

AGENDA REPORTS PACK

FULL COUNCIL MEETING

September 2021

21/200. Minutes

DRAFT Ordinary Parish Council Draft Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 3rd August 2021 at 7.30pm

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

In attendance: 4 members of the public

- 21/168. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulkner (Personal), Wotherspoon (Absent), Clerk (Holiday), SCDC Cllr Wilson (Illness)
- 21/169. To accept Declarations of Interest and Dispensations** – Cllr Hutchinson re Park run item 21/187 and Cllrs Young & Collinson regarding the Rampton road speed sign item 21/178.
- 21/170. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 6th July 2021 be signed as a correct record. Proposed Cllr Hutchinson and seconded by Cllr Ward. **RESOLVED.**
- 21/171. Public participation** – Three members of the public in attendance wished to take part in the discussion about the bar operation (item 21/175) the other member of the public present was one of the co-option candidates.
- 21/172. Reports**
- **SCDC & CCC** – report noted. Church Lane situation is being investigated. Highways meeting on the 6th that Cllr Gough and Asst Clerk attending, then another meeting on the 11th to talk about planned works. There has been a visit to the Gun club by CCC and SCDC they confirm that the height and width of the bunds are as expected, they are 75% completed and it is estimated to take a further 1 year to complete. Surface water situation is still being looked at - Bellway
 - **Clerk** – report noted. Tilia not doing a good job of maintaining clear path, hedges need to be better managed. Parish Council to make representation.
 - **Major developments** – Report noted. Cllr Hewitt and Clerk attended a Developer Liaison meeting on the 29th of July, Persimmon confirmed that the Early Years invoice from CCC will be on their August pay run. Reserved matters for Tilia will be reviewed by SCDC in September and work is likely to begin in March next year. Management plan being created for management of Les King Wood. Water collecting on Rampton road, water management issues re Redrow. Tilia planning to site a retention pond nearby. Please can this be brought up at the next Liaison meeting. Tilia development - More direct access to the village for cycling and walking is under discussion.
 - **Village Hall & Nursery** – Report noted. All classes have finished for the summer. Kids Club are in for three of the weeks over summer holidays. Snagging is still ongoing, and W & B are looking into various issues. Ceiling contractor has checked the tiles, they may need clipping and further ventilation tiles added. The O&M manuals have been delivered to the office. Chestnuts are hoping to set up in August and a contract has been set up for this. The full contract is still in the hands of the solicitor.
 - **Pre-launch working party** – Report noted. Bookings for weekday evenings on the ground floor are looking healthy and the online booking system has been set up. Still have daytime slots available. Autumn booking requests are coming in, but additional fitting out required to fulfil these requests (item 21/176). Hoping to trial a social media campaign to test the viability of this form of marketing (item 21/183). Still exploring options for a bar operation (item 21/075). Cottenham Primary School PTCA

and Ladybirds will be running a kiosk service from the end of August, COLTS may also use the kiosk on a Saturday. Still awaiting £105K in S106 monies from Persimmon. Application to FECA for hearing induction loop ongoing.

- 12/173. Councillor co-option** – The council had two applications for co-option to the council, there is a single vacancy. Both applicants' details were considered. The council then voted eight in favour of Mary Kidston and two for Robin Heydon, one abstention. Proposal to co-opt Mary Kidston onto the council following a majority vote – Proposed Cllr Ward and seconded by Cllr Young - **RESOLVED**
- 21/174. Additional borrowing** – Cllr Ward ran through the background and the cashflow spreadsheet. The council do not wish to increase the precept further. There were some questions over the term of the loan. Proposal 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 £50,000 over the borrowing term of 15 years for completion of the Village Hall and Nursery project. The annual loan repayments will come to around £3777.00. It is not intended to increase the council tax precept for the purpose of the loan repayments. Proposed Cllr Ward and seconded by Cllr Bolitho - **RESOLVED**
- 21/175. Village Hall bar operation** – Standing orders suspended at 19.48. The report provided by Cllr Jones highlighted the progress on this to date. One member of the public felt that a membership is a way to help control over who you can/can't serve. Reinstated standing orders at 19.53. The report details how a partnership between CPC and CUSSC (Cottenham United Sports and Social Club) could work initially on a trial period to end March 2022. Cllr Jones spoke about the overall objectives to provide a benefit to the community, showcase the Village Hall & generate some income. Membership, location, and revenue are the main factors to be considered. The working party would like to see an approximate 2k profit by the end of the financial year. To arrange a follow up meeting between CUSSC and CPC. Accounts can be provided by CUSSC. The council discussed how keen they are for as many people to be involved and finding ways to overcoming barriers to using the bar facilities. Proposal to provide support for the working party to continue ongoing discussions with the Sports and Social Club – Proposed Cllr Bolitho and seconded by Cllr Stewart - **RESOLVED**
- 21/176. Balcony Room kitting out** – The Village Hall working party have been looking at ways of kitting out the Balcony room in the Village Hall with tables, chairs, white goods, and a cooker with a view to working out whether the council can ensure that they are available for potential booking in the autumn. The Finance committee looked at the estimates and recommended to full council that a budget of £8K (excluding VAT) be allocated for this purpose. Resolution that full council set a budget of 8K to cover the cost of kitting out the balcony room – Proposed Cllr Bailey and seconded by Cllr Stewart - **RESOLVED** Standing orders suspended at 20.49 a member of the public recommended that council consider the option of auctioned equipment from pubs/bars that have recently closed. Standing orders reinstated 20.50
- 21/177. TTRO for remembrance event** – The remembrance event is taking place in November and to ensure that the TTRO is processed an application needs to be made as soon as possible. Proposal that the Asst Clerk apply for the TTRO for road closure notice for the remembrance event – Proposed by Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**. Traffic marshals are needed for these events, training is required. Good idea to advertise this.
- 21/178. Rampton Road changes to speed limits** – There is a proposed extension of the 30mph speed limit and a new 40mph speed limit on Rampton Road. Cambridgeshire County Council are asking for comment, closing date 16th August 2021. Resolution that Cllr Hewitt will respond to the proposal on behalf of CPC and to state that CPC recommends that the

current 60mph area be reduced to 50 mph between the villages of Rampton and Cottenham. Proposed Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**. Two abstentions as per declarations of interest.

- 21/179. CCTV Policy** – The council considered the new CCTV policy which details how we use CCTV and states that the council will retain data for 30 days before it is deleted, need to check that the equipment we have is capable of this and the location of the equipment is secure. The policy is compatible with the premise license agreement and GDPR. Resolution to adopt the CCTV policy as per the pack – proposed Cllr Loveluck and seconded by Cllr Stewart - **RESOLVED**
- 21/180. Cottenham Charities Trustee** – There is a vacancy for a trustee at Cottenham Charities. Proposal to nominate Cllr Ward as a trustee for Cottenham Charities – proposed by Cllr Graves and seconded by Cllr Bailey - **RESOLVED**
- 21/181. Electricity contracts** – Cllr Henderson has researched various suppliers of electricity and presented these to the council. Resolution to continue with British Gas at the Village Hall for a 2-year term, to appoint EDF on a 3-year term for the Sports Pavilion, to appoint EDF for a 3-year term at the Village Green. To continue with SSE for the streetlighting unless a more competitive supplier is found – Proposed by Cllr Ward and seconded by Cllr Henderson - **RESOLVED**
- 21/182. Groundsman Contract** – Cllr Hewitt met with our groundsman to look at his scope of work and contract costs. FLAC considered this at the meeting on the 27th July. FLAC recommended 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) fixed for three years. Prior to next contract renewal date that the work is tendered out. Proposal to accept the increase from Dec 2020 for a period of three years (Dec 2023) – proposed Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**
- 21/183. Village Hall Social Media Marketing** – As part of our marketing of the Village Hall, 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. Resolution to employ ‘The little Social Company’ total value £500, to carry out Village Hall Marketing for two months – Proposed Cllr Graves and seconded by Cllr Collinson - **RESOLVED**
- 21/184. Village Hall cleaner** – deferred
- 21/185. Grant application** – The council received a grant application from the Rowan charity which is an arts centre for people with learning disabilities based in Cambridge which has benefitted individuals from Cottenham. FLAC recommends to full council that we grant £150 to the charity. Resolution that the council grant £150 to the Rowan Charity – Proposed Cllr Collinson and seconded by Cllr Stewart - **RESOLVED**
- 21/186. S106 indemnity** – A S106 agreement in effect from 30th November 2017 requires 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. Resolution to sign the s106 indemnity form – Proposed Cllr Ward and seconded by Cllr Young - **RESOLVED**
- 21/187. Junior Parkrun** – Junior parkrun is a free, weekly timed 2km run held every Sunday at 9am for children aged between 4 and 14 years old. The Milton Park run has not restarted and there is some interest in starting an event in Cottenham. To do this there needs to be

landowner permission, a sum of £4000 needs to be raised as a one-off fee and the event will need a core team to run it. In 6 years at Milton the junior park run has been run over 36,000 times by 4,500 different children, many of them Cottenham residents. Resolution that CPC support the setting up of the park run at the recreation ground – Proposed Cllr Steward and seconded by Cllr Bailey - **RESOLVED**. Cllr Bailey left the meeting at 9.33pm.

21/188. Village Hall usage by Ladybirds – Ladybirds have asked about using the hall for their Christmas pantomime on both Monday 13th and Tuesday 14th December between breakfast and afterschool club hours. Currently there are no other bookings on these days and permission granted. Encourage Ladybirds to apply for a grant application of £50 to cover the cost of the bookings. Thorough cleaning by Ladybirds must be carried out after each event.

21/189. Christmas tree – The Asst Clerk had obtained three quotes for the Christmas tree. Resolution that we purchase the Christmas tree from Nunton Christmas trees for £1450 including VAT, we will see if we can arrange collection of the tree to reduce the cost. Proposed Cllr Bolitho and seconded by Cllr Loveluck – **RESOLVED**. Council to actively seek sponsorship to help cover the costs

21/190. War memorial centenary – As discussed earlier we will be applying for the TTRO. One of the local residents has been asked to produce a pictorial display in the community centre as part of the centenary event. Cllr Hewitt to contract resident to arrange pictorial display.

21/191. Recreation Ground pitch fees – deferred

21/192. Finance

Income	Description	Net	Gross	
Village Hall Hire	Invoice payment	£130.00	£156.00	
Ladybirds	Quarterly rent invoice	£1,655.00	£1,655.00	
Kids Club	Monthly rent invoice	£691.40	£829.68	
Game Set Tennis	Tennis lessons	£4.37	£5.24	
2 nd Cottenham Rainbows	Rainbow sessions on the Dunnocks	£20.00	£24.00	
Strive Outdoor Bootcamp	Invoice payment	£130.00	£156.00	
1 st Cottenham Rainbows	Rainbow sessions on the green	£32.00	£38.40	
Sustainable Cottenham	Hire of the Village Hall	£320.00	£384.00	
Sustainable Cottenham	Hire of the Pavilion	£70.00	£2,047.53	
Allotments	Water recharge	£483.57	£483.57	
Use of Cricket pitch	Invoice payment	£120.00	£144.00	
1 st Cottenham Guides	Guides sessions on the green	£32.00	£38.40	
Village Hall Hire	Invoice payment	£100.00	£120.00	
HMRC	VAT payment	£826.58	£826.58	
Bowls Club	Electric recharge	£45.61	£45.61	
2 nd Cottenham Guides	Guides sessions on the green	£24.00	£28.80	
		£4,684.53	£5,019.28	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 2021	£4,804.94	£4,804.94	-
HMRC	Tax and NI for July 2021 (month 4)	852.17	852.17	-
Zurich	Annual insurance cost	£6,826.29	£6,826.29	2103
HAG	Supplied, re-wired & install new motor to door (Ladybirds)	£829.00	£994.80	2104
Calor Gas	Delivery to the pavilion (DD)	£1,048.74	£1,101.18	2105
Cambs County Council	Contribution to LHI Scheme	£4,900.00	£4,900.00	2109
AJ King	Groundsman Contract	£3,166.67	£3,800.00	2110

AJ King	Additional work carried out for Village Hall	£472.50	£567.00	2111
		£22,900.31	£23,846.37	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension August 21 (DD)	£331.64	£331.64	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Travis Perkins	Combination padlocks x 3	£56.46	£67.75	2093
SSE Southern Electric	Electric for streetlighting (DD) Monthly	£105.62	£110.88	2094
Xero	Monthly cost for Xero (DD)	£24.00	£28.80	2095
Backstop Ltd	Accountancy support	£50.00	£60.00	2096
RFO	Expenses – re sim card for the pavilion	£9.20	£11.04	2097
BCS	Payroll procession June 21	£35.00	£42.00	2098
SSE Southern Electric	Electric for the pavilion (DD) Monthly	£262.96	£315.55	2099
British Gas	Electric for the Nursery (DD) Monthly	£179.45	£188.42	2100
Urbancomms	Broadband for the Village Hall (DD) Monthly	£66.49	£79.79	2101
Urbancomms	Broadband for the Nursery (DD) Monthly	£66.49	£79.79	2102
Hall Master	Booking system for the Village Hall	£187.00	£212.40	2106
Barton Oil Burner Services	Boiler service & repairs to Ladybirds boiler (50% will be recharged)	£236.60	£283.92	2112
MB Cleaning Services	Village Hall cleaning invoice	£357.00	£357.00	2113
The Geographer	Microwave for Village Hall	£50.00	£50.00	2114
Cllr Ward	Premises licence from SCDC	£190.00	£190.00	2115
		£2,379.91	£2,615.38	
Multipay Card				
Amazon	Equipment for the Salto system	£201.66	£241.99	2107c
Amazon	Keyboard and Mouse for RFO	£23.32	£27.99	2108c
O2	Phone top up	£10.00	£10.00	2114c
CeX	New phone for Asst Clerk	£21.95	£21.95	
		£256.93	£301.93	

Resolution to pay these invoices – **RESOLVED**

21/193. Management account – Resolution to accept the management accounts as a correct record –

Proposed Cllr Ward and seconded by Cllr Bolitho - **RESOLVED**

21/194. Bank reconciliation – Resolution to accept the Bank reconciliation as a correct record – Proposed

Cllr Graves and seconded by Cllr Bolitho - **RESOLVED**

21/195. Matters for consideration at the next meeting – Look at electronic forms that needs completing for treeworks – Cllr Bolitho; Bulbs on the Village Green – Cllr Collinson; Sports club fees – Cllr Hewitt; Cleaning contract for the village hall

21/196. Dates of next meetings – Planning 5th August, Planning 19th August, Full council 7th September

21/197. Close of Meeting – 21.54

21/202. Reports

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

County Highways Maintenance

The first regular quarterly meeting with the Highways officer and the Parish Clerks from Cottenham, Rampton and Willingham did take place on August 6 at Cottenham Village Hall. It was a good meeting and there was acknowledgement that both the growing backlog of work and the lack of communication (for example when officers were absent on sick leave) were areas that needed to be addressed.

A long list of outstanding items was passed on and there are already signs that some of the items have been addressed e.g., cutting back overgrown hedges.

At the very least, the regular quarterly meetings will add some greater communication and discipline into the arrangements.

Civil Parking Enforcement

There is an item on the Highways Committee agenda this week to commence a feasibility study of Civil Parking Enforcement in the South Cambridgeshire District including using Greater Cambridge Partnership funding. Civil parking enforcement, outside of Cambridge city, is enforced by the police. However, if agreed at committee and authorised by DfT, it could mean the County Council will be able to enforce inconsiderate parking, help improve access and support local businesses whilst contributing to the Council's joint administration overarching environmental objective to reduce congestion and improve air quality

Anglian Water Essential Sewer Works in Cottenham

Anglian Water announced essential works to sewers in Cottenham, to prevent surface water flooding and sewage backing up in homes and gardens. The works were scheduled to start on 1 September 2021. The proposed works would have resulted in the High St being closed to traffic between Broad Land and Rooks St for 3 weeks with diversions planned via Wilburton and the A10 for residents and businesses living north of the closure. The initial phase would have been followed by other closures and traffic light controlled partial closures for up to 3 months.

The announcement and the potential impact on residents and businesses of full road closures gave rise to many concerns that District, County and Parish Councillors put to a meeting with Anglian Water on Wednesday 25 August. They asked Anglian Water whether it would be possible to carry out the works in a way that would cause less disruption.

Following that meeting, Anglian Water met with County Highways and held an internal meeting. Councillors were advised that Anglian Water was going to re-consider the way in which the works would be carried out to identify ways of causing less disruption and that, in the meantime, the works would not commence on 1 September.

Anglian Water will be holding a further internal meeting on 8 September and will then submit updated plans to County Highways for approval. They have also committed to working with local Councillors to keep residents and businesses informed. They expect that this process could take a couple of months before the works commence.

The works are essential and Anglian Water has earmarked the funding for these works to take place in Cottenham as soon as possible. It is highly likely that there will be some element of road closure but the delayed start of the works should enable residents and businesses to have more time to plan for the impact of the closure.

Important update on the (New) Local Plan - Preferred Options

The next stage of the Local Plan – the preferred options stage - has just been published by the Greater Cambridge Shared Planning Service (a partnership between South Cambridgeshire and Cambridge City Councils).

First stage – the call for sites

Over 690 sites were put forward by landowners in the first stage “Call for Sites” but only 19 (3%) of them are being proposed for acceptance and, of those, many are extremely small. The NPPF (National Planning Policy Framework) states that local plans must make ‘sufficient provision’ for need of both homes and jobs. We are proposing to meet what our evidence has determined will meet that minimum need. This means we are rejecting the much higher growth figures suggested by some commentators and reports. A number of studies have been conducted to identify what the combined need within South Cambs and Cambridge City is for additional housing between 2020 and 2041. It is greater than the figure provided by the government’s standard methodology because, based on our evidence, that is insufficient, and if we fail to prove to the Planning Inspector that we are meeting the evidential need, the plan will be rejected or significantly delayed (as was the previous Local Plan, which led to serious consequences for our villages). In other words, the plan will quickly become “out of date” – significantly reducing our level of control over future applications.

If we make an under-provision, we drive up house prices and rents and export our growth to other areas. A consequence of that could be increased commuting into and out of our district which conflicts with our zero carbon ambitions and our affordability ambitions. Given the impact of travelling on reducing carbon emissions (which is a key point from our evidence) this joint plan shifts the emphasis away from meeting housing need in the dispersed rural villages of SCDC. Instead, the plan will focus on new growth in more connected localities - including making the best use of existing new settlements and focusing on locations close to existing services and infrastructure such as North-East Cambridge. The new plan therefore increases the role of the existing new settlements and further reduces the role of rural areas in meeting future housing need.

Stage 2 – preferred options

The top priorities of this Local Plan are to address the problems posed by climate change and the high cost of housing in our area and the new proposals allocate a fair share of additional housing between the two districts. This is the “preferred options” stage, which includes the proposed locations where homes and jobs could come forward in the years ahead. A further period of public consultation will begin on 1st November.

Residents of South Cambridgeshire told us how important reducing carbon emissions and enhancing the environment is, so locations with excellent public transport have been prioritised, shifting the emphasis away from unsustainable locations in rural villages. For all sites we will require the provision of 40% affordable housing. This new plan has a good balance of locations with only 4% of the proposed new homes in rural areas, helping to preserve the precious character of our villages. Overall growth in villages equates to an average of an extra 21 additional new homes per year (between 2020-41) spread over 7 new sites. These allocations will be focused upon the villages with adequate services and very good public transport links. The new plan increases the contribution of

the big strategic sites through densification and increased annual delivery - it plans to make them work harder.

Protection of the Green Belt

When it comes to the Green Belt, it is only possible to make changes if there is very strong evidence to justify it and just 4 of the sites put forward for the new Local Plan met these rigorous tests. Two are extensions to research sites of national importance; The Cambridge Biomedical Campus and Babraham. The other two are housing allocations close to excellent public transport; 20 homes in Oakington (next to the guided busway) and 100 homes in Great Shelford (near to the railway station).

The Local Plan is not just about development; the plan strives to include considerable environmental benefits too. For the first time ever, a “Call for Green Sites” was issued and the proposals include new green spaces and wildlife projects. The plan also sets a high bar for building standards, including policy recommendations for low carbon buildings.

Water conservation and the chalk streams

Specially commissioned studies give robust evidence to show how we need to reduce the amount of water we take from the groundwater aquifer, including our internationally important chalk streams. This Local Plan will put constraints on the amount of development if the water issue is not resolved. Central Government and the water companies have to invest in this in advance of further growth; if they cannot or do not, we will have no choice but to scale back growth.

Please take a look at the new section of the website, which includes an interactive map: (www.greatercambridgeplanning.org/localplan) and take the opportunity to comment during the next public consultation, which starts on 1st November 2021.

There is just one site proposed for Cottenham. This is the Old Highways Depot in Twentypence Road which is being proposed for employment use.

Local Support Grants

As part of Cambridgeshire County Council’s Covid Local Support Grants, SCDC has distributed £30,000 to a range of local organisations in South Cambridgeshire to support families over the summer months with food, fuel and other emergency supplies. The educational charity Cambridge Online has received a grant of £15,000 to support 105 families to get online, with devices, data packages and support. Other grant recipients include: Cambridge City Foodbank (£3,000 awarded to help expand the fresh food offer in Trumpington, Cambourne and Northstowe); Care Network (£1,000 awarded for its ‘community navigator’ and ‘help at home’ teams, which help people to continue to live independently); Age UK (£8,000 awarded to support older residents through the community warden scheme and to help to provide a fruit and veg service for older people); and smaller grants, which have been awarded to Parish Councils, local food networks, community food banks and Covid community groups.

SCDC Growth Grants

This is a reminder that businesses based in our area who are looking for help to scale and grow can apply for financial support from the South Cambridgeshire Growth Fund, funded by the Government’s Additional Restrictions Grant. The scheme is open to micro and SME applicants from any sector. They could be pandemic start-ups or established businesses looking to expand. A one-off grant of between £1,000 to a maximum of £50,000 will be awarded to successful applicants. Applicants must be South Cambridgeshire based start-ups looking to scale and grow quickly or be

established South Cambridgeshire companies who can clearly demonstrate ambitious growth plans within our District.

So far (to the end of August) SCDC has allocated £641,110 to local businesses through this scheme.

Six Free Trees

An offer of free trees to South Cambridgeshire's villages is being doubled – in line with the District Council's strategy to Double Nature.

Last year (2020) every parish council in the district was offered three free trees to encourage more planting. This year, parishes are being invited to apply for six free trees. With trees absorbing CO2 from the atmosphere, they play a key role in helping to combat climate change.

A total of 54 parish councils took up the offer of three free trees last year as part of South Cambridgeshire District Council's efforts to increase tree canopy cover. This year, they will be offered a choice of six native trees which can be either pot grown or bare rooted. The Council is currently procuring a supplier and that supplier will then deliver trees direct to parish councils.

Parish councils can now apply for a voucher for their six free trees at and the deadline to apply for them is Thursday 30 September 2021.

A new website for South Cambridgeshire

SCDC's Business Support team is working on a new website to promote everything there is to see and do in South Cambridgeshire. This is to support the local economy by encouraging tourists to visit the area and for local people to spend more time in the district.

The site will be launched in the autumn and SCDC and the team is inviting local businesses and event organisers to secure a free listing by submitting information and photos online via a short questionnaire. Please pass this information to businesses in the village. www.VisitSouthCambs.co.uk to create a free listing or email visit@scambs.gov.uk for further information.

"Changing Places" Toilet funding

The Government has made available funding to increase the number of 'Changing Places' toilets. Standard accessible toilets do not meet the needs of all people with a disability; over a quarter of a million people in the UK with a disability need extra equipment and space to allow them to use the toilets safely and comfortably. These needs are met by Changing Places toilets

<https://www.changing-places.org/>

Local authorities have been invited to submit an expression of interest in the Changing Places toilets programme. SCDC is preparing to submit an expression of interest and is asking parish councils to help identify potential locations. The funding available for this can be substantial (£30,000-£50,000+) but is only for capital costs and not for ongoing maintenance and the funding cannot be used to transfer an accessible toilet into a Changing Places toilet.

Could Cottenham PC or Rampton PC identify a venue where a Changing Places toilet would improve accessibility?

If so, please contact Duty.Communities@scambs.gov.uk by Friday 10th September, sending information to support a bid with the proposed location, the rationale for this choice, evidence of consultation with users and an assessment of deliverability.

Afghanistan refugees

SCDC Housing staff have been working on plans to resettle three Afghan families, provided a home and essential support in response to the international crisis. South Cambridgeshire District Council's five-year (2020-2025) Business Plan commits to working with national, regional and local partners to support the needs of refugees and asylum seekers. Council owned homes are not being used to house these three families and it will not have an impact on the waiting time for local families who are already on the Council's housing waiting list.

SCDC's High Streets team passes milestone of 1,000 visits and enquiries

A Council team set-up to help South Cambridgeshire's businesses re-open safely has passed the milestone of 1,000 interactions with local traders in a year. The District Council's Reopening High Streets Safely Team was established in July 2020 to support local small to medium sized businesses recover and reopen. During the last year, the small team of three officers has visited around 700 businesses to provide them with face-to-face advice, and dealt with more than 300 enquiries, concerns and queries.

Greater Cambridge Partnership

The GCP Joint Assembly meeting will take place on 9 September and the main item on the agenda is Access to Cambridge. This will look at options for improving public transport in and around Cambridge.

There are some suggested improvements, one of which is an hourly direct bus service from Cottenham into Cambridge. This is some improvement over what we have at the moment but does not deal with the service to Rampton or the lack of direct access to a station.

There is an opportunity for public questions and it is open to residents and Parish Councils to make representations to the Joint Assembly. This is the link to the papers:

<https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1567/Committee/36/SelectedTab/Documents/Default.aspx>

Cambridge Gun Club

Following on from the discussion at prior Parish Council meetings, Neil promised to pass on the report back from the Planning Service enforcement team visit. They confirmed that approximately three quarters of the bund construction has been completed, leaving a quarter left, which is in the north west element.

The planning permissions under ref S/1503/13/VC approved the bunds to be 40m wide x 6m high with a gradient 1:3 for the main sections and for the smaller bunds 18m wide x 3m high with a gradient of 1:3. There was no timescale conditioned for completion.

On the basis of approximately 50,000 tonnes of material required to complete the development which if 20 tonne lorries are used would equate to 2,500 deliveries, which would equate to approximately 10 deliveries per working day per year for completion. Obviously deliveries will not occur evenly but this provides an idea of potential timescales.

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 Tel. 07825770899

CLERKS REPORT – September 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 1st 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

pipng 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.**27/08 solar studs confirmed as replaced**
- County Highways have confirmed we have been awarded funding for Oakington Road LHI scheme, and the design has been circulated to the Highways Committee
- **06/08 Assistant Clerk attended Highways Liaison meeting with Cllr Gough and Dennis Vacher, Highways Maintenance Manager, as LHO on sick leave. List of issues passed on to Dennis to investigate in LHO's absence. Next meeting Nov/Dec**
- **LHI work on Oakington Road postponed following resident consultation. Engineer to redesign plan to move give way point further west towards new developments**

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.
- **Significant damage to boards at the rear of the building. CCTV being checked and report has been made to the police with names given. Repairs will be needed to ensure building is watertight.**
- **Shutter on pavilion door was stuck halfway. Shutter repairs completed 1/9/21.**

Recreation Ground

- Constant liaison with the sports teams to juggle pitch requirements. **Cricket season has now ended and groundsman looking to do end of season cricket pitch maintenance shortly.**
- Meetings ongoing with sports clubs re. new contracts.
- **Waiting on CUFC 21/22 football fixtures.** NB: CUFC are now down to one team. 2 new teams want to hire pitches on Sunday mornings and matches scheduled accordingly.
- **Gates have been re-opened following temporary closure.**
- **Defib box ordered from Community Heartbeat Trust.**
- **Colts have booked their annual tournament for Sunday 29th May. Will also require use of the Hall.**

Village Hall

- **PAT testing of microwave and fridge freezer has been undertaken.**
- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance. **M&E contractor to attended building w/c 23rd August and some of the heat recovery units are now working properly, resulting in a drop in electricity usage. Other minor plumbing snagging works undertaken 1/9/21. Following meeting with ceiling tile manufacturer we are still waiting date for clipping works to be done (have asked for works to be completed before w/c 6/9/21) and for the EV charger works to be finished. Email sent to W&B has noted that currently the full retainer payment can't be justified.**

Misc admin

- **August 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 but ecology report needs to be done and submitted.
Environmental site visit carried out on 1st Sept.
- Gate has been stolen from rear access to Fen Reeves. Need to source new gate.
- 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. **Waiting feedback from sewer contractor meeting.**
- 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.
- **Under Financial Regulation 4.5, and additionally having notified the Chair and RFO, the Clerk instructed bailiffs to remove travellers from Broad Lane and then The Dunnocks. Clerk and Chair liaised with the groundsman, agents and SCDC over the weekend of 14th August.**
- Clerk & Asst Clerk attended ACRE seminar on digital marketing for village halls.
- Christmas tree ordered. Cottenham Brass lined up to play and first sponsor has come forward. Quote required for new lights around the green (to prevent tripping as per previous year).
- CPC are now responsible for organising all of the Remembrance event on November 14th and not just the road closure.
- Asst Clerk co-ordinating the Chestnut nursery contract.
- Banners for Rampton Fairies and Medlock Ensemble to be erected on the Green between start of Sept to mid-Oct.

Correspondence

- Invitation to Connections Bus AGM on 26th October, 7.30-8.30pm in Histon (up to 2 cllrs can attend).
- Invitation to 3rd quarterly Parish area team meeting on 20th September, 4.45-6.15pm; need attendee.

Facebook

- 1395 likes/1607 follows (CPC page). 258 likes/271 follows (Village Hall page).

Major developments

Persimmon roundabout and footpath; no further news regarding sign-off of the S278 agreements

Bellway – waiting update regarding the works undertaken to the ditch and drainage implications.

Rampton Road broken solar studs have been replaced. Redrow have been asked to remove all signage around the village; this has yet to be actioned.

Kier – Waiting date for application to be reviewed by SCDC Planning Committee; noted that not on 8th Sept agenda.

Village Hall & Nursery

Classes are beginning w/c 6th September and the building will be busy. Need additional helping with opening/closing.

Bookings are steady and several parties and events have now been held. Feedback on the building has been very positive.

Ladybirds & the PTCA have opened up a refreshment kiosk on Thursday afternoons.

Snagging is still ongoing and W&B have been chased. The ceiling tile manufacturer attended a meeting and agreed that clipping the Hall tiles would be the best route. Some minor snags (plumbing issues) have now been resolved.

Georgia, the Chestnuts manager, has been setting up over the holiday period. The full contract is now with Chestnuts for review.

VH Pre-Launch working party

- **Hall bookings:** bookings building up. Balcony Room hosted a party for 90 people and a wake at end of August and looked stunning. Social marketing activity beginning, aimed at filling the daytime slots on the ground floor and more prestigious Balcony Room. Now that S106 money has arrived we have been able to order tables, chairs and kitchen white goods for autumn functions. We are also planning a 'breakfast' event in early October to allow businesses and groups to see the facilities.
- **Opening/closing & cleaning:** Many of the recent events were only possible because Jo/Beth/Chris worked unsocial hours to open/close and clean afterwards. This is not sustainable and we need to appoint a cleaner – if only on a trial basis – and have a rota for people to open/close after one-off hires (see agenda items 210 and 211).
- **Bar:** Discussions have begun with CUSSC to see whether they are interested in running a community bar (as opposed to reviving the social club). The VH as built is not suitable for continuing as CUSSC previously operated, for example with pool table/satellite TV etc as fixtures in a dedicated area. And some of the aspirations of operating a community bar are different from the way CUSSC had been operating. Our vision is for a family-oriented space serving coffee/tea/soft drinks as well as alcoholic drinks to rec visitors as well as sports teams. CUSSC are planning to hold an EGM to discuss whether they are interested in running a community bar. If they agree to come up with a proposal to do so then we would hold a public meeting jointly with CUSSC to assess interest amongst volunteers. In the meantime, the WG plans to open a volunteer run bottle bar at the end of the month – possibly opening with a family disco preceded by a soft launch one early evening to cater for training football teams parents etc.
- **Kiosk:** Cottenham Primary PTCA and Ladybirds have started running a kiosk service (soft drinks, bagged snacks etc). We will get a % of turnover. Initially Thursday afternoons but they hope to increase the slots. Colts may also use the kiosk on Saturdays.
- **Funding:** We have received £104k in S106 money from Persimmon which has allowed us to schedule further kitting out. Our application to FECA for contribution to cost of installing an audio system will be assessed next week.

21/203. Tennis court maintenance

For maintenance of the Tennis courts (minus grass cutting as already in contract) the cost will be £2139.50 + VAT (includes renovations, materials, and labour costs.) This is based on four bags of loams each cost £180 and Andrew would not recommend going below the two bags.

NB: from 1st May there have been 311 bookings for the courts so they are well used by residents.

21/204. Village Hall network

Status

- The village hall is connected to the internet via a BT Openreach fibre broadband connection which is presented in the network cabinet located in the Balcony Room store
- There is a structured network installed in the building with 48 ports connected to a patch-panel in the cabinet:-
 - 38 are available as network outlets on the wall,
 - 3 are connected to Salto controlled exit doors
 - 4 are retained within false ceilings on the ground and first floors to support installation of Wireless Access Points (WAPs)
 - 1 is used to support the lift emergency telephone
- The internet connection is distributed around the building by a Technicolor WiFi router supplied by the Internet Service Provider (Urbancom), currently located in the Parish Council office. This is a relatively simple device designed for domestic and small office usage.
- A 24 port Netgear switch has been purchased to connect outlet ports and devices to the internet and each other as required
- The WiFi service offered by this router provides good service in the Office and Reception, is acceptable in the ground-floor Bar, Lounge and Hall and is poor to non-existent in all other areas
- A “previously loved” domestic, plug-in WAP has been loaned which can be used to provide WiFi service in other areas. This device provides access, but is relatively “old-tech”, does not support the latest security standards and may not be able to support significant numbers of users
- Network implementation and policies have been reviewed by Adam Stewart, Cottenham Resident and IT Security professional. Adam has offered to help develop and support the network in the short to medium term.
- For info: the CCTV system is also installed in the network cabinet. Cameras are connected to the Dahua Network Video Recorder via a physically separate network. An interconnect cable allows the CCTV system to be accessed from the Office. At the current time it is not possible to view the output from the CCTV system outside the VH building

Immediate Issues

- The router does not support the services required to operate the Village Hall in the medium to long-term
 - Security capabilities are poor. We cannot segregate networks to ensure that Parish Council, Bar Operator and VH visitor traffic are kept separate
 - The firewall capabilities are limited with no ability to block or allow specific sites
 - Enabling external access for the CCTV would require opening routes through the firewall which are well-known paths for viruses, malware etc.
- There is no single, continuous and secure wireless network capability throughout the building with several “dark” areas

Proposal

- Purchase a replacement router/ security gateway and matched set of up to four wall/ ceiling-mount wireless access points to resolve the security and wireless coverage issues described above. Recommended Unifi Ubiquiti system would cost approx. £600 plus VAT (assuming availability at currently advertised price) and additional £50 for miscellaneous cabling

Remaining Issues to be Investigated

- Network capability for PodPoint EV charger
- Network connection to Building Control System located in plant-room
- Physical security for network cabinet and services
- Long-term network support processes

Resolution

- Approve expenditure of up to £800 (plus VAT) to purchase and install new router/ gateway, matched Wireless Access Points and associated cabling for the Cottenham Village Hall. The intent is to improve network security, enable secure external access to CCTV and other services and to provide a managed secure WiFi service throughout the public areas of the building.

21/205. Village Hall solar power

Councillor Henderson has investigated the SEG (Smart Export Guarantee) rates offered by various electric utility companies. Social Energy, Octopus Energy and Bulb Energy offer the best rates (up to 6p/kWh), but these are conditional upon having a battery system installed and/or them providing our electricity supply too. The best available unconditional rate is 4p/kWh from OVO Energy; it is recommended that the council select a 12-month contract with OVO Energy and review again in a year's time.

21/206. Bank account for bar operation

Our existing bank accounts (Unity Trust & Nationwide) do not feed in to our accounting package Xero. Since there are likely to be multiple small transactions from electronic bar purchases this could create a considerable extra work for Debbie. Therefore, we propose opening an account with one of the main High St banks (probably Barclays) to link with the electronic payment system. Since the electronic system will also be itemised, it would allow easy VAT accounting and linking to the Booker account for stock purchasing. Basically, having a dedicated bank account for the bar would make Debbie's job easier and facilitate financial reporting for the bar operation. The proposed opening signatories are Cllrs Hutchison and Ward.

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **COTTENHAM PARISH COUNCIL – CA0061**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

28/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

21/208. Family disco

The VH WG is planning to launch the bottle bar with a free family disco in the Lounge & Hall. The date is to be decided but hopefully before the end of Sept. The cost of the disco supplier will be £100 and should come out of the £2,500 already authorised in July.

21/209. Remembrance parade

We have been advised by Cottenham RBL that we are organising the entire Remembrance event this year. Other than booking the Caledonians and Cottenham Brass (both done) we haven't been informed what else it entails and a meeting is being arranged with Ann Scott accordingly. Need a working party of 2-3 people to organise the remainder of the event whatever that might be!

Traffic management:

Cambridgeshire County Council, in conjunction with Needingworth Parish Council is able to offer training for 16 individuals for the reduced fee of £85pp (normal price £180pp). It is a full day of training including theoretical and practical exercises, providing delegates the skills to implement a pre-planned road closure on roads with speeds of up to 40mph, in accordance with an agreed traffic management plan.

Full details of the course can be found here -

Traffic Management Courses | Tess Safe and Trained <<https://www.safeandtrained.com/traffic-management/>>

The course will be taking place on September 22nd 2021 between 9am-5pm at Needingworth Village Hall, Overcote Lane, Needingworth, PE27 4TU.

21/210. Village Hall operating

A lot of our regular hirers starting up this week. The Clerks are managing opening and closing for them for this week; all regular hirers are being given a card to access the hall after their initial meeting. However, we need to arrange for the shutters to be closed at the end of evening hires. Previously Andrew has been closing them when Kids Club finish at 6.30pm, but with several evening hires going on until 9pm or later we will need to decide how we manage this going forward.

We have taken bookings for several parties and a wake over the summer and are getting a steady stream of enquiries and bookings for parties going into the autumn, for both the hall and balcony room. Currently, managing access for these bookings is being done by staff and the VH working group, but we will need more volunteers to help manage this in the short term, with longer term plans needed around how we manage this going forward.

21/211. Village Hall cleaning

We now have 2 revised quotes based on a comparative workload:

Progress Cleaning – cleaning 1 day per week

QUOTATIONS	Monthly Charge	Annual Charge
ONCE CLEANING SERVICES AT COTTENHAM PARISH COUNCIL ALL GROUD FLOOR 3.5HRS PER VISIT	£197.00	£2,364.00
ONCE CLEANING SERVICES AT COTTENHAM PARISH COUNCIL ALL FIRST FLOOR 1.5HR PER VISIT	£90.00	£1,080.00
TOTAL CHARGE PER ANNUM (Excluding VAT).		£3,444.00

Elite Cleaning – cleaning 1 day per week

Weekly: £99.00 plus VAT

Annual: £5,148.00 plus VAT

21/212. Tree orders

We are getting increasing numbers of tree works notices whereby the information is scant at best i.e. remove 2m from tree height (no mention of how tall the tree is initially). The agenda item is to try to ensure the forms are a) filled out correctly and more comprehensively, b) the owner of the property in question must have knowledge of the proposed works and confirm it and c) SCDC needs to take a much more proactive role in considering tree works not simply rubber stamp applications to cut down trees.

The legislation states that the section 211 forms must describe the work proposed and include **sufficient** particulars to identify the tree or trees. Where a number of trees or operations are involved, it should make clear what work is proposed to which tree.

21/213. First aid training

Saturday 16th October – 9.30am-4pm

The L2 EFAW qualification comprises eight mandatory units:

Role and responsibilities of a First Aider

Incident assessment and primary survey

Casualty management and recovery position

Cardio Pulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED)

Treatment for choking

External bleeding

Shock

Minor injury

The cost of the course is £85pp

21/214. Digital mapping training

Friday 8th October. The morning session agenda (10:00-11:30):

Introduction to Parish Online

- Subscription pricing and how to get Parish Online for free

- How it's used in Local Councils
- Examples from other Local Councils
- Common Tasks --- Viewing different maps --- Recording an Asset Register --- Creating your own maps --- Styling a layer --- Producing printouts
- Data sharing
- Q&A

The afternoon agenda (13:00-14:30):

Quick recap of morning session

- Advanced Tasks --- Sharing Parish Online with colleagues --- Styling --- Configuring layers --- Data extract --- Public Map
- Q&A

This course is being offered free of charge by CAPALC.

21/215. SLCC national conference

Join your local council colleagues, either in-person or from the comfort of your home or office, to benefit from relevant sector training, live Q&A's, one-to-one advice surgeries, career guidance and much more!

Attend the hybrid [National Conference](#), **13 and 14 October 2021**, to find out how to:

- Create community wealth through local ownership
- Bring new resource into your workforce & fill skill gaps using the apprenticeship scheme
- Remain positive when dealing with challenging people
- Approach & respond to Freedom of Information requests
- Create empowerment & positive action in your community
- Work with your principal authority to strengthen your role in service delivery & place-shaping
- Take your council forward with the knowledge of the upcoming developments in Wales
- Bring your community together to celebrate The Big Jubilee Lunch
- Tackle the Climate Emergency by providing recyclable & biodegradable lighting solutions
- Identify your learning pathway to achieve your career goals
- And more!

The cost would be £100 + VAT per person.

21/216. FEF 2022

We have been approached by the Fen Edge Festival organisers to request use of the Village Green (including the electrics) for the Fen Edge Festival from Friday 24th to Sunday 26th June 2022. (set up from 22/23rd).

21/217. NALC Rural Housing event

Affordable rural housing is becoming even harder to obtain for residents in rural parished areas. As land on which to build such housing becomes scarcer and the planning system goes through yet another major overhaul – the net effect seems to be even more socially isolated younger and other people priced out of homeownership in their own areas. At this event hear from sector experts about the difference local (parish and town) councils can make to influence local initiatives to make housing cheaper and affordable in rural areas – against the odds.

Speakers: Lord Best, chair of the Affordable Housing Commission, Martin Collett, chief executive at English Rural and Richard Quallington, executive director at Action for Communities in Rural England

This is a virtual event on 17th November and would cost £51.71 inc VAT. Cllr Loveluck is interested in attending.

21/219. Carols on the Green

CPC usually hold an annual carol event on the Village Green each year; this didn't happen in 2020 due to the Covid restrictions. We need to consider whether we hold an event in 2021 and if so, how to do so safely.

21/194. Bank reconciliation

Reconciliation Check: Carried out by RFO

Bank Reconciliation to 31/07/21

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	77,690.14	
Unity Trust project account	2440.01	
Unity Trust deposit account	40,020.23	
Cambridge Building Society account	71,839.79	
Triodos account	50,451.70	
Nationwide account	5143.62	
Multipay Card	0	
	Total in bank accounts: £247,585.49	

Xero accounting system & bank statement balances agree	
Reconciliation adds up.	

Add Accounts receivable £105,636.34

Add VAT due £892.79

Minus Accounts Payable £19,491.55

Minus Accruals £2000.00

Minus PAYE £852.17

Rounding Minus 0.03p

Net Asset figure £331,770.87

Sign -



Appendix 1: Issues log

There were 23 reported incidents during August.

Date	Issue	Further details	Follow up
03/08/2021	Travellers	Travellers have pitched on Coolidge gardens	SCDC informed and are dealing with it
12/08/2021	Travellers	Travellers have pitched up on Broad Lane	Clerk and Chair liaising
12/08/2021	Travellers	Travellers have pitched up on Broad Lane	Clerk and Chair liaising
12/08/2021	Travellers	Travellers have pitched up on Broad Lane	Clerk and Chair liaising
12/08/2021	Travellers	Travellers have pitched up on Broad Lane	Clerk and Chair liaising
13/08/2021	Moat	Moat appears unlocked and worried that the site is vulnerable	Groundsman installing new lock
14/08/2021	Travellers	Have pitched up on The Dunnocks	Bailiffs informed and resident has called the police
14/08/2021	Travellers	Have pitched up on The Dunnocks	bailiffs informed and matter escalated
21/08/2021	Anglian Water works	Day centre concerned they will be unable to transport residents due to closure	concerns passed to AW at meeting
21/0/2021	Anglian Water works	can't find details of proposed works - lack of information	AC replied accordingly
21/08/2021	Anglian Water works	can't find details of work/ concerns over cutting off north of village	AC replied accordingly
22/08/2021	Anglian Water works	Post Office concerns over ability to run: newspaper deliveries/post deliveries/ loss of income	concerns passed to AW at meeting
24/08/2021	Anglian Water works	live in area of closure, concerned will be cut off, what will school buses do? Reasonable notice?	AC replied accordingly
24/08/2021	Anglian Water works	can't find details of proposed works	AC replied accordingly
24/08/2021	Anglian Water works	concerns over Church Lane/Long Drove being used as diversion during closure - unsuitable	AC replied accordingly
25/08/2021	Anglian Water works	questions regarding pedestrian access, concerns for elderly residents in north of village, use of Long Drove - unsuitable for volume of traffic	AC replied accordingly
25/08/2021	Anglian Water works	Concerns on impact of house due to age, have contacted SCDC conservation team	concerns passed to AW

25/08/2021	Long Drove	Mick George driver pulling onto Long Drove without looking, several near misses, and serious accident on 23rd when a vehicle was struck	Chair to contact Mick George
25/08/2021	Anglian Water works	Concerns raised by school - access for pupils and teachers - particularly for those from Travelling community long commute by bus	concerns passed to AW
26/08/2021	Anglian Water works	residents are keyworkers - dealing with mental health crises. Concerns over length of detour during closure	Chair replied accordingly
26/08/2021	Church Lane	enquiry regarding signage stating "Access to Church Lane beyond this point is from Long Drove" and legality of closing access	AC replied accordingly
27/08/2021	Anglian Water works	Resident unhappy that the work has been postponed. Has been experiencing sewage in their garden for years	AC replied accordingly
27/08/2021	Overgrown hedging	Hedge overgrown at top of BGW	AC to follow up