

AGENDA REPORTS PACK

FULL COUNCIL MEETING

December 2021

21/275. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 2nd November 2021 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Faulkner, Graves, Hutchison, Jones, Kidston, Loveluck, Ward, Wotherspoon, Young, SCDC/CCC Cllr Gough, the Clerk, Asst Clerk and RFO

In attendance: 4 members of the public

21/249. Chair's Introduction and Apologies for absence – Apologies accepted from Cllrs Henderson (personal) and Stewart (sick).

21/250. To accept Declarations of Interest and Dispensations – Cllrs Bailey, Jones and Ward declared an Interest in item 21/267 and will take no part in discussion or voting.

21/251. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 5th October 2021 be signed as a correct record. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**

21/252. Public participation – Standing Orders suspended 7.33pm. Mr Chris Richards spoke as previous Chair of the now dissolved Sports & Social Club and came to hear discussions re. item 21/261. 3 other residents present for the same item.

21/253. Reports

- **SCDC & CCC** – report noted. SCDC Cllr Gough to chase Liz Watts regarding response about felling of trees. Anglian Water – SCDC Cllr Wilson waiting response from East Anglian Ambulance Service about the closure and how they will operate. Cllr Hewitt clarified the situation regarding the fire service. Pretoria Energy – still waiting response. They have also been causing issues in Milton and Willingham. Bellway – didn't attend the liaison meeting again and still have the pavement widening along Rampton Road to the Green to complete; being chased by SCDC Officer and enforcement action will be taken if necessary. Tilia – discussions about linking site via the Recreation Ground and a further meeting is scheduled for 15th December. Cllr Wotherspoon commented that he was delighted to see the Swaffham Prior energy project coming to fruition. Local Plan – confirmation that written submissions are acceptable (don't have to be done via the website). Noted that none of the drop-in sessions are local due to no major allocations in Cottenham. Children & Young People Grant – Cllr Gough to check the very short deadline. Standing Orders suspended 7.45pm. Mr Richards said that would like to have a youth club as part of the offering at the Hall. Standing Orders reinstated 7.46pm.
- **Clerk** – report noted. Need helpers for Carol event. Email received from King & Co. asking whether CPC would like to acquire some land, which may possibly be gifted. Clerk to acknowledge.
- **Major developments** – Report noted.
- **Village Hall/Nursery** – Report noted. Queries regarding outstanding snagging items.
- **Village Hall working party** – report noted. £855 bar sales last month. Bar is relying on a small team manning it so we need to recruit more people. Still need staff for this weekend.
- **Queen's Green Canopy and Platinum Jubilee 2022** – report noted. Add to CALF agenda.

21/261. Community bar and events – Consider proposal from Chris Richards to set up a community led group/club to work with Cottenham Parish Council to run the village hall bars and organise events for the benefit of the community – Item brought forward for the benefit of residents. Cllr Ward outlined. Needs to be further discussion with the working

party and Mr Richards. Standing Orders suspended 8.08pm. Mr Richards stated that his thinking was to become part of CALF. Knew that the Sports & Social Club couldn't carry on. Has come up with the idea of a whole village club. The Sports & Social Club had nearly £4k left; £1k each has gone to CUFC, Colts and cricket, leaving £1,439 to go towards setting up the bar for the new club. Open to new ideas for events such as a youth club. Membership may be easier to control if a club. Cllrs generally on board with the idea but concerns raised about the financial risk. Mr Richards continued that the bar wouldn't be open every day; busiest days previously were Wednesday, Friday, Saturday and Sunday. Would be too much to open every day. Concerns raised as to how the proposed club would dovetail with existing Hall bookings. Also need to look at the capital for bar set up. Mr Richards stated that he had approx. 10-15 volunteers lined up. Cllr Hewitt said that the group would need to be a sub-committee of CALF and need formal Terms of Reference. Mr Richards to work with existing Village Hall working party on a proposal to come to Council in December. Standing Orders reinstated 8.32pm. Resolution to support the Village Hall working party to work with the Cottenham community representatives to develop Terms of Reference for the operation of the Village Hall bar and Hall events. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**

Mr Richards and Cllr Ward to work on a proposal for NYE event. Discussion regarding the financial risk of holding such an event. Resolution to explore feasibility of a Village Hall New Year's Eve test event with a financial risk of up to £1,100. Proposed Cllr Hutchison and seconded by Cllr Young. **RESOLVED.** Residents left the meeting at 8.40pm.

- 21/254. Remembrance event** – Resolution for Cllr Faulkner to act as representative to lay remembrance wreath on behalf of CPC. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.** RFO left the room at 8.43pm and returned at 8.44pm.
- 21/255. WI Tree** – Consider request from Cottenham WI to plant a tree at the Recreation Ground – Suggested that the tree could go along the edge of the third field however we need to know details of the landscaping that Tilia are proposing along the boundary. Resolution to accept offer from the WI to plant a tree at the Recreation Ground subject to Tilia development landscaping details. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**
- 21/256. Bench**– Resolution to accept offer by resident to donate and install a bench on the Recreation Ground at an agreed location with the groundsman. Proposed Cllr Hutchison and seconded by Cllr Kidston. **RESOLVED.**
- 21/257. Caretaker** – Consider whether to employ a caretaker for the VH – Cllr Ward outlined. Resolution to employ a caretaker fixed term to the end of March 2022 at an additional cost of up to £5,250. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.**
- 21/258. VH audio and hearing loop systems** – Consider whether to install audio and hearing loop systems for village hall at a cost of £9832.96 + VAT and accept FECA grant of £2,773 towards cost of doing so. (Net cost to CPC ex VAT would be £7059.96 and would come out of S106 funds) – Quote is for a hearing loop and speakers plus simple console. The 1st floor would have 8 wall mounted speakers. Resolution to accept £2773 grant from FECA. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.** Resolution to accept quote from Avanit for installation of audio and hearing loop systems for the Village Hall at a cost of £9832.96 + VAT. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.**
- 21/259. Village Hall fees** – Resolution to accept revised hire charges for village hall as recommended by the Village Hall working party. Proposed Cllr Loveluck and seconded by Cllr Bailey. **RESOLVED.**
- 21/260. Comedy night** – Consider budget for comedy night to be held April 2022 – Resolution to hold a comedy night on 22nd April 2022 at a risk of up to £1,100. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.**

- 21/262. Planning meeting frequency** – Resolution to reduce the frequency of planning committee meetings to monthly, subject to review (to be held on a Thursday at the same time two weeks after each full parish council meeting). Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**
- 21/263. Vertidrainage** – Consider vertidrainage of football pitches at a cost of £1k to improve drainage – Item deferred to CALF meeting.
- 21/264. Padlock** – Consider purchase of additional padlock/chain for Colts goals – Item deferred to CALF meeting.
- 21/265. Motion to exclude press and public** – consider the resolution to exclude press and public from the discussions related to item 21/266 – Cllr Ward
It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at Agenda item 21F/113 namely consideration of staff salary grades it is advisable in the public interest that the Public and Press be temporarily excluded from the meeting, and they are herewith instructed to withdraw. Persons invited to remain are Cottenham Parish Councillors & staff employed by Cottenham Parish Council. Proposed Cllr Kidston and seconded by Cllr Loveluck. **RESOLVED.**
- 21/266. Staff salaries** – Consider whether to upgrade staff salary scales following staff reviews – Cllr Hutchison outlined. The HR working party have undertaken reviews of job roles and hours. Not surprisingly the staff are doing more than their salary grades and their levels of responsibility have increased from their current scale points. Cllr Ward outlined the proposed changes to the scales and budget implications. Discussion regarding the evaluation process. Resolution to accept HR working party recommended SCP rating changes with effect from 1st November 2021 (RFO – SCP 35, Asst Clerk SCP 24 and Clerk SCP 39). Proposed Cllr Faulkner and seconded by Cllr Bailey. **RESOLVED.** The HR working group are still looking at contract updates and hours.

21/267. Finance

| Income | Description | Net | Gross | |
|-------------------------------------|--|------------------|------------------|--|
| HMRC | Vat payment | £2,014.62 | £2,014.62 | |
| Ladybirds | Quarterly rent | £1,655.00 | £1,655.00 | |
| Cambridge Kids Club | Village Hall hire | £754.26 | £905.11 | |
| Show Productions | Circus invoice | £500.00 | £600.00 | |
| Fen Edge Orchestra | Village hall hire for September 21 | £200.00 | £240.00 | |
| BB Fitness | Monthly hire of the green/rec for two months | £160.00 | £192.00 | |
| Singing for fun | Hire of the Village Hall September 21 | £160.00 | £192.00 | |
| Lovefit Ltd | Village Hall hire | £150.00 | £180.00 | |
| Sing and Sign | Village Hall Monthly hire | £130.00 | £156.00 | |
| Strive | Hire of Rec/Green in September 21 | £130.00 | £156.00 | |
| Village Hall Bar | Bar takings from second session | £126.67 | £148.36 | |
| Fitness with Marilyn | Village Hall hire | £120.00 | £144.00 | |
| Living Sport | Village Hall hire | £94.50 | £113.40 | |
| Resident Hire | Hire of the Village Hall September 21 | £80.00 | £96.00 | |
| 2nd Cott Guides | September sessions in the Village Hall | £67.50 | £81.00 | |
| Cambs Acre | Hire of the Village Hall | £60.00 | £72.00 | |
| 1st Cott Rainbows | July sessions on the rec/green | £48.00 | £57.60 | |
| | | £6,450.55 | £7,003.09 | |
| Christmas tree/ lights donations | | | | |
| Beach Babies | Donation for Christmas tree and lights | £250.00 | £250.00 | |

| | | | | |
|----------------------------|--|-------------------|-------------------|-------------|
| Dentons Carpets | Donation for Christmas tree and lights | £100.00 | £100.00 | |
| Cottenham Tyre & Auto | Donation for Christmas tree and lights | £100.00 | £100.00 | |
| Gas Monster | Donation for Christmas tree and lights | £100.00 | £100.00 | |
| Local resident | Donation for Christmas tree and lights | £50.00 | £50.00 | |
| Gentlemans Trim's | Donation for Christmas tree and lights | £35.00 | £35.00 | |
| Gentlemans Jim's | Donation for Christmas tree and lights | £35.00 | £35.00 | |
| Lovefit Ltd | Donation for Christmas tree and lights | £30.00 | £30.00 | |
| Local resident | Donation for Christmas tree and lights | £25.00 | £25.00 | |
| | | £725.00 | £725.00 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for November 2021 | £4,852.41 | £4,852.41 | - |
| AJ King | Ground maintenance arrears January - July 2021 | £4,549.95 | £5,459.94 | 2200 |
| AJ King | Monthly ground maintenance | £3,816.66 | £4,579.99 | 2201 |
| AJ King | Annual renovation of Tennis Courts & maintenance throughout the year | £2,139.50 | £2,567.40 | 2199 |
| HMRC | TAX and NI for October 2021 (month 7) | £989.68 | £989.68 | - |
| Calor Gas | Gas delivery to the pavilion | £852.49 | £895.11 | 2208 |
| | | £17,200.69 | £19,344.53 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Christine Ward | Expenses re purchases for the village hall (Coffee machine and Bar stock) | £372.63 | £447.15 | 2192 |
| British Gas | Invoice for the VH (DD) however not taken as in credit | £418.94 | £439.88 | 2221 |
| Caprari | Routine service of the pumps at rec | £300.00 | £360.00 | 2204 |
| Progress Cleaning | Cleaning services for October (Village Hall) | £287.00 | £344.40 | 2194 |
| Gemma Bailey | Expenses for DJ for Village hall Open Day & Stock purchases for Village Hall bar | £298.16 | £337.79 | 2217 |
| Legal and General | Pension November 21 (DD) | £335.89 | £335.89 | - |
| AJ King | Additional work carried out for the Village Hall | £246.25 | £295.50 | 2198 |
| Charter Global | Monthly Contract Cost (DD) | £172.00 | £206.40 | - |
| The Little Social Co | Social Media Management for October 2021 | £200.00 | £200.00 | 2218 |
| Viking | Equipment for Village Hall (Kettle, Cups, Mugs, Jug, plates) | £154.69 | £185.63 | 2202 |
| Viking | Equipment for the Village Hall (Mouse mat, Jug, Cups, Ink cartridges, Plates) | £141.44 | £169.73 | 2196 |
| AJ King | 2 x Sewer pumps unblocked on the 14th October | £100.00 | £120.00 | 2203 |
| AJ King | Fixing blocked sewer pump on the 22nd October | £100.00 | £120.00 | 2213 |
| Gemma Bailey | Expenses re Bar stock for village hall (already paid) | £80.98 | £97.18 | 2189a |
| Urbancoms | Broadband charge for the month (Village Hall) (DD) | £66.49 | £79.79 | 2211 |
| Progress Cleaning | Cleaning services for September (Village Hall) | £66.00 | £79.20 | 2193 |
| Viking | Wall mountable notice board | £55.68 | £66.82 | 2214 |
| Southern Electric | Electric invoice for streetlighting x 3 (DD) | £61.99 | £65.07 | 2210 |
| Backstop Ltd | Monthly accountancy support | £50.00 | £60.00 | 2187 |
| BSL | DD - Monthly equipment for the bar | £53.00 | £53.00 | - |
| Travis Perkins | Combination padlock | £39.78 | £47.74 | 2219 |
| BCS | Payroll processing Sept 21 | £35.00 | £42.00 | 2197 |
| Xero | Monthly accounts package (DD) | £26.00 | £31.20 | 2186 |

| | | | | |
|----------------------|---|------------------|------------------|-------|
| Tim Jones | Expenses re case for galaxy tablet | £17.49 | £20.99 | 2185 |
| Calor Gas | Standing charge (DD) | £17.13 | £17.99 | 2220 |
| Initial | Monthly sanitary bin collection (DD) | £14.63 | £17.56 | 2209 |
| RFO | Expenses re sim card for the pavilion | £9.20 | £11.04 | 2188 |
| RFO | Expenses re Ink Cartridges | £8.86 | £8.86 | 2190 |
| RFO | Expenses re paper | £4.89 | £4.89 | 2191 |
| Gemma Bailey | Expenses re Ice Tongs for bar & Stock purchases | £3.32 | £3.99 | 2189 |
| | | £3,737.44 | £4,269.69 | |
| Multipay Card | | | | |
| Booker | Bar Stock | £34.17 | £41.00 | 2205C |
| Amazon | 20 ltr Tea Urn for the Village Hall | £70.79 | £84.95 | 2206C |
| Amazon | External lockable display boards for Village Hall | £106.58 | £127.90 | 2207C |
| Budget Light | Light Bulbs for the pavilion | £25.58 | £30.70 | 2212C |
| Amazon | Cable charger for tablet | £14.16 | £16.99 | 2215C |
| Ladybirds Preschool | Sweets for open day | £3.17 | £3.80 | 2216C |
| | | £254.45 | £305.34 | |

RFO to consolidate Village Hall income going forward. Resolution to pay these invoices. Proposed Cllr Hutchison and seconded by Cllr Collinson. **RESOLVED**. Cllr Hutchison left the room at 9.32pm.

- 21/268. Management accounts** – to review the monthly management accounts – FLAC have been through the proposed 2022/23 budgets robustly to look at cuts/changes and are on course to present to Council in January. Cllr Hutchison returned to the room at 9.34pm.
- 21/269. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 21/270. Matters for consideration at the next meeting** – Junior Parkrun (Cllr Hutchison); Grant applications (FLAC).
- 21/271. Dates of next meetings** – Planning 4th November, CALF 16th Nov, Planning 18th Nov, FLAC 25th Nov, Planning 2nd December, Full 7th Dec
- 21/272. Close of Meeting** – 9.35pm.

Signed _____ (Chair) Date _____

21/276. Reports

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

To follow

Contact us

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

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

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

CLERKS REPORT – December 2021

Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- 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.
- 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.
- **Liaison with police re. anti-social parking issues during the High Street closure. Constant contact with AW to report problems and request additional signage/cones etc.**

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. Asst Clerk has ordered replacement strip lights. **Electrician has checked non-functioning internal lights and will provide quote. The outside lights have been repaired (sensor was broken).**
- Getting quotes to repaint the club room and hall areas. **Contact made with Co-op manager (Amin) - their community team might be able to assist.**
- 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.
- **Issues with lack of parking for Hall users on Saturday mornings due to Colts matches. Colts contract states max 30 parking spaces for events and that marshalls are required.**

- **EV charger now operational.**

Village Hall

- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance. **EV charger works have been undertaken. Ceiling tiles in the Hall, kitchen and toilets have been fully clipped. Contractors due back in 2-3 weeks to complete the works in the rest of the building. Further snagging re. paint due w/c 6th December. Sothams have been in to check issues with the emergency lighting. Meeting being set up with French and W&B.**
- **Venues4Hire listing has been updated with new details. Added listing to HallsHire.com**
- **The Village Hall lobby area has been decorated with the help of Sam McManners 😊 Andrew King has kindly donated a tree.**

Misc admin

- **November 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. **They are now advertising for volunteers to help with the following events: 20th Dec – WARG Field pond creation and 6th Jan – coppicing at Fen Reeves.**
- 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. **Most works have been undertaken however AW have rejected the proposed headwall grilles and clarity is being sought as to what they would like to be installed. The works will therefore resume sometime in the new year; however, it is unclear as to how soon that will be based on AW decision and several other factors. The compound is still on site even though the contractor is no longer there. There was no point in taking it all away to the bring it back again after the new year. As previously mentioned, when the works are completed, they will ensure that the ground is made good.**
- Continued liaison with Neighbourhood Policing Team re. issues at the Rec and across the village. **Have raised concerns about parking during the roadworks and during school run.**
- Info received on 'pollinator training' by Cambs ACRE (New Life project); Cllr Loveluck to attend.
- **Christmas tree has arrived and is lit. All electric updates have been undertaken. Greg Mould (Chequers) doing the drinks again. Ladybirds re. hot chocolate/soft drinks, PTCA have a craft stall and Colts are selling sweets/snacks. Longhorn unavailable so have booked 3 food trucks. Sponsorship emails have been sent and to date we have £3055 pledged. Need additional helpers on the night.**
- Asst Clerk co-ordinating the Chestnut nursery contract.
- **SusCott have planted the trial mini-meadow on the Village Green.**

Facebook

- **1446 likes/1670 follows (CPC page). 407 likes/445 follows (Village Hall page).**

Major developments

Persimmon – currently 88 occupations with another 10 expected by Christmas. The roundabout s278 is going back through the process to redetermine if the drawings are acceptable. Not yet got technical approval. Will go to delegated authority and not need committee approval.

Bellway – 3rd element of their conditions is yet to be resolved (widening of footpath from Oakington Road to the B1049 by the Green. Enforcement action may be necessary to get the works done.

Redrow – water connection now being installed via Oakington Road and farmland south of the site; hope to start works shortly. Still waiting for full s278 to be looked at and have been told by County that other applications have taken priority. This is delaying the Rampton Road and Histon Road improvements. This will be taken up at Highways meeting on 15th November (Clerks and CCC Gough attending).

Tilia – Reserved matters has been approved. Discussions underway regarding potential pedestrian access through to the Recreation Ground.

Village Hall & Nursery

Snagging is still ongoing with W&B. Majority of ceiling tiles have been fully clipped however contractors will have to return to finish off lobby/office/landing areas. Some further minor snags have now been identified with paint on doorframes. EV charger has been repaired and is now operational. Flooring snag is the most major issue outstanding. Meeting being set up on 8th October with W&B and French to discuss issues.

Chestnuts Nursery lease is near completion.

VH working party

- **Bar & Events:** The VH working group has been working with Chris Richards and other residents to get full use of the village hall and bar for the community. A draft framework for the working group has been prepared for discussion. We had hoped to organise a New Year's Eve party but lack of volunteer availability and emergence of Omicron meant that this was not possible. We have a core group we hope to work with in 2022 to put on events such as an '80s band night and comedy evening as well as run bar sessions. We would like approval for booking a live '80s band for an event in February or March. See agenda item 21/281
- The bar was originally allocated £500 to purchase stock and has been able to replenish stock out of profits and cover the £53/month for glass washer rental, leaving approx. £360 profit (= 30% profit on sales incl VAT).
- **VH facilities management** a conditional job offer has been made for the post of part-time temporary caretaker. We are checking references. If all goes well we should have someone in post in early January. The job description will be refined in Jan/Feb and a permanent post advertised to begin 1 April 2022.
- **Hiring:** The hall is hired out most weekday evenings and is popular for children's parties although December, surprisingly, is looking quieter. We plan a marketing campaign in January.
- **Second hand glass washer:** CPC has been donated a second hand glass washer (replacement cost would be approx. £1.2k - £2k), so potentially a really good asset. It's a discontinued model and in need to some money spent on it to get it functioning properly. See agenda item 21/279
- **Audio system and hearing loops:** We have instructed Avanit to install an audio system and hearing loop – still waiting for a date. Likely to be in January as equipment suppliers are having stock availability issues.

Queen's Green Canopy and Platinum Jubilee 2022

Cllrs Loveluck, Hutchison and Ward attended a Zoom briefing run by Cambridgeshire ACRE about the Queen's Green Canopy and Platinum Jubilee celebrations in 2022. This is a brief summary. A recording is available from ACRE if anyone is interested.

Platinum Jubilee (70 years)

The celebrations will be in June 2022 and events in Cambridgeshire are being coordinated by The Lieutenancy of Cambridgeshire although there is little on their website about it yet:

<https://www.cambridgeshirelieutenancy.org.uk/> .

- Jubilee Bank Holiday Thurs 2nd June – Sun 5th June - involving ceremonial stuff in London (church services, Trooping of the Colour, Epsom Derby etc) and more locally: beacon-lighting, community events, lunches etc
- Cambridgeshire County Day 23rd June at Newmarket – involving races and a Garden Party
- (NB Accession to Throne Day is 6th February – not sure whether/what planned for this date.)

They are encouraging communities across Cambridgeshire to hold their own celebrations, not necessarily to coincide with the above dates – in fact it might be better if they did not. Perhaps there is potential to link with Fen Edge Festival 24th – 26th June?

Queen's Green Canopy queensgreencanopy.org

An initiative to plant trees across the country to celebrate the Queen's Platinum Jubilee 'Plant a tree for the jubilee' involving:

- Individuals planting on private land and corporate tree-planting
- Platinum Jubilee Community Planting projects (Parish Councils expected to initiate and obtain funding)
- School initiatives (they have been informed by the Lieutenant's office)
- Avenues planted in new developments

There is little funding so presumption is that it will need local sponsorship. It is possible to apply to Woodland Trust for free tree packs for community projects once a site is identified

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/tree-pack-application/?sc=E21QGC001>

For questions about the Queen's Green Canopy initiative in Cambridgeshire and Peterborough email Ed Groome at CCC edward.groome@cambridgeshire.gov.uk For questions relating to tree planting or maintenance more generally, then email Richard Rice richard.rice@cambridgeshire.gov.uk

NB planting season is Oct – April so action needed before spring if trees are to be in place by June.

Actions

- CPC to decide whether/where to plant any trees on its land (and after care programme)
- Publicise more widely to gauge interest amongst other land-owners and potential sponsors by Inclusion in next newsletter (deadline 20 December)?

21/278. Rec ground play area

To follow

21/279. Glass washer

Reso to seek approval for work on second-hand glass washer to assess its condition and bring into use if cost less than £450 excl VAT .

The glass washer has been plumbed in upstairs and confirmed that it does switch on but it has some parts missing and needs commercial detergent/rinse aid/salt.

We have obtained quotes from the manufacturer (Nelson) and local commercial catering supplier Bob Hopper & Co to assess it and advise us how much it would cost to get it running reliably (glass washers are notoriously tricky).

We recommend paying Bob Hopper £79.50 + VAT to assess and quote for additional work needed. If we decided that it was worth working on it further the other costs might be as follows (subject to what they find). Obviously, we would not be committed to the extra costs if we decided not to proceed.

| Costs ex VAT | Bob | |
|---------------------|---------|---------|
| | Hopper | Nelson |
| Assessment | £79.50 | £150.00 |
| Engineer time (max) | £135.00 | £300.00 |
| Baskets | £88.00 | £80.00 |
| Drip trays | £56.00 | £48.00 |
| Detergent | £19.80 | £40.00 |
| Rinseaid | £11.90 | £17.00 |
| Salt | £13.95 | £14.00 |
| Total | £404.15 | £649.00 |

Most of this cost could be drawn from Village Hall/ Nursery reserves rather than CPC 'current' account/annual budget.

21/280. Village Hall social media marketing – Cllr Ward

To follow

21/281. Community events

Reso to seek approval for an '80s dance night including live band at the village hall in spring 2022.

The outline budget is:

| Ticket Sales | Price (inc. VAT) | VAT 20% | | |
|--------------|------------------|---------|-------|-------|
| | | Online | Paper | Total |
| Guest | £10 | 60 | 20 | 80 |
| Volunteer | £5 | | 10 | 10 |
| | | | | 90 |

Income Forecast

Revenue

| | |
|------------------------|------------------|
| Ticket Sales (inc VAT) | £850.00 |
| Bar Sales (inc VAT) | £2,160.00 |
| | <u>£3,010.00</u> |

Operating Costs

| | |
|---------------------|-----------|
| Online Ticket Sales | £50.40 |
| Zettle Fees (Bar) | £37.80 |
| VAT Tickets | £141.67 |
| VAT Bar Sales | £360.00 |
| Bar Stock Sold | £1,080.00 |

| | | |
|-----------------|---------------|------------------|
| | Band (ex VAT) | £800.00 |
| | Decorations | £25.00 |
| Total Costs | | <u>£2,494.87</u> |
| | | |
| Profit Forecast | | <u>£515.13</u> |

21/282. GCP consultation – Making Connections

To follow

21/283. GCP consultation

Greater Cambridge Local Plan – the First Proposals

Background

- Cambridge City Council and South Cambridge D.C. are working together to produce a joint update to 2041 of their 2018 Local Plans. They are part the way through a statutory process, started in 2019, to produce a revised Local Plan by Spring 2024.
- The First Proposals are supported by a host of very detailed background evidence documents assessing the current situation and commitments to inform the plan making process.
- The Councils conducted a call for sites which yielded 900 responses, identifying over 600 sites where owners were interested in bringing forward development. Assessment of these sites is included in the evidence documents.
- The Councils have calculated, using the governments preferred methodology, that they need to allow sites for 44,400 homes to come forward by 2041. There are already commitments for 37,198 dwellings applying the policies of the 2018 Local Plans. This level of development would allow for the expected economic expansion in the Local Plans joint area.

Plan Proposals

- Following an initial round of consultation (the First Conversation) the Councils are seeking to develop Local Plans that prioritise reducing global warming, significantly reducing the climate impact of development and increase the quality of life.
- The proposals at this stage concentrate on allocating sites for housing and economic development with issues such as environment and green spaces left for further development of the plan after this consultation.
- The Plans allow for 10% more housing than required using the governments standard method “to positively prepare to meet housing need” to provide flexibility in meeting supply tests to “avoid losing control over housing development that comes forward in planning applications that are not proposed in the plan”. The plan therefore proposes sites and allowances for 48,840 dwellings, that is 11,642 more than in 2018 Local Plans.
- The First Proposal suggests a strategy of concentrating development in a limited number of allocations in sustainable locations on the edge of Cambridge and in the larger villages/towns in South Cambridgeshire (Cambridge East (the airport), North East Cambridge(Rail station and sewerage works), Eddington, Bourne Airfield, Cambourne and speeding up development at Waterbeach and Northstowe etc).
- Sustainable locations are defined as those with the least climate impact, active public transport, and opportunities to provide green infrastructure, jobs, services and facilities. These criteria are applied to the selection of new sites for development.
- Cottenham does not meet this definition particularly in relation to active transport choices and therefore no new housing sites have been identified in the Plans.

- A number of employment sites to meet identified employment needs have been suggested. An Employment site at the Old Highways Depot on Twenty Pence Road is the only Cottenham allocation to emerge at this stage
- There are no proposals at this stage to improve transport connectivity for Cottenham, and given the land use orientation of the Local Plan process there seems little opportunity to improve the current situation through this process.

We are invited to comment on the First Proposals:

Proposed comments:

- Welcome the Councils' strategy for development.
- Support the allocation of 10% more housing than required by the standard test to avoid unplanned development as happened in Cottenham (an extra 500 houses now being built in unplanned locations as a result of speculative development) while waiting for the adoption of the 2018 South Cambridge District Plan.
- Support the allocation of the Old Highways Depot site for economic development, subject to protection of view of the church.
- Look forward to an integrated approach between SCDC and CCC Highways for the development and delivery of integrated sustainable transportation for pedestrian, cyclists and vehicle users.
- Look forward to co-operation between SCDC and CCC on sustainable drainage solutions so that developments along the East West Rail arc do not impact on the Independent Drainage Board areas and Cottenham Lode in particular and consideration to take varying infiltration rates to accommodate the impact of climate change.
- Look forward to more consideration of the sustainable transport in the rest of the rural area, including bus and cycle links to rail hubs such as Waterbeach and Cambridge North, improved direct bus access to Cambridge from existing centres and generally better cycling connectivity.

Resolution

That the proposed comments are submitted to the Greater Cambridge Partnership as Cottenham Parish Council's response to the First Proposals

21/284. Grant applications

1. **All Saint Church Cottenham for replacement clock, £2500 requested** – The application meets the criteria. RFO to speak to s106 officer to look at the possibility of using some of our s106 Public Art reserve. Should this not be possible FLAC recommends a grant of £1500 towards the project – to go to the next full council meeting.
2. **Cottenham Mobile Warden Scheme for running costs, £1000 requested** – The application meets the criteria. FLAC recommends a grant of £1000 – to go to the next full council meeting.
3. **Sustainable Cottenham for venue hires for litter pick event, £144 requested** – The application meets the criteria. FLAC recommends a grant of £144 – to go to the full council meeting.
4. **Cottenham Community Allotments for tools/materials on the allotment, £500 requested.** The application meets the criteria. FLAC recommends a grant of £250 – to go to the full council meeting.
5. **Cottenham Community Cinema for replacement speakers, £298 requested** – The application meets the criteria. FLAC recommends a grant of £100 - to go to the full council meeting.
6. **Cottenham Bowls Club toward new mower, £5000 requested.** Concerns that the amount being asked for is for a high value item in relation to the number of residents benefitting. Discussion

around them considering a second-hand mower. FLAC does not recommend a grant for this application – to go to full council meeting.

7. **Fen Edge Community Associated to support the rental of the main marquee at the festival, £2000 requested.** The application meets the criteria. Standing orders suspended at 9.35 Bob Turner presented a pitch in support of the application. Spoke about the unique nature of the festival and how after a gap of three years it is a much-awaited event. Standing orders reinstated at 9.43. Some discussions amongst the committee that FECA has a healthy bank balance and that their donation rate is small in relation to their financial position, although a recognition that this has improved over the last two years and that they continue to work on this. FLAC recommends a grant of £1000 – to go to full council meeting.
8. **Cambridge Search and Rescue for three helmets, £255 requested** – The application meets the criteria. FLAC recommends a grant of £100 – to go to full council meeting.

21/285. SLCC Practitioners Conference

A conference designed by clerks for clerks and their councillors; this popular event continues to be filled with topics chosen by you and will be delivered virtually.

The 2022 conference takes place over three days, **Tuesday 15, Wednesday 16 and Thursday 17 February 2022.**

The unique and informative agenda features a blend of workshops with direct practical relevance to parish, town and community councils. Attend this conference to:

- Gain a unique insight into the **power of the community** from Grenfell survivor and Founding Chairman of Grenfell United, Shahin Sadafi
- Understand how to **make wise decisions** when under pressure and out of time
- Learn skills to bounce back and **protect your self-esteem**
- Question current **play area trends** and priorities to support your future planning developments
- Find out how to market your parish to attract visitors
- Discover **ways to be assertive** and learn how to respond in a controlled and constructive way
- **Optimise your Microsoft 365** subscription for a more targeted and streamlined delivery of services
- **Network with colleagues** from small to medium and medium to large councils

How much?

Three days of training for only **£75 + VAT** members or £199 + VAT non-members.

Member price for non-members discount – bring along a fellow clerk, officer or councillor and get their non-member place for £75 + VAT!

21/286. Local Councils Conference

Hold the Date

Please join us for the 6th annual Cambridgeshire Local Councils Conference 2022

Join us virtually Friday 14th January 2022, 9am-4pm.

Watch out for more details coming soon

What to expect

We know many local councillors and clerks look forward to the annual Cambridgeshire Local Councils Conference and this year, following the huge success of last year's first online conference we are delighted to be able to offer a similar event through the same online conferencing platform. There are many advantages of hosting the conference online, not only

is this the best way to keep you safe, but the flexibility of hosting virtually means there is no limit on numbers of attendees.

You can expect a day filled with useful content such as presentations, discussions, workshop sessions and more.

Who should attend?

This event will be useful to Councillors and Clerks from local Town and Parish councils. City, District and County Councillors are also encouraged to attend and representatives from organisations that work with, and support, local councils across Cambridgeshire will also be welcome (capacity permitting).

As this is an online event there is no limit on the number who sign-up to participate from each local council.

21/287. Staff security

I was in the next door constituency of Sir David Amess when he was stabbed to death in a regular Friday constituency meeting on 15 October.

That act brought home to me how vulnerable public figures are to attack and how difficult it is to defend an unexpected attack. All I think we can do is reduce the odds of a successful attack. Apart from personal alarms, I believe that councillors should at the very least have a plan if, say, somebody burst into a meeting with a weapon. In many cases running away is not an option or may simply increase casualties.

21/288. General security

Consider employing an outside agency to undertake a general assessment of security at the village hall and pavilion- and for the protection of not only staff members but also the public

21/269. Bank reconciliation

Reconciliation Check:

Bank Reconciliation to 31/10/21

Summary – see supporting balance sheet from Xero and Bank Statements

| Account | Balance £ | Initial |
|------------------------------------|--|----------------------------------|
| Unity Trust current account | 292,557.56 | CW |
| Unity Trust project account | 2422.01 | CW |
| Unity Trust deposit account | 40,020.23 | CW |
| Cambridge Building Society account | 71,839.79 | CW |
| Triodos account | 50,458.05 | CW |
| Nationwide account | 5143.62 | original statement not available |
| Multipay Card | 0 | CW |
| | Total in bank accounts: £462,441.26 | CW |

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

Current Assets:

Add Accounts receivable £4172.27 CW

Add VAT due £1814.95

Liabilities:

Minus Accounts Payable £16,660.66 CW - I queried Calor Gas 3 month debtor.

Minus Accruals £2000

Minus Other Creditors (this is the bonds/deposits in and out of the account balance - £500)

Minus PAYE £989.68 CW

Rounding Minus £0.12p

Net Asset figure £448,278.02 Sign - CW (Checked 15/11/21)

CW

Appendix 1: Issues log

There were 11 reported incidents during November.

| Date | Issue | Further details | Follow up |
|------------|---|---|--|
| 09/11/2021 | Bins | Dog bins on Broad Lane not emptied | Contacted SCDC |
| 09/11/2021 | Bins | Bin outside shop not emptied | Contacted SCDC |
| 09/11/2021 | Bins | Bin on Tenison Manor not emptied | Contacted SCDC |
| 09/11/2021 | misssing signs/speeding on Oakington Rd | resident has previously contacted us regarding this and is frustrated nothing has been done | AC replied accordingly |
| 10/11/2021 | Bins | Bins on Lambs Lane and Wilkin Walk not emptied | Contacted SCDC |
| 17/11/2021 | AW | cars parking over residents driveway on High Street near AW works | AC replied accordingly |
| 18/11/2021 | bollard | bollard by Cottenham Club knocked over | AC replied accordingly |
| 19/11/2021 | AW | Bollards and signs being thrown over AW fencing | AW notified |
| 19/11/2021 | AW | Cars parking over emergency access into Tenison Manor | Police notified |
| 23/11/2021 | Bus shelter | Shelter opposite One Stop has been vandalised | Groundsman has cleared the glass. Quote being obtained |
| 23/11/2021 | Bus shelter | Shelter opposite One Stop has been vandalised | Groundsman has cleared the glass and quote being obtained. |