

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**July 2021**

## 21/142. Minutes

### DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 8<sup>th</sup> June 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Collinson, Faulkner, Hutchison, Loveluck, Stewart, Ward, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and RFO

**In attendance:** 1 member of the public

**21/115. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Graves (personal), Henderson (personal), Wotherspoon (personal) and Young (work).

**21/116. To accept Declarations of Interest and Dispensations** – none given.

**21/117. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 4<sup>th</sup> May 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**

**21/118. Public participation** – No comments.

#### **21/119. Reports**

- **SCDC & CCC combined report** – report noted. SCDC Cllr Wilson spoke regarding the 20mph scheme. Next meeting of 20's plenty for Cambridgeshire group is 30<sup>th</sup> June and SCDC Cllr Wilson will mail out a link. CCC are looking to make 20mph zones easier for villages to achieve. East/West Rail consultation closes tomorrow; suggestion that individuals submit responses. GCP meeting tomorrow; scheme of greatest relevance to Cottenham is the Waterbeach scheme. Lateral connectivity has been ignored and suggested that CPC raise a question accordingly. SCDC Cllr Gough to send link and SCDC Cllr Wilson will raise the issue again. Police presence will be eased back but they have been informed of specific issues with speeding and the Co-op and foot patrols will continue at the Rec over the summer. Need to communicate police activity via our Facebook pages. Cllr Gough to provide link to the Clerk regarding cycling. The Cottenham to Oakington Greenway has been delayed due to land acquisition issues. Cllr Gough has a meeting on 16<sup>th</sup> June with Highways regarding the S278 agreements for the developers. He is also chasing general Highways issues. Cllr Stewart commented that there had been a reduction in speeding on Lambs Lane.
- **Clerk** – report noted.
- **Major developments** – report noted. Cllr Hewitt has been in contact with Brian Heffernan from County regarding the Bellway ditch. Cllrs Hewitt and Graves are continuing to look into the issues.
- **Village Hall & Nursery** – report noted. O&M manuals have finally been received in electronic format. Regarding our electric bills, we are in a higher consumption band than we need to be and the bills are being estimated. Cllr Henderson is following this up. RFO is chasing gas billing. Need further discussion regarding the loan following information received from MHCLG. SCDC Cllr Wilson left the meeting at 8.04pm.
- **Pre-launch working party** – report noted. Business and marketing plans are being worked on.

**21/120. Internal audit** – Consider review of internal audit report – Document reviewed and another good report received. The auditor was impressed with the new facilities.

**21/121. Annual Governance Statement** – Review and approve the Annual Governance Statement 2020/21 as part of the Annual return for the year ended 31st March 2021. Resolution to approve the Annual Governance Statement 2020/21 as part of the Annual return for the

year ended 31st March 2021. Proposed Cllr Bailey and seconded by Cllr Loveluck.

**RESOLVED.** Chair and Clerk signed section 1 accordingly.

**21/122. Accounting Statements** – Review and approve the Accounting statements 2020/21 as part of the Annual return for the year ended 31st March 2021. The document was reviewed and has been checked by our accountant. One amount moved into the correct box.

Resolution to approve the Accounting statements 2020/21 as part of the Annual return for the year ended 31st March 2021. Proposed Cllr Ward and seconded by Cllr Hutchison.

**RESOLVED.** Chair and RFO signed accordingly.

**21/123. Bank Signatory arrangements** - Resolution to remove ex Cllr Morris and Cllr Bolitho from the bank signatory list and add Cllrs Hewitt and Hutchison. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

**21/124. Bank reconciliation arrangements** – Resolution that Cllr Ward checks the bank reconciliations with RFO at least quarterly as per councils Financial Regulations. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**

**21/125. Co-option** – Resolution to accept application for co-option to the Council from Tim Jones. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

**21/126. Nursery operator** – to consider agreeing the terms in the final draft of the Chestnut nursery contract – Asst Clerk outlined the need to formally agree the revised Heads of Terms for the nursery operator. Ran through the changes made; further amendment needed to the insurance. Resolution to adopt the revised Heads of Terms for the nursery operator (Chestnut Nursery). Proposed Cllr Hutchison and seconded by Cllr Stewart. **RESOLVED.**

**21/127. Kids Club holiday rates** – to consider revisiting a previous resolution (item 21/069) relating to the charges for the Kids Club Holiday rates. Since this resolution, new information has come to light and the charges require adjustment with a banding price scheme taking into account how many children are using the holiday club – RFO outlined. Additional information has come to light since the original resolution. They are only proposing to run for 3 weeks during the summer. Resolution to accept change to Kids Club holiday rates as detailed in the reports pack. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**

**21/128. Summer Reading Challenge** – Resolution to ratify grant of £200 to Cottenham Library for their annual summer reading challenge (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk). Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED.**

**21/129. Tennis Club Social** – Resolution to ratify permission for Cottenham Tennis Club to hold a summer social on Sunday 27<sup>th</sup> June (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk). Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**

**21/130. Village Green banner** – Resolution to ratify permission for Open Studios to site a banner on the village green during July (previously approved under delegated authority by Cllr Hewitt and the Clerk). Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**

**21/131. Monthly payments**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£691.40	£829.68	
Whyatts Fair	Green Hire for funfair	£900.00	£1,080.00	
Whyatts Fair	Electric recharge	£24.28	£29.14	
Cottenham Hotspur	Hire of Football pitch (one off)	£20.00	£24.00	
2nd Cottenham Scouts	Recreation ground hire	£8.00	£9.60	
HMRC	Vat payment	£1,376.29	£1,376.29	
Bowls Club	Electric recharge	£1,062.67	£1,062.67	
		<b>£4,082.64</b>	<b>£4,411.38</b>	

<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for June 2021	£5,068.89	£5,068.89	
HMRC	Tax and NI for May 2021 (month 2)	£901.56	£901.56	
Chubb	Annual fire extinguisher maintenance plan for Village Hall	£686.40	£823.68	2026
British Gas	Electric (Monthly) for the Village Hall (DD)	£1,159.41	£1,217.38	2040
Sotham Engineering	Instalation of scene setting plates on both floors of Village Hall	£2,048.49	£2,458.19	2053
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	2054
AJ King	Additional work carried out at Village Hall	£593.03	£711.64	2055
		<b>£13,624.45</b>	<b>£14,981.34</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension June 21 (DD)	£361.41	£361.41	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Backstop Ltd	Accountancy support for the month	£50.00	£60.00	2027
Xero	Accountancy package for the month (DD)	£24.00	£28.80	2028
MB Cleaning Services	Cleaning services - Village Hall April 2021	£255.00	£255.00	2029
Shred Station	Blue bin collection from office	£44.00	£52.80	2030
Caprari Ltd	Work on pumps in the Village Hall	£250.00	£300.00	2031
Calor	Standing charge (DD)	£17.13	£17.99	2032
Chubb	Annual fire extinguisher maintenance plan for the Nursery	£354.00	£424.80	2033
RFO	Staples and sticky notes	£6.15	£7.38	2036/2037
RFO	Printer paper	£2.85	£2.85	2038
British Gas	Electric (Monthly) for the Nursery (DD)	£90.92	£95.47	2039
RFO	Expenses re the sim card for the pavilion	£9.20	£11.04	2041
CSA	Liquid soap & Kitchen jumbo rolls	£49.42	£59.31	2042
SSE Southern Electric	Invoices for street lighting (3 sites)	£115.56	£121.32	2043
BCS	Payroll processing April 21	£61.00	£73.20	2044
Urbancomms	Set up and first month of Internet at the Village Hall (DD)	£369.70	£443.65	2045
Urbancomms	Set up and first month of Internet at the Nursery (DD)	£369.70	£443.64	2046
CAPALC	Code of conduct training x1	£40.00	£40.00	2047
CAPALC	Code of conduct training x2	£80.00	£80.00	2048
Caprari Ltd	Work on pumps at the recreation ground	£200.00	£240.00	2049
CB Creative	Design & produce 9 interior signs for Village Hall	£425.00	£510.00	2050
Travis Perkins	Padlock	£37.64	£45.17	2051
SSE Southern Electric	Electric (Monthly) for the pavilion DD	£253.60	£304.32	2052
Watch the Dot	Premium hosting annual charge	£120.00	£144.00	2057
Rospa	Annual inspection of the play ground and skate park	£304.50	£365.40	2058
		<b>£4,062.78</b>	<b>£4,693.95</b>	

<b>Multipay Card</b>				
Amazon	Telephone cable for the Village Hall	£17.47	£20.97	2034C
O2	Phone top up for assistant clerk	£10.00	£10.00	2035C

Resolution to ratify payment of these invoices previously approved under delegated authority – RFO. As per delegated authority (agreed at the April 2021 Full council meeting) the payments list was circulated to Cllr Bolitho (Chair of Finance meeting), Cllr Hewitt (Chair of Council), the RFO and the Clerk for authorisation and has now be processed for payment by Cllr Ward and Cllr Young. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**

- 21/132. Invoice for payment** – Resolution to authorise payment to Clerk for expenses relating to invoice Iliffe Media Publishing for £96 + VAT - total £115.20 for Advert for the Premises License. Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED.**
- 21/133. Invoice for payment** – Resolution to authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28<sup>th</sup> May 2021) for £450 (includes VAT). Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.**
- 21/134. Management accounts** – to consider and authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28<sup>th</sup> May 2021) for £450 (includes VAT) – Item replicated above.
- 21/135. Management accounts** – to review the monthly management accounts – Noted.
- 21/136. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 21/137. Matters for consideration at the next meeting** – War memorial centenary (4<sup>th</sup> Sept 2021), working parties, 20mph zone, Insurance quotes, extra borrowing, Ladybirds maintenance works.
- 21/138. Dates of next meetings** – FLAC 22<sup>nd</sup> June, Planning 24<sup>th</sup> June, Full 6<sup>th</sup> July
- 21/139. Close of Meeting** – 8.39pm.

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

## 21/119. Reports

### District & County Councillors' Report for Cottenham and Rampton – July 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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### CLERKS REPORT – July 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. Pre-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. **7/06/21 scheduled for 1<sup>st</sup> July. 1/7/21 - Didn't take place, LHO to chase for new date.**
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. 11/3 Cutting back vegetation could be carried out by volunteers under the Community Highways Volunteering Scheme
- **Junction of Victory Way/Lambs Lane** - 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. **01/07/21 AC chased up with LHO. Still needs to investigate cause.**
- **Footpath from Pelham Way through to High St** –Resurfacing is beyond LHO's budget, but any Cat 1 issues will be fixed. **01/07/21 £50 million of funding available for footpaths. LHO has applied for resurfacing of footpaths on Pelham Way, including footpath to green.**
- **Blocked Gullies** –Map of blocked gullies plotted <https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmqXhuTs738MzuraGOCov6Xrx1Bf9> cleansing started week commencing 16/11/20, 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. **01/07/21 Corbett street jetted recently and system clear. Still waiting for outstanding scheduled works, LHO not receiving reports currently. Changing to new system, with jetting of half County each year over next two years, before a new programme of jetting is scheduled.**
- **High Street bollards** –**01/07/21 9 bollards scheduled for replacement on High St in next two weeks.**
- **Denmark Road** –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. **01/07/21 LHO still exploring funding possibilities.**

- **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- 01/0/7/21 LHO has spoken to Development Management regarding missing 30mph signs. Has requested they put in temporary signage until official signage in place. Possibility that the 30mph limit will move, TTRO in place as part of planning application. Chasing up other issues on Oakington Road, including raised manhole cover**
- 11/3/20 LHO to mark-up 2x limited parking bays by Post Office
- 05/3/20 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.
- **County Highways have confirmed we have been awarded funding for Oakington Road LHI scheme, and the design has been circulated to the Highways Committee**

#### Pavilion

- **Nets have been repaired.**
- 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.
- **Getting quotes to repaint the club room and hall areas.**

#### Recreation Ground

- Constant liaison with the football and cricket teams to juggle pitch requirements.
- **Tennis fencing has been repaired.**
- **Colts have a fitted a permanent goal on Field 2. Top bins nets have been donated by resident.**
- **Shredder Skate School are running regular weekend sessions at the skatepark.**
- **Issues with bins being set alight and police report filed.**

#### Village Hall

- Viewings ongoing. Clubercise class running on Monday nights and baby ballet on Wednesday mornings. Other confirmations received for September onwards.
- Snagging issues ongoing – see separate report.
- **New Facebook page set up which is growing organically.**
- **Staff have received SALTO training.**

#### Misc admin

- **June Issues log distributed separately – see appendix for summary.**

- New Life on the Old West – Project Manager (Howard Jones) has been in contact and the revised project start date looking to be spring 2021. **They've obtained a fluvial flood risk assessment of the Old Rec site to support the planning application and have submitted it to SCDC.**
- 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.
- **Works required at Fen Reeves prior to the groundman being able to clear the rides.**
- Booking received for a circus on the Green in October. Clerk liaising with Feast organisers to avoid potential clash.
- **Continued liaison with Vine Technical regarding transfer of the Balancing Pond. Persimmon have reinstated maintenance works following recent health & safety issue.**
- **Cllr Hewitt to attend next Mitchell Hill liaison meeting on 14<sup>th</sup> July.**
- **Clerk and Cllr Hewitt to attend developer liaison meeting on 29<sup>th</sup> July.**
- **Continued liaison with Neighbourhood Policing Team re. issues at the Rec and across the village.**

#### Facebook

- **1361 likes/1564 follows (CPC page). 145 likes/148 follows (Village Hall page).**

#### Major developments

Persimmon roundabout – Looking increasingly that the installation will be summer 2022.

Persimmon footway – waiting further news regarding sign off of the S278 agreement.

Bellway – discussions still ongoing about the works undertaken to the ditch and drainage implications.

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 –The reserved matters application has just been received and Kier are expecting a decision in July. CPC have submitted a response accordingly.

Developer liaison meeting scheduled for 29<sup>th</sup> July.

#### Village Hall & Nursery

Staff are in situ on Monday mornings and for ad hoc hours during the week.

Snagging works are still ongoing. Clerk has drawn up a snagging list which has gone to the architects and builders. Various contractors due back to rectify issues.

Cllr Henderson making good progress with heating systems and overly high energy bills. Cllr Jones is working on network issues.



Clubercise class has started on Monday nights with Baby Ballet on Wednesday mornings. Living Sport has 6 training courses booked in, the first of which is in July. Number classes/groups scheduled to start in September.

### VH Pre-Launch working party

Some of the challenges facing the profitable operation of the Village Hall:

Challenge	Possible solution/ mitigation/response	Comment
COVID restrictions have delayed ability to open, generate income and appoint key tenants such as a bar operator. Also limited capacity at Kids Club has reduced the rent they can afford to pay.	Set up pop-up kiosk and bottle bar operations to generate some use/income/track record for attracting long-term hirers. Encourage interested parties to trial use. Aim to appoint a bar operator by Dec 2021.	Requires some investment in bar equipment and volunteers to man kiosk/bar. Income (limited) likely to be from profit share with community groups. Any commercial tenant/partner may need a low initial rent.
Estimated running costs of hall higher than budgeted (although still subject to revision)	Investigate utilities over-charge & switch to more competitive suppliers. Obtain firm quotes e.g. cleaning, shutters etc	Monitor closely and monthly
Lower than budgeted income expected 21/22	Increase occupancy % - develop daytime use of GF and events in Balcony Room. Build proportion of regular and repeat users. Capture interest expressed by potential hirers when attending other events at VH. Market Balcony Room to new corporate and events clients (Cambridge?).	Delay in fully relaxing COVID restrictions has resulted in several summer bookings being cancelled (further reducing income this year). Hiring is hoped to build from September.  Segment approach to community & corporate hirers.
Projected loss in 21/22	All of the above.	Budgeted profit £16k. Likely loss £15k – a difference of over £30k. How do we deal with this?
The 'choice' slots (weekday evenings in the lower cost ground floor) are booking up well but marketing effort will be required to fill daytime availability and launch the Balcony Room to new users.	Marketing expertise, both high level/strategic and admin level is required to release this potential.	
Burn-out of CPC staff dealing with VH systems,	Employ VH admin/marketing assistance for bookings etc.	

bookings, marketing on top of existing responsibilities.	Selective use of VH marketing consultant to set strategy.	
Original project funding has not included kit out of Balcony Room, GF kitchen, bars, audio visual, hearing loop etc Combined with slower than expected arrival of S106 payments (due to COVID)	Costs need to be covered by expected S106 money. Possibility of additional PWLB bridging loan	SCDC has confirmed S106 money can be spent on kitting out VH (kitchens, audio-visual, furniture etc).

- **Bar:** Cllr Ward has obtained the qualification required to apply for a Personal Licence which will enable the Premises Licence application to be processed. There are several hoops still to be negotiated but it is hoped to be completed by mid-end July. Until a bar operator can be appointed, we hope to run a volunteer-run bottle bar (possibly limited draught options) for a few months. Reasons: bring in some income; enable the community to have some use of the VH and see the benefit of the facility and perhaps most importantly, build evidence of footfall and revenue to give potential bar operators confidence in the profitability of the bar. In order to do so we need a minimum level of kit (£2.5k) and initial stock (£500) = £3k investment (see later item for details).
- **Kiosk:** discussions taking place with local groups interested in running a kiosk service (soft drinks, bagged snacks etc) in return for % of turnover.
- A **Business Plan** has been circulated for comment. It shows how additional resource is required for marketing the VH to unlock potential income as well as setting out the estimated profit/loss for 2021/22 and 2022/23.
- Community Chest grant of £1493 awarded for COVID safety screens and other sources of funding are being actively explored.
- Application submitted to FECA for contribution to cost of installing integrated hearing induction loop and audio system.

## 21/145. Additional borrowing

### Current position

To build our Village Hall and Nursery the council took out five loans (total 2.8 million) over 30 years from the PWLB at an interest rate of 2.8% in October 2019.

Five loan amounts as follows:

1.4 million
700,000
400,000
200,000
100,000

The decision to take out five loans of different amounts was made so that early repayment options were available for various amounts.

The repayments for the above loans are made on a 6-monthly basis, the annual cost is £141,838 which is covered by the supplementary precept.

In March 2021 Full council agreed the following:

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. Since this resolution we have received confirmation from Parish Borrowing that an interest only repayment arrangement with the capital being paid at the end of the two-year period is not possible.

### Looking forward

We now find ourselves in some financial uncertainty due to Covid 19 and unconfirmed s106 receipts. **Expected spending** - We have a final invoice due from SEH French for approximately 95K in March 2022 and need additional funds for kitting out the building (approximately 40K) so that all areas are usable and can then be hired out.

**Expected income** – Income from the Village Hall has been delayed due to Covid and not being able to fully kit out the building. In addition to this S106 monies are expected however the dates of receipt remain unconfirmed.

Development and Trigger	Possible date (estimated)	Amount	Comment
Persimmon (50% Occupancy)	July to Sept 2021	£105,090	
Kier (50% on Commencement)	April to June 2022	£110,400	No RM yet
Redrow (50% Occupancy 110 houses)	Jan to Mar 2023	£229,380	Phasing of build out?
Kier (50% Occupancy)	2023/2024	£110,400	No RM yet

Even when the Persimmon S106 £105k arrives we will not have the funds to pay SEH French early in 2022 without an additional loan to cover for the period before the remaining S106 money arrives. In 2 - 3 years (2023/24) sufficient S106 money will have arrived for us to be back in the black and even in the position to pay off some of the loans early (and reduce supplementary precept).

FLAC looked at these issues at the committee meeting on the 22<sup>nd</sup> of June 2021 and agreed the need for additional borrowing, see item below:

**21F/067. Village Hall** – the committee having reviewed the financial position of the Village Hall discussed the need for additional borrowing. As a result of uncertainty around the timing of s106 receipts and the need for further kitting out of the hall the committee agreed that additional borrowing is necessary. The loan would need to be taken in October due to the first payment needing to be 6 months after the loan is taken, making it April next year which enables the council to budget for the repayment. Proposal to recommend to full council that we apply for an additional loan of £250K over a 10-year period on an annuity basis.

We have looked at the repayment amounts for 150K, 250K over a five- and ten-year period (other term lengths are available). See below:

	Rate	Repayments		Total	Interest	Increase to precept	
		Per 6 months	Per year			%	£/year
£250k loan for 5 years	1.20%	£25,832	£51,664	£258,324	£8,324	17.26%	20.67
£250k loan for 10 years	1.43%	£13,459	£26,918	£269,192	£19,192	8.99%	10.77
£150k loan for 5 years	1.18%	£15,491	£30,982	£154,910	£4,910	10.35%	12.39
£150k loan for 10 years	1.43%	£8,076	£16,152	£161,515	£11,515	5.40%	6.46

It is possible to pay off PWLB loans early but in effect the penalty is that all the remaining interest that would have been paid has to be paid as well as the remaining principle. The right hand column above gives an indication of the early repayment penalty. Thus, taking out a 10-year loan and repaying after 3 years has a much higher penalty than taking out a 5-year loan and repaying after 3 years. However, the annual repayment cost on a 5-year loan is roughly twice that of a 10-year loan so adds to the cash flow pressure in the short term. The trade off is between potential pain of increasing the precept to cover the higher annual repayment cost of a 5-year loan versus higher long term cost to CPC of a 10-year loan.

There are two key decisions:

- Do we need £250k or will £150k be sufficient?
- Do we take out the loan for 5 years (probably taking it to term) or for 10 years and pay back early?

(Other amounts and terms are available but £150k/£250k and 5/10 year illustrate the options.)

### Suggested resolution

Resolution that Cottenham Parish Council seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £xxx,xxx over the borrowing term of XXXX years for completion of the Village Hall and Nursery project. The annual loan repayments will come to around £xxx,xxx. It is intended to increase the council tax precept for the purposes of the loan repayments by XX% which is equivalent to an additional £XX a year. This will be subject to a precept increase consultation.

or It is not intended to increase the council tax precept for the purpose of the loan repayments.

### 21/146. Village Hall business plan

See separate document.

## 21/147. Village Hall bar

Our original intention was to appoint a bar operator who would pay us rent to operate the Village Hall bar(s). This will be an important contribution to VH income, and hence profit. We have had some interest in what would be a potentially very attractive venue, with high footfall from Rec and playground visitors. However, summer 2021 is not a good time to try to appoint a bar operator and we received no firm applications by the deadline in May. We are in the process of applying for a Premises Licence, with Cllr Ward being the Designated Premises Supervisor, and hope to have approval in the next 2 – 3 weeks.

We have two options until we are able to appoint a bar operator: mothball the bar or operate the Ground Floor bar as a volunteer-run bottle bar for a limited number of sessions per week.

	Pros	Cons
1. Mothball bar	No additional costs Less demand on time for CPC and VH WP	No contribution of income to help cover running costs No benefit to residents Risk of 'white elephant' criticism
2. Volunteer-run bottle bar	Will generate some income Gets VH used Opportunity to get community involved Possibility of other groups running their own events Provides evidence/reassurance to potential operators that it is a worthwhile enterprise Equipment purchased can be sold on to bar operator	Requires additional investment (approx. £2.5k) plus priming stock (£500). Huge demand on time for CPC and VH WP Need for 20 – 30 volunteers to run bar for several months Will not have more than basic tables/chairs available

The VH working party favour option 2. To do so we need a minimum amount of kit, including, for hygiene reasons, a glass washer:

	Approx cost (ex VAT)
*Glass washer	£1050
*Double glass-fronted chiller cabinet	£565
Glasses & sundries	£335
Electronic payment system	£150
Shelving	£300
Fitting	£100
TOTAL	£2,500
*These items will have a residual value to incoming bar operator	

We are actively seeking lower cost alternatives for the sundries and hope to come in under budget. This investment can be paid for out of S106 money rather than CPC income.

We also estimate needing £500 excl VAT for initial purchase of 'pump priming' stock – after which further stock can be purchased out of income generated by the bar sales.

We estimate making a Gross Profit each session of approx. £50 - £100. At the lower figure of £50 and assuming 12 sessions/month:

- Equipment should be paid for after 4 months (say, November)
- After that, income generated at rate of £400 - 600/month

### **21/148. Village Hall cleaner**

The current cleaning contractor is unable to continue after the 23<sup>rd</sup> July. 3 separate quotes have been received. NB: at the current time this is for the downstairs areas only. Additional cleaning may be needed from September as classes start using the Balcony Room.

Elite Cleaning – 1 day per week @ £66 + VAT

AJ King – 2x 1.5 hours per week @ £60

Progress Cleaning – 1 day per week @ £180 + VAT per month

### **21/149. Fen Reeves maintenance**

Currently we don't undertake regular maintenance of Fen Reeves and as you might expect, it's looking very verdant. The rides are becoming rather overgrown, though, to the point that in places passage through the wood and out to the lode bank path is quite difficult. As a minimum it would be good if the rides could be mown. Better still, if possible, would be if the woody stuff encroaching the rides in places (mainly bramble) could be cut back. The longer that vegetation is left the more of a job it will be to get it back under control. Our groundsman is unable to access the site currently to mow the rides until the bramble etc. is tackled. Could consider volunteers?

### **21/150. 20mph zones in Cottenham**

This Council aims to assess community support for and feasibility of introducing 20 mph limits in appropriate areas of Cottenham, including the High Street. The objective would be to protect residents and visitors from road danger, air and noise pollution and encourage greater use of streets for sustainable travel, walking and cycling to raise public health for all ages and abilities

### **21/151. Electronic document storage**

The Parish Council currently has no formal system or policy for naming, storing and indexing electronic documents (with the exception of meeting agendas and minutes). As a result, most documents end up getting stored in a haphazard manner on councillors' personal computers, or accessible only from whatever email history individuals may have kept. This makes it very difficult for any councillor wanting to search for something on a specific topic or retrieve a particular document. In addition, when multiple copies exist (as can often happen when multiple persons update a document over time) it can lead to confusion over which is the "master" copy. Finally there are concerns over potential data loss, as there is no central backup policy.

Consequently, the council is asked to consider setting up a working group of 2-4 persons, to investigate a suitable system and policy for electronic document storage. Ideally this system will provide remote access to councillors (with appropriate password security to prevent unauthorised access). The working group should report back to the full council within a suggested period of 3-6 months with its findings and recommendations.

### **21/152. Solar Panel SEG**

FIT (feed-in tariff) doesn't exist anymore, it has been replaced by SEG (Smart Export Guarantee). According to the links below the rates vary a bit, so a volunteer is required to do the legwork to look at a few and then recommend one to Council.

<https://www.solarguide.co.uk/smart-export-guarantee-comparison#/>

<https://www.solarpanelprices.co.uk/articles/solar-panels/best-smart-export-guarantee-tariffs/>

### **21/153. SLCC Membership**

Consider renewal of SLCC Membership for the Clerk at a cost of £263

### **21/154. Eco Eats**

SusCott's project Eco Eats, made possible by an SCDC Zero Carbon Communities grant, has a partnership arrangement with Cambridge Sustainable Food for delivery of a number of events in Cottenham. Because it's not been possible to run these events during the past year and a half, CSF has reallocated the funding earmarked for them and has agreed with the SCDC officer that a new application can be made to fund Cottenham events in 2022. CSF will be making this application and one of the requirements is an endorsement from the relevant Parish Council.

### **21/160. Connections Bus**

Over previous summer holidays we have utilised the Connections Bus. They would be looking at keeping the weekly Thursday evening session 7-8:30pm at a cost of £180 per session with 6 sessions (22 Jul – 26 Aug). NB: currently the weekly van sessions are running at around 3 young people per week; well done on the pre-Covid Bus numbers. This has been attributed to:

- Previous members have grown out of the service and it is like starting a new youth club from scratch
- Relying on schools promoting
- Still some wariness of being out and about (COVID)
- Youth Van was never going to be as attractive as the youth buses!

### **21/161. CPS magazine**

In previous years we have advertised the Connections summer sessions in the CPS magazine at a cost of £50 (1/2 page). May want to consider advertising the Hall?

### **21/162. Hallmaster**

The Hallmaster Online booking system provides a reliable and easy to use online reservation system for booking:

- Promotes your room or facility availability in real time
- Takes provisional bookings for you 24/7 (these need to be confirmed by you)
- Avoids double bookings
- Quickly add and manage regular customers and their bookings
- Automates booking confirmations
- Allows access for multiple administrators (in case someone is away)
- Integrates and works seamlessly with your own website
- Generates reports on booking patterns and occupancy
- Avoids unnecessary paperwork

Previously, we used a google calendar embedded on the website, which works fine for a single roomed hall, but with the extra rooms we now have, would look messy and difficult for members of the public to see availability. Using the Hallmaster system would make it quicker and easier to manage bookings, saving the amount of time staff are currently spending on this. It would also provide a clear, professional looking calendar clearly showing availability of the hall.

**The booking system costs £137 per year plus VAT (minus £10 plus VAT using Acre discount code).** There is an option to add an invoice module for an additional **£50 plus VAT (total cost £187 per year plus VAT minus £10 plus VAT ACRE discount)**

This would allow us to:

- Set different Room & Facility Rates per Customer (eg Standard Rate, Regular User Rate)

- Add multiple bookings to one Invoice
- Invoices are automatically calculated as you create them
- Add additional Line Items (eg Alcohol & PRS Licences, Table Hire, Cleaning Fees etc)
- Invoice alternative Billing Contacts
- Automatically email invoices to your customers or print and send them
- Print PDFs of Invoice Lists
- Downloadable CSV File (ie spreadsheet) of Invoice Lists to use with your own reports and Accounting Software
- Allocate payment details against Invoices as they come in
- Quickly display how much Customers are currently owing

Information is directly linked to the Reports so you can see how many Activity Types are held and how much income they are generating, which is particularly useful for Funding Application

### **21/163. Insurance quotes**

The RFO has attempted to obtain three quotes for our insurance renewal, however as in previous years has not heard back from two of the companies. There are two quotes available for consideration:

**Zurich** (our current provider) have quoted us:

£7541.23 to renew on the standard annual basis

£7183.79 to renew on a longer-term agreement basis (3 years)

£6826.29 to renew on a longer-term agreement basis (5 years)

**Hiscox** who are given an estimate of £8500-£9000 and will be reverting with a firmer quote.



## Appendix 1: Issues log

There were 16 reported incidents during June.

Date	Issue	Further details	Follow up
01/06/2021	overgrown vegetation BGW	Resident hurt on brambles	AC to write to property owner
05/06/2021	Bins	Bins near skatepark haven't been emptied	Groundsman attended
05/06/2021	Bins	Bins near skatepark haven't been emptied	Groundsman attended
07/06/2021	Oakington Rd	missing signage/raised manhole/speeding traffic, raised these items several times and complained to CCC re: Highways with no response.	AC replied accordingly; copied in Cllr Gough
07/06/2021	overgrown vegetation Manor Court	Trees from Manor Court are over growing onto garage roofs causing damage. Tiles on property (backing onto walkway from Pelham Way) look loose and possible danger to pedestrians	AC following up
08/06/2021	Dissenters	Been to visit family grave and it was covered in weeds. General condition of the graveyard is extremely poor.	Clerk passed on Dissenters contact numbers
09/10/2021	Rampton Rd/cycle path Histon rd	developers not sweeping road properly/ cycle path covered in grit and debris	AC responded accordingly; skip company have agreed to sweep cycle path regularly
10/06/2021	Rooks St	In the past 5 months, cars parked on the road outside our house have been hit 3 times and for none of these times has the person stopped and given us their insurance details. Road is difficult to navigate & in a poor condition.	Asst Clerk to respond
11/06/2021	Church Lane	Road has been blocked to vehicles	Asst Clerk investigating
14/06/2021	Grass cutting	Grass verge hasn't been cut on one side of Tenison Manor	Land not owned by PC, still belongs to the developer and is part of the transfer inc. balancing pond
14/06/2021	Church Lane	Resident following up to state still blocked and no through road sign erected	Cllr Gough investigating
14/06/2021	Church Lane	blocked to vehicles	Clerk replied accordingly
16/06/2021	Rampton Rd	Various potholes and uneven surface - nothing being done	AC responded accordingly
24/06/2021	Church Lane	blocked to vehicles	AC responded accordingly
28/06/2021	Church Lane	blocked to vehicles	AC responded accordingly
30/06/2021	High Street /Margett Street	Resident requested double yellow lines at Margett St/High St Junction	AC responded accordingly