort of getting trapped in it and then having to work there way out.	Resident to report
18/04/2021	Broad Lane Ditch	Over the past few days, there is the most awful smell alongside the side of the industrial estate. It is along the stretch of Broad Lane which leads to the bridge from the estate corner up to the balancing pond. There is stagnant water in the ditch on the left hand side beside the houses and also on the corner just before the pond.	
22/04/2021	Gulley jetting	Request for update on missed jetting on Beach Road	Asst Clerk chasing
28/04/2021	Rec access	Car drove down the access road (out of the Rec) after it had been closed.	
29/04/2021	Rec access	Car drove down the access road (out of the Rec) after it had been closed.	
29/04/2021	Rec access	Car drove down the access road (out of the Rec) after it had been closed.	
30/04/2021	Rec access	Car drove down the access road (out of the Rec) after it had been closed.	