

AGENDA REPORTS PACK

FULL COUNCIL MEETING

October 2021

21/228. Minutes

DRAFT Ordinary Parish Council Meeting

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 7th September 2021 at 7.30pm

Present: Cllrs Hutchison (Chair), Bailey, Bolitho, Collinson, Henderson, Jones, Stewart, Ward, Young, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

- 21/198. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulkner (personal), Graves (personal), Hewitt (holiday), Kidston (sick), Wotherspoon (personal) and CCC Cllr Gough
- 21/199. To accept Declarations of Interest and Dispensations** – None given. Cllr Loveluck arrived 7.32pm.
- 21/200. Minutes** – Minor amends made. Resolution that the amended minutes of the meeting of the Full Council held on the 3rd August 2021 be signed as a correct record. Proposed Cllr Ward and seconded Bailey. **RESOLVED.**
- 21/201. Public participation** – Standing Orders suspended 7.37pm. Resident attended regarding the postponed Anglian Water works. Having suffered from problems with flooding for years they were concerned about further delays on these essential works. Commented that nobody realised the effort it takes to get the works scheduled or the level of the problems. Standing Orders reinstated 7.41pm. Cllr Bolitho spoke to say that CPC hadn't been told about the closure in advance and suggested that they were done over the Christmas period when there was less traffic. Cllr Hutchison stated that CPC agreed that the works needed to be done urgently. Anglian Water have a meeting tomorrow (Wednesday) so we may know more then. SCDC Cllr Wilson ran through the background to the original Anglian Water meeting. They were never asked to stop the works. Anglian Water are referring back to Highways after the meeting with their revised suggestions for the works. Highways will be pushed for the works to be done sooner rather than 3 months. Resident left the meeting at 7.49pm.
- 21/202. Reports**
- **SCDC/CCCC** – report noted. Cllr Young queried the Local Plan and how Cottenham would be potentially affected. SCDC Cllr Wilson confirmed that there is only one site in Cottenham and this is earmarked for employment. She will be raising the issue of transport to/from Cottenham at the GCP meeting this week. Discussions regarding connections to Waterbeach station and the guided bus. Cllr Bolitho noted that there are illegal road signs on Oakington Road near The Rowells. Asst Clerk to speak to Highways.
 - **Clerk** – report noted. Cllr Hewitt to attend Connections AGM. Noted that there are more broken panes in the defib phone box. The invoice has arrived relating to the removal of the travellers from Broad Lane and The Dunnocks; this has cost the parish £2k. Cllr Young queried the drop in electricity usage; Cllr Henderson stated that we are saving around £100 per month. Noted that Rampton Road cycle path urgently needs the hedging cutting back. Cllr Stewart mentioned that there are no reflectors on the back of the Rampton Road roadworks signs. Asst Clerk to contract Streetworks.
 - **Major developments** – Report noted. SCDC Cllr Wilson to chase for date for Tilia application to go to Committee.
 - **Village Hall & Nursery** – Report noted. Nursery opening has been delayed due to staffing issues. Hall bookings are steady. Chestnuts have taken over the utility bills. Issue with land ownership which is slowing up progress with the lease; this in the hands

of the solicitors. Chestnuts struggling to get bins from SCDC Trade Waste: SCDC Cllr Wilson to follow up.

- **Pre-launch working party** – Report noted. Next working party meeting on Monday 13th Sept.

- 21/203. Tennis court maintenance** – Resolution for groundsman to undertake end of season maintenance to the grass courts at a cost of £2139.50 + VAT. Proposed Cllr Young and seconded by Cllr Collinson. **RESOLVED.**
- 21/204. Village Hall network** – Consider improvements to Village Hall network system – Report noted. Discussion regarding the robustness of the system and protection for the boxes in the rooms. Cllr Jones was thanked. Resolution to spend up to £800 + VAT to purchase and install new router/gateway, matched Wireless Access Points and associated cabling in the Village Hall. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.** RFO confirmed that the costs will come from S106.
- 21/205. Village Hall solar power** – Consider solar export guarantee for Village Hall – Report noted. Resolution to take out a 12 month contract with OVO Energy for a Smart Export Guarantee rate. Proposed Cllr Henderson and seconded by Cllr Bailey. **RESOLVED.**
- 21/206. Bank account for bar operation** – Consider setting up a separate bank account for the running of community bar in the Village Hall – Report noted. The purpose is to keep the bar operation simple. SCDC Cllr Wilson left the meeting at 8.30pm. Resolution for Cllrs Hutchison, Jones, Ward and the RFO to be signatories for Village Hall bar account. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.** NB: RFO to be admin not true signatory. RFO to add to internal controls document.
- 21/207. External audit 2020/21** – Council reviewed the external audit report for 2020/21 – RFO stated that no matters had been raised by the external auditors. RFO thanked.
- 21/208. Family disco** – Consider holding family disco/Village Hall launch event – Cllr Bailey said that the event was now likely to take place in October. Resolution for CPC to hold a family disco/village hall launch event, with a maximum liability of £100. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 21/209. Remembrance parade** – Consider organisation of Remembrance event on 14th November including highways training – Report noted. Resolution for Cllrs Hewitt and Loveluck to attend traffic management training at a cost of £85pp. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 21/210. Village Hall operating** – Consider operation of opening/closing for events at the Village Hall - Asst Clerk outlined the issues. Need both a short and long term approach. Cllrs Henderson and Young volunteered to assist with short term opening/closing. May need 2 people for some late night events. Asst Clerk to circulate bookings list. Need a written checklist for volunteers so they know what needs doing and a named emergency contact for each event. Need to investigate how to keep front door open.
- 21/211. Village Hall cleaning** – Consider quotes for cleaning at the Village Hall – Quotes reviewed. Resolution to accept quote from Progress Cleaning for cleaning of the Village Hall at a cost of £3,444 + VAT per annum (one month notice required of cancellation). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**
- 21/212. Tree orders** – Consider approaching SCDC regarding insufficient wording on Tree Orders – Cllr Bolitho outlined the issues. General consensus that the information provided on the S211 forms is vague and doesn't, as the legislation requires, 'include sufficient particulars'. Clerk to write to SCDC to raise concerns that less information is being provided than is required. Discussion re. what can be done to encourage residents to plant more trees. Replanting should be a condition of felling.

- 21/213. First aid training** – Resolution for the Clerk and Asst Clerk to attend CAPALC ‘emergency first aid in the workplace’ training (£85pp). Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 21/214. Digital mapping training** – Resolution for the Clerk, Asst Clerk and Cllr Loveluck to attend CAPALC ‘online parish mapping’ training (free). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**
- 21/215. SLCC national conference** – Consider virtual attendance at the event for up to 3 delegates (£100 + VAT pp) – Noted.
- 21/216. FEF 2022** – Resolution for the Fen Edge Festival to use the Village Green free of charge on 24-26th June 2022. Proposed Cllr Loveluck and seconded by Cllr Stewart. **RESOLVED.**
- 21/217. NALC Rural Housing event** – Resolution for Cllr Loveluck to attend virtual event on 17th November (£51.71 inc VAT). Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**
- 21/218. Committees & working parties** – Resolution for Cllr Kidston to join the planning committee and Local Plan and speculative development working parties. Proposed Cllr Bailey and seconded by Cllr Young. **RESOLVED.**
- 21/219. Carols on the Green** – Resolution to hold Carols on the Green event on 14th December. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**
- 21/220. Finance**

Income	Description	Net	Gross	
Kids Club	Monthly rent invoice	£691.40	£829.68	
Resident Hire	Village Hall hire for a kids party	£80.00	£96.00	
1st Cott Rainbows	Hire of rec/green	£48.00	£57.60	
Fitness instructor	Hire of the Village Hall	£60.00	£72.00	
Cottenham Utd FC	Hire of Village Hall for a meeting	£30.00	£36.00	
Game Set Tennis	Tennis coaching	£11.25	£13.50	
Strive	Bootcamp sessions on rec/green	£130.00	£156.00	
SCDC	Community Chest grant received - Covid screens	£1,493.00	£1,493.00	
HMRC	VAT Payment	£795.93	£795.93	
NCT	Hire of Village Hall for NCT sessions	£60.00	£72.00	
SCDC	S106 monies (£64,509.80 for Sport & £27,319.90 for Burial space)	£91,829.70	£91,829.70	
2nd Cott Rainbows	Hire of rec/green	£15.00	£18.00	
Kids Club	Holiday club rent of Village Hall	£810.00	£972.00	
Living Sport	Hire of the Village Hall	£94.50	£113.40	
SCDC	S106 Early years monies	£104,458.44	£104,458.44	
Resident Hire	Hire of the Village Hall	£60.00	£72.00	
Zurich	Refund of overpaid insurance	£32.07	£32.07	
Resident Hire	Hire of the Village Hall	£70.00	£84.00	
Resident Hire	Hire of the Village Hall	£120.00	£144.00	
Cottenham Village Soc	Hire of the Village Hall	£160.00	£192.00	
BB Fitness	Hire of rec/green for June & July 21	£176.58	£211.90	
Resident Hire	Hire of the Village Hall	£225.00	£270.00	
		£201,450.87	£202,019.22	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 2021	£4,918.94	£4,918.94	-
HMRC	TAX and NI for Aug 2021 (month 5)	£908.95	£908.95	-

The Connections Bus	Youth work (8 sessions) - summer	£1,440.00	£1,440.00	2131
AJ King	Additional work at the Village Hall	£428.75	£514.50	2133
AJ King	Monthly groundsman maintenance	£3,816.66	£4,579.99	2134
Wellers Hedleys	Legal costs re Lease of Land & Operating Agreement for Nursery	£1,015.00	£1,218.00	2137
PKF Littlejohn	External audit fee	£2,800.00	£3,360.00	2138
Morleys	40 Chairs and Chair storage	£1,698.00	£2,037.60	2139
Gopak	25 Tables	£1,488.67	£1,786.40	2140
Bob Hopper	Beer chiller	£565.00	£678.00	
		£19,079.97	£21,442.38	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension September 21 (DD)	£342.95	£342.95	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
CSA	Toilet rolls	£18.99	£22.79	2116
Bridgeman Maintenance	repairs to tennis nets & cricket netting	£155.00	£155.00	2117
Viking	Ink cartridges and kitchen items	£80.38	£96.46	2118
Backstop Ltd	Accountancy support	£50.00	£60.00	2119
RFO	Expenses re sim card for pavilion	£9.20	£11.04	2120
Action for Swifts	Nest boxes & Call systems for Swifts	£387.00	£387.00	2121
BCS	Payroll processing for July 21	£35.00	£42.00	2122
Urbancoms	Broadband - Village Hall (DD) Monthly	£66.49	£79.79	2123
Urbancoms	Broadband - Nursery (DD) Monthly	£66.49	£79.79	2124
Xero	Monthly accountancy package (DD)	£24.00	£28.80	2125
SSE Southern Electric	Monthly electric - pavilion (DD)	£270.25	£324.30	2126
SSE Southern Electric	Monthly electric - streetlighting (DD)	£112.30	£117.90	2127
British Gas	Electric for Nursery (DD) Monthly	£165.44	£173.71	2128
British Gas	Electric - Village Hall for June (DD will not be taken as in credit)	£509.20	£534.66	2129
British Gas	Electric - Village Hall for July (DD will not be taken as in credit)	£528.39	£554.80	2130
Cottenham Primary Sch	Advert in the school magazine	£50.00	£50.00	2132
CSA	Toilet rolls	£18.99	£22.79	2135
RFO	Stamps	£7.92	£7.92	2136
Online Playgrounds	Cableway seat	£62.00	£74.40	
Clerk	Extension cable for Village Hall	£15.50	£15.50	
		£3,147.49	£3,388.00	

Noted that under income, SCDC should read CCC. Income under £500: CSA should only be one payment. Two British Gas invoices should be in the over £500 section. Resolution to pay these invoices. Proposed Cllr Loveluck and seconded by Cllr Stewart. **RESOLVED.**

21/221. Management accounts – to review the monthly management accounts – Noted. RFO to bring August accounts to FLAC meeting.

21/222. Bank reconciliation – to review monthly bank reconciliation – Noted.

21/223. Matters for consideration at the next meeting – pitch fees; litter bin sponsorship (Cllr Hutchison).

21/224. Dates of next meetings – Planning 11th Sept, Highways 16th Sept CALF 21st Sept, Planning 23rd Sept, Full 5th October

21/225. Close of Meeting – 9.44pm.

21/230. Reports

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

Local Plan

A new milestone has been reached in the long process of putting together a Local Plan – the statutory framework for population growth and house building. The initial 'Call for Sites' period saw over 690 sites submitted for consideration. Cambridge City and South Cambs Council has now announced its 'Preferred Options' based on the assessment of all sites submitted. This will now proceed to a consultation on these options.

Out of the long assessment process, 19 of the 690+ sites were taken forward to the next stage, with the bulk of proposals centred primarily around established growth sites like Cambourne, where the gradual process of infrastructure development has been taking place over a period of decades.

The Preferred Options places more emphasis on sustainability and in particular the relationship between the location of new housing allocation and high quality public transportation. There are a number of important elements in the report relevant to Cottenham and Rampton:

- No new site allocations for site allocations in Cottenham or Rampton
- A new site allocation for commercial use at the old Highways Depot site on Twentypence Road.
- Cottenham being reclassified as a Minor Rural Centre from a Major Rural Centre specifically because of the limited public transportation options. This will mean that new developments will be restricted in size.

All local authorities must align their Local Plans with central government parameters. Greater Cambridge as a nationally important economic growth area must in its Local Plan support the whole population with particular regard for lower paid key workers who require affordable homes, and with the necessary infrastructure for development that is 'sustainable' including things like travel to work. Climate change and water resource are the headline considerations in these First Proposals. The Local Plan in essence provides protection for sustainable development.

The City and South Cambridgeshire Councils will publish the First Proposals for full public consultation during November and December 2021.

Out of the long assessment process, 19 of the 690+ sites were taken forward to the next stage, with the bulk of proposals centred primarily around established growth sites like Cambourne, where the gradual process of infrastructure development has been taking place over a period of decades. Two sites are proposed in Melbourn, off The Moor and Cambridge Rd.

A very readable and useful website is here

<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/>

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.

Visit South Cambs - Business Website and Listings

South Cambs have launched a new business directory of businesses in the District. This is to try to boost local commerce now that we are coming out of Covid restrictions. Any viable, independent, business in South Cambridgeshire can apply to be listed on the website. It is essentially free advertising! - <https://www.visitsouthcambs.co.uk/> . please do register especially if you are a pub, restaurant, B and B, food retailer, holiday venue. And please do use it as a customer in order to ensure that you are spending your money locally and helping businesses in South Cambs to survive and thrive.

Growth Fund

Because of S Cambs success in getting all the government's Covid grants out quickly and efficiently to our businesses they now have an additional sum of Growth Fund money to spend. The £1,383,610.00 is not for businesses to survive covid but for businesses that have survived to be able to grow and in so doing increase the number of people they employ, their turnover and their profits. So far £1,005,000 has been spent and this money has gone to 63 South Cambs businesses from a vast range of sectors with grants ranging in size from £2,500.00 to £50,000.00. If you have a business with potential to grow contact the council's business support team for advice and support to apply for your share of the remaining £378,610.00

Electric Bin Lorries

South Cambs is moving forward with its commitment to be Zero Carbon with the purchase of 2 more electric bin lorries. These vehicles are expensive but the savings that are made on fuel together with the environmental benefits means that they pay for themselves in a relatively short time.

Pretoria Energy

We have received complaints about the numbers of heavy vehicles, tractors and trailers, taking crops to the biomass energy plant at Chittering. They are travelling through Cottenham at speed from the early morning and late into the night.

We have been researching the Planning permission covering this activity. We have received information from East Cambridgeshire District Council to the effect that when the planning consent was given, no conditions were placed on the numbers of vehicle movements, the routes taken or the hours of vehicle movements. There are conditions on the hours of operation at the site. However, as these vehicles are going through Cottenham before 6am and after midnight, as well as being seen parading up the A10 at 10.30pm, we will pursue with East Cambs exactly what those conditions are.

In the meantime, we have written to the Directors of Pretoria Energy asking for a meeting so we can discuss ways in which the disruption and concern caused to residents by these vehicle movements can be mitigated.

Covid update

Covid has not gone away and we are expecting a further peak at the end of September /beginning of October. Well over 100 school children a day are testing positive at the time of writing and some classes are having to close as teachers become infected. What is of greater concern is the capacity of the hospitals. Hospitals generally like to be between at 80 and 85% full but all our hospital are at over 95% capacity. Hospital staff are completely exhausted as one might expect. It is deeply disappointing to hear so often of doctors, nurses and administrative staff being abused by patients who are unhappy that life is not as it used to be. We need to remember that these people are the very people who saved thousands of lives, often at huge cost to themselves. They deserve our support and respect for ever more.

Welcoming Afghan Refugees

South Cambs DC has responded very fast to the government's call to local authorities to find homes for refugees from Afghanistan who have been supporting us over the past 20 years.

The District and County Councils are working together to offer homes to 3 families escaping the terror in Afghanistan, using houses available through SCDC's private rental housing company. The County Council with specialist charities will make sure that these people have the access they need to support, education and health services so that they can start to rebuild their lives. By the time you read this 3 families should be in their new homes and South Cambs has agreed to seek further homes for more families. Thanks to local residents who have been in touch asking how they can support Afghan refugee families.

Christmas Market

South Cambs will be running a Christmas Market in Cambourne High Street. Further information will follow soon

Black History Month.

For the second year running South Cambs will be running a programme of events for Black History Month. This year, South Cambs is joining forces with Cambridge City Council and all of the talks and events will be accessible through both councils' websites. The programme is looking very interesting. Please do tune in. Hopefully next year, there will be in person activities too.

Cambourne Youth Club.

South Cambs DC is also very pleased to help parishes to deliver services to their communities - especially to young and elderly residents. It is therefore good news that Cambourne parish Council is now drawing down a £500,000 loan from the district council to help them to build a new youth centre.

Cambridgeshire County Council

Civil Parking Enforcement being explored for South Cambs

The County Council voted to support the principle of civil parking enforcement for South Cambs. The process involves the development of a business case and ultimately the Council applying to the Secretary of State for a Special Enforcement Area. The Greater Cambridge Partnership has agreed to fund the project if it is decided to go ahead.

Highways Committee

Neil will attend the next Parish Highways Committee meeting and has invited Cllr Peter MacDonald, the Chair of the County Council Highways Committee to join the meeting. This will provide an opportunity to discuss plans to address the various issues faced and also to review the status on new initiatives relating to 20 mph zones and HCVs.

HCV Working group

Neil is participating in an HCV Working Group to consider is to review the current Heavy Goods Vehicle Policy, and to develop a strategic approach to HGV management and a policy to address the issues of movement of HGVs on the highways network, both urban and rural.

Neil did learn that there had been a Diamond Working Group set up in May 2019 under the previous administration. The committee report establishing the group and its report from November 2020, are at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-funding-bids-and-studies/transport-studies>. It is fair to say that the work was largely a data collection exercise and there was not much focus on the B1049 and B1050.

Riparian Ownership and responsibilities for ditches and watercourses

Both the district and county councils are actively working to improve information dissemination on riparian ownership.

Cambs County Council reports: "As part of our Community Flood Action Programme, we are updating our riparian guidance document to make it more useful for those living next to a watercourse. As this document is aimed at residents and landowners, we wish to seek their views and get a better understanding of their awareness of riparian issues. We have therefore prepared a short survey (5 questions) which has been reviewed and approved by our Surveying Analyst Team. We would be grateful if you could disseminate this with your residents and parishes by social media, word of mouth or on your website/publications." A link to the survey is here: <https://forms.office.com/r/5HQbNqGtba>

County Council's New Shire Hall, Alconbury

Construction of the 'New Shire Hall' building HQ for Cambs County Council, a project of the previous administration, has now opened in a phased return to work plan and September committee meetings have taken place there. Based at Alconbury Weald off the A1 toward Peterborough, there are no viable public transport connections from most parts of the county. It remains to be seen whether the impressive cycle parking facilities there will be put to use.

The most surprising feature of New Shire Hall is that it contains no space large enough to hold a meeting of Full Council. Therefore, the County Council will be forced to hire a suitable venue for each of its Council meetings. The next meeting on November 9 takes place at Burgess Hall, St Ives.

Greater Cambridge Partnership (GCP)

The GCP Board meeting on 30 September agreed the broad parameters of improved public transportation schemes for the Greater Cambridge area and the exploration of associated funding options. This will now go to public consultation before the detailed proposals are formulated. A question was raised at the Board by Rampton Parish Council which provided the opportunity for Neil to raise the importance of the smaller villages not being over-looked in the process (Rampton is not even on the map!). At the meeting of the GCP Joint Assembly on 9 September, Eileen had raised the

importance of public transport provision being reliable so that residents could place trust in the available transport options when deciding on homes, jobs and education rather than experiencing services being withdrawn.

The package would be based on proposals including:

- Lengthening operating hours;
- Increasing bus frequencies on the core network including more direct services;
- Provision of additional rural bus routes and services; and
- Development of future fare proposals.
- The broad parameters of the potential package includes:

Waterbeach, Cottenham and Ely Corridor

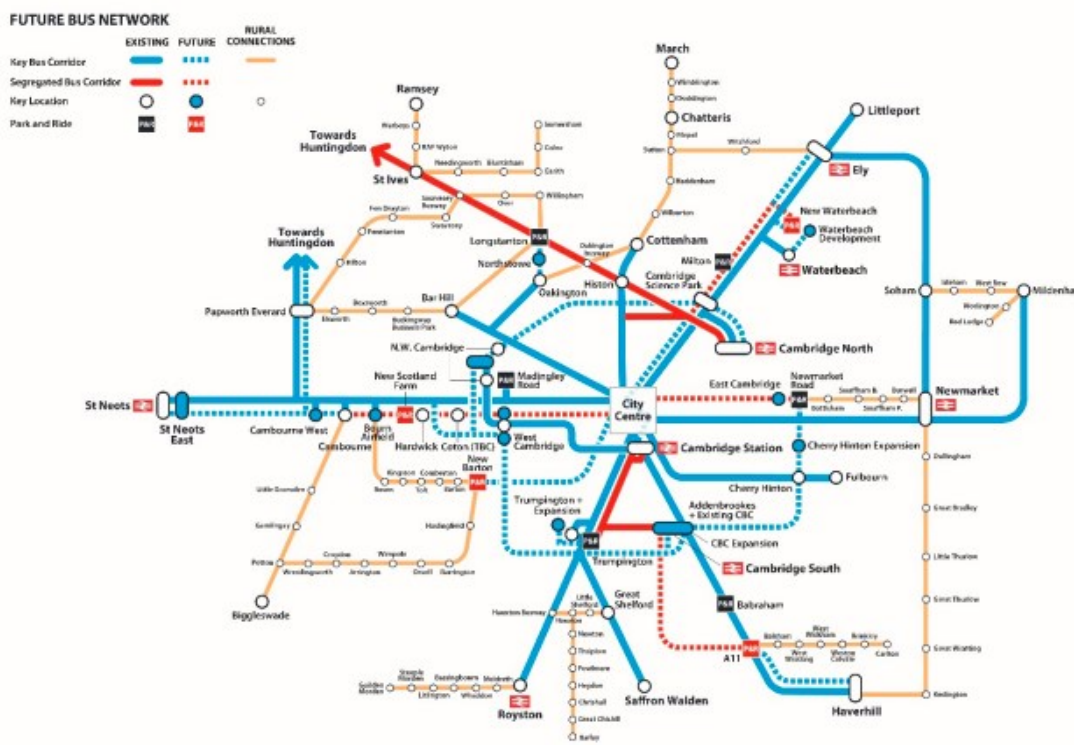
- New hourly direct service from Cottenham, Histon to City centre
- Double frequency of Waterbeach to Cambridge service
- 4 buses per hour from Waterbeach New Town to Science Park, City Centre and CBC
- New direct link from Ely, Waterbeach to West Cambridge site
- New hourly Cottenham, Chatteris and March service

Northstowe and St Ives Corridor

- Increase the St Ives to Cambridge service to 9 buses per hour
- Increase the St Ives to Cambridge North/Science Park to 5 buses per hour
- Additional 2 buses per hour from Longstanton to Cambridge

We would encourage as many residents as possible to engage with the consultation. Eileen has also emphasised the need for the GCP to engage with Parish Councils during the consultation process.

Figure 2: Future Bus Network Concept



The costs of implementing this network are significant, up to £40m per annum. A funding source would be required to deliver these improvements into the future. Therefore, the consultation will also have to identify a deliverable package to support delivery of the wider Mayoral, GCP and City Access ambition.

Our view is that the proposals are a welcome recognition of the public transportation deficit in the northern villages, there is a lot of detail that needs to be refined. The scheme still does not effectively link the villages together nor provide the regular links across to the key transportation infrastructure of Waterbeach station not the guided bus to make these “last mile” links workable.

Combined Authority – transport and climate action

Mayor Nik Johnson is moving forward with bus franchising proposals. Currently 90% of bus services are commercial and councils therefore have no control over their routes, frequencies or fares. A draft business case is expected in the Autumn prior to plans going out to public consultation. The leaders of the District and County Council appealed for subsidised travel for young people as we are well aware that in rural villages getting young people to education or training is a real problem without access to a car.

Contact us

If you have any questions or comments or need help with matters relating to the District Council you can contact us as follows:

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Neil Gough Email: neilgoughcrw@gmail.com Tel. 07919990299

Facebook: <https://www.facebook.com/CottenhamRampton/>

CLERKS REPORT – October 2021

Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- **Rooks Street** – Slurry sealing to footpath- **Scheduled 14th & 15th September, Cancelled due to weather, waiting for new date.**
- **Blocked Gullies** – **16/09 Still waiting for outstanding gully cleansing; gullies taking longer to cleanse than previously, and large backlog of work. Some jetting has been carried out on Beach Road, and Lambs Lane. Reporting system currently being updated, LHO will have a clearer picture of which areas have been covered.**
- **High Street bollards** – 01/07/21 9 bollards scheduled for replacement on High St in next two weeks. **16/09 Bollards ordered whilst LHO on sick leave, LHO chasing order.**
- **Oakington Road** – **16/09 LHO speaking to development management for update on raised drain cover. Will remove unofficial speed sign and speak to resident**
- 11/3/20 LHO to mark-up 2x limited parking bays by Post Office
- LHI work on Oakington Road postponed following resident consultation. Engineer to redesign plan to move give way point further west towards new developments
- **Overgrown hedges** – **Brenda Gautry Way/ Beach Road: Raised with LHO 16/09. Rampton Road hedges have been cut back**
- **LHO has put forward various areas for footway repair. These are being costed and assessed for priority for 1st Tranche of funding, of a 5-year funding programme.**

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.

Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.

Village Hall

- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance. M&E contractor to attend 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. **Further snags have been identified and Clerk and Cllr Hewitt liaising.**
- **Deep clean undertaken on Saturday 25th Sept, and the regular weekly clean will be Thursdays at 8pm, after Guides finish.**
- **Timers on outside lights have been adjusted so that they come on at 7pm for evening events; this will need adjusting shortly. Timer also set up for lights to come on at 6am for bootcamps and early arrivals for nursery/Kids Club.**
- **Kids Club have been reminded of their obligations under the contract following several issues. Most have been resolved however their food hygiene certificate is still outstanding.**
- **Another 80 chairs have been delivered for the Balcony Room.**
- **Outside lights adjusted to come on at 6am for Strive bootcamp (Mon/Wedn/Fri). They also now come on in the evenings at 7pm.**
- **Cooker and fridge for Balcony Room have arrived. Cllr Hutchison and the Clerk have collected a dishwasher and second fridge.**

Nursery

- **Snagging issues with power supply to appliances. SEH French attended. Electrician and carpenter required.**
- **Signage agreed for front of the building and installation of video entry system.**

Misc admin

- **September 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. **Cllr Loveluck has requested assistance from District/County Cllrs to speed up planning issues.**
- 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.
- 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). **Greg Mould (Chequers) doing the drinks again. Have approached Long Horn re. bbq and Ladybirds re. hot chocolate/soft drinks. Sponsorship emails have been sent and so far we have £1150 pledged.**
- CPC are now responsible for organising the Remembrance event on November 14th and not just the road closure. **Cllr Bailey and the Clerk met with Ann Scott to discuss arrangements.**
- Asst Clerk co-ordinating the Chestnut nursery contract.
- Banner for Rampton Fairies to be erected on the Green between start of Sept to mid-Oct.
- **Circus due on the Green 14-19 October.**

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.

Redrow have been asked to remove all signage around the village; this has yet to be actioned.

Tilia – A further drainage consultation is taking place. Application now expected to go to the SCDC Planning Committee in November.

Village Hall & Nursery

Snagging is still ongoing with W&B. They are now insisting that the ceilings tiles should have been clipped and included in the original building costs. Some minor snags have now been resolved. Expecting parts for EV charger repairs this month. Balcony room cooker, 2 fridges and dishwasher acquired. PAT testing required for one fridge and dishwasher (which can't be plumbed in due to building issues). Additional snags have been identified with plumbing. The Clerk has met with an independent architect to assess the building.

Chestnuts Nursery officially opened on Monday 4th October. The lease is still ongoing (waiting on the Football Foundation). Currently we are operating under a heads of terms. They have asked permission to install a video entry system and make some amendments to the garden layout in addition to installing signage.

VH Pre-Launch working party

- **VH facilities management** the cleaning contract has begun and will consist of a weekly clean on Thursday evenings after 8pm and results so far are good. Beth and Jo have been covering a lot of the daily VH opening & closing and several Councillors have helped too. However, this is not sustainable due to added workload and effect on family life – and when Jo and Beth are involved, is incurring unbudgeted cost to CPC. In addition, there is currently no one whose contact details can be given to hirers in case of queries/emergencies and in event of alarms going off. The VH WG considers that the appointment of someone to take on these roles as soon as possible is a

high priority if we are to prevent staff burn-out. We are in the process of calculating the cost already incurred by CPC and preparing evidence to support the case for appointment of a Facilities Manager asap.

- **Hall bookings:** bookings building up. Regular classes/groups have been busy in the evening since beginning Sept. We have ordered tables, chairs and kitchen white goods for autumn functions. Still need round 'banqueting' tables.
- **Marketing:** Social marketing activity building, aimed at filling the daytime slots on the ground floor and more prestigious Balcony Room. Weekly programme concentrating on classes, corporate etc. We are planning a hirers' showcase & family disco on Sunday 24th Oct mid-afternoon – early evening. Also on the cards is a 'breakfast' event in the autumn to allow businesses and groups to see the facilities.
- **Bar:** The VH working group has opened a weekly volunteer-run bottle bar on Wednesday evenings and so far has had two sessions yielding a gross profit of £117.01 on sales ex VAT of £205.34 (57% profit). Custom has included passing trade from rec visitors and the service has been enthusiastically received. A bean-to-cup coffee machine has been purchased (from the allowance for bar kit-out) so that we can offer proper coffee in future sessions. Depending on availability of volunteers there are provisional plans for opening on Saturday afternoons/early evenings and Sunday lunchtimes to coincide with football games. Cottenham United Sports and Social Club will hold an EGM on 15th Oct to discuss whether they are interested in running a community bar. Some of the aspirations of operating a community bar are different from the way CUSSC have operated in the past and would require a change to their constitution. If they come up with a proposal which meets the Parish Council's aims then we could hold a public meeting jointly with CUSSC to assess interest amongst a wider pool of volunteers.
- **Kiosk:** Cottenham Primary PTCA have been running a kiosk service (soft drinks, bagged snacks etc) and has been very popular with young families. We will get a % of turnover. Still no news on whether Colts want to use the kiosk on Saturdays.
- **Audio system and hearing loops:** Our application to FECA for contribution to cost of installing an audio system has been successful. The lowest quote is from Avanit for £9832.96 + VAT for installation of audio system and hearing loop. The grant towards the cost of this from Fen Edge Community for £2,773, so the nett cost to CPC ex VAT would be £7059.96.

**21/233. Community bar conduct policy
Cottenham Village Hall (Community Bar in The Lounge)**

Recreation Ground, Lambs Lane, Cottenham, Cambridge CB24 8TA

Premises licence holder: *Cottenham Parish Council*

Designated Premises Supervisor: *Christine Ward*



Code of Conduct, including Drugs and Age Verification policies

We are delighted to welcome you to your community bar. A high standard of conduct is expected from everyone visiting these premises. Please help us to make this a happy, friendly place and help us protect the future of your community bar. Here is what you should know before entering these premises:

- If you do not behave properly you are not welcome on these premises.
- Staff or volunteers can refuse entry by any person and do not have to give a reason.
- Staff or volunteers have the power to ask you to leave the premises.
- If you are drunk, violent, disorderly or otherwise causing a nuisance to staff, volunteers or other customers and refuse to leave the premises you are committing an offence and are liable to a fine.
- Staff or volunteers can use reasonable force to eject you from the premises.
- The police can be called to assist in ejecting you from the premises.
- If you have had too much to drink, staff or volunteers will refuse to serve you.
- The Designated Premises Supervisor can ban you from these premises for an indefinite period.
- If you assault anyone or threaten anyone or cause damage on these premises and are convicted at court then the magistrate can also make an order excluding you from these and other licensed premises. We will always press charges and seek an exclusion order.
- If you misbehave on these premises you are liable to be banned by other local licensees.
- Any person under the age of 18 must be accompanied by an adult over the age of 18 at all times whilst on the premises.
- No alcohol sold from this bar is to be consumed in the Skate Park/Play Park area.

Drugs policy

We operate a zero tolerance policy on drugs. If you use, pass or sell illegal drugs on these premises, staff will call the police and you will be permanently banned from the premises.

Age verification policy

This age verification policy requires individuals, who appear to the responsible person to be under the age of 25 years of age, to produce on request identification bearing their photograph, date of birth, and a holographic mark, before being served alcohol. This identification must be one of:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

For the purposes of this policy the following are considered to be responsible persons:

- The Designated Premises Supervisor

- A person aged 18 or over who is authorised to allow the sale or supply of alcohol

Signed: _____ Date: _____

*Christine Ward (Councillor and Designated Premises Supervisor)
on behalf of Cottenham Parish Council (Premises Licence Holder)*

21/234. Community bar

The Community Bar has now completed a number of trading sessions with stock purchased using the £500 seed money approved by the Council in July (agenda item 21/147). The money raised from sales at these sessions is held in a separate bank account. To allow the re-stocking of the bar at short notice, the Village Hall Pre-Launch Working Group would like permission to use the money from sales, held in this separate account, to replenish the bar stock on an as-needed basis (instead of needing to ask Council ahead of each re-stock).

21/235. Wild flower mini meadow

Background

The aim of the Sustainable Cottenham Nature Recovery Group is to improve biodiversity in and around the village. One way of doing this is to increase the availability of food sources (pollen, nectar) for pollinating insects by creating areas of wild flowers in suitable areas of the village. As a first step, we wish to create a wild flower area at the south west corner of Cottenham Green over the next few months, both to provide a food source for pollinating insects and to enhance the appearance of the village. If this is successful, we propose to add further areas of wildflower mini-meadow in future years.

We propose to erect a small explanatory sign at the site to engage local interest.

Site

Marked A on the attached map. This site at the SW corner of the Village Green is bounded by the High Street on two sides at its junction with Rampton Road. The area is approximately 72m².

Work involved

The existing grass would be mown short in autumn, any mowings raked off, the surface scarified to expose some bare earth, and wild flower seed mix applied.

Mowing can continue as required throughout the autumn but no further mowing would take place after March next year to allow the plants to grow, flower and seed. Mowing would resume in late July or August.

Preparation work and sowing would not require any specialist equipment and would be carried out by volunteers from the Nature Recovery Group.

Seed mix

The recommended seed mix is EM3F Special General Purpose Wild Flower mix from Emorsgate Seeds which contains a wide range of wild flower species. This is sown at a rate of 1.5g/m² into the existing grassed area.

Cost

The seed mix is £19/100g.

For an area of approximately 75m² cost is at present £22. Cost of erecting a sign??

Ongoing maintenance

The wild flower species selected are mainly perennials, so should continue to grow and self-seed over subsequent years. The area may need further scarification and reseeded after the first year, and will need ongoing monitoring and control of any dominant undesirable weed species, such as docks or nettles.

The mowing pattern would be continued in future years, with no mowing between March and August.

Future plans

If this pilot area is successful, we would hope to add additional areas of wild flower mini-meadows in future years. The areas marked B, C and D on the map are further possible sites.

21/236. PWLB

FLAC are recommending that we draw down the £50k loan on 15th October; this will then align with the other loans to make admin easier.

21/237. Remembrance event

In line with previous years, consider donations towards the Parish Council remembrance wreath and Caledonian Pipe Band.

21/238. Christmas lights

The Christmas lights around the Green (the string rather than the bulbs) is very old (over 10 years) and the connections have worn meaning that in 2020 the lights were continually shorting. The proposal is to consider 'future proofing' the lights with the purchase of a new string and to upgrade the fuses.

The new string will cost been £2-3k plus VAT. The new fuse box will be £240. If we pay the wholesaler directly for the string we can get the VAT back. We would need to order asap to ensure we get the parts in time.

NB: The Clerk sent out emails to local companies last week and to date we have donations totalling £1150 towards the cost of the replacement lights/fuse upgrade. Still waiting to hear from approx. 20 companies.

21/239. Standing Orders – to follow

21/240. Working Party name

Now that the Hall has been launched, consider changing name of 'VH pre-launch task & finish WP' to Village Hall Working Party.

21/242. Living Sport Dragons Den

We are working on an approach similar to Dragons Den, whereby a group of young people (ideally 13-16 yrs) attend a workshop delivered by Living Sport (thinking this can be done at a weekend or after school)– approx. 1 ½ hours, followed by a "pitching" session several weeks later for the young people to present their ideas to a panel.

We would love to roll this idea out in local communities, working in partnership with the Parish Council to help shape new sport/physical activity for young people. Young people could be identified for the project through the college, links with Connections etc or other methods

21/245. Bank reconciliation

Reconciliation Check: August 2021

Bank Reconciliation to 31/8/21

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	250,769.56 ✓ 21/9/21	Signed by CW <i>CW</i>
Unity Trust project account	2,440.01 ✓ 21/9/21	Signed by CW <i>CW</i>
Unity Trust deposit account	40,020.23 ✓ 21/9/21	Signed by CW <i>CW</i>
Cambridge Building Society account	71,839.79 ✓ 21/9/21	Signed by CW <i>CW</i>
Triodos account	50,451.70 ✓ 21/9/21	Signed by CW <i>CW</i>
Nationwide account	5,143.62 ✓ 21/9/21	Signed by CW <i>CW</i>
Multipay Card	0 ✓ 21/9/21	Signed by CW <i>CW</i>
	Total in bank accounts: £420,664.91	<i>CW</i>

Xero accounting system & bank statement balances agree	Signed by CW <i>CW</i>
Reconciliation adds up.	Signed by CW

Add Accounts receivable £527.10 *CW* Xero
 Add VAT due £2048.60 *CW* Xero
 Minus Accounts Payable £12,034.60 *CW* Xero
 Minus Accruals £2000 *CW* Xero
 Minus PAYE £908.95 *CW* Xero
 Minus rounding £0.05p *CW*
Net Asset figure £408,297.01 *CW*

Sign - CW (Checked date 21/9/21) *CW*

Appendix 1: Issues log

There were 5 reported incidents during September.

Date	Issue	Further details	Follow up
01/09/2021	Field Broken	Wire is damaged, meaning that the field isn't secure	Groundsman to check and repair
02/09/2021	glass	Part of broken bottle found on F3 near the hedge	Groundsman to check
12/09/2021	Litter bin	Bin outside Premier shop overflowing	Passed to SCDC
14/09/2021	cycle path	Rampton road - hedge overgrown	AC chased with Tilia
20/09/2021	bollard	knocked over outside co-op	AC replied accordingly