

AGENDA REPORTS PACK

FULL COUNCIL MEETING

February 2022

22/019. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 11th January 2022 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hutchison, Jones, Loveluck, Ward, the Clerk, Asst Clerk and RFO

In attendance: 5 members of the public

- 22/001. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulker (work), Kidston (holiday), SCDC/CCC Cllr Gough (meeting) and SCDC Cllr Wilson (sick).
- 22/002. To accept Declarations of Interest and Dispensations** – Cllrs Ward and Bailey declared an Interest in item 22/011 and will take no part in discussion or voting.
- 22/003. Minutes** – Minor typos amended on 7th December minutes. Resolution that the minutes of the meeting of the Full Council held on the 7th December 2021 and the Extra-Ordinary Meeting held on the 16th December 2021 be signed as a correct record. Proposed Cllr Graves and seconded by Cllr Ward.
- 22/004. Public participation** – Standing Orders suspended 7.35pm. Resident 1 attending due to concerns re. item 22/006 and the 3.8% precept increase. Standing Orders reinstated 7.35pm.
- 22/005. Reports**
- **SCDC & CCC** – report noted. Clerk updated that details of the Omicron Hospitality and Leisure Grant will be forthcoming shortly. We may be eligible for a grant for the Village Hall. Cllr Hewitt mentioned meeting with Anthony Browne on Friday re. flood risk (Cllrs Graves and Hewitt attending). Cllr Collinson raised concerns about forthcoming roadworks and potential effects for Rampton residents; Clerk to liaise with Rampton PC. Possible issues with Tilia water connection across Rampton Road to be discussed at the forthcoming developer liaison meeting later this month.
 - **Clerk** – report noted. Feb/March Cottenham Newsletter article has been submitted. Notification re. SCDC Planning Committee on 19th Jan; Cllr Loveluck to attend virtually. Reminder re. Local Councils Conference this Friday; Clerk and RFO attending this free event. CAPALC have launched new e-learning courses. Current information is that there will be no return to virtual meetings for Parish Councils. Correspondence received from the Vicar re. the Queen's Jubilee; we may want to consider hosting the 'Big Lunch' on the Rec on Sunday 5th June. Vicar willing to join a working party. Cllr Collinson expressed keenness that we do something to mark the Jubilee.
 - **Major developments** – report noted.
 - **Village Hall/Nursery** – report noted. Nursery contract has arrived and requires signing. Issues have been flagged re. land ownership which is being followed up. Cllr Hutchison stated that the next monitoring meeting with Chestnuts is taking place on 24th January; Cllr Ward to attend. Cllr Ward clarified that we now have 2 glass washers – one in each bar.
 - **Village Hall working party** – report noted. Caretaker recruitment ongoing and meeting with a candidate this week. Vaccination centre went very well over the Christmas break. Asst Clerk reported that we'd received 10 booking enquiries in the past 2 days. Have 2 weddings coming up.
- 22/006. Revenue budget** - consider FLAC recommendation for an operations budget of expenses of £438,402 and expected income of £116,547; net £321,855. Based on the tax base of 2,522

this means an overall 3.80% increase from the 21/22 budget – RFO ran through the background; noted that the tax base has gone up due to increase in the number of houses; this figure is updated annually. The proposed budget would result in a precept increase of approx. £4 per year on a Band D property. RFO confirmed that FLAC hadn't been wildly optimistic on the income; still difficult to know how Covid could affect us.

- Noted that sewerage/water had been added twice (remove £1k).
- £1k for floodlights (under community facilities) removed (will come from s106 monies).
- The £30k towards play area will also cover the annual Rospa inspection and playground maintenance.
- NI reduction: payroll company has confirmed that parish council's are eligible for relief.
- Tennis: 350 bookings last year despite poor weather (this is an increase on 2020). The income is from the Tennis Club to cover court usage for lessons and socials.
- Discussion re. Town Ground and Landing Stage rentals.

Standing Orders suspended at 8.26pm. Resident 2 queried what the increase would be if the tax base hadn't changed. Resident 3 asked if the parish council were responsible for encouraging kids to play sports. Cllr Hewitt stated that we are expecting to be given additional recreation facilities on which we are looking to install all weather pitches/tennis courts. In terms of the costs we charge the sports clubs we have recently done a cost comparison with other villages. Mentioned that CALF meets every 2 months and would welcome further resident engagement. Cllr Hutchison mentioned that a Junior Parkrun is due to start in the spring. Noted that Colts has doubled in size. Discussion regarding usage of 2nd and 3rd fields and the Clerk confirmed that these were used by the Colts. Resident 1 wanted to clarify Band D figures. Discussion regarding how Covid had hit everyone financially. Resident 3 commented that people aren't seeing things getting better and that they can't afford to join clubs/groups in the village. Standing Orders reinstated 8.45pm. Resolution to produce an operations budget for 2022/23 of expenses of £436,402 and expected income of £116,547; net £319,855. Based on the tax base of 2,522 this means an overall 3.13% increase. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.**

- 22/007. Precept for 2022/23** – Resolution to set the net precept for 2022/23 at £319,855. Proposed Cllr Graves and seconded by Cllr Collinson. **RESOLVED.** Residents 4 and 5 left the meeting at 8.49pm.
- 22/008. Fen Reeves bird boxes** – Resolution to permit Cambridgeshire ACRE 'New Life' project to install approx. 20 bird boxes at Fen Reeves. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.** NB: no cost to the Parish.
- 22/009. Working party vacancies** – Consider vacancies on CALF and Highways Committees – Resolution that Cllr Kidston joins CALF and becomes a playground inspector; Cllr Collinson to join Highways Committee. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 22/010. New working party** – Consider setting up working party to encourage election participation – Cllr Hewitt suggested that we need more councillors for the size of the village. Suggestion that social media campaign should be used. Cllr Collinson said that the paperwork process needs to be easier and we need to do what we can to help people to complete their application. Resolution to set up an election task and finish working party to promote the May elections; to consist Cllrs Hewitt, Ward, Collinson, Loveluck, Henderson and Asst Clerk. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.** Cllr Hewitt to contact District Cllrs to see who to contact re. increasing number of Cllrs.

22/011. Finance

Income	Description	Net	Gross	
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Cambridge Kids Club	Invoice payment - December 21	£754.26	£905.11	
Cambridge Kids Club	Invoice payment - January 22	£754.26	£905.11	
Chestnuts Nursery	Rent for Nursery - Jan, Feb & March 2022	£3,125.00	£3,750.00	
Ladybirds	Quarterly rent from Ladybirds	£1,655.00	£1,655.00	
SCDC	S106 monies for MUGA	£77,549.02	£77,549.02	
HMRC	VAT payment	£2,091.45	£2,091.45	
Zettle	Bar income - Village Hall (inc £2.51 zettle fees)	£119.00	£140.29	
Ladybirds	Water Recharge	£187.92	£187.92	
Strive bootcamp	Hire of Rec/Green	£130.00	£156.00	
Lovefit	Hire of Rec/Green	£30.00	£36.00	
BB Fitness	Hire of Rec/Green	£90.00	£108.00	
Lovefit	Village Hall Hire - Regular user	£140.00	£168.00	
Lovefit	Village Hall Hire - Regular user	£40.00	£48.00	
Fitness with Marilyn	Village Hall Hire - Regular user	£150.00	£180.00	
Fen Edge Orchestra	Village Hall Hire - Regular user	£200.00	£240.00	
Fen Edge Orchestra	Village Hall Hire - Regular user	£100.00	£120.00	
Singing for Fun	Village Hall Hire - Regular user	£160.00	£300.00	
Sing and Sign	Village Hall Hire - Regular user	£206.40	£247.68	
Sing and Sign	Village Hall Hire - Regular user	£103.20	£123.84	
WI	Village Hall Hire - Regular user	£95.00	£114.00	
2nd Cottenham Guides	Village Hall Hire - Regular user	£90.00	£108.00	
Village Hall bookings	Village Hall hire total - one off bookings	£808.55	£970.25	
		£89,387.61	£91,073.92	
Exps over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2022	£5,267.09	£5,267.09	-
AJ King	Monthly ground maintenance fee	£3,816.66	£4,579.99	2293
HMRC	TAX & NI for December 21 (Month 9)	£1,569.98	£1,569.98	-
Calor Gas	Delivery to the Pavilion - DD	£956.20	£1,004.01	2260
British Gas	Monthly DD - elec at Village Hall (Dec 21)	£698.55	£733.47	2296
AJ King	Additional work - Village Hall (Nov & Dec 21)	£530.00	£636.00	2292
		£12,838.48	£13,790.54	
Exps under £500	Description	Net	Gross	code
D & K Minter	PA and Lighting for Carols on the Green	£400.00	£400.00	2282
Legal and General	Pension January 22 (DD)	£382.66	£382.66	-
Progress Cleaning	Cleaning at the Village Hall	£317.00	£380.40	2264
JEE Electrical	Fit new time sockets & timeclocks to operate Christmas lights	£360.00	£360.00	2286
CEF	Christmas Lights	£234.99	£281.99	2270
Bob Hopper & Co Ltd	Commision glass washer & supply of parts	£223.15	£267.78	2295
PI Brown	Supply & fit replacement basin taps & repair flush valve in WC at pavilion	£210.00	£252.00	2294
The Little Social Co	Social Media Management – Nov 2021	£200.00	£200.00	2287
CamAlarms Ltd	Callout charge - investigate alarm fault at Village Hall/Ladybirds	£117.00	£140.40	2290a
CEF	Light bulbs	£112.50	£135.00	2277
The Little Social Co	Social Media Management – Dec 2021	£100.00	£100.00	2288

Urbancoms	Broadband for Village Hall - Monthly DD	£66.49	£79.79	2259
Gemma Bailey	Bar stock & Sweets for Carols on the Green (already paid)	£64.15	£76.98	2276
SSE - Southern Electric	Electric x 3 for streetlights - Monthly DD	£61.99	£65.07	2265
BSL	Hire of the Glass washer - Monthly DD	£53.00	£63.60	2266
Backstop Ltd	Monthly accountancy support for Jan 22	£50.00	£60.00	2285
CB Creative Ltd	String lights for the balcony - village hall	£45.81	£54.97	2258
Christine Ward	Expenses re Porters Trolley - Village Hall	£37.50	£44.99	2289
SSE - Southern Electric	Final bill for the Green	£41.09	£43.14	2283
BCS	Payroll November 21	£35.00	£42.00	2269
British Gas	Electric invoice for the Village Hall (DD)	£32.70	£34.33	2281
Xero	Monthly subscription charge for Jan 22	£26.00	£31.20	2284
CEF	Christmas light lamps	£23.59	£28.31	2290
Initial	Monthly DD for Sanitary bin collection	£14.63	£17.56	2291
RFO	Expenses re sim card for the pavilion	£9.20	£11.04	2267
Assistant Clerk	Top up for mobile phone	£10.00	£10.00	2279
Assistant Clerk	Cleaning supplies	£8.55	£8.55	2278
RFO	Expenses re stamps	£7.92	£7.92	2263
		£3,244.92	£3,579.68	
Multipay Card				
Corporate Xmas Tree	Christmas Garlands for the Village Hall	£85.81	£102.98	2268C
Amazon	Christmas Baubles	£24.98	£28.98	2271C
Amazon	Holly Berries decorations	£4.99	£5.99	2272C
Amazon	Baby Changing table	£81.62	£97.95	2273C
Amazon	Decorations for the hall	£14.16	£16.99	2274C
Amazon	Christmas window stickers	£4.16	£4.99	2275C
Tesco	Toilet rolls for Village Hall	£15.20	£15.20	2280C
Amazon	Hand soap 5 litres for the Village Hall	£8.50	£10.20	2297C
Amazon	20 pack of magic cleaning cloths	£11.42	£13.71	2298C
Amazon	Black refuse sacks/bin liners/Bin bags	£13.75	£16.50	2299C
		£264.59	£313.49	

RFO stated that we had received two invoices from Wilby & Burnett which had since been cancelled (issued too early). These were removed from the above list. Noted that Kids Club second payment should show January 2022 (not 21). Resolution to pay these invoices. Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**

- 22/012. Management accounts** – to review the monthly management accounts – Noted. Cllr Collinson queried electricity costs showing a minus. RFO confirmed that this relates to a refund on the old now decommissioned meter.
- 22/013. Bank reconciliation** – to review monthly bank reconciliation – Noted. NB: Prepared by the RFO and Cllr Ward hadn't signed. Cllr Jones to sign going forward.
- 22/014. Matters for consideration at the next meeting** – items to go to the Clerk.
- 22/015. Dates of next meetings** – CALF 8th Feb (re-scheduled from 18th Jan), Planning 20th Jan, Highways 25th Jan FLAC 27th Jan, Full 1st Feb
- 22/016. Close of Meeting** – 9.08pm.

Signed _____ (Chair) Date _____

22/021. Reports

District & County Councillors' Report for Cottenham and Rampton – February 2022

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:

Eileen Wilson Email: eileenwilsoncrw@gmail.com Tel. 07825770899

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

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

CLERKS REPORT – February 2022

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. **Cyclic cleansing of system due to take place in quarter 4: Jan-March. Some work started wk beginning 24/1**
- 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. **All now replaced**
- 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. **Plans signed off by CPC Highways committee. Road safety audit submitted in November; these can take up to 8 weeks to be approved.**
- Overgrown hedges – Brenda Gautrey Way/ Beach Road: Raised with LHO 16/09. **Laurels cut back. LHO investigating who owns bramble strip**
- 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. **Various pavement areas resurfaced. More still on list. Small section of Pelham Way re-surfaced by LHO, following resident complaints. Whole of Pelham Way on list for resurfacing, but not scheduled for 22/23**
- Anglian Water have been in contact with details of the next phase of works, currently scheduled from 31st January to 6th April. This involves some further road closures.
- **Missing bollards from outside Cottenham Club raised in Highways liaison meeting**
- **Highways Liaison meeting with LHO took place via zoom on 10th December. Areas covered included winter maintenance, jetting of gullies, pavement resurfacing, line painting, missing signs on Oakington Rd, overgrown shrubbery, missing bollards by Cottenham Club. A full report is included in the Highways reports pack, under Clerks report.**

Pavilion

- Need 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 external lights which had been repaired have broken again so need to investigate further.

- 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. The Groundsman is obtaining a quote for the repair works – **see agenda item.**
- Brush head for boot scraper requires replacement. **Replacement brush head ordered.**
- **Asst Clerk updating key holder log.**

Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.
- Fencing boards damaged during school run. Witness has come forward and incident captured on CCTV.
- **Following advice received from insurance provider at CAPALC drop-in event, we need to regularly check the condition of the containers/sheds & install 'do not climb' signage. Log must be kept of when the checks were done. Who is going to do this?**

Village Hall

- Snagging issues - Contractors have completed the ceiling tile works in the rest of the building. Paint issues have been rectified. Meeting undertaken with French and W&B to go through issues. Further ceiling tile fell on 5th Jan in the Hall.
- **Lift serviced. We are now out of the warranty period.**
- **Kitchen cupboard door repaired and plumber has inspected suspected leak in ground floor ladies toilets.**

Misc admin

- **January 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. WARG Field pond creation undertaken on 20th December. Coppicing at Fen Reeves scheduled for 6th Jan. **Approval for planning application re. works to Old Rec Ground (Broad Lane) expected very shortly.**
- 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. Headwall damage following car accident has been reported.
- Asst Clerk co-ordinating the Chestnut nursery contract.
- Clerk liaising with King & Co on next steps re. land off Tenison Manor. They are waiting further instructions from their client.

- **Attended January CAPALC drop-in session and SLCC branch meeting. Main topic at SLCC meeting was around the Civility & Respect Project. There are also considerations re. the May elections in relation to the death of a senior royal. We need to ensure that we have a suitable delegation scheme in place accordingly.**
- **Clerk & Asst Clerk attended Cambridgeshire Local Councils conference – see separate report.**
- **Weekly village litter picks have been undertaken by year 10 student Daisy Garner as part of her Duke of Edinburgh Awards scheme.**

Facebook

- **1468 likes/1703 follows (CPC page). 465 likes/507 follows (Village Hall page).**

Major developments

Persimmon – Looking to schedule their pavement works for 8th April but this is subject to Streetworks approval (delayed due to Anglian Water works taking priority). There will be 2-way lights in operation during off-peak hours. The road resurfacing will be more disruptive. The speed limits will be amended at the same time and lighting installed. Works will take around 6 weeks. Major issues with trigger dates which are tied up with Bellway, Redrow and Tilia. Bellway not completing their outstanding condition for works between the Almshouses and Histon Road by the green is having a huge knock-on. Currently have 100 properties occupied and another 22 expected by June. Problems with the roundabout design/planning permission and Section 73 approval.

Bellway – No further news re. getting the 3rd element of their conditions resolved (widening of footpath from Oakington Road to the B1049 by the Green. Waiting response from SCDC Planning in next 2 weeks on next move.

Redrow – Completion of 2nd site access has been delayed due to scheduling issues with Streetworks. Currently have 15 occupancies with another 5 expected over the next month.

Tilia – Discussions ongoing regarding potential pedestrian access through to the Recreation Ground. South Staffs Water have been in contact re. water connection to the main which is on the Redrow site; this will require a full road closure on Rampton Road but only over 1 or 2 weekends; rest of the works will be done under 2-way lights. Provisionally looking at late April/early May. Cambs Water/South Staffs will need to connect to the 10” main on Oakington Road (south of the Persimmon site). Highways have suggested that they do this at the same time as the Persimmon roadworks. Tilia met with contractor last week re. Les King Wood. They will be doing some tidying, hedge removal and thinning before March. Currently working on getting discharges to conditions with a view to starting work in April. Cllr Hewitt is liaising regarding the foot/cycle path through to the Recreation Ground. Tilia have stated that for health & safety reasons they probably can't hand over the additional land to us for at least a year. They have been contacted by the S106 Officer re. the initial monies due prior to commencement.

Village Hall & Nursery

Waiting response re. defects to EV charger; Podpoint engineer may be required. Kitchen cupboard door repaired 26/1. Plumber attended 27/1 re. leak in groundfloor ladies toilets. Asst Clerk has been busy with booking enquiries and viewings.

Chestnuts Nursery lease is nearing completion.

VH working party

To follow

Report from Cambridgeshire Local Councils Conference

Some interesting case studies from the workshops at the above event.

Community engagement

- Colne Jubilee Garden & Woodland (Chatteris) – transformed a large area of overgrown land into gardens, allotments and woodland all with the aid of local residents. To keep people engaged they gave regular updates, held open days and tours of the site. They also received a grant from the National Lottery Community Fund and advice from the Traditional Orchard Group. It has taken several years and £40k to get to this stage (considerable amount spent on fencing the allotments). NB: lots of offers of free trees currently as part of the Queen's Green Canopy.
- Fenstanton PC have done lots of work on their flood plan. Noticed that water was coming from a different location/direction than expected and used resident knowledge to measure/note changes and present info to local authorities. Produced useful page on their website bringing together lots of guides on how residents and businesses can help themselves in a flood situation.

Some work involved but a lot of the info but would be useful to add similar info to our website in addition to what is already there.

- Armed Forces Covenant – Council's are currently being asked to sign up to the covenant and show their support for armed forces members of their community.

See separate agenda item. Could be a nice nod towards former Cllr Tony Nicholas who served 8 years in the Royal Engineers.

Youth

- Brampton PC are working with [Let's Go Skate - Teaching anybody interested and willing to learn to skateboard. \(letsgoskate.co.uk\)](http://letsgoskate.co.uk) to run coaching sessions and detached youth work (this was in response to ASB). The 'Sky Brown' effect from the Olympics has helped engage a lot of younger people who wouldn't normally try skateboarding. CRF application required for funding.

Could be worth finding out more as part of our youth activities/budget for 22/23.

- Fenland Way traveller site – community reach fund grant was used to improve the environment on the site. Travellers and community workers from Fenland District Council came together to clear and improve some land on the site and create a small garden area. Woodgreen Animal Shelter staff also attended to give advice and care tips for pets on the site (i.e. grooming, feeding, nail clipping). The area is being maintained and it has helped to reduce fly tipping in the vicinity.

Is this something we could replicate in Cottenham? Gardening Club/SusCott/ACRE?

Community ARC

They provide items for hire for a week or longer. Some bits are useful for funding activities i.e. candyfloss machine and giant games. Rates are extremely reasonable. Info has been passed to some local groups accordingly.

Climate change emergency and actions workshop

Staff from the Cambridgeshire County Council Climate Change and Energy Services team shared information on CCC's Climate Change and Environmental strategy.

Three themes:

Mitigation – efforts to prevent or reduce emissions

Adaptation – actions to help cope with effects of climate change

Natural Capital – elements of the natural environment that provide us benefits.

Within these three areas there are 15 priority areas; see CCC website for more information:

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/climate-change-and-environment-strategy>

What action can Parish Councils take?

Carbon footprint A carbon footprint is the total amount of greenhouse gases (including carbon dioxide and methane) that are generated by our actions.

Tools and resources available: www.impact-tool.org.uk produces two different types of carbon footprint:

1. Consumption-based carbon footprint – what emissions people within the parish create in their daily lives
2. Territorial-based carbon footprint – shows emissions produced within the boundary of the Parish, based on what happens in that space.

Impact has been designed to help councils access, analyse and act on their community's carbon footprint and to give them a better idea of where to target their efforts for the greatest impact in tackling the climate emergency.

Declare a climate emergency Make climate change a priority for your organisation and set up a group to discuss ideas and initiatives. You may wish to formally declare a climate emergency. You can find more information about doing this on the [Climate Emergency website](#).

Community energy Set up and/or encourage and support a scheme to generate renewable energy for use locally. Examples include the [Gamlingay Community Wind Turbine](#), [Reach Community Solar Farm](#) and the [Swaffham Prior Heating project](#) bringing renewable energy to homes in the village.

Other examples Campaigns to educate – increase “carbon literacy” and signpost to external funding; for energy efficient homes etc. Partner with schools -car sharing/active travel. Biodiversity audit.

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/how-you-can-take-action>

22/022. Queen's Platinum Jubilee

This June communities are being encouraged to join in events as part of the Platinum Jubilee celebrations. More information can be found here: [Events – The Queen's Platinum Jubilee 2022](#)

The suggestion is that all Cottenham events organised by the PC are situated at the Recreation Ground and this would be the focus for the weekend. This is a safe location with lots of space and doesn't involve applying for a road closure. Proposed draft timetable of events:

Thursday 2nd June – Beacon lighting

Taken from official website:

Pipers - at 9.35pm local time across the UK and the Commonwealth, individual pipers and pipe bands are being asked to play "Diu Regnare" from central locations of their choice from within their local communities as their personal tribute to Her Majesty The Queen. (This time will vary in each time zone across the world). This unique tune has been especially written for this historic Jubilee by Piper Stuart Liddell, 2020 Glenfiddich Champion and Pipe Major of the World Champion Pipe Band, Inveraray and District (see page 11). To officially announce the lighting of the beacons at 9.45pm local time in the country they are in, we have had a unique Bugle Call written, entitled 'Majesty,' and would like to encourage Buglers and Cornet players to undertake this at 9.40pm on the night from the individual beacon locations within local communities, adding another colourful element to this special tribute to Her Majesty the Queen by musicians from within local communities.

A Song for the Commonwealth: To coincide with the lighting of the Beacons, choirs of all types and sizes within local communities are warmly encouraged to sing this unique 'Song for the Commonwealth,' the winner of a Commonwealth-wide song competition organised over the last few months, filling the world with the sound of music and song in celebration of this special moment in The Queen's life. The song should be sung at exactly 9.45pm. local time in whichever country they are in, on 2nd June 2022.

Singing for Fun have been contacted re. the Song for the Commonwealth aspect. The bar in the Village Hall can be open and we may want to consider hosting an exhibition of past jubilees (Village Society?) A cornet player/bugler would need to be sourced asap (Cottenham Brass have agreed to provide). Need to decide who to light the beacon. Given the late hour of the beacon lighting we may need to consider additional events/entertainment/food earlier in the evening.

Saturday 4th June – Family Disco

Held in the Village Hall. Bar will be open and event will follow along the same lines as the previous family disco. The exhibition could potentially be run in a separate room (throughout the weekend?).

Sunday 5th June – The Big Lunch

A picnic in the park (or in our case the Recreation Ground). It would be a good opportunity to utilise the Village Hall. Residents to bring their own picnics/blankets/gazebos on field 1. Bar to be open in the Village Hall. There would be opportunities for village groups to raise funds.

Possibilities: exhibition of past jubilees by the Village Society, WI to sell cream teas, Colts tuck shop, BBQ, games, food stalls, band playing on the balcony.

Volunteers would be needed for little collecting and marshalling the car park (only open for residents with mobility issues?)

NB: the next day is back to work/school so a 6pm? End time is suggested.

Considerations:

No budget!

Only 2 weeks before the Fen Edge Festival

Should there be an official item i.e. mug, medal etc, given out to children in the village?

PA system might be required.

Do we need a large screen?

Safety

What else?

22/023. WARG Field boundary

Resident adjoining the side of WARG Field has approached the Council because they state that due to WARG Field getting more popular their privacy is being invaded. They are therefore seeking a contribution towards boundary treatment of 30-40m of fencing. The boundary in question belongs to the resident.

Given the natural habitat of WARG Field, should Council refuse the suggestion of fencing then hedging or additional tree planting may be more appropriate to the site. This could be done as part of the Queen's Green Canopy with volunteers and there are various schemes available giving away free hedge/tree packs i.e. The Woodland Trust.

NB: there is no budget apportioned for any works of this nature. NALC are checking the legal situation but initial discussions with CAPALC indicate that there is no legal obligation for the Council to undertake any works. Whilst breach of privacy isn't an actionable tort, trespass would be. We can delineate our boundary how we see fit if we choose to do so. If they are saying that the activities on our land is affecting theirs then it is for them to delineate their boundary accordingly to prevent this.

22/024. Caretaker appointment

To follow

22/025. Armed Forces Covenant

Dear Cottenham Parish Council,

The Armed Forces have and continue to work to defend the freedoms we enjoy today. Members of the Armed Forces sacrifice some of the civilian freedoms that we take for granted and sometimes face danger, serious injury or even death as a result of their duty. Their families endure upheaval, periods of long separation and disruption due to the nature of military service. Data suggests that 10% of the population in Cambridgeshire and Peterborough are members of the Armed Forces Community, be that a Serving Person, a Reservist, a Veteran of the Armed Forces or an immediate Family Member of those listed.

The Armed Forces Covenant is a way of recognising the sacrifices made by Service Personnel and their families and understanding the difficulties they face. As a Council that is located close to a

regular Armed Forces unit or has a significant Armed Forces Community population it is very likely that Armed Forces Community personnel and their families use and support local amenities and communities and signing the Armed Forces Covenant will allow your Town/Parish Council to publicly demonstrate your advocacy for the Armed Forces Community and commit to a number of measures to support them in your day-to-day business and decision making.

A sample of the kinds of initiatives you could support, that benefit your Armed Forces Community are shown. There are further in the attached document which also contains further information about the Armed Forces Covenant.

- Appoint an Armed Forces Champion from among your members to promote support for the Armed Forces Community.
- Promote the fact that you are an Armed Forces-friendly Council to your members and the wider public.
- Develop stronger links with local service base personnel and Armed Forces Community members to understand issues that service life provides.
- Commit to support and adapt processes for Service Personnel and their families in the provision of Town/Parish Services to mitigate disadvantage.

There is no direct cost in signing the Armed Forces Covenant and you will be supported by the Armed Forces Covenant Officer for Cambridgeshire and Peterborough.

Please contact Tommy Kelly for further details or information on how to proceed with signing the Armed Forces Covenant.

Tommy Kelly - Armed Forces Covenant Officer Cambridgeshire and Peterborough Cambridgeshire County Council Email: thomas.kelly@cambridgeshire.gov.uk

Regards,

Cllr Mike Davey – Cambridgeshire Armed Forces Covenant Partnership Board Chair

Cllr Sebastian Kindersley – Cambridgeshire County Council Armed Forces Covenant Lead Councillor

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

&

All those who serve or have served in the Armed Forces of
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.

Principles of the Armed Forces Covenant

The Armed Forces Covenant is a statement of mutual support between a civilian community and its local Armed Forces Community.

The Armed Forces Covenant is based upon two key principles:

- The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

The purpose of this Covenant is to encourage support for the Armed Forces Community working and residing within your town or parish and to recognise and remember the sacrifices they make. This includes in-Service and ex-Service personnel, their families and widow(er)s.

The Armed Forces Covenant a signal of your Council's support for the Armed Forces Community and its willingness to support initiatives aimed at improving outcomes for the Armed Forces Community.

For the Armed Forces Community, the Covenant encourages the integration of Service life into civilian life and encourages members to help their local community.

Aims of the Covenant

The Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces Community.

It aims to encourage all parties within a community to offer support to the local Armed Forces Community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the third sector. These organisations already work together in partnership at the local level.

The scheme is intended to be a two-way arrangement and members of the Armed Forces Community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

Examples of the kinds of initiatives you are supporting, or will support, that benefit your Armed Forces Community.

- Appoint an Armed Forces Champion from among your members to promote support for the Armed Forces Community.
- Promote the fact that you are an Armed Forces-friendly Council to your members and the wider public.
- Develop stronger links with local service base personnel and Armed Forces Community members to understand issues that service life provides.

- Commit to support and adapt processes for Service Personnel and their families in the provision of Town/Parish Services to mitigate disadvantage.
- Consider how you can support the employment of members of the Armed Forces Community, including by working with local businesses.
- Ensure upkeep of war memorials and war graves (with support from the Commonwealth War Graves Commission).
- Support or promote Armed Forces events such as Armed Forces Day/Week, Reserves Day, the Poppy Appeal and Remembrance activities.
- Run, facilitate or promote support networks (e.g. coffee mornings, breakfast clubs) for veterans and other members of your Armed Forces Community.
- Engage with and support your local RBL branch and other local Armed Forces charities (for example, by considering whether an empty shop in your neighbourhood could be used as a hub).
- Encourage local businesses to consider offering discounts to members of the Armed Forces Community.
- Signpost members of the Armed Forces Community to available support.
- Take part in Armed Forces or Covenant activities run by your principal Council.
Enhance your digital presence with information and signposting about and for the Armed Forces Community.

If you would like to know more or start the process of signing up to the Armed Forces Covenant please contact Tommy Kelly, Armed Forces Covenant Officer for Cambridgeshire County Council and Peterborough City Council.

Tommy Kelly
Armed Forces Covenant Officer
Cambridgeshire and Peterborough
Mobile: 07747 369996
Email: thomas.kelly@cambridgeshire.gov.uk
Public Email: covenant@cambridgeshire.gov.uk

22/026. Local Council Award Scheme

ABOUT

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.

The scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential. LCAS undergoes a review every year. Local councils must meet the criteria of the guidance that is in place at the date they submit their completed application form to their local accreditation panel.

Why you should apply

There are a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be celebration for councillors and officers, as their commitment and hard work is recognised and respected.

The award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard. And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

Award levels:

The Foundation Award

The Foundation award is for councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place. The Foundation award allows you to benchmark your performance as well as challenging you to consider your councils continuing development and improvement.

The Quality Award

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement. Quality councils go above and beyond their legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further. To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional evidence of good governance, effective community engagement and council improvement. Due to the level of this achievement, a council with a Quality Award can also be eligible to use the general power of competence.

The Quality Gold Award

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seeking new innovations and opportunities to improve. They highlight the very best we, as a sector, can achieve for our communities.

The Clerk and RFO have done a brief assessment and the recommendation would be to apply for the Quality Award. We already appear to meet all of the Foundation level requirements (the scheme is similar to doing an NVQ). Having the award would be a good way of demonstrating to our residents that we are meeting/exceeding requirements. Accreditation lasts for 4 years.

FEES There are two fees:

- A registration fee paid to the National Association of Local Councils (£50 + VAT)
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process

Foundation Standard - £80

Quality Standard - £100

Quality Gold - £200

There are 3 rounds of Panel dates each year. Recommend applying for the September round (deadline 9th September); announcement would be made by 9th December 2022.

Further information is available via: [file \(nalc.gov.uk\)](http://file.nalc.gov.uk)

22/027. Boot scraper

The brush head outside the Pavilion has completely disintegrated. Caretaker has sourced a new brush head for pavilion boot scraper at a cost of £125 + VAT. He can install accordingly.

22/028. Pavilion repairs

The boards on the F2 facing side of the pavilion have numerous areas of damage and the building is no longer watertight. The works have been outstanding for some time. To date only one quote has been received. NB: we do have some spare boards available which will save on the cost of materials.

To cut back cladding and renew with new cladding for the end section facing the second field
£260+VAT

N.B. The remaining three sides to the Pavilion have cracks, however repairs are not required at this present time.

22/029. SLCC Climate Change Summit

Join sector experts from Friends of the Earth, Surfers Against Sewage, ClimateGuide, Speak Carbon and Carbon Literacy Project to discover how you can help tackle climate change at a local level...all from the comfort of your home or office.

Taking place virtually on **Wednesday 23 March, 10am - 4pm**, this unmissable event will cover:

- The new Town and Parish Councils Carbon Literacy Toolkit
- Combating single use plastic in your community
- Tackling your biggest emission sources
- Barriers to implement change in your community

[Click here to view your full agenda.](#)

Attend for **only £45 + VAT** for members or £90 + VAT for non-members.

Bring along a fellow clerk, officer or councillor and get their non-member place for £45 + VAT!

The Asst Clerk and Cllrs Loveluck and Ward have expressed an interest in attending.

22/030. Standing Orders

Need to review revised Standing Orders document. Template to follow.

22/031. Policy recommendations by Committees

All policies are required to be reviewed annually by the Council. Please see website for documents:

[Policies - Cottenham Parish CouncilCottenham Parish Council \(cottenhampc.org.uk\)](http://cottenhampc.org.uk)

21/034. Bank reconciliation

Reconciliation Check by RFO and Cllr Tim Jones

Bank Reconciliation to December 31st 2021

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	347,288.55	
Unity Trust project account	52,378.86	
Unity Trust deposit account	40,022.70	
Cambridge Building Society account	72,019.39	
Triodos account	50,461.01	
Nationwide account	5,143.62	
Multipay Card	0	
	Total in bank accounts: £567,314.13	

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

For information

- Add Accounts receivable £1351.52.
- Minus VAT due £1378.99 (because we had claimed for W&B invoices but have been voided so we owe currently)
- Minus Accounts Payable £7661.95
- Minus Accruals £2000.00
- Other Creditors £2773 (Hall hire deposits & Grant for hearing loop)
- Minus PAYE £1569.98
- Minus Rounding £0.13

Net Asset figure £553,281.60

Appendix 1: Issues log

There were 3 reported incidents during January.

Date	Issue	Further details	Follow up
11-Jan	Pavements Pelham Way	pavements are in poor condition and a trip hazard	AC replied accordingly and repair has been made to small section.
11-Jan	Pavements Pelham Way	pavements are in poor condition and a trip hazard	AC replied accordingly and repair has been made to small section.
11-Jan	Pavements Pelham Way	pavement surfaces broken, why missed during recent resurfacing?	AC replied accordingly and repair has been made to small section.