

AGENDA REPORTS PACK

FULL COUNCIL MEETING

March 2022

22/019. Minutes

DRAFT Ordinary Parish Council Meeting

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 1st February 2022 at 7.30pm

Present: Cllrs Hewitt (Chair), Collinson, Graves, Henderson, Hutchison, Jones, Kidston, Loveluck, Ward, Young, SCDC Cllrs Gough and Wilson, the Clerk and Asst Clerk

In attendance: 1 member of the public

- 22/017. Chair's Introduction and Apologies for absence** – Cllr Hewitt started the meeting by giving thanks to Cllr Faulker who resigned today. Apologies accepted from Cllrs Bailey (sick), Bolitho (sick) and the RFO.
- 22/018. To accept Declarations of Interest and Dispensations** – Cllr Hutchison declared an Interest in item 22/023 and will take no part in discussions.
- 22/019. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 11th January 2022 be signed as a correct record. Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**
- 22/020. Public participation** – Resident attending as part of the Jubilee working party.
- 22/021. Reports**
- **SCDC & CCC** – report noted. SCDC Cllr Wilson confirmed that grants for the Jubilee will go on the District website shortly. SCDC Cllr Gough to pass on information regarding urban surveyors to Cllr Hewitt. Cllr Hewitt clarified that Tilia have said that the land won't be handed over to us for another 12-18 months. Have asked County for an update on their field. The intent is to seek professional advice regarding the layout of additional sports facilities and provide an integrated plan for the recreation ground. Have sought advice from SCDC, FA and the LTA.
 - **Clerk** – report noted. Anglian Water works have started; Clerk has spoken to team regarding altering timing of traffic lights to adapt to traffic flows during peak times. Flagged the need to do regular inspections/log of the containers and sheds on the Rec; should this be part of the H&S checks? Ran through implications on the elections of death of the monarch; urgently need to get scheme of delegation in place. Litter picking by young resident was flagged and the Clerk will write formal letter of thanks. Cllr Hewitt also noted resident on Histon Road who is undertaking regular litter picks. Asst Clerk confirmed that the Chestnuts lease had now been signed. We are currently waiting for their solicitor to provide maps to detail a parcel of land that nobody seems to own. Cllr Loveluck raised issue of balancing pond maintenance and whether it would be possible to do it in a way to lessen the impact on wildlife. Also noted that the Little Cut requires work again. Currently we have no timeline for the handover of these areas to us but Clerk to chase. Cllr Graves stated that works are required by the autumn and going forward the Little Cut will require 12 monthly maintenance.
 - **Major developments** – Report noted. SCDC Cllr Gough has spoken to Toby Williams (SCDC area development management team leader) to raise concerns: 1) Bellway have stepped away and enforcement may be required to get them to finish off works; 2) the 'knot' regarding the roundabout (involves several developers, each dependent on the other). The application had a specific drawing that is no longer going to be delivered which is causing issues; 3) Tilia appear to want to go on site in April but all of the pre-commencement conditions can't be discharged – partly due to items 1 and 2; and 4) following an update on occupation levels it looks as though the affordable housing could be used as a ransom. Concerned that Persimmon will finish building before the

roundabout issue is resolved. Cllr Hewitt said that the situation between Highways and Planning was unacceptable. Rapidly heading towards 500 new homes with no infrastructure. Highways issues will be mentioned during meeting with Peter McDonald, Chair of County Highways Committee, tomorrow.

- **Village Hall/Nursery** – report noted. No news from SEH French regarding temperature issues in downstairs toilets or the solar panels. Asst Clerk has updated rates on the EV charger to kWh (25p). Noted that the 12 month defect period ends shortly.
- **Village Hall working party** – report noted. Struggling to recruit caretaker. SCDC/CCC Cllr Gough left the meeting at 8.03pm.
- **Review from Local Council's Conference** – report noted. Video/slides from the event will be circulated when available. Cllr Hewitt mentioned that we are beginning community engagement to encourage residents to stand for election. There will be drop-in sessions on 14th and 18th February and prior to the next Full Council meeting on 1st March. Cllr Hewitt to circulate poster.

- 22/022. Queen's Platinum Jubilee** – Consider outline programme of events for Jubilee weekend – Clerk outlined. Beacon event: suggestion that we have food trucks and the bar open from 7pm. Discussion regarding showing a film i.e. coronation. Exhibition to be in the Balcony Room over the course of the weekend. Cllr Jones stated that the Community Centre were keen to get involved and he will follow this up. Big Thank You Lunch: SCDC Cllr Wilson mentioned throne used at Diamond Jubilee event and singers. Restrict event timing to daytime only (work/school the next day). Cllr Hutchison to organise fancy dress competition. Suggestion that we speak to the Guides/Scouts re. assistance with litter picking during/after the event. Resolution for CPC to hold 3 Jubilee events. These need to be cost neutral (including any grants we can obtain). Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED**. Budget to be developed for next meeting. Resident left the meeting at 8.31pm.
- 22/023. WARG Field boundary** – Consider resident request for contribution towards boundary treatment at WARG Field – Clerk outlined. Noted that it wasn't our boundary and there was no legal obligation to provide anything. Due to the nature of WARG Field it was considered that something less formal than a fence would be favourable. Noted that free hedges/trees are available from the Woodland Trust and other organisations. Cllr Loveluck stated that the NLOW project will look at their budget for next year to see if they can fund planting. Resolution for the Clerk to respond to resident to state that we will install natural screening on our side of the boundary of WARG Field. Proposed Cllr Young and seconded by Cllr Graves. **RESOLVED**.
- 22/024. Caretaker appointment** – Ratify appointment of part-time Village Hall caretaker – Item deferred.
- 22/025. Armed Forces Covenant** – Consider signing up to the Covenant – Report noted. We already support a number of Armed Forces initiatives including upkeep of the war memorial and Remembrance activities. Whilst recognising the importance of the initiative, it was considered that the creation of the new Council would be a better time to discuss. Item deferred until after May elections.
- 22/026. Local Council Award Scheme** – Consider applying for LCAS – Report noted. Discussion regarding the time required to gather the evidence required for the award. Item deferred until after May elections.
- 22/027. Boot scraper** – Resolution to purchase of new brush head for pavilion boot scraper at a cost of £125 + VAT. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED**.
- 22/028. Pavilion repairs** – Consider quote for repairs to external boarding on the Pavilion – Cllr Young suggested that the netting next to the Pavilion was removed; it is constantly getting damaged and this would remove the need for continued repair costs. Cllr Hewitt to speak

to cricket club. Resolution to accept quote for repairs to external boarding on the Pavilion at a cost of £260+VAT. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**

22/029. SLCC Climate Change Summit – Resolution for Cllrs Loveluck, Ward and the Asst Clerk to attend SLCC Climate Change Summit webinar. Proposed Cllr Collinson and seconded by Cllr Henderson. **RESOLVED.**

22/030. Standing Orders – Consider revised Standing Orders document – Cllr Hewitt outlined the document, which follows the NALC template. Query regarding how it would apply to working parties; these are more informal by design and don't require agendas/minutes. Defer to next meeting. Clerk to check guidelines regarding declaring interests and circulate information accordingly.

22/031. Policy recommendations by Committees – Resolution for each Cllr to read 2 documents and bring back recommendations to the next meeting. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**

- Asset Register (amended April 2019) – Cllr Young
- Child Protection (adopted Nov 2013) – Cllr Hutchison
- Code of Conduct (amended July 2015) – Cllr Hutchison
- Communications (adopted March 2017) – Cllr Young
- Community engagement (adopted March 18) – Cllr Graves
- Complaints procedure (amended July 2015) – Cllr Kidston
- Dignity at work (adopted July 2020) – Cllr Kidston
- Document retention (amended July 2018) – Cllr Graves
- Equal Opportunities (amended July 2017) – Cllr Henderson
- Donation, Grant and Loans (adopted November 2018) – Cllr Henderson
- Freedom of Information – Publication Scheme (amended June 2017) – Cllr Collinson
- Grievance & Disciplinary (adopted June 2015) – Cllr Collinson
- IT & Communications (amended 2019) – Cllr Ward
- Model Publication Scheme (amended July 2018) – Cllr Ward
- Social Media (adopted January 2021) – Cllr Jones
- Standing Orders (see separate agenda item)
- Training & Development (amended June 2018) – Cllr Loveluck
- CCTV – Cllr Loveluck
- Internal Controls – Cllr Jones

22/032. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment -February 22	£754.26	£905.11	
Zettle	£243.80 Inclusive of VAT minus fees of £4.28	£239.52	£239.52	
Singing for Fun	Village Hall Hire - Regular user	£160.00	£192.00	
Singing for Fun	Village Hall Hire - Regular user	£120.00	£144.00	
2nd Cott Guides	Village Hall Hire - Regular user	£90.00	£108.00	
WI	Village Hall Hire - Regular user	£55.00	£66.00	
Lovefit Ltd	Village Hall Hire - Regular user	£30.00	£36.00	
Strive fitness	Hire of Rec/Green	£100.00	£120.00	
Village Hall bookings	Village Hall Hire - one off bookings total	£683.76	£820.50	
		£3,584.85	£4,253.88	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 2022	£5,347.33	£5,347.33	-
AJ King	Monthly Ground Maintenance	£3,816.66	£4,579.99	2315

Connections Bus	4 Van sessions and 5 Bus sessions	£2,050.00	£2,050.00	2307
HMRC	TAX & NI for January 22 (Month 10)	£1,537.68	£1,537.68	
		£12,751.67	£13,515.00	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension January 22 (DD)	£391.69	£391.69	-
Progress Cleaning	Village Hall Cleaning	£287.00	£344.40	2301
EDF Energy	Electric for the Pavilion - Monthly DD	£267.62	£281.00	2313
Global Charter	Maintenance of pavilion shutters - monthly DD	£172.00	£206.40	-
AJ King	Additional work carried out at the Village Hall	£130.00	£156.00	2316
Travis Perkins	Water softener salt for the pavilion	£92.88	£111.46	2303
Urbancomms	Broadband for Village Hall - Monthly DD	£66.49	£79.79	2300
SSE-Southern Electric	Electric invs x 3 for streetlights Monthly DD	£66.20	£69.49	2305
BSL	Monthly rental for Glasswasher at Village Hall	£53.00	£63.60	2306
BCS	Payroll Processing Dec 21	£35.00	£42.00	2304
EDF Energy	Electric for Village Green - Monthly DD	£27.62	£29.00	2312
RFO	Ink Cartridges	£21.90	£21.90	2317
Initial	Sanitary waste - Monthly DD	£14.63	£17.56	2311
RFO	Sim card for the pavilion	£9.20	£11.04	2302
Calor	Standing charge - Monthly DD	£17.13	£1.99	2314
		£1,652.36	£1,827.32	
Multipay Card				
Amazon	Christmas decorations	£18.32	£21.98	2301C
Tesco	Toilet rolls	£15.20	£15.20	2308C
Amazon	Christmas decorations	£23.99	£28.98	2309C
defib Warehouse	Cardiac AED pads for defibrillator	£39.95	£47.94	2310C
Sportsequip.co.uk	Foot brush for the pavilion	£125.00	£150.00	2318C
		£222.46	£264.10	

Noted that income total was incorrect and should be £1,300 less. VAT missing from ink cartridge receipt. Error noted on Calor invoice (gross amount). Cllr Henderson queried lack of British Gas invoice. Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**

22/033. Management accounts – to review the monthly management accounts – Noted. Cllr Young flagged that we will have a year-end deficit of approx. £15k for the year (as discussed at Finance Committee - minute 22F/142).

22/034. Bank reconciliation – to review monthly bank reconciliation – Noted.

22/035. Matters for consideration at the next meeting – Standing Orders document, policy documents, Queens Platinum Jubilee

22/036. Dates of next meetings – CALF 8th Feb, Planning 17th Feb, FLAC 22nd Feb, Full 1st March

22/037. Close of Meeting – 9.31pm.

Signed _____ (Chair) Date _____

22/021. Reports

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

County Council

Budget

Full Council today approved the Council's Business Plan, setting out how it will deliver a balanced budget for 2022/23. The plan will bridge a projected £22.2m in next year's budget with efficiencies, savings and the one-year government finance settlement – as well as working to bridge a projected gap of more than £80m over the next five years.

The County Council's share of general council tax rising by 4.99% - a 1.99% rise in the general fund alongside a 3% rise in the Adult Social Care precept, using the 2% brought forward from the decision made by Council last year. The tax increase in Band D is £1.34 per week, but the level remains below the average for Shire Counties.

By taking steps to close the budget gap we can also protect essential services that vulnerable groups need and use. In particular the following initiatives have been funded:

- The Household Support Fund – with a £20 payment now available to all 39,000 Cambridgeshire people on universal credit – as well as additional help if people need it for specific bills or replacement of essential things like cookers, washing machines or fridges.
- Continued funding for Free School Meals of £15 per week for each eligible child throughout the school holidays.
- A 100% council tax rebate for Care Leavers until they are 21 – and a targeted fund to support them, if they need it, until they are 25.
- A £1m 'catch up' fund to help children catch up on activities which help them learn skills, build self-confidence and make friends.

County rural flood management.

The final version of the strategy will be presented to the Environment Committee later this week. Following Neil's intervention two action items have been added to the plan. Cottenham Lode has been added into item 1.26A which covers Cambridgeshire Lodes and includes a measure for the Environment Agency and County Council to work in partnership to investigate catchment wide opportunities to within the areas served by Beck Brook, Bar Hill Brook, and Cottenham Lode to reduce flood risk from all sources for Bar Hill, Oakington, Girton and Cottenham. This will include investigating opportunities for attenuation, in providing more space for water in the catchment and slowing flows, through measures such as natural flood management.

Similarly, a new action item has been added in 2.20A in relation to surface water flooding in Cottenham which will be led by Cambridgeshire County Council and involve South Cambridgeshire District Council, Local Highways Authority and Parish Council

Investigation into former Deputy Leader

An independent investigation has concluded that former Cambridgeshire County Council deputy leader in the previous Conservative Administration Roger Hickford breached the Council's Code of Conduct in six different areas - including bullying, improper use of his position and bringing the council into disrepute.

The matters arose in respect of his tenancy at Manor Farm, Girton which was a County Farms property.

The full list of breaches are in respect of;

- Respect– he failed to treat Officers and others acting on behalf of the Council with respect;
- Bullying – he used a bullying manner in order for the Council to pay for works that would otherwise be the responsibility of the tenant. He also used a bullying manner in order to set the terms of the lease for Manor Farm;
- Impartiality – he compromised Officers and others’ impartiality in his dealings with regard to Manor Farm;
- Disrepute – his conduct towards Officers and others and his conflict of interest would have reduced the public’s confidence in him being able to fulfil his role or the Council being able to discharge its functions;
- Improper use of position – he used his position as Deputy Leader to receive concessions that the Council would not otherwise have agreed to;
- Interests - he failed to register a disclosable pecuniary interest (the tenancy of Manor Farm) within 28 days and he failed to declare a non-statutory disclosable interest in meetings with regard to County Farms matters.

Highways

Following Neil’s intervention with Streetworks, the window for Persimmon to complete the pathway works on Oakington Road was reinstated for April 2022. There is a delay in the Anglia Water works which will have a knock-on effect on the commencement date – which will now be on or around April 14th. Please note that there are major further works by Cadent that will probably be scheduled for the summer of 2022.

A further meeting took place with County Highways and the Parish Highways Committee with respect to the Rampton Road roundabout. A dialogue is underway with Bellway involving Planning Enforcement and County Highways to ensure that the contractual obligations remaining on Bellway are completed. Conversations are also taking place with Persimmon and Redrow with respect to enforcement of occupation conditions.

The next meeting with the LH is for March 25. Given the work planned for gulley-clearance it would be useful to highlight particularly severe issues (where standing water persists for at least two hours after a storm) to ensure that these are appropriately prioritised.

Civil Parking Enforcement

South Cambridgeshire District Council’s Cabinet confirmed formally they will support the County Council’s application to the Department for Transport for civil parking enforcement in the district. Introducing civil parking enforcement in South Cambridgeshire will see responsibilities for dealing with illegal parking shift from Cambridgeshire Police to Cambridgeshire County Council. This will mean drivers parking illegally, such as on double yellow lines, could be issued a ticket by Civil Enforcement Officers and ordered to pay a penalty charge. This arrangement is in place in Cambridge City and many other areas.

The County Council will now prepare an application to the Secretary of State for a Special Enforcement Area, via the Department for Transport, to introduce the scheme. Subject to the approval of this application, it is expected that civil parking enforcement could begin in South Cambridgeshire in the autumn of next year.

In South Cambridgeshire, the upfront costs of introducing civil parking enforcement will be funded by the GCP, including a full review of road lines and signs. They will also cover any financial deficit of the scheme for the first five years.

District Council Budget

The Council's budget for 2022/23 was agreed with total spend on providing services for the next 12 months is expected to be around £70 million. The total amount expected to be spent on capital costs, that being purchasing equipment, vehicles, and property, is expected to be around £48 million.

A total of £6.83 million has been earmarked for projects, services and equipment that tackle climate change on a local level in South Cambridgeshire. Climate change related projects featuring in the confirmed budget for next year include:

- A £4.2 million plan to install a solar farm at the Waterbeach depot of Greater Cambridge Shared Waste, the Council's shared waste service with Cambridge City Council. This is proposed to be a joint venture between the two Councils, while the Cambridgeshire and Peterborough Combined Authority last month indicated it would help fund the work too, subject to additional checks such as value for money assurances. This solar farm would power the Council's growing fleet of electric bin lorries and support vehicles / vans.
- £1.3 million towards equipment and activities to help tackle climate change at Greater Cambridge Shared Waste, such as the purchase of new electric bin lorries. In 2020, Greater Cambridge Shared Waste began using Cambridgeshire's first electric bin lorry.
- £667,000 towards initiatives to improve and adapt waste services, encourage recycling and minimise waste.
- £500,000 towards land drainage and maintenance of the 275km of awarded watercourses which criss-cross the district. The Council is responsible for maintaining these awarded watercourses.
- £342,000 towards the Council's Zero Carbon Communities scheme, which provides financial support to Parish Councils' and community groups to promote greener initiatives and reduce their carbon footprint.
- £150,000 for the installation of electric vehicle charging points in the district.
- £145,000 to complete the roll-out of energy efficient LEDs to the Council's streetlights.

Meanwhile, the Council's £1.9 million retrofit of its Cambourne office is nearing completion. This plan includes measures to dramatically reduce energy bills and carbon emissions from the building. As the electricity grid continues to decarbonise due to new renewable energy generation schemes coming online nationwide, the carbon footprint of the building will reduce to 25% of current levels by 2030 and 10% of current levels by 2050, playing a major role in the reduction of the Council's own footprint. The work is also expected to help the Council avoid steep price rises in energy costs that are due later this year.

Elsewhere, the Council's Housing Revenue Account – a ringfenced account used as the Council maintains its stock of around 5,500 Council homes – has its own budget plans. They include the creation of two new staff roles who will be focused on providing money and housing advice. They will be a source of support to residents who continue to face pressure on household budgets – particularly due to the impact of COVID and rising cost of living. These new staff will work closely with the Council's existing advice officers, such as those working in benefits. Additionally, the proposals suggest investing £17 million next year in continuing to build new energy efficient Council homes, as part of a business plan priority to bring forward housing that is truly affordable to live in.

In 2019, it was agreed in the Council's Business Plan that the number of new Council homes being built would be doubled by 2024. During 2021/22, 89 new Council homes were built. This compares to 36 being built in 2019/20 and 64 being built in 2020/21.

Around 40% of the Council's annual budget is funded from local Council Tax. The rest of the funding comes from sources outside of the Council's control, including Business Rates and grants.

A £5 per year increase in Council Tax for the average band D home was confirmed at Full Council on 22 February for the next financial year, to ensure essential frontline services continue to be delivered effectively. The increase will see the average band D home charge for South Cambridgeshire District Council increase to £160.31 per year.

Despite the rise, the Council maintains its position in the lowest 25% of taxing District Councils in the country.

Street Trading Policy

A new street trading policy has been approved by the Licensing Committee to extend the same rules over the whole of the District. All streets in the District will now come under the remit of SCDC, with the exception of the A11 and A14 and any area of land which is in direct ownership and control of the County, District or Parish Councils. It will run for the next three years and will be kept under review.

All designated streets will be subject to the new regulations which aim to create an environment which complements premises-based trading while being sensitive to the needs of residents.

The new rules will apply to the issuing of consents for selling, exposing, or offering for sale of any article (including a living thing) or service in any of its designated streets, roads, highway verges, footways, beaches, or other areas to which the public has access without payment.

They cover static, mobile or layby traders, such as food vans, ice cream vans, flower sellers or vans selling bread, cakes, vegetables etc.

Previously, street trading did not apply to the whole of the District, which resulted in some street traders operating in areas with the consent of the local Parish or Town Councils.

To support those current traders now coming under the new regime, which will go 'live' from April 1st, the Council is to introduce grandfather rights for those trading up to the period ending 1 March 2022, so they will have the right to retain their pitch or pitches subject to basic safety principles being adhered to within a grace period of up to six months.

Greater Cambridge Partnership – Greenways

At its meeting on 17 February, the Greater Cambridge Partnership Joint Assembly was advised that work on the Greenways is continuing. Officers are continuing to work with landowners to acquire land. Ultimately, compulsory purchase could be used.

The St Ives Greenway will include a shared cycle and pedestrian route between Cottenham and Oakington leading on to the Guided Busway. The works will include a solution to the intermittent flooding at Swavesey Lakes that sometimes makes the access path impassable.

The Greater Cambridge Partnership (GCP) will be hosting an online meeting on the 23rd March to update residents and stakeholders on the projects in the North of Cambridge including Waterbeach to Cambridge, Milton Road and the St Ives and Waterbeach Greenways.

The meeting will take place via Zoom and the registration information can be found below:

Date: Wednesday 23 March 2022

Time: 6.30-8.30pm

Please click the link below to register below:

https://zoom.us/webinar/register/WN_coX9T2QVSZmB0Y5YgIRH3g

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

CLERKS REPORT – March 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
- 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
- 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. **Currently running a week behind schedule, due to work on High Street work being more extensive than thought. Updated schedule is on our website.**
- Missing bollards from outside Cottenham Club raised in Highways liaison meeting
- **Members of CPC Highways committee met with Peter McDonald, Chair of County Highways committee, to discuss 20mph zones.**
- **CLlr Loveluck and Assistant Clerk met with reps from CCC on 10th February, to discuss locations of Active travel funded cycle racks by the Butchers, Co-op, and the Pound.**

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.
- 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.

- **Brush head for boot scraper has been fitted by the Caretaker.**
- Asst Clerk updating key holder log.
- **Shutters serviced 3rd February.**

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 – see separate report.
- **We have been advised by NHS Track & Trace to remove our QR poster in line with restrictions lifting.**

Misc admin

- **February Issues log distributed separately – see appendix for summary.**
- New Life on the Old West – **Planning application for Broad Lane works has been approved.**
- 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.
- 'Flowers' received from the Year 6 children at CPS to say thank you for helping the community during Covid.

Facebook

- **1722 follows (CPC page). 537 follows (Village Hall page).**

Major developments

Persimmon – Following an intervention from the Clerk/CCC Gough, Streetworks have pushed back the Cadent works to allow Persimmon to undertake pavement works in April. 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.

Meeting undertaken with County Highways to discuss roundabout situation. Jez Tuttle to come up with alternative suggestions and onsite meeting being arranged however this has already been pushed back twice. Currently scheduled for Friday 25th February.

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. Steps are now being taken by County Council to get clarity from Bellway.

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

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 contractor has done some tidying, hedge removal and thinning in Les King Woods. 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. In January they were contacted by the S106 Officer re. the initial monies due prior to commencement.

Village Hall & Nursery

Podpoint confirmed 22/2/22 that the EV charger is now working at the correct speed. Specialist coming to check temperature issues with groundfloor ladies toilets. No further news re. fallen ceiling tile, replacement handrails in all disabled toilets (not Doc-M capable), repair to flooring edging trim in reception and re-marking of lines in the car park. Cllr Henderson following up solar panel issues with CSG Utilities. Sothams attended 25/2/22 to check issues with temperature in groundfloor ladies toilets. Actuator has been adjusted and we need to monitor over the next week.

Chestnuts lease: Asst Clerk has chased the solicitor. The issue with the land was resolved, so it's just a case of agreeing a date, and exchanging contracts.

VH working party

- **Hiring:** bookings for one-off events such as children's parties have picked up. There has also been some interest for running regular (weekly or monthly) social events for young people & families and older people. We had our first wedding which went well and generated constructive feedback and suggestions for us to provide a coat rack and nappy bin. Interestingly, the hirer did not see the need for the VH to have its own banqueting furniture or crockery/cutlery as these were hired in, to their spec, relatively inexpensively.
- **Bar & Events:** The Bar and Events ('BEWG') team have met once more and primarily concentrated on preparation for our first big event: Custard Comedy on Fri 22nd April and various Jubilee events at the Rec 2 – 5th June. We have had two more volunteers in response to an article in the Cottenham Newsletter. We have a growing list of bar sessions linked to events and private parties and hope to restart regular community bar sessions on Saturday afternoons, beginning in May and to sell ice-cream as well. Cllr Ward will set up bar slots for volunteers to sign up to help on the bar and we aim to get a mix of 'old hands' and new volunteers so they can be training

sessions for the 22 volunteers we currently have. Thanks to the preparation from Cllr Bailey, our Environmental Health inspection should result in a 5 star rating for the community bar.

- **New equipment for bar and events:** In order to put on the planned events, we need some more equipment such as additional Zettle (electronic payment) equipment, pint glasses, shelving, table cloths, plastic pint glasses for use on the rec etc. The money is available in the Village Hall and Nursery Reserve and a request to authorise a budget is being made to Full Council.
- **The framework/terms of reference** for the working group has been simplified for discussion and commented on by FLAC and presented to Full Council. To be discussed at the next BEWG meeting.
- **VH facilities management** we have redoubled efforts to recruit a part-time caretaker and have looked as how we can adapt the job description to make it more attractive. There has been some interest but nothing confirmed. It is becoming apparent that we should get a dedicated phone and number for use by whoever is the emergency contact for hirers.
- **Audio system and hearing loops:** Avanit have begun installation of an audio system and hearing loop, although they are still waiting for delivery of some equipment.
- **A revised Business Plan** for the village hall has been drafted and circulated for comment by the VH WG. We hope to present it to April Full Council.

22/043. Regular VH hire proposition

Several of the VH WG have met with a resident from Milton to discuss his ideas for running 3 types of regular events at his risk, as a Band 2 hirer. He would charge admission and run a bar/provide refreshments in order to cover his costs. Surplus funds would be donated (at his discretion) to the Guide Dogs charity.

He will be able to supply Public Liability Insurance and would get a DBS check. He would run the bars under his personal licence, using his stock and apply for a TEN if required.

He would be grateful for any advice & publicity we can provide to get sufficient numbers to make the events viable.

Weekday (probably Thursday) open 14:00 – 18:00 Booking: Ground floor lounge 13:30 – 18:00 (weekly) using Lounge kitchen for teas/coffees/cakes (doesn't need cooker at the moment) Team entertainment for all.
Saturday (asap*) open 13:30 – 17:30 Booking: Ground floor hall 13:00 - 18:00 (monthly) with bar (not using our bar area or stock) & using Hall kitchen Family entertainment for children aged 5 - 11 years, with parents.
Saturday (asap*) TBA open 19:00 - Close Booking: Ground floor hall 18:00 – Close (monthly) with bar (not our bar) & using Hall kitchen 50's – 80's Disco for all.

*probably April/May 2022 (COVID dependent)

He has experience of running the weekly team entertainment for older residents at Barnabas House, Milton. The other events he has run at venues in London.

We would need to liaise between him and the Bar and Events WG to ensure optimum benefit for residents, users and Parish Council.

To raise awareness, he has submitted an advert to Fen Edge News – to be distributed next month: One of the activities he is planning for the family entertainment is horse-racing and involves family members (including children) betting – how do we feel about that?

22/043. Caretaker appointment

Ratify appointment of part-time Village Hall caretaker.

22/044. Standing Orders

Consider revised Standing Orders document – circulated at February meeting.

22/045. Policy recommendations by Committees

CCTV – Cllr Loveluck

Minor proof-reading points made for readability.

Child Protection (adopted Nov 2013) – Cllr Hutchison

1. Introduction

Cottenham Parish Council fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy applies to all staff, councillors, volunteers and contractors. This policy is vital to the Council's role as an owner, provider and operator of children's play areas including any facility the council provides. However, any agency working with children and vulnerable people has full responsibility to ensure the users are safeguarded.

2. Key Elements of Policy

- 2.1 Cottenham Parish Council's primary aim is to ensure as far as possible that children and vulnerable people are safe and secure in any facility or environment it provides.
- 2.2 Cottenham Parish Council shall ensure that anyone employed by the Council shall be appropriately checked for suitability when working with or around children and vulnerable people by ensuring that staff are DBS checked to a standard disclosure unless informed otherwise in which case an enhanced disclosure shall be applied for.
- 2.3 Cottenham Parish Council shall ensure that all staff, Councillors, volunteers and contractors are aware of child protection **by signposting the policy on the website to them and following that, that they know the procedure to follow** if there is a child protection issue.
- 2.4 Cottenham Parish Council shall take advice and guidance from its Child Protection Councillor, and/or Local Safeguarding Children's Board, Every Child Matters and any other relevant body or agency. (*See Appendix 3: Child Protection & Safeguarding Policy Useful Contacts.*)
- 2.5 Cottenham Parish Council's Clerk has responsibility in ensuring that all staff, Councillors, volunteers and contractors are in receipt of this policy.
- 2.6 Cottenham Parish Council understands and recognises four main types of abuse and shall ensure that all staff, Councillors, volunteers and contractors are aware of and alert to types and signs of abuse and the procedure in reporting any concerns. (*See Appendix 1: Signs and Symptoms of Child Abuse.*)

3. Responding to Suspected incidents of Child Abuse

- 3.1 Cottenham Parish Council shall support in every way that it can children or young people who have been abused by informing the appropriate authority. If it is suspected that abuse or poor practice is taking place there is a clear obligation to report such matters to the proper authority, the decision for such action shall be taken by the Clerk (under delegated powers)

following consultation with the designated Councillor for Child Protection and/or the Chairman. The authority shall make, or cause to be made, such enquiries as they consider necessary, **taking advice from the Local Area Designated Officer**, to enable them to decide whether they should take any action to safeguard or promote the child's welfare (Children Act 1989 section 47(1)).

- 3.2 Cottenham Parish Council shall do its best to ensure that any relevant bodies are notified of any child protection incidents and that good communication and links are made in order to safeguard children.
- 3.3 Cottenham Parish Council shall record any concerns they have about a child immediately even if the concern needs no further action and the record must be kept in a secure and effective way.

Appendix 1

Cottenham Parish Council: Signs and Symptoms of Child Abuse 2010

1. Neglect -

Occurs when a parent fails to meet a child's essential needs for food, clothing, shelter or medical care, or when children are left without proper supervision which leaves them unsafe or unprotected.

Some indications are:

- Consistently unkempt, dirty appearance
- Medical needs of child unmet
- Delay in the child's development without other clear cause
- Lack of responsiveness with peers or adults in everyday social situations
- Behaviour such as head banging or rocking
- Repeated failure by parents/carers to prevent injury
- Consistently inappropriately clothed for the weather
- Hazardous living conditions
- Failure to attend any sort of appointments
- Non-organic failure to thrive

2. Physical Abuse -

Occurs when parents or adults deliberately inflict injuries on a child, or do not protect the child from injury.

Some indications are:

- Unexplained injuries - bruises, scars, bites or burns, particularly if they are recurrent injuries of varying ages and types
- Child shows fear about returning home
- Withdrawal from physical contact
- Bruising on very young babies

3. Emotional Abuse -

Occurs when parents fail to show their children sufficient love or attention or when they threaten, taunt or belittle them, causing them to become nervous, withdrawn, aggressive, or disturbed in their behaviour.

Some indications are:

- Very low self-esteem
- Lack of any sense of fun
- Excessively clingy or attention seeking behaviour
- Over reactions to mistakes or over anxious to please
- Substantial failure to reach potential in learning
- Self harming; compulsive rituals
- Unusual patterns of response to others showing emotion

4. Sexual Abuse -

Occurs when an adult or older child involves a child in sexual activity to which the child does not or cannot consent, because of his or her age or understanding

Some indicators are:

- Withdrawn, fearful or aggressive behaviour to other children or adults
- Poor concentration at school or learning problems which do not match intellectual ability
- Behaviour with sexual overtones inappropriate to age
- Complaints of genital itching or pain
- Unexplained abdominal pain
- Distrust of a familiar adult or anxiety about being left with a particular person, relative, babysitter or lodger
- Unexplained gifts or money
- Apparent secrecy
- Wetting day or night when previously dry and clean
- Severe sleep disturbances or nightmares
- Chronic illness, especially throat infections
- Venereal disease or other sexually transmitted diseases
- Marked reluctance to take part in physical activity or to change clothes for PE, for example
- Phobias or panic attacks
- Self-mutilation or attempted suicide
- Running away from home

Appendix 2

Cottenham Parish Council: Code of Conduct when working with children

1. This code of conduct has been produced as a guide to any Cottenham Parish Council Councillors and officers who come across children.
2. Avoid physical contact unless it is justified in the context of the activity, explained to the individual, and with their permission.
3. Physical restraint may be needed to manage certain situations, such as if a fight breaks out. Ensure the purpose of your actions is clear, and keep any physical intervention to the minimum required to prevent harm to any young people or others.
4. A distressed child may require physical contact, such as an arm round the shoulders, to comfort or reassure them. Try to ensure you are with, or in sight of, a colleague, and ensure the purpose of your actions is clear.
5. Conduct all dealings with children in a public environment in full view of others.
6. Do not place yourself in a situation where you may be open to suspicion or allegation, or where your actions may be misinterpreted.
7. Maintain a safe environment.
8. Avoid being alone with a child in any situation.
9. Avoid spending excessive time with a child or young person.
10. Avoid using inappropriate language in front of, about, or to a child.
11. Try not approach a child when a parent is present. If you have a concern about a child's behaviour take it up with the parent in a non-threatening way.
12. Try to use the disabled toilet when possible to avoid being in a toilet alone with a child.
13. Remember to keep calm when challenging a child's behaviour. Shouting or swearing is not a good idea and try to speak to the child in a way which you would be comfortable with someone speaking to your child.
14. Remember that children are not purposeful trying to aggravate you and generally see no wrong in what they're doing so try to explain why you are asking them to do something.

15. Never ask a child to enter the building with you.

16. If you have any concern with a child or a policy refer to the Cottenham Parish Council's child protection policy and seek advice from the Council's Child Protection Advisor.

Appendix 3:

Cottenham Parish Council: Child Protection & Safeguarding Policy Useful Contacts

Cambridgeshire Local Safeguarding Children's Board

LSCB Administrator

7 The Meadows

Meadow Lane

St Ives

Cambs

PE27 4LG

Telephone: 01480 373522

Fax: 01480 376377

Email: LSCB@cambridgeshire.gov.uk

Children's Social Care Services

Report any incidents or concerns you have using this online form:

[https://cambridgeshire-self.achieveservice.com/service/Childrens Services online referral form](https://cambridgeshire-self.achieveservice.com/service/Childrens%20Services%20online%20referral%20form)

Cambridgeshire Constabulary

Cambridgeshire Constabulary

Headquarters

Hinchingbrooke Park

Huntingdon

Cambridgeshire

PE29 6NP

Telephone: 0345 456 456 4

NSPCC

NSPCC Helpline, 42 Curtain Road, London, EC2A 3NH.

Helpline website: nspcc.org.uk/reportconcern

Telephone: 0800 800 5000

Email: help@nspcc.org.uk

Code of Conduct (amended July 2015) – Cllr Hutchison

This looks great, the only thing I can see that should be added is that membership of a Trade Union is seem as a disclose able pecuniary interest. It already mentions any payment from them. NB: a new template document is available from NALC however we should wait until SCDC have adopted first (will be done after the May elections).

Communications (adopted March 2017) – Cllr Young

No changes proposed.

Community engagement (adopted March 18) – Cllr Graves

No changes proposed.

Complaints procedure (amended July 2015) – Cllr Kidston

1. The Policy confuses complaints against the councils procedures and complaints against staff. Though complaints may be about how staff apply a procedure the policy doesn't allow for a complaint about the procedure itself. I would suggest some restructuring of the procedure to make this clear is needed.
2. Paragraph 3 Needs the Councils new address inputting.
3. Para 6 doesn't allow for lead in times to next meeting of the Council and could therefore be worded more clearly
4. The policy refers to a Complaints Committee which doesn't exist at the moment. Is it best to agree this in advance of receiving a complaint or is this too inflexible?
5. Para 12 refers to setting up a Conduct Committee using two co-opted non- Councillor residents from a list approved by Council. Do we have such a list?

Dignity at work (adopted July 2020) – Cllr Kidston

Section 1 on penalties offers options for penalising offending members, (with bullying by staff on staff set aside for the Disciplinary Procedure). Section 3 also offers a range of possible sanctions. Can the Council be more specific about the sanctions on members that are appropriate and in what circumstances these sanctions apply? The policy as it stands seems very vague and therefore difficult to apply.

I do not know enough about disciplinary codes but would be happy to discuss this with our Human Resources group to come up with a more specific policy if Council agrees.

Document retention (amended July 2018) – Cllr Graves

No changes proposed.

Equal Opportunities (amended July 2017) – Cllr Henderson

1. The document title (in PDF properties) is "Dear NAME"; amend to be the same as filename or blank
2. There seems to be an unnecessary carriage return between "Cottenham Parish Council also recognises that whilst much can be achieved through the" and "development of policies"
3. There's also an unnecessary carriage return in the large font bold statement at the end of the document.
4. The policy says that we are committed to the "introduction of monitoring and information systems to review and evaluate progress towards the achievement of Equality of Opportunity". Do we have any evidence of this?
5. The other document I reviewed has a footer, should this be in all policy documents?
[Cottenham Parish Council, Village Hall, Lambs Lane, Cottenham, Cambridge CB24 8TA. Tel: 07503 328401. Email: Clerk@cottenhampc.org.uk]

Donation, Grant and Loans (adopted November 2018) – Cllr Henderson

1. In the first sentence, add a comma between policy and donations, and between used and whereas.
2. In the middle of the first page, it says "Currently Cottenham Parish Council does not meet these criteria, therefore ...". I suggest we change this to "If the Parish Council does not meet this criteria, then ...". This will hopefully prevent the document becoming incorrect / out-of-date if at some point CPC does meet the criteria (e.g. after the upcoming election?).

3. In the next paragraph, it says “The figure is index-linked and for 2019/20 is £XXXX per registered elector”. Were you planning to fill in the XXXX? Alternatively I think we could just leave out the last half of this sentence altogether.
4. Not being a member of FLAC, I can’t comment on how well we adhere to this policy, or whether the policy has holes/errors that we end up working around. Perhaps Jo or Debbie can comment?

I generally like to have a footer on each page that has the document title and page n of n, just in case printed pages end up getting separated and mixed up or lost. But maybe that’s not such a big deal now that documents are typically read electronically. So I’m not too worried by this one

Freedom of Information – Publication Scheme (amended June 2017) – Cllr Collinson

Do we want to revise the charge for photocopies – currently 20p per copy?

Class 7 – The Services we offer. Document says there are ‘No CPC administered burial grounds or closed churchyards.’ In fact we **do** have a Parish Council burial ground within All Saints Churchyard – and I believe Frank dug out details of it. It’s also marked by an inscribed stone in the plot. But we don’t **administer** it – All Saints does that. Does this section need to be changed in any way?

Grievance & Disciplinary (adopted June 2015) – Cllr Collinson

Should there be a formal **Verbal Warning** stage before the current **Stage 1: Written warning** stage kicks in?

Internal Controls – Cllr Jones

P1. Receipts

...

Payments received for recreation ground facilities, *village hall hire, bars and events, pavilion hire* and related income...

P2: Signatories

Update entry for Triodos – presumably no longer pending

P3: Savings Accounts

Update entry for Triodos with opening date

P3: Appendix1: Signatories

If it is actually needed as an appendix to the policy, this list needs to be brought up to date.

IT & Communications (amended 2019) – Cllr Ward

The policy covers ‘computer and communications equipment’ and does not explicitly refer to smart phones but I suggest these are included in the definition used and therefore no amendment is required.

Model Publication Scheme (amended July 2018) – Cllr Ward

Only comment is to clarify explanation of charges on the final page. I think it is reasonable to charge 20p per page but the reference to Actual cost 20p when photocopying is 10p is confusing. I recommend removal of ‘Actual’ so that under Basis of Charge it should say ‘Cost 20p/page including staff time’.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2 nd class

Social Media (adopted January 2021) – Cllr Jones

Replace the following part of section 3...

Unacceptable Use

Parish Councillors and Council staff must not:

- act, claim to act, or give the impression that they are acting as a representative of the Council when posting personally (it is worth noting that providing links to official Council websites may give or reinforce the impression that you are representing the Council)
- present personal opinion as that of the Council
- post or comment on behalf of the Council without a delegation to do so
- present themselves in a way that might cause embarrassment to the Council
- post content that is contrary to the democratic decisions of the Council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights, or hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- hide their identity using false names or pseudonyms
- carry out any online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws or regulations, or that constitutes a criminal offence

by...

Unacceptable Use

Parish Councillors and Council staff must not:

- act, claim to act, or give the impression that they are acting as a representative of the Council when posting personally (it is worth noting that providing links to official Council websites may give or reinforce the impression that you are representing the Council)
- present personal opinion as that of the Council
- post or comment on behalf of the Council without a delegation to do so
- present themselves in a way that might cause embarrassment to the Council
- post content that is contrary to the democratic decisions of the Council
- carry out any online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief

- conduct any online activity that violates laws or regulations, or that constitutes a criminal offence
- post any information that infringes copyright of others
- post any information that may be deemed libel

The following guidelines represent “good-practice” for Social Media use. They must be followed by Parish Councillors and Council staff when representing the Council. They should be strongly considered before acting in a personal capacity and failure follow them could be considered violation of this policy.

- do not post controversial or potentially inflammatory remarks
- do not engage in personal attacks, online fights, or hostile communications
- do not use an individual’s name unless given written permission to do so
- do not publish photographs or videos of minors without parental permission
- do not hide author’s identity using false names or pseudonyms

Training & Development (amended June 2018) – Cllr Loveluck

NB: have only included bits with amends

Introduction

New text: Cottenham Parish Council recognises that ongoing investment and commitment to training and development of staff and councillors is essential if quality services are to be provided, maintained and continually improved, and if the Council is to achieve its aims and priorities.

~~Cottenham Parish Council is committed to developing its staff and elected members in order to assist the Council in achieving its aims and priorities. Development and training is a joint commitment between staff and elected Members **councillors** and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.~~

~~Cottenham Parish Council recognises that continued investment and commitment to training and development is essential if quality services are to be provided, maintained and continually improved.~~
– repeats first para.

Councillor and Staff Training Commitment

Training and Development is for all members of staff and elected members. It includes on-the job training and attendance at courses e.g. those run by the County Training Partnership or the Society of Local Council Clerks and attendance at conferences.

Clerk Training – *(should we include Asst Clerk/RFO here?)*

- The Clerk will be expected to hold ILCA (Introduction to Local Council Administration or obtain the qualification within 6 months of joining.
- The Clerk will be expected to hold (or be working towards) CiLCA (Certificate in Local Council Administration).
- Attendance at SLCC (or other body) courses as needs are recognised.
- The Clerk will maintain their own CPD training record.

Responsibilities

- The Clerk to inform all councillors of information on courses received. To include courses run by CAPALC and others that may be appropriate.
- Councillors to evaluate their own needs for the forthcoming year. – *Query: When? In time for budget setting? Annually? 6 monthly? How?*

22/046. Alterations to Ladybirds Lease

We are the landlords for Ladybirds Preschool. They have contacted us to let us know of their intention to change their status from an unincorporated charity to a Charitable Incorporated Organisation (CIO). This would mean that Ladybirds would exist as its own legal entity, rather than simply as a collection of individuals. It would offer the members and trustees greater protection as currently the trustees are personally liable.

Our current lease with them is dated 6th May 2010 for a 25-year term. The council discussed the document in light of Ladybird's intention to change the status however it was agreed to contact solicitors for a quote to look at this on our behalf to advise on any amendments and to highlight any potential implications for the parish council.

Email below from King & Co solicitors Cottenham:

I anticipate that this firm's fee just for looking through the lease and recommending any alterations, or highlighting implications for the Parish Council, would be £425.00 plus VAT.

If you are proposing to permit the current tenant to transfer the existing lease to the new organisation, this will require a formal Licence to Assign. Any alterations to the lease could be incorporated within that document.

If therefore we prepare a Licence to Assign, the total charge would rise to £750.00 plus VAT.

If, however you intend to grant a new lease to the new organisation and take a surrender of the current lease from the present tenants, our fee would be £1,500.00 plus VAT.

It is difficult to assess a time span until I know how you propose to proceed, and I have reviewed the lease to ascertain whether any significant amendments are going to be required.

Yours sincerely
Roger Covell

Email below from Wellers Hedley solicitors (specialists in Parish Council law)

I am a property solicitor in the Parish Council department and would be delighted to assist you in reviewing and updating the lease in line with your instructions.

My costs for doing so would be £900.00 plus VAT. In terms of timescale, we will act expeditiously but it will depend on how quickly the Parish Council and the pre-school respond to any of our enquiries. Do you know if the pre-school will have separate legal representation in relation to the lease?

Should you need to speak to me, please do not hesitate to contact me on 01372 750103.

I look forward to hearing from you.

Yours sincerely
Asma Shamim

22/047. Terms of Reference

To consider framework for initial draft Terms of Reference for Bar and Events Working Group.

Cottenham Parish Council Bar & Events Working Group

Objectives

The Bar & Events Working Group (BEWG) is established to develop, promote and manage regular bar openings and events at the Cottenham Village Hall.

The purpose of this is to engage the wider community in providing activities and events for a diverse audience and to generate income for the Parish Council to assist in paying off the long-term loans taken out for the new building, with the ultimate objective to reduce the burden of the Village Hall on council tax.

The working group has the flexibility to develop and operate bars and events at the Village Hall, with the minimum bureaucracy required for the Parish Council to be able to maintain its statutory financial duties.

Organisation

The BEWG is a working group set up within the remit of the Parish Council's Community & Leisure Facilities (CALF) committee. It has no fixed time-limit, but may be dissolved by CALF at any time.

It is made up of serving members of Cottenham Parish Council, the Designated Premises Supervisor (licensee), interested members of the community and potentially long-term hirers or other Village Hall partners and community groups.

The recommended size for the working group is 6 – 12 members. All members have equal rights within the working group. The group can co-opt additional permanent or temporary members as required. At least three of the members will be serving members of the Parish Council. The Designated Premises Supervisor will be a member of the working group.

The group will elect a chair annually and at other times if required.

High-Level Responsibilities

Develop and manage regular bar sessions and community events, using volunteers recruited, trained and managed by the BEWG.

Manage the operation of the bars including stock control.

Identify opportunities to improve the facilities and services offered at the Village Hall.

Report performance to CALF using agreed performance indicators.

Finances

The BEWG has no budget and cannot authorise any spending.

Operational funding for bars and events is managed and authorised by CALF. Cottenham Parish council has delegated responsibility to CALF for a "seed" budget of [£2000](#) which can be used to fund

the activities identified by the BEWG without requiring further council approval. This budget requires annual approval by the full council.

Profit from BEWG operations can be added to an operational float, with a maximum value of £4000 (including the initial seed budget), which can be used to enable future events agreed with CALF. Any additional profits generated by operations will flow immediately to the Parish Council for other uses.

The seed budget and float cannot be used for infrastructure or capital spending. Requests for capital spending must be made to CALF for approval or recommendation to full council as required.

Appendix: Proposed Detailed Responsibilities

- 1) Develop, a diverse calendar of events at the Village Hall serving all sections of the Civil Parish community for approval by CALF. Promote and manage approved events
- 2) Develop, resource and manage a bar offering that can operate “stand-alone” or be offered to other Village Hall events hirers
- 3) Manage bar stock, including regular audits (“stock-take”) to maintain appropriate controls. Identify stock requirements and work with Parish Council staff to obtain new stock, within approved limits, as required.
- 4) Understand the types of events that the community would value, through surveys, eliciting feedback etc.
- 5) Develop and refine operating practices for village hall bar sessions and events
- 6) Establish and maintain a pool of volunteers to support Village Hall bars and events
- 7) Develop and deliver training for volunteers and community groups
- 8) Ensure appropriate staffing is available to enable individual events
- 9) Recommend general and event bar product offering, pricing and stock levels
- 10) Maintain operation of the bars, beer cellars and associated fixtures and fittings obtaining Parish Council approval for expenditure as required
- 11) Recommend changes and improvements to the Village Hall infrastructure, with supporting financial information, for approval by CALF or the full Parish Council
- 12) Ensure appropriate hygiene measures are in-place to meet or exceed the requirements of external regulation. Obtain and maintain any required permits or licences, arrange and support site visits and inspections
- 13) Utilise the Parish Council’s Hall booking process, fitting around existing confirmed bookings
- 14) Report plans, financial performance including stock holdings and an assessment of community impact, to each CALF committee with an annual summary to Full Council
- 15) Work with CALF to develop a financial forecast to be included in the Parish Council’s annual budget process.
- 16) Ensure consistent messaging for events alongside other Village Hall and Parish Council communications. Publicise the WG’s activity and market events via agreed processes including “central” Village Hall social media

22/048. Bar & Events WP finances

Subject to agreement of the terms of reference (see above item) we need to agree the proposed Bar & Events “Seed” budget of £2000 and “Float” maximum of £4000.

22/050. Lift servicing

Consider quote from Stannah for regular servicing of the Village Hall lift.

Standard contract

2 service visits per year for a cost of £150.00 per annum (£75.00 per service visit). NB: this doesn't cover normal working hours emergency breakdown cover or repairs.

22/052. Operation London Bridge delegated authority

There are two scenarios we need to be aware of in the event of the death of the monarch.

Election day is first Thursday in May – this year that is 5th May 2022. This date can only be changed by the Secretary of State and this must be notified by mid-February.

Returning Officers call the forthcoming elections in 32 days prior to election day (excluding Saturdays, Sundays & Bank Holidays, plus periods of Mourning).

If HM, the Queen dies before election day – the clock stops, and the election day slips back in the calendar by a minimum of ten day (mourning period) plus extra days so that the election is held on the next available Thursday. Therefore, the earliest Thursday the election would then be held is Thursday 19th May.

If HM the Queen dies on Election Day or in the period between Election Day and our Annual Council Meeting to elect a new chairman, the following rules are implemented:

All existing Councillors retire as Councillors on the 4th working day after the elections i.e. Wednesday 11th May – LGA 72 ss16(3) & 35(2) and new Councillors do not take on their role (even if re-elected) until 11th May – Even if a councillor seeks re-election and is returned they still cease to be a councillor until the 11th May, after which (i.e. 12th) all declarations of acceptance of office must be signed, however if the death occurs on the 11th or 12th May – we have no old or new councillors, however we retain your Chairman and Vice Chairman until the new chairman is elected at our annual Council Meeting LGA 72 ss15(4) & 34(4).

The vice chairman remains in office until the new Chairman is elected LGA ss15(7) & 34(7).

The Proper Officer cannot issue summons to councillors until after the election (if contested) as the make-up of the council will not be known and the annual meeting must be held within 14 working days after the election, with the require statutory clear days required etc.

Therefore, if the royal death occurs between 5th May and our annual council meeting – the clock stops, and the 14 days is extended by at least 10 days

During this period, we could be left with only a Chairman and Vice Chairman – even if they did not seek re-election or failed to get re-elected – this is the reason why we need Delegated Powers of Authority to keep the Council moving during the Election and Mourning period and the authority to issue the summons to meetings – which cannot be issued during the mourning period – therefore summons can be issued the first working day after the royal funeral.

To cover all bases we need to consider delegated authority to the Officers with Chair/Vice-Chair. The other implication is that we need to push back our first May meeting to Thursday 12th May.

22/053. Village Hall bar and events equipment

Request for budget for VH equipment Mar 2022.

There is currently £197,000 in the Village Hall and Nursery reserve. We would like to spend a small amount of this on equipment for the village hall.

For the Bar and Events activities: £2,000

Equipment	Description	Budget
Chiller Balcony	Bob Hopper quote: Pentland wholesale Model LOWBAR 2	£675
Pint glasses	Need another 70 - come in 48s @ £33	£66
Reusable pint cups	100 @ 0.45 + delivery @ £20	£65
Table cloths & décor	12 large @£20 + 12 small @£15 + 24 @£2	£468
Trays	Need 10 non-slip	£50
Freezers	for ice and ice-creams 1 under counter + 1 tall	£300
Crockery	Cups & mugs (currently borrowed from other kitchen)	£50
Ice bucket & sundries		£50
Electronic POS	Zettle card readers - using borrowed tablet & staff phone	£240
Beermats	Specially designed	£100
Water filter jug	For kettle & coffee m/c	£40
Shelving & fittings	Behind bar	£500
Total		£2,604
	Unspent 2021 budget carried over reso 21/147	- £728
	Balance	£1,876
	Budget requested	£2,000

For the Village Hall

Equipment	Description	Budget
Sturdy coat racks x 2	Slingsby garment rail with hangers	£314
White goods	Range cooker and fridge freezer for GF kitchen + tall fridge freezer for BR	£3,000
Installation	Cooker etc	£100
Caretaker phone	Smartphone	£300
Total		£3,714
	Budget requested	£3,750

22/054. Playground area maintenance

Estimate for the refurbishment of the strimmer damaged areas of timber; and the re-staining of 3 no. benches.

- To clean down and prepare all surfaces.
- Apply 2 no. coats of Liberon Decking Oil to stumps and to create a gaiter of oiled bases of equivalent height on wire swing supports.
- Apply 2 no. coats of Johnstones Woodworks Quick-drying stain to benches and tables.

This involves a maximum of 2.5 days labour = £412.50

Cost of materials: £ 50 for 2.5 litres of Liberon Decking Oil (smallest size and ample left for future maintenance), and £62 for Johnstones wood stain in satin finish.

Public liability insurance is carried. I would confer with the PC regarding suitable warning signage for the period.

Notes:

- Strimmer damage was flagged in previous RoSPA report and requires rectifying before next inspection.
- Three quotes have been sought but only response has been received. The advice from CAPALC is that this is acceptable.

22/055. Playground/skatepark annual inspection

Ratify inspection by Play Safety to undertake annual playground and skatepark inspection. Usual cost is £302 (2021 figure). By booking early and having the inspection in April the cost is £189.

22/056. Internal audit

Consider appointment of Heelis and Lodge for the annual 2021/22 internal audit.

22/057. Year-end accounts

Consider appointment of Backstop Ltd for the year-end accounts & setting up management accounts for the next financial year at a cost of £800 + VAT.

22/058. Queen's Platinum Jubilee

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

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. Do we want this aspect? Need to source a piper.

9.40pm - To officially announce the lighting of the beacons at 9.45pm a unique Bugle Call written, entitled 'Majesty,' will be played by Cottenham Brass.

9.45pm - A Song for the Commonwealth: To coincide with the lighting of the Beacons, TyranoChorus have agreed to perform 'Song for the Commonwealth,' a specially written song for the occasion.

The bar in the Village Hall will be open and we may want to consider hosting an exhibition of past jubilees (Village Society?) Given the late hour of the beacon lighting we may need to consider additional events/entertainment/food earlier in the evening. The beacon will stay lit until 10.30pm. Still need suggestions for who to light the beacon.

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) from 12 noon. 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. C5 have agreed to play 2x 30 minute sets on the balcony. 'Daphne & Clarissa' will perform a specially written song. Either need recorded music and/or another band for the rest of the afternoon. Cllr Hutchison is organising a fancy dress competition and has proposed a tug of war on the second field.

Possibilities: exhibition of past jubilees by the Village Society, WI to sell cream teas, Colts beat the goalie/top bins game, Ladybirds cake stall, BBQ, games, food stalls, ice cream van, Mucky Pups kids crafting, face painting.

Volunteers would be needed for litter collecting and marshalling the car park (only open for residents with mobility issues?) Guides have been approached about littler picking.

Event to end at 6pm.

Queen's Platinum Jubilee budget

Beacon lighting		
Safety fencing around beacon	70	
Gas cannister x2 19kg or 1x47kg	150	Andrew may be able to assist
PA system*		
Family Disco		
Disco Dave	300	
Big Lunch		
PA system*		
General		
Bunting (red/white/blue)- 20m for balcony - fabric	15	Or £40 if using some official bunting https://rbli.shop/collections/platinum-jubilee-2022/products/platinum-jubilee-2022-bunting?variant=39900724330550
Bunting - driveway?*		
Bunting - inside Hall?		
Posters	45	
Banners x 2	200	
Other decorations?		
TOTAL	780	
*May hire PA for entire weekend		
* tie in with CPS for kids to make the bunting?		

NB: opportunities for income from commercial food vans (approx. £75-100 per van).

22/059. CAPALC affiliation

Consider CAPALC affiliation for 2022/23 at a cost of £965.88 – RFO

What we do for you... we support and represent local town, parish and parish meetings to ensure your council is successful, effective and acts within the law.

- CAPALC provide straightforward aid and indemnified legal advice through our 'helpdesk' facility.
- CAPALC has direct access to obtain legal opinion from NALC's legal team for our member Councils.
- CAPALC take pride in being able to offer comprehensive support to member councils through our direct link to NALC and NALC's unique position as the only representative body able to support and campaign for local councils at government level.
- CAPALC will provide indemnified HR, Finance and DPO advice through our contracted consultants with the first hour of advice included within your affiliation fee & if applicable, the opt-in DPO scheme membership. NB. If you choose to continue with our advisor after the 1-hour free expert advice, the fee to be charged is typically in the region of £150 + vat per hour. You may of course choose not to go with this option & retain a consultant of your councils' choice.
- CAPALC Member Councils with a turnover of £250,000 and/or electorate of 6000 can become Direct Access Councils, this means direct access to NALC's legal team.

Additional Membership Benefits

- Membership area access on the CAPALC website for good practice guides, templates & advice
- Membership area access on the NALC website for model Standing Orders, Financial Regulations, template policies, Legal Topic Notes, briefings & more
- Monthly e-bulletin with legal updates & info
- Weekly legal updates & advice from NALC
- Regular sector updates from our Internal Auditor Representative Group
- Free job vacancy advertising in the e-bulletin & on CAPALC's website
- Discounted training opportunities for the Clerk, Councillors & all staff members
- Training includes Clerks: The Knowledge, CiLCA, Councillor courses & specialist sector subjects
- Locum Clerk service including RFO
- CAPALC work collaboratively with Cambridgeshire County Council through 'Think Communities'

Affiliation fees: The fees are calculated & based on the individual council's electorate plus NALC's fee of 7.49p per elector. Contact CAPALC's office for more detail on your Council membership fee.

NB. CAPALC provides 8 hours confidential advice if your council is in difficulties & reserves the option to negotiate & charge addition fees should further work on the same issue be required

22/060. Training

Bitesize - Archiving and Retention

Saturday 2nd April 2022 - 0930 til 1100 or Wednesday 27th April 2022 - 1830 til 2000

Via Zoom

This course is appropriate for all Councillors and Clerks who wish to have a better understanding of the importance of archiving and retention, and what is expected from the Clerk and Council. The Cost is £30 for member councils.

22/061. Tree survey

The Parish Council is responsible for a number of trees on The Green, Recreation Ground, WARG Field, Old Rec, The Pond, Brenda Gautrey Way, Tenison Manor and the Moat. Back in 2018 we had a professional consultant assess the trees and map them properly. The company we used was Argenta, run by Ian Lorman, a former SCDC Trees Officer. The reports recommended that each tree were regularly inspected either on an annual, biannual, or triannual basis, depending on a number of factors. As is now approaching four years since these surveys were undertaken, with no additional inspections having taken place, I propose we commission Argenta in to resurvey all of the sites as a matter of urgency. This is particularly pressing for the Green, where the groundsman has expressed concerns regarding the number of hanging branches, and with the Fen Edge Festival taking place this year.

I have requested Argenta provide us with two separate quotes: one for the Green and Rec, and one for the other sites. If we are not in receipt of a quote in time for the council meeting on 1st March, I would propose the council agree in principle to accept a quote from Argenta, on the provision that it costs no more than a 10% increase in the previous costs; see below

The provision of a tree health & safety survey (valid for at least 12 months) for two plots of land within the Parish: The Green and Recreation Ground

Description	Quantity	Unit Price	Amount GBP
Trees plotted on digital maps using GPS either as individuals or groups. Method: Visual Tree Assessment at ground level using no invasive equipment. Covering only those trees on Parish Council land (not land adjoining). OS map license valid for 12 months. License renewal required for subsequent use.	1.00	450.00	450.00
Supply digital OS base maps at cost: The Green - Mastermap	1.00	32.40	32.40
Supply digital OS base maps at cost: The Rec - Vectormap	1.00	39.00	39.00
		Subtotal	521.40
		TOTAL GBP	521.40

Parish of Cottenham - Tree survey

The provision of a health & safety survey (valid for at least 12 months) for several plots of land as guided by Jo Brook (Parish Clerk) on 19 April 2018 including those plots scheduled below

Description	Quantity	Unit Price	Amount GBP
Trees plotted on a digital map either as individuals or groups at the following sites: Old Recreation Ground, WARG Field, Tenison Manor / Dunnocks, Crowlands Moat, Brenda Gautrey Way and The Pond. Method: Visual Tree Assessment at ground level using no invasive equipment. OS map license valid for 12 months. License renewal required for subsequent use.	1.00	650.00	650.00
Supply digital OS base map at cost: All areas to be surveyed - Vectormap	1.00	51.46	51.46
		Subtotal	701.46
		TOTAL NO VAT	0.00
		TOTAL GBP	701.46

21/064. Bank reconciliation

Bank Reconciliation to January 2022

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	332,220.58	
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: £552,246.16	

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

For information

- Add Accounts receivable £80,731.33
- Minus VAT due £749.45 (because we had claimed for W&B invoices but have been voided so we owe currently)
- Minus Accounts Payable £9291.91
- Minus Accruals £2000.00
- Other Creditors £2773 (Hall hire deposits & Grant for hearing loop)
- Minus PAYE £1119.67
- Minus Rounding £0.16

Net Asset figure £617,043.30

Appendix 1: Issues log

There were 4 reported incidents during February.

Date	Issue	Further details	Follow up
06/02/2022	hump in road	Entrance to 250 Histon Rd	Flagged to LHO
13/02/2022	overgrown hedge	Lee Close	AC replied accordingly, checking with LHO who's responsibility it is
13/02/2022	speeding cars	Rook Street	AC replied accordingly
21/02/2022	BGW ditch	sapling trees/branches are being placed in the water and was a bit concerned they would cause blockages if there was heavy rain	Tree wardens/Groundsman asked to inspect prior to contacting developer