

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**August 2021**

## 21/170. Minutes

### Draft Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 6<sup>th</sup> July 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bolitho, Collinson, Henderson, Hutchison, Jones, Loveluck, Stewart, Ward, SCDC Cllr Wilson, the Clerk and RFO

**In attendance:** 4 members of the public

**21/140. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bailey (work), Faulkner (personal), Graves (personal), Young (work) SCDC/CCC Cllr Gough and the Asst Clerk. Cllr Wotherspoon was absent.

**21/141. To accept Declarations of Interest and Dispensations** – None received.

**21/142. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 8<sup>th</sup> June 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**

**21/143. Public participation** – Standing Orders suspended 7.38pm. Resident 1 lives on Church Lane and attending regarding the gate installation. Residents 2 and 3 also live on Church Lane. Resident 4 lives on the High Street and attending regarding the gate, speed limit on Oakington Road and Persimmon pavement on Oakington Road. Resident 3 spoke about why the gate had been installed. Church Lane isn't owned by anyone but is maintained by people who live along there; it's not part of the adopted highway. It had deteriorated considerably and vehicles were regularly getting stuck. It is now being maintained and in better condition. Discussed with other residents and gate installed; the gate is not a statement of ownership. It has large access on the side to allow pedestrians/cycles/horses to pass. Don't want Church Lane to become a thoroughfare and want to keep it in good condition for walkers etc. The gate isn't locked. The installation was a joint decision with other residents on Church Lane. Resident 1 felt it important to say that it wasn't a unilateral decision and lengths were taken to contact other residents. Noted that the Lane has become increasingly busy with lorries and there has been a noticeable drop since the gate installation. Resident 4 stated that they had been in contact with the Land Registry. They use Church Lane regularly and when they went down last week the gate was locked. Also the access to the side is too narrow for horse riders. They said it would be more appropriate to get Highways signage to say that the land was unsuitable for heavy/large vehicles. Standing Orders reinstated 7.48pm. Cllr Hewitt stated that CPC don't have any jurisdiction in this matter. Aware that CCC Cllr Gough has been liaising with County and residents. County have stated that it is a civil matter and up to residents if they wish to oppose the gate installation. Cllr Collinson suggested asking the Rights of Way Officer or CCC Cllr Gough to check whether it is a 'byway open to all traffic' (BOAT). Standing Orders suspended 7.52pm. Resident 4 said they had spoken to Highways today and the only way to definitely find ownership is via the Land Registry. Resident 2 said it's a matter of what is safe. Standing Orders reinstated 7.53pm. CPC to check right of way issues with CCC Cllr Gough. Standing Orders suspended 7.56pm. Resident 2 confirmed that it was easy for emergency services to access. Resident 4 stated that the gate had been locked previously. Resident 3 confirmed that they hadn't notified emergency services about the gate but would look into the matter. Standing Orders reinstated 7.58pm. Standing Orders suspended 8pm. Resident 4 was concerned about the siting of the speed limit on Oakington Road in relation to the new developments. SCDC Cllr Wilson responded that the location of the limits is subject to Dept of Transport rules and can't be moved until the footpath has been installed. Resident 4 also stated that there were issues with the

drainage along Oakington Road and their field now flooded which it hadn't before; Bellway ditch used to drain by The Rowells but appears to be blocked off. Cllr Hewitt stated that the matter is being discussed and we are in dispute with County. Standing Orders reinstated 8.02pm. Residents all left at 8.03pm.

**21/144. Reports**

- **SCDC & CCC** – report noted. Persimmon are hoping to have the footpath completed by August. Histon roadworks – should read Victoria Road. Clarified that a 40mph zone is to be created on Oakington Road. This is because there are only houses on one side; noted that there is no consistency with other roads and that 30mph would be more suitable; SCDC Cllr Wilson to check. SCDC Cllr Wilson to check that there is a way for Parish Councils to respond to the consultation. Cllr Hewitt to collate responses on the cycling/walking consultation and submit response.
- **Clerk** – report noted. Fen Edge and Village Newsletter articles submitted. Cllr Hewitt attending war memorial centenary meeting tomorrow.
- **Major developments** – Report noted. Waiting to hear when Tilia/Kier will go to Planning Committee at SCDC.
- **Village Hall & Nursery** – Report noted. Village Hall snagging is taking up a lot of time and the list is extensive. Need to keep a log of hours and put additional pressure on architects to manage the situation.
- **Pre-launch working party** – Report noted. Cllr Henderson thanked for his extensive work on the utility usage.

**21/145. Additional borrowing** – Consider additional borrowing needs to complete the Village Hall project – Cllr Bolitho ran through the background and Cllr Ward ran through the cashflow spreadsheet. Discussions regarding length of term and further information required on short-term loan option. Need to do some 'what if' scenarios based on Kier/Tilia s106 monies. SCDC Cllr Wilson to chase case officer regarding Kier reserved matters application status. Item deferred.

**21/146. Village Hall business plan** – Consider review of draft business plan – Noted.

**21/147. Village Hall bar** – Resolution to spend up to £2500 kitting out of Lounge Bar in Village Hall and £500 on stock. Subject to premises licence approval. Proposed Cllr Stewart and seconded by Cllr Henderson. **RESOLVED.**

**21/148. Village Hall cleaner** – Consider quotes for cleaning of the Village Hall – Need like for like quotes; also need to check with Progress how many hours they are specifying. Item deferred.

**21/149. Fen Reeves maintenance** – Consider maintenance of the site – Item deferred to autumn.

**21/150. 20mph zones in Cottenham** – assess community support for and feasibility of introducing 20mph limits in appropriate areas of Cottenham – Cllr Ward outlined. Resolution that CPC aims to assess community support for and feasibility of introducing 20 mph limits in appropriate areas of Cottenham, including the High Street. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.** Cllr Hewitt to write item for newsletter. SCDC Cllr Wilson left the meeting at 9.34pm.

**21/151. Electronic document storage** – Resolution to set up a working party to look into a suitable system and policy for electronic document storage (consisting Cllrs Henderson and Jones, Adam Stewart and the Asst Clerk. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**

**21/152. Solar Panel SEG** – Consider looking into SEG rates for Village Hall solar panels – Cllr Henderson to undertake investigation into available rates and report back.

**21/153. SLCC Membership** – Resolution to renew SLCC Membership for the Clerk at a cost of £263. Proposed Cllr Collinson and seconded by Cllr Hutchison. **RESOLVED.**

- 21/154. Eco Eats** – Resolution to support Sustainable Cottenham (Eco Eats) for Cambridge Sustainable Food’s application for a SCDC Zero Carbon Communities grant to provide events in Cottenham such as Saturday cookery workshops and information about sustainable diets and reducing food waste, including activities at next year’s FEF. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**
- 21/155. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, AN Other). Add Cllr Hewitt.
  - HR (Cllrs Bailey, AN Other & Ward). Add Cllr Hutchison.
  - Drainage & Flooding (Cllrs Graves, Hewitt, AN Other, Ward & Wotherspoon). Add Cllr Loveluck.
  - Youth (CALF)
- 21/156. Endorse status of “Task & Finish” Working Parties**
- Local Plan (Cllrs Hewitt & AN Other)
  - Speculative Developments (Cllrs Hewitt, Loveluck, AN Other, Young & the Clerk)
  - New Village Hall & Nursery (Cllr AN Other, the Clerk, Asst Clerk & RFO). Now complete.
  - Village Hall & Nursery post-construction (Cllr AN Other, the Clerk and RFO). Add Cllr Hewitt.
  - Village Hall pre-launch (Cllrs Bailey, Hutchison, Ward, Young & the Clerk). Add Cllr Jones.
  - Tony Nicholas Memorial (Cllrs Bolitho, Collinson and AN Other). Add Cllr Hewitt.
- 21/157. Review representation as Trustees etc.**
- Church and Causeway Charity (Trustee, Cllr Bolitho)
  - Cottenham Community Centre (Trustee, vacant). Add Cllr Jones
  - Cottenham Charities (Trustee, Lynda Harford and David Mudd)
  - Cottenham Primary School (Rep, currently Cllr AN Other and the Clerk)
  - Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
  - Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)
- 21/158. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho) Add Cllr Ward.
  - Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
  - Communications (Cllr Hutchison)
  - Defibrillator (Cllrs Henderson & Hewitt)
- 21/159. To review policy recommendations by Committees** – item deferred.
- Asset Register (amending April 2019)
  - 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)
  - Standing Orders
  - Training & Development (amended June 2018)
- 21/160. Connections Bus** – Resolution to host up to 6 sessions over the summer holidays. Proposed Cllr Stewart and seconded by Cllr Hutchison. **RESOLVED.**

- 21/161. CPS magazine** – Resolution to advertise in the CPS magazine at a cost of £50 (2x ¼ page adverts: one for Connections and other for Village Hall). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**
- 21/162. Hallmaster** – Resolution to purchase of Hallmaster booking system for Village Hall (to include invoicing module). Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**
- 21/163. Insurance quotes** – Resolution to accept renewal insurance quotes from Zurich for next year (renewal due September 2021) at a cost of £6826.29 fixed for 5 years. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**
- 21/164. Finance**

Income	Description	Net	Gross	
Strive	Bootcamp sessions	£110.00	£132.00	
Tennis club	Tennis court usage	£9.38	£11.26	
Ben Butler	Bootcamp sessions	£139.86	£167.84	
2nd Cottenham Guides	Hire of Open space	£24.00	£28.80	
1st Cottenham Guides	Hire of Open space	£24.00	£28.80	
1st Cottenham Rainbows	Hire of Open space	£16.00	£19.20	
2nd Cottenham Rainbows	Hire of Open space	£10.00	£12.00	
Village Hall Hire	Hire for childrens party	£60.00	£72.00	
HMRC	Vat payment	£2,047.53	£2,047.53	
Cottenham United Football Club	Donation for box to house defibrillator	£300.00	£300.00	
Cottenham COLTS	Donation for box to house defibrillator	£300.00	£300.00	
		<b>£3,040.77</b>	<b>£3,119.43</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 2021	£4,689.45	£4,689.45	
HMRC	Tax and NI for June 2021 (month 3)	£1,037.61	£1,037.61	-
SSE Southern Electric	Electric for Recreation ground (Quarterly) (DD)	£1,284.67	£1,541.60	2059
PC World Business	Laptop and Monitor for the Salto system	£428.30	£513.96	2068
AJ King	Monthly groundsman invoice	£3,166.67	£3,800.00	2081
AJ King	Additional work at the Village Hall	£457.50	£549.00	2082
PPL/PRS	Annual cost of Music License for Village Hall	£502.67	£603.21	2083
Calor Gas	Gas delivery to the pavilion (DD)	£1,048.74	£1,101.18	2084
Backstop Ltd	Year-end accounts 20-21	£800.00	£960.00	2085
British Gas	Electric for the Village Hall (DD) monthly	£1,124.83	£1,181.07	2089
		<b>£14,540.44</b>	<b>£15,977.08</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension July 21 (DD)	£318.58	£318.58	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
SSE Southern Electric	Electric for Village Green (Quarterly) (DD)	£35.04	£36.79	2060
Xero	Accounting package (DD)	£24.00	£28.80	2061
Heelis and Lodge	Internal Audit charge	£450.00	£450.00	2062
Clerk	Expenses re Advert for Premises License (Iiliffe Media Publishing)	£96.00	£115.20	2063
Declan Thomas Deane	Repair to the telephone box after being vandalised	£400.00	£480.00	2064
Backstop Ltd	Accounting support	£50.00	£60.00	2065

Cromwell Fire Ltd	Fire Alarm Service Charge	£103.63	£124.36	2066
Cottenham Primary School	Nursery interview - us of CPS staff member	£170.00	£204.00	2067
RFO	Sim card for the pavilion	£9.20	£11.04	2069
Source for Business formally Cambridge Water Business	6 monthly water for Bowls club & Allotments (DD)	£263.55	£263.55	2070
RFO	Printer paper	£2.85	£2.85	2071
RFO	Postage re External Audit	£3.23	£3.23	2072
Urban Coms	Broadband for the Nursery (DD) monthly	£66.49	£79.79	2073
Urban Coms	Broadband for Village Hall (DD) monthly	£66.49	£79.80	2074
BCS	Payroll processing May 2021	£35.00	£42.00	2075
British Gas	Electric for the Nursery (DD) monthly	£195.39	£205.15	2076
SSE Southern Electric	Electric for the Pavilion (DD) monthly	£281.27	£337.52	2077
SSE Southern Electric	Electric invoices x 3 for street lighting (DD) monthly	£99.24	£104.18	2078
Library Services	Summer Reading Challenge donation	£200.00	£200.00	2079
AC Leigh	Training for staff/councillors on SALTO system	£250.00	£300.00	2080
Viking	Acrylic Sign for Village Hall	£7.49	£9.44	2086
Viking	Projection Screen	£93.99	£115.16	2087
Viking	Toner cartridge, Kettle and Scissors	£108.37	£132.76	2088
RFO	Kitchen cleaning supplies	£7.32	£7.32	2090
Viking	Kitchen supplies for Village Hall	£107.59	£129.11	2091
Bridgeman	Repairs to tennis court netting	£135.00	£135.00	2092
		<b>£3,751.72</b>	<b>£4,182.03</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

Noted that British Gas have reduced our bill; Cllr Henderson was thanked for his work on our utility usage. Need to refund monies for kids birthday party (unable to hold due to extended Covid restrictions). Resolution to pay the above invoices. Proposed Cllr Hutchison and seconded by Cllr Bolitho. **RESOLVED.**

**21/165. Matters for consideration at the next meeting – war memorial centenary; cleaning quotes; PWLB borrowing.**

**21/166. Dates of next meetings – Planning 8<sup>th</sup> July, CALF 20<sup>th</sup> July, Planning 22<sup>nd</sup> July, FLAC 27<sup>th</sup> July, Full 3<sup>rd</sup> August**

**21/167. Close of Meeting – 9.56pm.**

## 21/172. Reports

### District & County Councillors' Report for Cottenham and Rampton – August 2021

#### Cottenham Community Liaison Group – Meeting 29 July 2021

A number of people were unable to attend the meeting so there was no representation from Bellway, South Staffs Water, or the South Cambs Planning Department. The representative from County Highways was not familiar with the issues affecting Cottenham but had been briefed and agreed to seek further information on matters that she wasn't familiar with.

Drainage on Oakington Road/Bellway site – the CCTV footage taken by Bellway has not been shared with the Parish Council or the SCDC Planning Department. However, it had been shared with County Highways. Bellway had stated that the ditch wasn't connected to any drainage pipes. The representative from County Highways said she would make enquiries about what the CCTV had shown. In the meantime, we are still receiving complaints from people in Histon Road about surface water affecting their homes and from the owners of the field next to the Persimmon site. This might require further CCTV work to be carried out by the Parish Council to identify blockages.

Outstanding issues arising from the Bellway footpath work were communicated to the Highways representative: the protruding ironworks opposite the Bellway site, misaligned tactile paving.

Redrow – agreed to look into solar stud damage along the Rampton Road cycle path and would order extra cleaning for mud/grit left on road by construction vehicles. First occupation of their Shire Homes is expected in September. County Highways advised that the Redrow Cottenham Grange signs put up around the village should be removed if not of an approved design and Redrow might be asked to remove them.

Persimmon – depending on house sales, expect to be off-site by next summer. Play equipment will be available when grass is established. Still waiting for go-ahead to construct footpath along Oakington Road and keen to get this done as soon as possible. There is still an outstanding issue over ownership of the land on the secondary access road and this is holding up adoption by County Highways.

Roundabout Rampton/Oakington Road – will now be single lane instead of 2 lanes. This will need a s73 Order and will need to go out to consultation. Persimmon and Redrow very keen to get the roundabout works carried out as soon as possible although Highways is asking for the works to take place during the summer vacation 2022 to avoid disruption to residents.

Traffic calming and speed limits – the speed limit outside Bellway will be 30mph and it will be 40mph from the start of the Persimmon site. The argument for not requiring 30mph from Persimmon is because there are only buildings on one side and this could result in non-compliance. This was disputed by CPC as speed limits on the way into Histon don't appear to comply with this rule. The s273 Order will be signed at the same time as for the footpath works. Highways is aiming for this to be with their Legal Team week commencing 2 August.

Section 106 payments – Persimmon s106 payments are all up to date. CPC raised that some of the s106 payments would be better used for different needs e.g. cricket nets rather than cricket pitches. Redrow agreed that they have already submitted a variation for some s106 monies and could modify again.

Histon Road cycle/footpath improvements – s278 submitted to CCC in 2019 and only 2 comments received so far. This is now being considered by the Safety Audit team. Redrow has everything in place to carry out the works once agreed.

### **SCDC Chief Executive – Liz Watts attendance at Cottenham Parish Council**

Eileen has invited Liz Watts, the SCDC Chief Executive to meet with Cottenham Parish Council. She said she would be delighted to attend and has asked her PA to contact Jo Brook to arrange a date.

### **New Growth Fund**

A new grant scheme has launched for South Cambridgeshire based micro and small to medium sized businesses looking to scale and grow.

The scheme uses Government funding and is designed to support South Cambridgeshire based businesses' growth and expansion plans. These could be start-ups looking to scale and grow quickly or established companies which can clearly demonstrate ambitious growth plans. Businesses from any sector can apply, including sole traders and partnerships, for one-off grants of £1,000 to £50,000. The scheme will end when all funds have been allocated. Details are to be found at:

<https://www.scambs.gov.uk/business/business-support-and-advice/growth-fund-grant-scheme/>

### **Pretoria Energy – Tractor and trailer movements**

Eileen has received a number of complaints, mainly from people living in Denmark Road, about the volume of traffic carrying crops to the anaerobic biomass digester at Chittering. This is seasonal. The size of the tractors and the trailers as well as the frequency are causing considerable disruption and concerns about potential damage to older houses. These traffic movements along a narrow street are also intimidating for pedestrians and cyclists. Eileen has written to the Planning Department at East Cambs District Council to try and obtain information about the original planning consent. No reply has been received so far but, in the meantime Eileen has found a planning application from 2016 relating to an expansion of the operation. The traffic plan relating to this application suggests that the tractors would be replaced by units fuelled by bio-ethanol and that they would primarily use the A142 and A10 in order to avoid disturbance to villages. Tellingly, East Cambs consulted with Waterbeach Parish Council but does not appear to have consulted with Cottenham Parish Council. This is a matter that Eileen is still following up but a future 20mph limit in Cottenham would help mitigate some of the impact of the vehicles if there is no other way of reducing the frequency and numbers. The roadworks on the A10 has also added to the volume of traffic running through Cottenham.

### **Fortnightly green bin collections**

The number of people being alerted by the NHS Covid App advising them to self-isolate is having an impact on many businesses, not least the Greater Cambridge Shared Waste Service. Should this continue and if the shared waste service is unable to recruit agency workers because they are in great demand elsewhere, fortnightly green bin collections could be disrupted. Collections remain as scheduled for now but there is the chance they will be altered or suspended in the weeks ahead.

### **Waterbeach New Town**

Following a consultation exercise carried out with residents of Waterbeach, it has been decided that the new town being built on the former Ministry of Defence land at Waterbeach will retain the name Waterbeach.

The first phase of the consultation found that just over half (53%) of people who responded to the consultation preferred the name to cover both the new town and existing village. Of those people



who preferred one name for both town and village, 76% opted for Waterbeach. The developers' public consultation included delivering consultation booklets to more than 3,000 homes in Waterbeach and the surrounding villages, online webinars to discuss key issues, and the workshops. The consultation also showed that 87% of people felt the name of the original village of Waterbeach should be updated to Waterbeach Village, to mark the historic area of the village, and ensure it retained the village identity and culture. Councillors noted this outcome and said they would work with the local parish council if updating the name was something people locally wanted to pursue.

### **Consultation on guidance on how to increase biodiversity in new developments**

New planning guidance about how to increase biodiversity in new development has been published for public consultation by the Greater Cambridge Shared Planning Service.

The new Biodiversity Supplementary Planning Document (SPD) has been developed by Cambridge City and South Cambridgeshire District councils to help developers and applicants maximise biodiversity on their sites. The aim is to ensure that development increases biodiversity on the site by at least 10%, in line with the proposals anticipated in the upcoming Environment Bill. Communities across Greater Cambridge are asked to comment on the new guidance during an eight-week consultation period.

The new Biodiversity SPD is part of a number of initiatives across the area which aim to better protect and enhance our natural habitats and species through the planning system by setting out clearer guidance for developers. It complements the recent Doubling Nature Strategy, released by South Cambridgeshire District Council in February 2021, and Cambridge City Council's Biodiversity Strategy, which has also been published for public consultation.

The consultation runs for eight weeks from Friday 23 July 2021 until Friday 17 September 2021. Further information can be found on the [Greater Cambridge Shared Planning website](#).

### **County Council and Combined Authority**

#### **Highways Projects**

There are a number of Highways projects that appear either stalled or incomplete. Neil has been pushing for consideration of alternative arrangements for the toucan crossing on Rampton Road closer to the Persimmon alternative exit but this is apparently not possible. Neil has also been advised that the ability to move 30 mph/40 mph boundary further out on Oakington Road is limited by the existence open fields on one side. Neil has arranged a meeting on August 11 between the Parish and the County Highways team to clarify these matters as well as give a status update on the chicane and traffic calming on Rampton Road and the roundabout design at the Rampton Road/Oakington Road.

The first regular quarterly meeting with the Highways officer and the Parish Clerks from Cottenham, Rampton and Willingham is scheduled for August 6 at Cottenham Village Hall. I am still awaiting for confirmation of the officer attendance!

#### **Tilia Homes**

Neil has made contact with Tilia Homes and the County Council property team to discuss the potential for more direct connectivity between the Tilia Homes site and the village. All the parties are willing to engage and Neil is just waiting for the County officers to revert with a date for a meeting.

## Combined Authority

The new Mayor and the Combined Authority continue to find their feet. Following the cancellation of the CAM metro project, the CA is embarking on an update to the Local Transport Plan on a very ambitious timescale. This is a major piece of work that has significant implications for the development of the new Local Plan.

Meanwhile on July 31, the Government announced that it was withholding the allocation of walking and cycling fund monies from the Combined Authority stating that “further assurances are required before funding is confirmed.” This is disappointing and surprising news and we have sought further information from the Mayor.

The go-ahead was given for the outline business case for various options on the improvements on the A10. These will include numerous dualling options as well as a scheme of junction upgrades only. The Department for Transport requested that the junction upgrade option be considered.

## 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:

Eileen Wilson Email: [eileenwilsoncrw@gmail.com](mailto:eileenwilsoncrw@gmail.com) Tel. 07825770899

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## CLERKS REPORT – August 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- 01/07/21 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**

- 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.
- Getting quotes to repaint the club room and hall areas.

### **Recreation Ground**

- Constant liaison with the football and cricket teams to juggle pitch requirements.
- Meetings ongoing with sports clubs re. new contracts.

### **Village Hall**

- Viewings and bookings ongoing. **All classes have stopped for the summer.**
- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance.

## Misc admin

- **July 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. **Planning application is now out for consultation.**
- 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.
- Continued liaison with Vine Technical regarding transfer of the Balancing Pond. Persimmon have reinstated maintenance works following recent health & safety issue. **Meeting with sewer contractor postponed; awaiting new date.**
- Clerk and Cllr Hewitt attended developer liaison meeting on 29<sup>th</sup> July.
- Continued liaison with Neighbourhood Policing Team re. issues at the Rec and across the village.
- **Info received on 'pollinator training' by Cambs ACRE (New Life project); Cllr Loveluck to attend.**

## Facebook

- **1368 likes/1573 follows (CPC page). 219 likes/230 follows (Village Hall page).**

## Major developments

Persimmon roundabout – Looking increasingly that the installation will be summer/autumn 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. Didn't attend liaison meeting.

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.

Persimmon – currently 68 occupancies and hoping for 6 more by end of September. Ideally they'd like to be off-site by summer 22 but this depends on sales.

Redrow – have submitted a S73 variation app to SCDC to accommodate the delays due to Highways. Hoping for first occupations mid to late Sept. They are still waiting comments from Highways re. the Histon Road cycle path but the application is tied in with all of their other road improvements. Probably looking 6 months before anything happens. Highways have requested that they remove the red signs from along the High Street (should be directional only).

Rampton Road broken solar studs – Matthew Moore (Redrow) looking into this. Will also be increasing road sweeping outside of the site.

Kier –The reserved matters application is subject to further consultation and this is being looked at by Planning on 5<sup>th</sup> August.

## Village Hall & Nursery

All classes have finished for summer. Kids Club are in situ for some of the weeks.

Tours and further bookings are ongoing and Hallmaster system is now visible on our website.

Snagging is still ongoing and W&B are looking into various issues and ceiling contractor coming to check tiles. Have asked for resolution by end of August. Tiles may all need clipping and further ventilation tiles added. The O&M manuals have been delivered to the office.

Chestnuts hoping to set up during August; contract has been set up for this. The full contract is still in the hands of the solicitor.

### **VH Pre-Launch working party**

- **Hall bookings:** bookings for weekday evenings in the ground floor are looking healthy from the beginning of September, thanks to Jo's and Beth's hard work. Beth has set up the online booking system. There is work to be done to fill the daytime slots on the ground floor and book out the more prestigious Balcony Room. Jo has had some enquiries for autumn functions which require tables, chairs and an equipped kitchen so we are requesting a budget to purchase these in order to build some momentum. In addition, we hope to trial a social media campaign to test the viability of this form of marketing.
- We have spotted an inconsistency in hire charges between the Hall + Lounge and Balcony Room and have changed the hourly hire rate for community groups/residents for the Balcony Room without bar to £35 + VAT (£42) for times other than Friday evenings and weekends.
- **Bar:** The village hall now has a Premises Licence and until a bar operator can be appointed, we are exploring options for running a community bar. Whether this is run directly by the Parish Council or in partnership with Cottenham Sports and Social Club is to be decided – see later agenda item. Reasons for opening before we have a commercial bar operator: bring in some income before the end of the financial year; 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. We have ordered a glass washer to rent (a much cheaper option than purchasing for the 6 – 9 months we would need it) and a glass-fronted chiller cabinet. We hope to have the bar open for the BH weekend at the end of August but a lot of things have to fall into place first.
- **Kiosk:** Cottenham Primary PTCA and Ladybirds will be running a kiosk service (soft drinks, bagged snacks etc) from the end of August in return for % of turnover. Initially Thursday afternoons but they hope to increase the slots. Colts may also use the kiosk on Saturdays.
- **Funding:** We are awaiting £105k in S106 money from Persimmon which we hope will arrive in the next 4 – 6 weeks and can be spent on equipment and will pay for some of the final builder invoice in March. Our application to FECA for contribution to cost of installing integrated hearing induction loop and audio system needs to be amended to change the emphasis to providing an audio system. Competitive quotes are being obtained. Cllr Hutchison is planning to run a 'Hundred Club' which should yield £650 of additional funds.

### 21/173. Councillor co-option

There have been 2 applications received for the vacancy on the Council. A decision will be made by a vote of hands. (NB: secret ballot not permitted).

### 21/174. Additional borrowing

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

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	Triggered but not yet received.
Kier (on Commencement)	April to June 2022	£110,400	No RM yet
Redrow (occupn 50th dwelling)	expec Sept 2022	£197,000	Phasing of build out?
Redrow (50% Occupancy 110 houses)	Jan to Mar 2023	£229,380	Phasing of build out?
Kier (occupn 50th dwelling)	2022/2023	£174,000	No RM yet
Kier (50% Occupancy)	2023/2024	£110,400	No RM yet
TOTAL		£926,270	

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 the period before the remaining S106 money arrives. The big unknown is the timing of the S106 money from the This Land/Kier/Tilia development on Rampton Road – expected to obtain Reserved Matters approval in September 2021. When they start building this will trigger £110k but they may delay... 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 the supplementary precept).

In the meantime, we need to cover the possible shortfall with an additional 'bridging' loan from PWLB. **At the moment interest rates are low but likely to increase in the next few months so the sooner we can set it up the cheaper it will be.** (The interest rate is fixed for the term of the loan at the time of drawing down the money).

There is a trade-off between:

- term length (the longer it is the lower the annual loan repayments and so less need to put up precept to pay for them) and
- total interest cost to CPC

## Loan options

Earlier we looked at bridging loans of £150k and £250k to give us some headroom but careful examination of the cashflow needs over the next 12 months suggest that £50k would be sufficient. The costs implications for the various options are:

	Rate	Repayments		Total	Interest	Increase to precept	
		Per 6 months	Per year			%	£/year
£250k for 5 years	1.20%	£25,832	£51,664	£258,324	£8,324	17.26%	20.67
£250k for 10 years	1.43%	£13,459	£26,918	£269,192	£19,192	8.99%	10.77
£150k for 5 years	1.18%	£15,491	£30,982	£154,910	£4,910	10.35%	12.39
£150k for 10 years	1.43%	£8,076	£16,152	£161,515	£11,515	5.40%	6.46
£50k loan for 5 years	1.16%	£5,161	£10,322	£51,608	£1,608	3.45%	4.13
£50k loan for 10 years	1.40%	£2,688	£5,376	£53,756	£3,756	1.80%	2.15
£50k loan for 15 years*	1.65%	£1,888	£3,777*	£56,648	£6,648	1.26%	1.51

\*This arrangement would effectively not require any increase in precept as the current budget already includes £3,000 for additional loan repayments.

There is a strong imperative to avoid taking out a loan which would require an increase in the precept next year – not least because the PWLB would require use to carry out a consultation before doing so, which would delay the process further.

## Stress tests

We have looked at the capital cashflow for different possible situations ('stress tests') – see separate document:

Scenario	Minimum cashflow point & duration
No loan & no Kier S106 money	–£48k Jan - Sept 2022 (9 months)
No loan & no Kier & delay 1st floor fitting out	–£48k Jan - Sept 2022 (9 months)
No loan & Kier starts Apr-Jun 2022	–£33k Jan - Jun 2022 (6 months)
No loan & Kier starts Apr-Jun 2022 & delay 1st floor to Jul 2022	–£20k Jan - Jun 2022 (6 months)
50k loan for 10 yrs & Kier starts Apr-Jun 2022	Positive cashflow throughout
50k loan 10 yrs, Kier starts Apr-Jun 2022 & delay 1st floor Jul 2022	Positive cashflow throughout
50k loan 10 yrs & no Kier	–£1.5k Jul-Sept 2022 (3 months)
50k loan for 15 yrs & no Kier	–£0.8k Jul-Sept 2022 (3 months)
50k loan 15 yrs & Kier starts Apr-Jun 2022	Positive cashflow throughout

***The stress tests suggest that an additional loan of £50k over 15 years will prevent any significant negative position even if Kier S106 delayed indefinitely and would not require an increase in precept. Also, delaying kitting out the 1<sup>st</sup> floor will not avoid the need for a bridging loan, and subject to timing of the loan & S106 money, can be carried out this financial year.***

### **Early repayment of PWLB loans**

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. 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.

The reason for paying off early is that this can be done with S106 money when it arrives and will reduce the repayments from CPC annual income and hence pressure on precept.

### **Decisions around additional PWLB loans**

There are two key decisions:

- Will £50k be sufficient or should we take out a larger loan (in the knowledge that we would have to state in the resolution that we would need to increase the precept and conduct a consultation?)
- Do we take out the loan for 15 years (not requiring a precept increase) or for 10 years (probably requiring us to say there would be a precept increase)?

(Other amounts and terms are available but £50k and 15/10 year illustrate the options.)

### **Resolution wording (as required by PWLB)**

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 not intended to increase the council tax precept for the purpose of the loan repayments. **OR 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.**

**From meeting on the 27<sup>th</sup> July 2021 FLAC recommends to full council that the council applies for a PWLB loan of £50K over 15 years.**

## **21/175. Village Hall bar operation**

### **Introduction**

This paper is being submitted to CPC to provide an update on the working party progress and to seek a broad steer and strategic input at this stage. Therefore, this paper is not seeking decisions from CPC. This will provide focus for the working party and assist in discussions with third parties as we develop the detail further with a view to presenting options for CPC to make decisions in our next report.

### **Background**

Cottenham Parish Council (CPC) would like to establish a community bar in the village hall. The Bar will be a family-friendly venue, welcoming all members of the community and offering an attractive range of non-alcoholic and alcoholic refreshments and light snacks.

The objectives of operating the Community Bar include:-

- Provide a benefit to the community
- Showcase the village hall, encouraging its use by the community



- Generate income to help fund the Village Hall operation
- Show evidence of demand/ footfall including community wants and needs to help a long-term bar operator assess commercial value

The current intent is for the VH working party to run the bar directly using a pool of volunteers until a commercial bar operator is appointed.

### **Review**

A meeting was held on 22 Jul with representatives from the Cottenham United Sports and Social Club (CUSSC) and the Cottenham Club, to discuss an alternative way of operating the Community Bar. The main points of discussion were who should run the operation, the management of revenue and the location.

The meeting agreed to seek CPC's approval to explore the feasibility and mutual benefits of operating the bar as a partnership between CPC and CUSSC for a trial period to end Mar 2022. CUSSC would run the bar operation, organising volunteers, retaining revenue and paying rental (to be determined) for the facilities. CPC would provide the base facilities, the licence, Designated Premises Supervisor and some bar fittings (e.g. chiller cabinet, glass washer).

Once complete, the trial proposal/Heads of Terms would be brought to both the Parish Council and CUSSC for approval.

If the trial is satisfactory for all parties and proves to be a more attractive option than appointing a commercial bar operator, CUSSC will be invited to provide a proposal, to run the village hall bars for an extended period to be agreed.

### **Key Issues to be Resolved**

There are currently a number of differences in aspirations between CPC and CUSSC and compromises will need to be made on both sides to provide what could be a good solution for the community, CPC and CUSSC.

The main issues to be resolved include:

- Membership  
CUSSC proposes operating a membership structure at a nominal fee, potentially £1. The reasons for this are to help CUSSC manage and sanction behaviour and to create a sense of "ownership" amongst the clientele.  
The Parish Council working party prefers not to restrict bar users to CUSSC members, seeing this as a potential barrier to entry and inclusion, even if it is a low cost 'social' membership. There is a concern that residents may feel that they have already paid for the village hall and would object to paying again to use it, potentially only until the end of the trial period.  
To signal its open-to all nature, it is felt important that the bar should be seen primarily as a family-friendly 'Village Hall Bar' and not 'The Sports and Social Club Bar'. Whatever way forward is agreed, the working party feels it is important to extend the use of the bar by encouraging families and rec. visitors during the daytime as well as evenings.
- Location

The original suggestion was that the Lounge and by exception the Hall would be used for the bar. Use of the Balcony Room was discussed and was CUSSC's preferred location, the key issues being space and interference with/ from other Hall users.

Issues with use of the Balcony Room include lack of visibility to Rec. and other VH users reducing "casual usage" of the bar, which would assist in creating the sense of "openness" and community "ownership". There are also issues with the ability to securely manage and monitor the access route to the Balcony Room via main door and stairs

In the event of an event booking requiring use of the "normal" bar location, a system will be required to enable the community bar to operate from an alternative space, potentially with reduced services. Similarly, there may be occasions where the bar will request the hire of additional VH facilities, which will be accommodated if available and suitable.

- Revenue and Rental Income

Rental arrangements for the trial period are to be agreed and will be flexible to allow the operation to bed-in whilst still achieving CPC's financial aspirations in FY 21/22.

The working party's expectation is that if the trial were to become a more permanent arrangement, then rental would be similar to that from the previous operation (ca. £10k p.a.) with an uplift for improved facilities.

### Next Steps

The key next steps in developing a trial partnership between CPC and CUSSC are:-

- CPC to confirm expectations of a community bar enabling the working party to continue negotiations aiming towards the development of a detailed proposal/Heads of Terms and agreement with CUSSC (responsibility: CPC)
- If negotiations are successful then the working party will develop proposal/Heads of Terms and present to CPC for approval (responsibility: Village Hall Working Party, CUSSC).

Other options that the working group will continue to explore include:-

- CPC to run a bottle bar and seek the appointment of a commercial bar operator.
- CPC to employ a bar manager to run the bar operation with village volunteers similar to the Cottenham Community Centre Coffee shop model.

### 21/176. Balcony Room kitting out

Cllr Ward and the Clerk have been looking at ways of kitting out the Balcony room in the Village Hall with tables and chairs with a view to working out whether the council can ensure that they are available for potential bookings in August/September/October however availability and price whether new or second-hand is a concern.

Should the council purchase new furniture, orders would need to be placed 4 – 6 weeks before they are needed (by mid-August.) If the council were to rely on second-hand it is **most unlikely** that there will be sufficient numbers (140) of the quality, we need within 50 miles within the next month.

To avoid last minute cancellation of these bookings we would need council authorisation to purchase new chairs and possibly new tables as soon as possible to cater for 140 people (so they match – or we could split between 2 orders if we know the manufacturer will continue the line.

**FLAC recommends to full council that a budget of £8K (excluding VAT) be allocated to cover the cost of kitting out the balcony room in the village hall – RESOLVED**

## **21/177. TTRO for Remembrance event**

In recent years there has been changes to the way remembrance events that require traffic management are performed. In conjunction with Cambridgeshire Constabulary, Cambridgeshire County Council Highways would like to present the attached presentation to you as an overview guide of traffic management requirements at Remembrance Events.

Recent changes include the Royal British Legion no longer insuring parades and traffic management duties no longer being undertaken by the police as it is not one of their core responsibilities. Therefore these duties have become the responsibility of those organising the events which in most cases is the Parish or Civic authority.

## **21/178. Rampton Road changes to speed limits**

### **Proposed TRO (Reference Number PR0718) - Rampton Road, Cottenham**

Proposed extension of 30mph speed limit and new 40mph speed limit in Rampton Road, Cottenham. Closing date for comment is 16 August 2021.

[Permanent Traffic Regulation Orders - Cambridgeshire County Council](#)

## **21/179. CCTV policy**

### **1. POLICY STATEMENT**

- 1.1. Cottenham Parish Council believes that CCTV has a legitimate role to play in helping to maintain a safe and secure environment for all staff and visitors. However, it recognises that this may raise concerns about the effect on individuals and their privacy. This policy is intended to address such concerns.
- 1.2. Images recorded by surveillance systems are personal data which must be processed under data protection laws. Cottenham Parish Council is committed to complying with its legal obligations and ensuring that the legal rights of individuals relating to their personal data are recognised and respected.
- 1.3. This policy is intended to assist Cottenham Parish Council in complying with its legal obligations when working with personal data. In certain circumstances, the misuse of information generated by CCTV could constitute a criminal offence.

### **2. DEFINITIONS**

2.1. For this policy, the following terms have the following meanings:

- 2.1.1. **CCTV:** means a Closed-Circuit Television system employing cameras designed to capture and record images of individuals and property.
- 2.1.2. **Data:** is information stored electronically, or in certain paper-based filing systems. In the context of this CCTV policy, this generally means video images. It may also include static pictures such as printed screenshots.
- 2.1.3. **Data subjects:** means all living individuals about whom personal information is held as a result of the operation of CCTV.
- 2.1.4. **Personal data:** means data relating to a living individual who can be identified from that data (or other data held by Cottenham Parish Council). This will include video images of identifiable individuals.
- 2.1.5. **Data controllers:** Cottenham Parish Council is the data controller of all personal data used in its operations.
- 2.1.6. **Data users:** are those employees of or contractors to Cottenham Parish Council whose work involves processing personal data. Data users must protect the data they handle per this policy.

- 2.1.7. **Data processors:** are any person or organisation that is not a data user that processes data on behalf of Cottenham Parish Council and following its instructions (for example, a third-party supplier which storing or handling data on behalf of the council).
- 2.1.8. **Processing:** is any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing or destroying it. Processing also includes transferring personal data to third parties.
- 2.1.9. **Premises:** Cottenham Village Hall and Car Park, Recreation Ground and Pavilion.

### 3. ABOUT THIS POLICY

- 3.1. Cottenham Parish Council uses CCTV systems to view and record individuals on and around its premises. This policy outlines the purpose of using CCTV, how the CCTV systems will operate and how CCTV recorded will be processed to ensure compliance with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.
- 3.2. Cottenham Parish Council recognises that personal data is subject to data protection legislation. The images of individuals recorded by CCTV are personal data and therefore subject to the legislation. Cottenham Parish Council is committed to complying with its legal obligations and seeks to comply with best practice suggestions from the Information Commissioner's Office (ICO).
- 3.3. This policy covers all Parish Council employees, other individuals working in or visiting its premises and environs within the scope of the CCTV systems.
- 3.4. This policy has been approved by Cottenham Parish Council.
- 3.5. The policy will be regularly reviewed to ensure that it meets legal requirements, relevant guidance published by the ICO and industry standards.
- 3.6. A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following an investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

### 4. PERSONNEL RESPONSIBLE

- 4.1. The Parish Council has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy.
- 4.2. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Parish Council CCTV Working Party and the Parish Clerk. Day-to-day operational responsibility for CCTV cameras and the storage of data recorded is the responsibility of the Clerk to the Parish Council.

### 5. REASONS FOR USE OF CCTV

- 5.1. CCTV is deployed by Cottenham Parish Council where such use is necessary for legitimate purposes, including:
- to deter and prevent crime
  - protect buildings and assets from damage, disruption and vandalism
  - enhance the personal safety of staff, visitors and other members of the public
  - to support law enforcement bodies in the prevention, detection and prosecution of crime;
  - to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings;
  - to assist in the defence of any civil litigation

This list is not exhaustive and other purposes may be or become relevant.

## 6. MONITORING

- 6.1. For the Village Hall, CCTV monitors public areas indoors, the exterior of the building and both the main entrance and secondary exits 24 hours per day, 7 days per week. Only the exterior of the Pavilion is monitored.
- 6.2. Data are recorded at all times.
- 6.3. Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private homes, gardens or other areas of private property.
- 6.4. Surveillance systems will not be used to record sound.
- 6.5. Images are reviewed as required by authorised personnel during working hours only.
- 6.6. In the event of an incident requiring immediate response, e.g. fire alarm etc., live camera feeds and recordings may be accessed by authorised personnel outside working hours.
- 6.7. Personnel required to use CCTV will be given appropriate training to ensure they understand and observe the legal requirements related to the processing of relevant data.

## 7. HOW CCTV SYSTEMS ARE OPERATED

- 7.1. Where CCTV systems are deployed, signs are displayed at the entrance of the surveillance zone to alert individuals that their image may be recorded.
- 7.2. Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example, to protect health and safety.
- 7.3. Live feeds from cameras and recorded images will only be viewed by approved members of staff whose role requires them to have access to such data. This may include staff involved with disciplinary or grievance matters.
- 7.4. Recorded images will only be viewed in areas where confidentiality can be maintained. Where practical a minimum of two people should view the CCTV at any one time and only for specific reasons.

## 8. USE OF DATA GATHERED BY CCTV

- 8.1. Data gathered from CCTV cameras is stored to maintain its integrity and security. This may include encrypting the data, where it is possible to do so.
- 8.2. Local storage may be supplemented by offsite including "Cloud" storage. All reasonable steps will be taken to ensure that any storage service provider maintains the security of information, under industry standards.
- 8.3. Cottenham Parish Council may engage data processors to process data on its behalf. It will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

## 9. RETENTION AND ERASURE OF DATA GATHERED BY CCTV

- 9.1. CCTV images are not to be retained for longer than necessary. This will normally be a maximum of 30 days
- 9.2. By exception, for example when a law enforcement body is investigating a crime, it may be necessary to download and retain images or video for a longer period as part of an active investigation or as evidence.
- 9.3. At the end of their useful life, all images and video in whatever format will be erased permanently and securely.
  - 9.3.1. Data stored and managed by the CCTV system will be automatically deleted in line with a retention policy implemented on that system
  - 9.3.2. Digital data stored externally will have a policy set to ensure secure deletion at the end of the retention period

9.3.3. Any physical media such as still photographs, hard copy prints, tapes or discs will be disposed of as confidential waste. Any will be disposed of as confidential waste.

## 10. EXTENDING SURVEILLANCE SYSTEMS

- 10.1. Before introducing any new surveillance system, including placing a new CCTV camera in any location, a privacy impact assessment (PIA) will be completed to confirm appropriateness.
- 10.2. The PIA will consider whether new surveillance capabilities are necessary and proportionate in the circumstances, what limitations, if any, should be placed on their use and whether they should be used at all. It will consider the effect a surveillance camera will have on individuals and therefore whether its use is a proportionate response to the problem identified.
- 10.3. Any PIA will consider the nature of the problem to be addressed at that time, available options and whether surveillance is likely to be the most appropriate solution.
- 10.4. Surveillance cameras will not be placed in areas where there is an expectation of privacy (for example, in changing rooms) unless, in very exceptional circumstances, it is judged by us to be necessary to deal with very serious concerns.
- 10.5. All changes to existing or additional CCTV capabilities and systems must be approved by the Parish Council.

## 11. USE OF CCTV FOR COVERT MONITORING

- 11.1. Covert monitoring or surveillance is where individuals are unaware that the monitoring or surveillance is taking place and risks monitoring of innocent individuals and activity
- 11.2. Cottenham Parish Council will not engage in covert monitoring using its CCTV capabilities, except in highly exceptional circumstances where there is no less intrusive way to tackle the issue. Examples of such exception would include, but are not limited to, where there are reasonable grounds to suspect that criminal activity, extremely serious malpractice is suspected or on properly documented request from a law enforcement agency
- 11.3. Authorisation for covert monitoring must be sought from the Parish Council. The authorisation should state who will be involved in such monitoring and its duration. If an extension is required, a new authorisation must be sought
- 11.4. If necessary, this authorisation is delegated to the Council Chair or Vice-Chair, a Proper Officer of the Council and at least one other council member
- 11.5. The decision to carry out covert monitoring will be fully documented and will set out how the decision to use covert means was reached and by whom.
- 11.6. The number of people involved in any covert monitoring will be as small as possible
- 11.7. Covert monitoring will be carried out only for a limited and reasonable period consistent with the objectives of making the recording and will only relate to the specific suspected illegal or unauthorised activity described in the authorisation

## 12. ONGOING REVIEW OF CCTV USE

- 12.1. Cottenham Parish Council will review the continued justification of using CCTV, its proportionality and appropriateness, annually.

## 13. REQUESTS FOR DISCLOSURE

- 13.1. Cottenham Parish Council will not normally release data unless satisfactory evidence that it is required for legal proceedings or under a court order has been produced or where it is reasonably necessary for any of the legitimate purposes set out above in Paragraph 5.1.

- 13.2. Requests for disclosure must be made in writing to the Clerk to the Parish Council and approved by the Parish Council.
- 13.3. Images from CCTV systems will not be disclosed to any third party, without express permission being given by the Parish Council.
- 13.4. If necessary, this authorisation is delegated to the Council Chair or Vice-Chair, a Proper Officer of the Council and at least one other council member.
- 13.5. All disclosures of CCTV data will be documented and managed within the retention guidelines described in section 9.
- 13.6. Images or video from CCTV will not be posted online or disclosed to the media.

#### 14. SUBJECT ACCESS REQUESTS

- 14.1. Data subjects may request disclosure of their personal information, which may include CCTV data (data subject access request).
- 14.2. A data subject access request should be made in writing to the Clerk to the Parish Council.
- 14.3. A response to a valid request should be provided within a month. This should detail the types of data held, the purpose of holding them, who has access and applicable retention policies. The applicant should be advised of their rights regarding data, including the right to complain to the ICO.
- 14.4. For us to identify relevant data, requests for CCTV video or images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 14.5. On receipt of a valid request, Cottenham Parish Council will provide a copy of the individual's personal data but reserves the right to obscure images of third parties, where it is considered necessary to do so. The council will consider the ICO Code of Practice and the law when deciding as to whether to disclose third party personal data.

#### 15. 15. COMPLAINTS

- 15.1. Any questions about this policy or concerns about Cottenham Parish Council's use of CCTV, should be directed to the Clerk to the Parish Council in the first instance.

#### 16. REQUESTS TO PREVENT PROCESSING

- 16.1. Articles 21 and 22 of the GDPR, document the exceptional circumstances in which individuals have a legal right to object to processing of data. Examples include use for direct marketing, profiling and automated decision making.
- 16.2. Cottenham Parish Council will respond to and if necessary, comply with any valid requests to prevent processing of individual's data.

#### **21/180. Cottenham Charities Trustee**

CPC have 2 representatives as trustees at Cottenham Charities. One has now stood down and Cllr Ward has offered to stand. This needs to be formally proposed by the Council.

#### **21/181. Gas/Electricity contracts**

**To follow.**

#### **21/182. Groundsman contract**

From the FLAC meeting on the 27<sup>th</sup> July 2021: Resolution to recommend to full council to increase the contract price by 10% on current scope of work to cover cost of inflation and materials (last increase was in 2017) and then an additional £4k per year for additional work including increased sports team usage of the recreation ground and associated works, additional work at Crowlands

moat, pressure washing of bus shelters, and the additional areas of Wilkin walk, Narrow Lane, Warg Field and Fen Reeves meaning that the contract value will increase from £38K (before VAT) per year to £45,800 (before VAT).

**21/183. Village Hall Social Media marketing**

FLAC recommends to full council that we employ ‘The Little Social Company’ to carry out a report of the council’s social media marketing strategy for £100 and then to pay a monthly cost of £200 for two months for work to increase our social media presence (total £500) and then to review the success of this work.

**21/184. Village Hall cleaner**

To follow.

**21/185. Grant application**

COTTENHAM PARISH COUNCIL  
Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Rowan Humberstone
2.	Name, Address and Status of Contact	40 Humberstone Road Cambridge CB4 1JG
3.	Telephone Number of Contact	01223 566027
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£150
5.	For what purpose or project is the grant requested?	To assist with the running costs of Rowan. It costs approximately £430,000 every year to run Rowan. This equates to approximately £75 per day, per student. We receive up to £50 per student via direct/ personal payments and we therefore actively seek to raise funds from our local community to cover the balance.
6.	What will be the total cost of the above project?	£ On going
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Rowan has an annual fundraising strategy which we use to focus our fundraising efforts and seek new collaborations and donation opportunities.
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	Rowan reaches out to all our local Parish Councils, as well as other community groups/organisations, individuals and local companies to seek support on an annual basis. We also have a calendar of fundraising events and apply for grants from larger Trusts and Foundations.
9.	Who will benefit from the project?	Rowan is the only dedicated arts centre for people with learning disability in Cambridgeshire so our services are available to anyone in your parish who may be living with a disability , giving them the same choice, quality of life, opportunities and aspirations as

Proposal that FLAC recommends to full council that we grant £150 to the charity.



### **21/186. S106 indemnity**

Received from Theresa Roberts, S106 Monitoring Officer: As you will likely be aware, a Section 106 Agreement was entered into in respect of the above development with effect 30 November 2017. This required the Developer to pay over the sum of £60,000 as a financial contribution towards agreed sports projects and £25,410 towards the provision of additional burial space. It is the intention for these monies to be remitted to the Parish Council, upon the Parish Council entering into an appropriate form of Indemnity, for use for such purposes in accordance with the Section 106 Agreement that relates to securing the use of the monies in this manner. The Agreement can be viewed on the website by using the planning application search. It will be listed under the documents tab.

<https://applications.greatercambridgeplanning.org/online-applications/search.do?action=simple&searchType=Application>

I attach a copy of an appropriate Indemnity for execution on behalf of the Parish Council and, assuming the Parish Council is content to proceed on this basis, perhaps two copies of the indemnity form can be printed and that both copies could be executed in pursuance of an appropriate resolution of the Parish Council. You will see that the document provides for the date of the resolution to be inserted and I would be grateful if this could be completed and for the document to be executed by two Parish Councillors on behalf of the Parish Council.

Once executed, please date the Indemnity and return one part to the council offices marked for my attention, retaining the other copy for the Parish Council's records. As I am currently working from home please could you also email a copy to me. I will then arrange for the sports and burial ground contributions to be remitted as quickly as possible.

### **21/187. Junior Parkrun**

Junior parkrun is a free, weekly timed 2 km run held every Sunday at 9am for children aged between 4 and 14 years old. There are over 200 in the England and the closest to Cottenham used to be at Milton Country Park, that has not restarted and the park do not know if they will let it restart. It's place has been filled by other events such as bike races and triathlons.

In 6 years Milton Country Park junior parkrun has been run over 36,000 times by 4,500 different children, many of them Cottenham residents.

There is some interest in starting an event in Cottenham, to do this there needs to be landowner permission, a sum of £4,000 needs to be raised (a one-off fee, no other ongoing costs) and the event will need a core team to run it.

### **21/188. Village Hall usage by Ladybirds**

Ladybirds have asked about the possibility of using the hall for their Christmas Pantomime on both Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> December between breakfast and afterschool club hours. Need to see what other classes are running at those times. Previously the usage has been free so need to decide how to proceed.

### **21/189. Christmas tree**

Three quotes have been received. Please note that we have previously had a Nordmann Fir which holds needles for longer (the tree is usually up for around 5-6 weeks).

**Woods Farm, Solihul** <http://www.woodsfarm.co.uk/>

1 x 27ft Norway 'Spruce @£ 550.00

Delivery only @£ 275.00

There might be a slight additional cost if it is a timed early morning delivery

**Elveden Christmas Trees** <https://www.elvedenchristmastrees.com/> (usual supplier)

Spruce/Nordmann fir Circa 8.2m (27ft)

Total price for the above tree, delivery and associated services would be £1490.00 (Ex VAT)

**Nunton Christmas trees** <https://www.nuntonchristmastrees.co.uk/>

27ft Nordmann Fir £1450 (inc VAT) inclusive of delivery. We could go and choose a tree from their farm, based near Peterborough.

**21/190. War Memorial centenary**

**21/191. Recreation Ground pitch fees**

## 21/194. Bank reconciliation

Bank Reconciliation to 30/06/21

Account	Balance £	Initial
Unity Trust current account	90,989.63	Signed by CW
Unity Trust project account	2440.01	Signed by CW
Unity Trust deposit account	40,020.23	Signed by CW
Cambridge Building Society acc	71,839.79	Signed by CW
Triodos account	50,445.41	Signed by CW
Nationwide account	5143.62	Signed by CW
Multipay Card	15.52	Signed by CW
	Total in bank accounts: £260,894.21	

Xero accounting system & bank statement balances agree	Signed by CW
Reconciliation adds up	Signed by CW

- Add Accounts receivable £1211.61
- Add VAT due £826.58
- Minus Accounts Payable £6717.91
- Minus Accruals £2000.00
- Minus PAYE £1037.61

**Net Asset figure** £253,176.91

Sign - CW (Checked 19/07/21)

## Appendix 1: Issues log

There were 5 reported incidents during July.

Date	Issue	Further details	Follow up
09/07/2021	Wilkin Walk	overgrown brambles blocking path	AC arranging volunteers to cut back
09/07/2021	Rampton Road	speeding cars, volume of traffic, noise and vibrations from development	AC to contact speedwatch, advised to report details of speeding cars to police
19/07/2021	20p road	road surface scuffing up in heat	AC reported to Highways
21/07/2021	Oakington Rd	Missing speed signs. The road is incredibly dangerous as stated many times and it feels like a serious accident is going to happen	Cllr Gough (copied in) responded. Awaiting updates from Highways
24/07/2021	Wilkin Walk	overgrown brambles at eye height	AC and Cllr Stewart co-ordinating volunteers to cut back