

AGENDA REPORTS PACK

FULL COUNCIL MEETING

July 2022

22/164. Minutes

DRAFT Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th June 2022 at 7.30pm

Present: Cllrs Jones (Chair), Bailey, Bolitho, Collinson, Graves, Hutchison, Loveluck, Ward, Wedgbury, CCC Cllr Gough and the Clerk

In attendance: 2 members of the public

- 22/142. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Hewitt (personal), Kidston (holiday), Moller (holiday), Myer (personal), SCDC Cllr Osborne, the Asst Clerk and RFO
- 22/143. To accept Declarations of Interest and Dispensations** – Dispensation approved for Cllr Ward in relation to Cottenham CLT. Cllrs Collinson and Loveluck to submit requests. Clerk to forward a copy of the form.
- 22/144. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 10th May 2022 be signed as a correct record. Minor typos corrected. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.** Resolution that the minutes of the EOM held 17th May 2022 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.** Resolution that the minutes of the EOM held 17th May 2022 be signed as a correct record. Proposed Cllr Bailey and seconded by Cllr Graves. **RESOLVED.**
- 22/145. Public participation** – Resident 1 had a query regarding accounts for Cottenham Newsletter. The Clerk stated that the publication is independent of the council; contact details available in the publication so resident can contact directly to discuss. Resident 2 raised issues regarding surface water at Northstowe and flooding; concerns also raised that social housing and major developments adding to existing problems in Cottenham. Cllr Graves explained the planning requirements regarding new developments regarding run off rates. The Cottenham applications were all checked very closely and we did voice significant concerns. Cllr Hutchison mentioned concerns regarding the Histon Road pumping station. CCC Cllr Gough mentioned initiative to increase the planners awareness regarding drainage issues. Work is scheduled for the Lode and Cottenham Flood Risk Forum is being revived.
- 22/146. Reports**
- **SCDC** – report noted. Both new cllrs are doing lots of training currently. SCDC Cllr Loveluck is involved with the energy rebate scheme and stated that SCDC was getting up to speed with Ukrainian guests.
 - **CCC** – report noted. Clerk to push details of the household support fund. Highways meeting on 23rd June – to use CPC office. Deborah Jeakins is looking into dust/road issues at Sun Skips.
 - **Clerk** – report noted. Mowing taking place on Old Rec in preparation of FEAG dig prior to Old West pond works. FEAG have queried whether toilet and cars can be parked on site. General agreement. Noted that grass seed on levelled ground next to the play area hadn't taken, despite being sown 2 months previously; wasn't watered at the time of seeding. Cllr Hutchison and Clerk to meet with Panash from Kids Club for an update. Histon have requested pitch hire for approx. 4 months.
 - **Major developments** – Report noted. Tilia work may have started so s106 monies will now be due. Cllr Collinson queried location of the strip of land where ownership details are being sought. Need assistance finding the owner.
 - **Village Hall/Nursery** – Report noted. CCC Cllr Gough left the meeting at 8.16pm.

- **Village Hall working group** – Jubilee takings on the bar were £4274; less vat and stock it's around £1900 profit. BEWG meeting tomorrow night. Hall TV requires replacement following damage during a Kids Club session. Discussion regarding requirement for an outside PA – may be planning issue.
 - **Jubilee** – Report noted. Several potential new bookings as a result of the weekend. Vote of thanks given to the Clerk for organising the events.
 - **Playground project** – Report noted.
- 22/147. Internal audit** – Consider review of internal audit report – Audit duly reviewed and a clean bill of health was given. Resolution to accept the findings of the 2021/22 internal audit. Proposed Cllr Loveluck and seconded by Cllr Graves. **RESOLVED**. RFO thanked for her work.
- 22/148. Annual Governance Statement** – review and approve the Annual Governance Statement 2021/22 as part of the Annual return for the year ended 31st March 2022 – Annual Governance Statement duly reviewed. Resolution to approve the Annual Governance Statement 2021/22 as part of the Annual return for the year ended 31st March 2022. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED**.
- 22/149. Accounting statements** – review and approve the Accounting statements 2021/22 as part of the Annual return for the year ended 31st March 2022 – Accounting statements duly reviewed. Resolution to approve the Accounting statements 2021/22 as part of the Annual return for the year ended 31st March 2022. Proposed Cllr Wedgbury and seconded by Cllr Ward. **RESOLVED**.
- 22/150. Preferred Contractor list for the council** – agree a process and timeline to formulate a list – CW ran through the background. Need to add Cambridgeshire under section 1. Resolution to accept process and timeline to set up approved contractor list. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED**.
- 22/151. FLAC's Terms of Reference (TOR's)** - Section 6, Financial Review & Monitoring paragraph (J) scope is unclear and needs clarification – Discussion regarding what item J in the Terms means. RFO and Cllrs Bolitho and Jones to discuss and bring back to next meeting.
- 22/152. Pavilion annual running costs** – consider review of annual running costs for the Pavilion – Costs are far outweighing sports income and it's not sustainable. Need to promote club room as a usable space. Urgently need to look at utility and maintenance bills (RFO). Going forward we may need to look at a single caretaker for both buildings. Club room requires refurbishment and wifi to make it more viable. Resolution for CALF to review future use of the pavilion to manage cost and income; to make recommendations to create a more marketable space. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED**.
- 22/153. Summer reading challenge** – Resolution to approve application to Cottenham Chest for grant of £250. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED**. Cllr Jones nominated to attend award ceremony.
- 22/154. Councillor training** – consider training requirements for new and existing councillors – Defer.
- 22/155. Co-option policy** – Consider adoption of Co-option Policy – Rationale is to formalise arrangements for co-option. Clerk to check legitimacy around secret ballot. Minor amends made. Resolution to adopt co-option policy. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED**. Agreed that the meeting will be extended by up to 15 minutes. Resident 3 arrived at 9.33pm.

22/156. Finance

Income	Description	Net	Gross	
Village Hall income	From the family disco door takings	£89.17	£107.00	
Cambridge Kids Club	Invoice payment May 22	£754.26	£905.11	
Cottenham resident	Donation towards bar cups	£200.00	£200.00	
Zettle	Bar income from the Village Hall	£2,212.85	£2,664.94	

Whyatts Fair	Rent of the green for the fair	£1,100.00	£1,320.00	
Bowls Club	Rent, Water and Electric	£408.38	£454.05	
COLTS	Invoice payment	£1,273.17	£1,527.80	
CUFC	Invoice payment	£385.12	£462.14	
Lovefit	Village Hall regular user – inv payment	£60.00	£72.00	
Strive Bootcamp	Village Hall regular user – inv payment	£80.00	£96.00	
BB Fitness	Village Hall regular user -inv payment	£60.00	£72.00	
Fen Edge Orchestra	Village Hall regular user – inv payment	£100.00	£120.00	
1st Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
2nd Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
WI	Village Hall regular user - inv payment	£55.00	£66.00	
Living Sport	Village Hall regular user - invpayment	£40.00	£48.00	
Living Sport	Village Hall regular user – Inv payment	£70.00	£84.00	
Village Hall Hire	One off hires - TOTAL	£1,047.39	£1,256.86	
Tilia Homes	Jubilee sponsorship	£250.00	£250.00	
Charles Church Homes	Jubilee sponsorship	£500.00	£500.00	
		£8,730.34	£10,259.90	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 2022	£5,858.04	£5,858.04	-
Avanit	Hall TVs & audio system (already paid)	£4,376.50	£5,251.80	2451
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2459
Principle Furniture	80 chairs & 2 storage units (already paid)	£3,494.00	£4,192.80	2421
Polarglaze Ltd	50% deposit - new door for Ladybirds (already paid)	£2,325.00	£2,790.00	2452
Connections Bus	Youth work sessions	£2,128.00	£2,128.00	2423
Sports & Play Consulting	Consultation for playground design (phase 1) to tender (already paid)	£1,950.00	£1,950.00	2422
AJ King	Overseeding football pitches	£1,620.00	£1,620.00	2460
HMRC	TAX and NI for May 2022 (Month 2)	£1,499.60	£1,499.60	-
Happy Cups	500 reusable pint cups (already paid)	£605.00	£726.00	2420
PPL/PRS	Music license charge for the year	£518.16	£621.79	2461
British Gas	Electricity for the Village Hall	£537.15	£564.00	2453
Connections Bus	Youth work sessions	£1,596.00	£1,596.00	2472
		£30,324.11	£33,378.02	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension payment	£453.20	£453.20	-
Heelis and Lodge	Internal Audit fee	£450.00	£450.00	2447
Currys Business	Tall fridge for the Village Hall	£320.82	£384.98	2466
Progress Cleaning	Cleaning - Village Hall	£287.00	£344.40	2438
Milton Brewery	4 Polypins for the bar	£238.33	£286.00	2424
EDF Energy	Monthly DD for the Pavilion	£267.62	£281.00	2457
AJ King	Additional work on the tennis courts	£220.00	£264.00	2464
Ecotricity	Gas for Village Hall (DD) monthly	£242.10	£254.20	2433
CB Creative	Paid for Online Trophies for Jubilee	£189.00	£236.80	2468
Source for Business	Water - Bowls & Allotments DD (6 month)	£230.45	£230.45	2458
N J Parker	Bench x3 refurb at rec	£169.69	£169.69	2428
Community Heartbeat	Annual support cost year 4	£135.00	£162.00	2431

Watch the Dot	Premium hosting (annual charge)	£120.00	£144.00	2463
Amazon	Jubilee - 7 black photo frames	£116.48	£139.87	2469
Cromwell Fire Ltd	Fire Alarm service for Ladybirds	£114.00	£136.80	2467
Viking	Stationery items	£103.75	£124.50	2462
AJ King	Supply & fit concrete base in 3rd field	£100.00	£120.00	2426
BCS	Payroll processing	£98.00	£117.60	2430
Criterion	Ice cream for the bar	£75.60	£90.72	2437
Criterion	Ice cream for the bar	£75.60	£90.72	2471
Urbancoms	Broadband - Village Hall (DD) monthly	£69.33	£83.20	2435
BSL	Glasswasher hire (DD) monthly	£53.00	£63.60	2436
Amazon	Wall mounted bottle opener (already paid)	£51.78	£62.14	2446
EDF Energy	Monthly DD for the Green	£56.19	£59.00	2456
Amazon	Bunting for Jubilee (already paid)	£47.47	£56.97	2441
SLCC	Course (Standards and Well being)	£45.00	£54.00	2427
Nisbets	Box 48 nonic toughened beer glasses	£38.99	£53.98	2465
Amazon	Baby changing table	£44.13	£52.96	2451
Amazon	Ice bucket and tongs (already paid)	£41.64	£49.98	2445
Amazon	Jubilee - Queen cut out	£37.45	£44.94	2444
Amazon	Jubilee - window sticker	£29.15	£34.98	2470
SSE Southern Electric	Electricity - streetlighting (DD) monthly	£32.74	£34.36	2432
Criterion	Ice cream for the bar	£25.20	£30.24	2425
CAPALC	Course (Archiving and retention)	£30.00	£30.00	2429
Amazon	Bar runner mat (already paid)	£16.33	£19.60	2442
Initial	Sanitary waste collection at Village Hall (DD) monthly	£14.63	£17.56	2434
Amazon	Jubilee - Union Jack Bunting	£7.49	£8.99	2448
Amazon	Headphone Jack adapter & shipping	£6.23	£7.48	2439
Amazon	Jack adapter & shipping	£3.99	£5.49	2440
TV Licensing	TV licence	£159.00	£159.00	2473
		£4,816.38	£5,409.40	
Multipay				
Booker	Bar stock for the Village Hall	£314.30	£377.16	2443C
Booker	Bar stock for the Village Hall	£76.77	£92.12	2449C
Tesco	Refreshments for the APM	£19.83	£19.83	2450C
O2	Phone top up for the asst clerk	£10.00	£10.00	2454C
Booker	Bar stock for the Village Hall	£106.43	£127.72	2455C
Booker	Bar stock for the Village Hall	£174.82	£209.78	2472C
SCDC	TEN Licence	£21.00	£21.00	
		£723.15	£857.61	

Query regarding invoices for tennis and overseeding invoices from AJ King; these will be held back from payment until queries settled. Resolution to pay the remaining invoices. Proposed Cllr Bolitho and seconded by Cllr Ward. **RESOLVED.**

22/157. Management accounts – to review the monthly management accounts – Noted. Were discussed at length at the FLAC meeting and RFO is making some amendments to line allocations.

22/158. Bank reconciliation – to review monthly bank reconciliation – Noted. Cllr Bolitho mentioned that the final SEH French invoice is yet to be paid.

22/159. Matters for consideration at the next meeting – consider applicants for co-option.

22/160. Dates of next meetings – Highways 14th June, CALF 21st June, Planning 23rd June, Full 5th July. Cllrs Hutchison and Ward gave apologies for 5th July meeting.

22/161. Close of Meeting – 9.38pm.

Signed _____ (Chair) Date _____

22/166. Reports

District Councillors' Report for Cottenham and Rampton – July 2022

Carbon Reduction Strategy and new Bin Lorry

This month, the Greater Cambridge Shared Waste service took delivery of its second fully electric bin lorry. The refuse collection fleet accounts for 65% of the gross greenhouse gas emissions for which SCDC is responsible, so switching to alternative fuels is an important part of our efforts to decarbonise our operations. The stop/start nature of the waste collection process also has a tendency to produce high levels of emissions from diesel vehicles, so the electric vehicles will help to improve air quality as well.

The Shared Waste service will replace its diesel bin lorries with electric or alternative fuel vehicles as they come to the end of their working lives.

There are already solar panels installed on top of the Waste Service's Depot at Waterbeach, which are used to charge fully electric vans used by members of the team. In January this year, proposals for a solar farm to power electric bin lorries were included in Cambridgeshire and Peterborough Combined Authority's latest budget plans.

Combatting Fly Tipping

Fly-tipping is a real nuisance, causing inconvenience and financial cost to both landowners and the District Council. SCDC is working to increase the level of enforcement. While it is not often easy to bring a prosecution against the guilty party, all incidents are investigated and, as the case below indicates, it is often the original waste owner who is prosecuted rather than the fly tipper themselves.

A man from Haddenham was fined this month after household waste and construction materials from his household were found fly-tipped in Willingham and reported to South Cambridgeshire District Council by a passer-by in March.

A Council Enforcement Officer visited the site and discovered that, amongst the waste, there was a printed address that linked the rubbish to the property in Haddenham.

The householder had paid someone cash to remove the waste, without checking whether they were a Registered Waste Carrier. A Fixed Penalty Notice of £300 was issued to the resident for failing to prevent someone committing a fly-tip and not ensuring all necessary checks had been carried out on the person who took the waste away.

This case highlights that it is very much the responsibility of the household who has waste to get rid of to ensure that they know where it is going to end-up. For example, searching local social media groups for people who will remove waste for cash, no questions asked, isn't enough.

If you witness someone fly-tipping, call the police on 999 and report it as an environmental crime in progress. Report fly-tipping that you come across to the Council at www.scamb.gov.uk/report You can check whether a waste carrier is registered with the Environment Agency online. This is a free service that is available for anyone to access at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

Progress on Payment of £150 Energy Rebate

SCDC has paid 78% of residents eligible for the main scheme, principally those who pay their Council Tax by direct debit and those who have applied online. To reach out to other residents, a letter was sent recently with a tear off form that could be returned with a request for offset against Council Tax. The response to this has been very high, and the officers are working through the heavy initial response. At present we are looking at a 14-working day turnaround for correspondence but hope to reduce this once the initial influx has subsided.

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:

Annika Osborne Email: annikaosborne@rampton.gov.uk

John Loveluck Email: johnloveluck@rampton.gov.uk

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

County Councillors' Report for Cottenham and Rampton – July 2022

The next Full Council meeting will take place on Tuesday 19 July. It will be the first one to take place in the Multi-Function Room at the Council's new HQ at Alconbury Weald—an acid test of its capacity!

Decentralisation

The Council's Strategy & Resources Committee has agreed the policy framework and design principles for its programme of decentralisation, and has approved the next steps and pilot approach to put it into place. The principles are that

1. A greater proportion of the Council's resource (workforce and budget) will be invested through decentralised approaches and structures.
2. We will involve communities in our decision making, design, and activity.
3. We will deepen relationships with voluntary and community sector organisations, District, Parish and Town Councils, other public sector partners, and community groups - working together through our democratic roles and most suitable governance structures to deliver the best outcomes for communities.
4. Social, economic and environmental impacts will be given equal consideration in our decision-making processes.
5. Our local presence should seek to be navigators and reference points for all local public services. Opportunities to apply this approach should be pursued by the Council's land and property functions.

A number of opportunities for pilots are being considered including, for example, decision making on LHI schemes.

Highways

The first spending from the Council's new Just Transition fund has been agreed. £2.175M over four years has been awarded for a business case for the first phase of the Council's plan for Cambridgeshire to reach Net Zero carbon by 2045. And £1.7M has also been awarded for flood work and nature restoration.

County Cllr Gough submitted suggestion for highway flooding hotspots from all three villages to be considered as part of this scheme.

The latest quarterly meeting of the Parishes with the Highways maintenance team took place on June 23. The key issue raised was the need to address the overgrown cyclepaths (Cottenham-Rampton) and (Cottenham-Histon) and on Earith Road.

Waterbeach waste facility

Preparations are happening at the Amey waste park at Waterbeach in advance of major works to reduce odour emissions. The works will allow district councils to continue to deliver collected waste to Waterbeach for transfer to alternative processing sites and to landfill from August while the odour emission works are done. These are necessary to comply with new legal requirements.

Updated operating procedures for the transfer station use have been submitted to the Environment Agency for their approval. A planning application has been submitted to the Council's Minerals and Waste Planning team seeking approval for the works proposed.

Census

Cambridgeshire has seen one of the UK's biggest population increases over the past ten years, data just published from the 2021 Census shows.

Overall the number of people living in the county rose by more than 57,000 in the last decade to 678,600. This 9.2 per cent rise is higher than the East of England average, in a national picture which saw the East grow faster than any part of the UK.

The figures confirm the County Council's contention that previous Office of National Statistics figures—on which the government bases its grant allocations—under-estimated the size of the county's population.

Included within the Cambridgeshire Census figures is an overall 26 per cent rise in the number of Cambridgeshire people aged 65+, against an 18.6 per cent national average rise—with a high percentage increase of people in the 70 to 74 age band in all districts.

While the more urban areas of the county like Cambridge have seen population growth across all age ranges, its more rural areas have seen small or no growth in the youngest age groups (0-19) but large increases in older populations.

Last year's census took place in March 2021 and data from the census will be published in stages over the next two years. Future releases will include figures on ethnicity, religion, the labour market, education and housing. Also, for the first time, there will be information on UK armed forces veterans, sexual orientation and gender identity.

More information is available at www.ons.gov.uk/census

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

CLERKS REPORT – July 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 1/4/22 Gulley cleansing still in process. LHO will audit after the cleansing crews have finished. **Gulley Cleansing still ongoing wk commencing 27th June**

- 1/4/22 LHI work on Oakington Rd to be scheduled after Persimmon work has been completed
- Overgrown bushes: strip along 10 Brenda Gautrey Way– 1/4/22 LHO waiting for confirmation of ownership from relevant dept. (delays due to staffing issues) If belongs to Highways, can be cut back by volunteers. Lee Close and strip between Franklin gardens/High Street raised with LHO at liaison meeting. **Raised again at June Highways liaison meeting. Frankin Gardens/High St is private land**
- 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. Updated locations (Butchers, outside Post Office, and by Les Ward/ Hopbine) approved by CPC Highways Committee N.B. This will include trialling a rack in one of the laybys, to gauge public opinion. **Cycle racks outside Post Office have been installed. CCC changing contractor, so other sites delayed. Will provide update once new contractor appointed**
- **Liaison meeting with LHO and CCC Cllr Gough took place on 23rd June. Items covered include flooding hotspots, line painting, gullies cleansing, potholes on Lambs Lane, properties with overgrown hedges/trees, overgrown hedges by cycle paths to Rampton/Histon**
- **Bus stop sign by alms-houses bent, reported to LHO**
- **Village Signs/speed signs still not re-installed on Oakington Road.**
- **Asst Clerk investigating repair/replacing bench in bus shelter opposite Premier**
- **CCC introducing £400k programme for flooding hotspots. Areas put forward: Denmark Road/Rook Street/Telegraph Rd junctions, High Street outside 224 and the Gothic House, High Street, at the Broad Lane roundabout**
- **LHO has confirmed separate funding applied for, for work to Denmark Road/Rook Street/Telegraph Rd junctions – broken pipe in area.**

Pavilion

- Need carpenter to resolve issues with dropped doors (preventing locking of several rooms).
- Asst Clerk updating key holder log.
- External boards - one board has been broken during Colts match (witnessed by groundsman). Colts have been contacted and cctv being checked. Opposing team have identified the culprit and to pay for the repairs (£300).
- Net has been damaged again; should we look to replace with 12ft metal fencing? Still wouldn't stop balls going over but more robust.

Recreation Ground

- Defib box ordered from Community Heartbeat Trust.
- Fencing boards damaged during school run. Unable to make contact with culprit. Works need to be undertaken urgently for the resident – garden now not secure.
- 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?
- **Two new bins required – one on F3 has been vandalised.**

Village Hall

- **Snagging issues** – End of defect meeting undertaken with French and W&B to go through issues. Further snags have been repaired. Leak noted 16/3/22 in front stairwell; French attended 18th March and will return when next raining. Line marking has been repaired. Caretaker has contacted Sothams re. issues with the meters. Disabled toilets to be painted contrasting colour to ensure Doc M compatibility. Still issues with leak in groundfloor ladies toilets. New issue noticed with door soft close systems; no response to date (**chased 1/7/22**). Appears that for some reason it was agreed that no hot water was to be fitted in 2 of the kitchens in new nursery. Checking details.

Misc admin

- **June Issues log distributed separately – see appendix for summary.**
- New Life on the Old West – **Works have now started on the ponds; should take approx. 2 weeks.**
- Continued liaison with Persimmon regarding transfer of the Balancing Pond. Headwall damage following car accident has been reported. 16/3/22 - Vine are now no longer working on the project however former staff member is now continuing work as part of Persimmon. **Original March meeting pushed back. Have spoken to AW and Persimmon separately to follow up issues. Still waiting meeting.**
- Clerk liaising with King & Co on next steps re. land off Tenison Manor. They are waiting further instructions from their client. No further news.
- Working through updating and adding policies to the website.
- Ladybirds replacement door has been ordered.

Facebook

- **1762 follows (CPC page). 627 follows (Village Hall page).**

Major developments

Persimmon – signage for 40mph zone yet to be installed.

- Waiting for solicitors to sign the s278 agreement.
- Still looking for details of who owns the strip of land. If they find the owner they will go through the s38 process and would need to purchase from them. Highways have stated that none of the roads on the estate will be adopted until the ownership of the secondary access is established.
- Last residents are due to move in during June. Once this happens they will work at getting the roads up to scratch.

Bellway – they are being pressed hard to produce schedule for Histon Road cyclepath works. The s278 has been signed. Arranging meeting with designer and County inspector. They now need to book the road space – this will be impacted by Cadent doing works in the vicinity over the summer. Jon Finney (County Highways) has been attempting to liaise.

Redrow – 17 occupations and 12 more due during June.

Tilia – works have now started however some conditions regarding timings of machinery usage and dust suppression have already been breached. Cllr Hewitt has made contact with Tilia directly. Will continue to monitor. Residents have raised concerns regarding ground levelling works.

Village Hall & Nursery

Still need to decide colour for contrast wall in disabled toilets. Water leaks ongoing in downstairs ladies toilets. Pipe still to be disconnected in front flowerbed (July). Caretaker has now discovered an issue with door soft closes which haven't been fitted to manufacturer instructions. It appears that two of the nursery kitchen sinks haven't been fitted with hot water; this appears to have been agreed back in February 2019. Plumber will be needed to retro install and Chestnuts are contacting plumbers for quotes. No further update on the contract. Final invoice has been received.

VH working party

- **Bar & Events:** After the flurry of activity over the Jubilee the bar has had a quieter month, not least because there have been several private events occupying the Lounge area which have meant the bar could not be used. Although it is good that we have had the hires, it has reduced the momentum of the Saturday afternoon bars. However, we are open this Sunday for the screening of the British Grand Prix and the following weekend for Wimbledon finals on both Saturday and Sunday. The Tennis Club have been involved and will provide strawberries and cream so we are expecting a good turn-out from their members.
- **Audio system and hearing loops:** The PA and audio system are now working on both floors and integrate with the TVs. Cambridge KidsClub have been invoiced by Avanit for the replacement TV and CPC is paying for a protective screen – both of which should be available next week. Final labelling has been delayed and signs still need to be put up to indicate that we have a hearing loop.

Playground project

Tenders have been received for the new toddler playground and the working group has assessed. See separate item. Group will be meeting early August with a view to starting to look at the rest of the playground.

Specialist Advice on condition of Main Playground Equipment

In December 2021 the Parish Council agreed to take forward a 2 year plan to redevelop/refurbish the playgrounds at the recreation ground. In the first year (2022/3) we have concentrated on getting the preschool playground redeveloped. Once we have settled on our tender choice for the preschool playground we should be considering what improvements we want to promote for the main playground in preparation for: the budget process for 2023/4; consultation with the public and any grant submissions. To submit for community grants (in early 2023) funders like to see plenty of community support. Before we ask people to comment on what to keep, and what new equipment they would like including I think we need to be clear what is feasible.

To decide on refurbishment or replacement of existing equipment we need a professional view of the condition of our equipment. I have sought quotes for a survey from three specialist companies: Kompan; Safeplay, and Hags. Only Hags have replied.

Hags offer a full refurbishment/redevelopment assessment as follows:

“HAGS Inspection and Maintenance Service

Rather than stripping away your old playground and starting from scratch, why not repair your existing site? If there is still life left in your existing playground, regardless of manufacturer, our experienced team can assess, quote and repair, saving you time and money whilst providing a sustainable solution.

Refurbishment starts by taking a site survey to establish the condition of the equipment and based on its structural integrity we will notify you if it is a viable option. If refurbishment is feasible we will

identify which parts can be reconditioned and which need replacing. We then provide a fully costed proposal”

Hags have quoted £85 for a site visit survey and written report with recommendation. There is no commitment to employ Hags in any further at this stage though we may want to go back to them when we seek tenders for work to the playground

Recommendation: Approve £85 for Hags to undertake the survey quoted for.

Health and safety Issues with the Slide Mound. What can we do to manage the situation and reduce risk and improve the utility of the site?

The slide mound in the main recreation ground playground is a popular piece of equipment particularly with primary age children.

The mound is made up of soil waste with a grass covering, into which has been set wooden steps in concrete rising to a platform also set in the soil and grass on a concrete base. The slide steps are quite deep, so younger users seem to prefer to climb the mound across the grass areas. This has resulted in extensive wear of the grass. In recent years parts of the mound surface has been repaired by adding safagrass to hold the surface where wear occurs, mainly on top of the mound.

Large areas of serious erosion around the slide platform and beside the steps have developed exposing the concrete base, presenting sharp edges. Health and Safety reports over the last year have picked up this situation as an increasing risk to users, resulting in attempts to close the mound last year. The wear round the steps and particularly on the base of the platform where soil no longer covers the concrete has been reported regularly to CALF as an issue.

Apart from the risk of injury from the concrete the exposed soil presents problems (and opportunities) for playground users. Parents at our recent pop up consultation on the Preschool playground tenders commented on the problem of the slide. Children apparently love playing in the exposed dust/dirt, but parents are reluctant to let them play there and incur more laundry. Our annual Rospa report at the end of April gave the area a score of 9 (medium risk to safety) on a scale of 1 to 25. Scores of 8 to 12 are considered to be medium risk and “some control measures may be identified to reduce the risk to low/tolerable levels”. The report identified the area around the steps as a particular problem with the following comment:
“The mound has eroded adjacent to the steps and around the log stockade, exposing the concrete foundations - Reinstate the area. “

In response to this report the Clerk asked the contractor levelling the pre-school playground site to heap enough soil on the affected area to cover up the concrete and largely reinstate the profile of the mound. This completely covered the worn areas and the sharp concrete edge in late April 2022. By the next inspection on 20th June, 6 or 7 weeks later the soil levels had degraded to such an extent that the concrete was re-emerging and the health and safety of young children using the slide was again at a medium level. Without further treatment the soil will continue to slide, particularly in dry conditions, and we will be back where we were when Rospa reported.

Our routine health and safety report to CALF on 21st June highlighting the issues outlined above. After some discussion CALF referred the issue to Full Council to decide on the best way to secure the safety of the mound given its active use and deteriorating condition. CALF visited the site after the close of meeting and discussed a range of options.

3 possible solutions emerged from discussion on site:

1. Round off the concrete using an angle grinder/hammer to form a smoother profile to remove sharp edges.
2. Re profile the soil with a digger as in April, and but put down safagrass, seed and water as required to make this effective.
3. Close the slide, remove the equipment and seed the mound so it can be played on until redevelopment of the playground in 2023 can provide a more comprehensive solution.

CALF members present at the site meeting favoured option 1 followed by option 2 if it could be delivered satisfactorily. They dismissed option 3 given the popularity of the slide mound to users of the playground.

Since the site visit the Chair of CALF has done work to reduce the sharp edge of the concrete. This has to some extent mitigated the worst of the problem, but still leaves exposed concrete increasing in extent and depth as the mound continues to be eroded by daily use.

Comment

Soil on slopes slides. All the surfaces subject to heavy wear are gradually moving downhill. Where the surface is exposed the slip is greatest. Even under the safagrass that has been put in place over the years there is deterioration of the surface. And some slippage. The whole of the mound is ripe for renewal.

Restoration of the mound to a full profile with protection against erosion for at least the next year will require the coordination of two different contractors. We have not to date been able to identify anyone who will rebuild the soil (person with a digger) and install safagrass.

Restoration would have to take place against a background of near constant use of the mound (again see wear above). Recent fencing off of the mound to close it last year to prevent use due to the risk to children of the exposed concrete proved very limited in deterring use.

Any delay between restoration stages risks going backwards as has happened rapidly since April. Watering is an issue if safagrass is laid and will need vigilance for the grass to grow. We are already well into the summer season with attendant dry weather.

Option 3 Costing: the reprofiling of the slide mound again and the installation of safagrass to reduce erosion.

Hiring a person with a digger to reprofile and seed the affected areas could cost up to £300.

Safagrass costs approximately £26 per one and a half square metres to purchase. The area involved is approximately 10m by 3m, resulting in material costs of £520 to £600. Last year we had a quote for installation of 21 mats at £35 per mat, total £735. Prices may have gone up since 2021.

Total: £1,100

Resolution: Council support the cost of reprofiling the mound and installation of safagrass to a maximum of £1,200

22/167. Toddler playground
Choice of Tender for the Preschool Playground

Tenders closed on 15th June and we were pleased to have received 5 tenders. The Parish Council now need to decide on a preferred tender. We have been advised that we can seek to vary the tender when we negotiate with our preferred contractor up to 40% variance (established norm): variation in wetpour layout; colours; smaller equipment substitution; details of layout are all possible. But we do need to decide, which company best met our tender brief.

Tenders were submitted by: Creative Play; Eibe; HAGS; Proludic and Wicksteed.

We are advised that all 5 companies are reliable and will deliver. We have publicised the 5 tenders by putting the scheme illustrations on our website and held a pop-up session outside the village hall on the afternoon of 23rd June.

After close of tenders our consultant produced an assessment of the scheme based on the criteria in the tender and his experience of playground provision and developing tenders. The Playground Working Group met on 29th June to consider the 5 schemes to review the tenders. The consultant’s assessment and the working party’s comments are set out below.

1. Scoring as set out in tender

Supplier	Cost (Ex VAT)	Surfacing Sq Metres	Project Design (60%)	Materials & Parts (30%)	Quotation ((10%))	TOTAL 100%
Creative Play	£39,995.00	Wetpour - 179	36	18	6	60
Eibe	£39,952.00	Wetpour - 120	42	19.5	7	68.5
HAGS	£40,000.00	Wetpour - 116	45	21	8	74
Proludic	£40,000.00	Wetpour - 129	45	21	9	75
Wicksteed	£39,667.00	Wetpour - 107	42	21	8	71

2. Descriptive assessments

CREATIVE PLAY

Consultant Comment

The Creative Play design was largely surfacing with very little range of play value and experiences. Although it was the largest area in terms of wetpour this cost should have been used for more equipment. The quality of their product is mid-range using rounded softwood with steel feet, and I would not be recommending this submission.

Working Party Comments

Agree. Like the towers on the multi play and long bridge for children to gather but scheme overall has limited play value in comparison with other schemes. Large area of wetpour to equipment ratio. Access for wheelchair users good.

EIBE

Consultant Comment

The Eibe design was good, the approach was to spread out the equipment using the surfacing as a pathway between items. The units seemed quite similar so no real difference in play experiences other than the swings, the quality is good although does have some softwood components which is less robust than say engineered wood or steel.

Working Party Comments

Over provision of slides. Playhouse not accessible and not on the wetpour base. Small equipment such as Abacus beads unlikely to be played with much. Overall small child capacity. High maintenance costs.

HAGS

Consultant Comment

The HAGS design is very good, specifically the decision to include some history and theming into the design and the Multi Play unit has a good range of experiences for different ages and abilities. Other play values include the musical panel, balance trail and the swings making an overall good facility for the younger ages. This is high on the list of recommended proposal. A very young toddler may find it difficult to climb up the main play unit and so probably suits more of a pre-school and junior age.

Working Party Comments

This was the scheme the working party liked the most. Good sized multi play with lots of variety and capacity. Two "house" areas for imaginative play. Four different access points to multi play. Clear information on life-time costs. Reservations about colours used, and some of the smaller play units chosen being for 3+ age group. These can be subject of changes on negotiation. Would seek to provide more options for younger children in free standing equipment and greater play value.

PROLUDIC

Consultant Comment

Proludic offered a very good submission with a range of equipment. There is a smaller play unit, playhouse, some balancing, springer, swings and the seesaw. The surfacing, like HAGS, is all on one easy pad, reducing maintenance and better accessibility. This submission should be considered along with HAGS as the top two designs, and probably more suited for toddler into pre-school age group.

Working Party Comments

Platform area on multi play not very long. Decorative panels of limited value. Liked the balancing posts but less keen on springer. Overall concern about number of exposed fasteners with caps that would come off. Maintenance costs likely to be higher than other front runner schemes because of plastic parts.

WICKSTEED

Consultant Comment

Wicksteed's design is quite traditional in the choice of equipment, using steel and primary colours for the younger children. The surfacing is located on a couple of 'islands' rather than one big pad, which is slightly less accessible. The equipment choice is good, and should be considered as a contender amongst the top 3 submissions however with potential changes to the design of the surfacing and layout, suited for the Pre School age group.

Working Party Comments

Agree about the design. Small multi play platform. Not keen on primary colours though these can be changed. Playhouse on a grass base. Wetpour pads broken up will increase maintenance costs.

Conclusion and Recommendation

The Working Party considered the HAGS submission met our tender brief well, was imaginatively designed and offered an exciting scheme with significant play value for under-fives.

The Parish Council is recommended to choose HAGS as their preferred tenderer.

22/168. Pavilion utility costs

Pavilion mini-survey: electrics, water, heating, ventilation

Prepared by Derek Henderson, 23 June 2022

Electrics

Lighting: most lights are controlled by motion sensors, the main exception being the multi-purpose room. There are two that seem to be faulty (always on): the toilet in “OFFICIALS 1”, and the entry/toilets/washbasins in “HOME AWAY 2”.

Driveway ground lighting: there is a timer for these in the Mains cupboard (off the multipurpose room). It is set for the lights to come on 16:00 – 18:00 each day. Pete says this is primarily for the winter months, so that the driveway will be lit when teams finish changing and showering after their weekend games. When I checked today at 5pm the lights weren't on, so I presume there is also a light sensor that prevents them activating except for the dark winter months.

Ventilation

The O&M manual shows a single AHU (air handling unit) mounted in the loft space above the changing rooms corridor. This serves multiple vents around the building. It also appears that there is a hot water feed to this, so it not only circulates the air but can also heat it. The unit doesn't appear to be an HRU (heat recovery unit), which is the type of unit installed in the Village Hall.

There is a basic BMS (Building Management System) in the plant room that supposedly controls the times for the AHU. It is currently set to the following:

- Mon-Fri: 08:00-10:00, 16:00-17:00
- Sat: 10:00-12:00, 12:00-17:00
- Sun: 10:00-12:00, 12:00-15:00

However, I can hear the fan that in the loft-mounted vent near the entrance doorway running continuously (even late at night).

Water

There are a LOT of water pipes in the plant room, it is all quite confusing! From what I can tell, the hot water to the sinks and showers is provided from a large tank (83 gal / 380 litre) maintained at about 55C, fed through a water softener to a circulating system throughout the building. There are a pair of pumps that provide the circulation (I think they alternate, perhaps daily) – this is the noise that can be heard from outside the plant room. Sometimes you can also hear gas hissing in the pipe just outside the plant room, I'm guessing this is to run the water heater to keep it at temperature. I John Loveluck guessed that these features are designed to prevent legionella in the hot water system, I expect he's right. The circulation continues up to just near every point of use; there are valves there that are uninsulated, you can feel that these are hot from the circulated water.

The BMS purports to control the times for the Hot Water System (HWS). These are currently set to

- Mon-Sun: 08:00-12:00, 12:00-17:00

The pumps are definitely running outside these times; it may just be the heater itself that is controlled by the BMS.

Heating

There is underfloor heating throughout the building, split into multiple zones. (As noted earlier, I think the AHU may also provide some air heating.) The BMS purports to control the heating timing, which is currently set as follows:

- Mon-Fri: 10:00-15:00, 12:00-17:00 (yes- these overlap!)
- Sat-Sun: 13:00-15:00, 12:00-17:00 (yes- these overlap!)

The BMS does not control the temperature setpoint, but it does report the room temperature and the common boiler return temperature; these were 20.8C and 21.9C on 22nd June at 11am, and 22.7 and 26.4C on 23rd June at 5pm.

However, there is also a controller on the boiler itself, which is currently set to “heating at comfort setpoint”. (The other options are “auto”, “heating at reduced setpoint”, and “protection mode”.) I haven’t figure out yet how to read the setpoints on this controller.

Finally there are thermostat controls in the multi-purpose room, home 1, home 2, away 1, away 2, and officials 1. (There isn’t one in officials 2, the kitchen, the hallways, or the three toilets near the entrance.) These are all no temperature markings, and have all been set to minimum by Pete, which is the only way he knows to control the heating.

I suspect that BMS timing controls don’t kick in unless the boiler controller is set to “auto”, which it isn’t. I suspect that the thermostat controls in the rooms determines the setpoints when the boiler controller is in auto mode, but that the controller determines them otherwise. However, I need to confirm this. Pete says he doesn’t use the BMS or boiler controls at all - this was Frank’s domain and he apparently kept this information to himself.

Conclusions/Recommendations

1. Check/repair the presence sensors for the lights in the OFFICIALS 1 toilet, and in HOME AWAY 2.
2. Investigate why the AHU fan is running continuously; see if this can be changed to run according to the BMS timer. This may need someone to go up into the loft.
3. Confirm if the AHU also has a heating function, and if so, how this is controlled.
4. Confirm that HWS heater operates according to the times set by the BMS. [I can try to do this.]
5. Investigate the heating system further. [I can do this.]
6. Pending the outcome of item 4 above, consider changing the boiler mode to “auto”, so that the heating times are controlled by the BMS and the temperatures by the room thermostats.

22/169. Pavilion operation

Please see above.

22/170. Cricket nets



22/171. Planning enforcement

Consider requesting SCDC halt development and further occupation of Redrow and Tilia sites until either a plan is produced showing how the planning conditions relating to Highways improvements will be satisfied, or an alternative set of proposals for the safety of pedestrians and road users has been agreed.

22/172. Tilia earthworks

Consider acceptability of Tilia proposal for raising level of field behind Rampton Road, taking into account comments from residents, and how to respond to Tilia.

22/173. Action plan

OVERVIEW

The Parish Council Action Plan is a 'live' document that the council updates on a regular basis and reviews annually. The Action Plan enables the council to track and monitor progress against the objective and timescale. The Action Plan is a two-way conversation.

This document aims to set out an overarching summary of the day to day work of Cottenham Parish Council taking into consideration proper practices and legislation which the parish council must follow. In addition, the document sets out the overall vision and aim of the council in meeting its objectives for the 2022/23 municipal year.

At the end of the document falls the strategic action plan with objectives which are linked to the budget set at the January 2022 meeting of Cottenham Parish Council.

VISION

Cottenham Parish Council's vision is to improve the quality of life for residents of the village. By building upon the character and community spirit within the village, addressing their needs and encouraging all sectors of the community to engage as an inclusive and vibrant community.

AIM

- To work with and listen to, local residents, community groups and businesses and to support them with appropriate local developments
- To participate fully in the formation and scrutiny of the parish council's policies, budgets, strategies and service delivery
- To seek benefits for the local area

- To take an active part in building community capacity and promoting measures that contribute to the parish council’s vision

EXISTING WORK

PARISH BENEFIT

OBJECTIVES	ACTIONS
DEVELOPING COMMUNICATION	<ul style="list-style-type: none"> • Listening to and making representations on the views of residents
CONTINUING ENGAGEMENT	<ul style="list-style-type: none"> • Regular updates with Cottenham community groups • Using various methods available including Cottenham Newsletter, CPC website, social media, etc. to keep residents informed • Developing suitable methods of communication to allow residents to communicate with the parish council with their thoughts and concerns
COUNCIL WEBSITE	<ul style="list-style-type: none"> • Ensure the website is kept up to date • Ensure it is functioning as best it can for the target audience • Communicate with community groups, charities and not-for profits to link to their sites, advertise their events, etc.
SOCIAL MEDIA	<ul style="list-style-type: none"> • Monitor the Facebook page and update as required
GRANTS	<ul style="list-style-type: none"> • Develop a means of supporting local community groups with their projects • Provide grants to parish organisations on request (where they meet the relevant criteria) – both via our annual grants and the smaller ‘Cottenham Chest’ scheme

VILLAGE ADMINISTRATION

OBJECTIVES	ACTIONS
FUNCTIONING COUNCIL	<ul style="list-style-type: none"> • Minimum of 12 meetings per year including the Annual Meeting of the Council (held in May) plus the Annual Meeting of Electors (held between 1st March and 1st June)
TRANSPARENCY	<ul style="list-style-type: none"> • Ensure that all meetings have a public participation session (where the public and press are able to attend), draft minutes are available on the website within 10 days of the meeting having been held and they are marked up to show that they have been approved once signed.
RISK MANAGEMENT	<ul style="list-style-type: none"> • Risk Management policy to be updated annually in May • Playground risk assessments to be carried out: <ul style="list-style-type: none"> Monthly – visual inspection by H&S Cllrs Annual full assessment by appropriate inspector

ENVIRONMENTAL CONSIDERATIONS

- To carry out risk assessments of council assets and functions at least annually
- Consider ways in which the council can address other environmental concerns

COUNCIL DEVELOPMENT

OBJECTIVES

ACTIONS

CLERK TO THE COUNCIL

- Ensure the Clerk to the Council has, or is working to, the CiLCA (Certificate in Local Council Administration) qualification
- Support the Clerk in any ongoing continuing professional development

COUNCILLORS

- Encourage Councillors to attend the introductory training provided by CAPALC as soon as practical after election/co-option
- Encourage the Chair of the Council and Chairs of Committees to attend the Chairmanship training provided by CAPALC
- Support Councillors with any ongoing training where necessary

LEGISLATION AND PROCEDURES

- Ensure Councillors and Officers are kept up to date with current legislation and procedures by attendance at SLCC (Society of Local Council Clerks) and CAPALC (Cambridgeshire & Peterborough Association for Local Councils) meetings, briefings and news items
- Ensure that the correct policies and procedures, as per legislation or proper practices, are in place and up to date

EXISTING STAFF

- Ensure capacity of staff is not stretched and provide relevant support where required
- To support staff in any ongoing continuing professional development
- To provide annual appraisals

GENERAL EMPLOYMENT

- Develop professional employment documents for current and future council employees

ENGAGEMENT WITH SCDC AND CCC

- Ensure continuing attendance at council meetings by CCC and SCDC councillors
- Develop and maintain relationships with CCC and SCDC Officers

SUCCESSION PLANNING

- Encourage residents to stand for office at local elections and for casual vacancies

COMMUNICATION	<ul style="list-style-type: none"> • Encourage ongoing participation from councillors and support potential future Chair • Develop hand over documents/procedures for the running of the Council
ENGAGEMENT	<ul style="list-style-type: none"> • Enhance communication between the community and the council • Review 'Community Engagement' Policy (required for Quality Council Status)
DEMOGRAPHICS	<ul style="list-style-type: none"> • Encourage participation of residents to volunteer in projects to benefit the village • Encourage residents' participation to assist with events for the village and running of Village Hall bar • Gain a better understanding of the demographics for the parish allowing the council to tailor services to meet all requirements

FINANCIAL PLANNING AND CONTROL

OBJECTIVES	ACTIONS
BUDGET	<ul style="list-style-type: none"> • Annual budget to be reviewed by the Finance & General Purposes Meeting in December and to be approved by Full Council in January • Precept Request to be submitted to SCDC (South Cambridgeshire District Council) by the end of January
FINANCIAL ASSURANCE	<ul style="list-style-type: none"> • Budget to actual figures to be presented to Full Council or the • Finance Committee on a monthly basis in the form of management accounts • Budget to be reviewed at least quarterly by FLAC • Payments made to be checked by a councillor not part of FLAC on a quarterly basis to check for accuracy and honesty
INTERNAL AUDIT	<ul style="list-style-type: none"> • Internal Audit to be carried out once per annum
EXTERNAL AUDIT	<ul style="list-style-type: none"> • Ensure external audit documentation is submitted on time • Display the Notice to Electors by the published date • Ensure all external audit actions are completed
FUNDING OPTIONS	<ul style="list-style-type: none"> • Investigate various funding options available for various projects

- Set up a grant & funding working group

PARISH COUNCIL AMENITIES

OBJECTIVES

ACTIONS

OPEN SPACES (Broad Lane Old Rec, The Pond, Fen Reeves, WARG Field, Village Green, Recreation Ground)

- Continue to maintain the open spaces to a high standard

PAVILION

- Continue to maintain the Pavilion to a high standard
- To work with all sports clubs to ensure the Pavilion is available for their use when required
- To monitor use of utilities and investigate ways of reducing running costs
- To facilitate the use of the Pavilion by various community groups during the working week

RECREATION GROUND

- Maintain the Recreation Ground to a high standard
- Consider any requests by residents for memorial benches and trees
- Maintain skatepark and play areas

STRATEGIC PLANNING FOR 2022/23

ACTION PLAN

OBJECTIVES	ACTIONS	WHO	TIMELINE
LOCAL COUNCIL AWARD SCHEME	Achieve Foundation status of the Local Council Award Scheme Work towards achieving Gold Quality Status by end of 2022/23 municipal year	Council and Clerk Council and Clerk	Application in by xx By xx
GOVERNANCE INC POLICIES	To review policies in place and introduce new and revised policies as appropriate To keep under review leases granted or entered into by the parish council	Council and Clerk Council and RFO	Ongoing Ongoing
SPEEDING	To support any local SpeedWatch team with their activities To apply for, and install a static speed sign Consider concerns of residents and liaise with the police and Highways department on options available	Highways and Asst Clerk Highways and Asst Clerk Highways and Asst Clerk	Ongoing xx Ongoing
PARKING	Consider concerns of residents and liaise with the police and highways about issues with parking within the village and keep under constant review	Highways and Asst Clerk	Ongoing
TRAFFIC	To respond to traffic and transport issues impacting the village and help the council define a community-led position to the individual and cumulative impact of these issues	Highways	Ongoing
PAVILION CYCLE RACKS	To install paving and cycle racks to the front of the building	CALF & Cllr Loveluck	xx

TODDLER PLAYGROUND	Consider installation of new toddler play area	CALF, Cllr Kidston and working group	By Autumn 22
LADYBIRDS REFURB	Replace main door	CALF & Ladybirds working group	Summer 22
	To look at wider refurbishment of the building	CALF & Ladybirds working group	xx
PAVILION	To investigate utility/service costs and draw up plan of reductions	CALF and caretakers	xx
VILLAGE HALL	Complete kitting out of building		
	Increase bookings and continue to market		

22/174. Local Council Awards Scheme

The Clerk and RFO have recently attended a training seminar run by NALC on the LCAS scheme. The scheme offers councils the opportunity to show that the council meets 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 promote and recognise 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 support 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 on the date they submit their completed application form to their local accreditation panel.

The award lasts for 4 years. More information, including the criteria is available here: [file \(nalc.gov.uk\)](http://file.nalc.gov.uk)

Why apply?

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 a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An 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.

Benefits

Councils who have achieved the award are eligible for discounts on their insurance (with certain suppliers). The scheme is also of benefit when applying for funding – it demonstrates that we meet expected standards.

Which award?

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 challenge you to consider your council's continuing development and improvement.

Quality Award

The Quality Award demonstrates that a council achieves good practices 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.

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 seek new innovations and opportunities to improve. They highlight the very best we, as a sector, can achieve for our communities.

Cost

There are two fees: A registration fee paid to the National Association of Local Councils and an accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. The registration fee paid to NALC is £50 paid by all councils for each level regardless of size. The accreditation fee varies according to:

- The award applied for
- The income of the council
- The council's accreditation history

Foundation Standard £80

Quality Standard £100

Quality Gold £200

Recommendation

In looking through the criteria, it is apparent that CPC already meets the majority of the Foundation level requirements (the main 'gap' being the lack of an action plan) and a large number of the Quality level requirements. The recommendation is therefore that we apply for the Foundation award and work towards Quality over the next 12 months.

22/175. Complaints Policy

Currently our complaints policy is complicated and has caused difficulties when investigating complaints against councillors (the existing policy advocates an internal process which is uncomfortable at best). The document below uses the SLCC Model document and is widely adopted by other councils.

ADVICE NOTE: Complaints Handling and Model Complaints Procedure

Clear guidance on handling complaints has been produced by the Local Government Ombudsman and can be accessed from the publications page of the LGO website (www.lgo.org.uk). Although directed at principal councils in England, parish and community councils may also find this guidance helpful. In addition, the Public Services Ombudsman for Wales has published general guidance (including *Principles of Good Administration* and *Principles for Remedy*).

It is important that the council's response to a complaint is "proportionate and timely". The LGO guidance for principal councils suggests that most complaints should be resolved within twelve weeks of receipt of the complaint. In many cases, resolution may be possible within a much shorter timescale. Often an acknowledgement that something has gone wrong and an apology are all that the complainant wants.

Not all complaints are justified or well-founded. Sometimes councils may find themselves being called upon to respond repeatedly to an individual or group of individuals where that council has already investigated the matter under complaint (or something very similar) and has concluded that the complaint is without substance. In these cases, the LGO's 'Guidance note on management of unreasonable complainant behaviour' offers useful suggestions for the approach which may be taken and is readily applied to first-tier councils.

The following text forms the basis for a model complaints procedure which can be adapted by parish and community councils to suit their own particular circumstances. All complaints policies require regular reviews and a review every two years might be thought suitable. This enables the council to take account of structural and legal changes such as changes to the standards regime in England brought about by the coming into force of provisions in the Localism Act 2011.

Complaints Policy

Cottenham Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

1. This Complaints Policy applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
2. This Complaints Policy does not apply to:
 - 2.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 2.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council in May 2022 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of South Cambridgeshire District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Cambridgeshire District Council.
3. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
4. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
5. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
6. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Standards Committee of the Council.
7. The Clerk or the Standards Committee of the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

8. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
9. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Cottenham Parish Council
Address: Village Hall, Recreation Ground,
Lambs Lane,
Cottenham CB24 8TA

Telephone: 07503 328401
Email: clerk@cottenhampc.org.uk

The Chairman of Cottenham Parish Council Address: Village
Hall, Recreation Ground,
Lambs Lane,
Cottenham CB24 8TA

Email: cllr.jones@cottenhampc.org.uk

22/176. Complaints Procedure

Complaints Procedure

1. The Importance of Complaints

- 1.1 Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.
- 1.2 It is essential that complaints are dealt with positively. The Parish Council is anxious to hear people's comments and is committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

2. Definition of A Complaint

2.1 A complaint is *any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Parish Council or its staff which affects an individual customer or group of customers.*

2.2 What the complaints procedure will deal with: -

The complaints procedure will deal with matters of maladministration, which is if the Parish Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct.

2.3 What the complaints procedure will not deal with: -

- complaints for which there is a legal remedy or where legal proceedings already exist.
- complaints about employment matters or councillors - the Parish Council operates alternative procedures to deal with grievances or disciplinary matters against staff.

3. Equal Opportunities

3.1 The Parish Council is committed to equal opportunities. Complaints feedback will be used to highlight discriminatory practices, and to promote equality of opportunity.

3.2 Complaints by members of the public of discrimination and/or harassment against the Parish Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

4. Complaints Officer

4.1 The Complaints Officer for the Cottenham Council is the Parish Clerk. Their main duties are:

- The day to day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- To oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- To identify improvement points arising from any complaints.
- To identify staff training issues.

5. Stages of The Procedure

5.1 The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within. However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

5.2 Everyday problems, queries and comments

The Council receives queries, problems and comments as part of its day to day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.

If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

5.3 Informal Complaint

During the course of daily business, minor complaints are made to officers about the services we provide. These will usually be dealt with by the relevant officer as appropriate. It is not

appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

5.4 Formal Complaint (First Stage)

A customer may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the Parish Clerk to investigate.

If the complainant remains unsatisfied with the response, they should be informed of their right to take the matter further.

Timescales

- Acknowledgement - by return of post
- Investigation completed - 14 days
- or Progress Reports Issued - 14 day intervals
- Investigating Officer: Parish Clerk

5.5 Review of Investigation and Complaint (Second Stage)

If the complainant is not satisfied with the Parish Clerk's response, they should be advised of their right to have the complaint referred to the Standards Committee who will review the complaint.

Timescales

- Response by the Parish Clerk - 14 days
- Committee (if thought necessary) - Convened within 14 days
- Review completed - 14 days thereafter
- Investigating Officer: Parish Clerk

5.6 Standards Committee

If the issue still remains unresolved, the complainant should be notified of their right to have the matter referred to a Committee. NB: all of whom have not had previous involvement with the complaint or are referred to in the complaint. There will also be a note-taker, nominated by the committee, who will also not have had previous involvement in the complaint.

The outcome of all formal complaints dealt with by the committee will be advised to the Council.

5.7 Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Parish Clerk with a summary of the issues and of the attempts made to resolve the complaint. They may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

5.8 Anonymous Complaints

Anonymous complaints should be referred to the Parish Clerk, and may be acted on at their discretion, according to the type and seriousness of the allegation.

6 Resolution and Remedies

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy. An explanation or an apology will always be needed.

7 Contact

Cottenham Parish Council
Parish Clerk: Mrs Jo Brook
Address: Village Hall, Recreation Ground, Lamb Lane, Cottenham CB24 8TA
Tel: 07503 328401
Email: clerk@cottenhampc.org.uk

22/177. SEH French invoice

Consider payment for the final invoice from SEH French for £98,870.80 + VAT (total £118,644.96). See separate information provided by RFO.

22/178. Grant Funding working group

At present when it comes to applying for grants all the effort falls on one person who happens to put their hand up at a CPC meeting; this puts an incredible amount of pressure on that one individual. In addition to this we need to be getting much more efficient at putting these submissions together. We should be looking at trying to put submissions in once a quarter in rotation to the three local ENTRUST Community Funds (Amey Waterbeach, FCC Milton and Mick George) and for this we need a trained team and one that can pull in people from the community who are not Parish Councillors.

If we do this it gives us a good chance to double our £500k s106 money and achieve something really meaningful with the money. By setting up the WG we will also be in a good place to do submissions to other grant funders like ZCC of Football Foundation.

22/179. SLCC membership

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. Our membership is steadily growing and now represents clerks to over 5,000 councils in England and Wales.

Renewal cost of SLCC Membership - £325 for the following year.

22/180. Church & Causeway

Consider donation from Church & Causeway Estate Charity of £6000 with CPC donating £3000 to the Goode Bequest Cottenham & £3000 to the Dissenters Cemetery.

22/181. Road classification consultation

www.greatercambridge.org.uk/RoadClassification2022

We are consulting on a new road classification for Cambridge that would change the categorisation of roads in the city, and we want to hear your views to help shape it.

A new road classification for the city gives us an opportunity to make a major change to the way that traffic and people use roads and streets to move around the city. Space on the roads could be freed up for more frequent and reliable public transport. It could also create a safer and more attractive environment for people walking, cycling or using other methods of active travel.

There are six proposed classifications of road. Different means of transport, whether motorised or active, would have different degrees of access to these. You are invited to give your views on the overall approach and the proposed classifications.

22/182. Highways Committee

Consider Cllr Wedgbury joining the Highways Committee. Currently there are only 4 members, with 5 vacancies.

22/183. Cottenham Charities trustees

Correspondence received from Cottenham Charities:

David Mudd has recently resigned as a trustee of Cottenham Charities and that Robert Clarke will be stepping down as a trustee at our next meeting on Friday 1 July. Our Governing Document determines that we have three of our trustees appointed by the Parish Council for a term of four years. They do not have to be Councillors at the time of appointment and your nominees are presently David, Robert and Chris Ward.

Can I therefore ask the Parish Council to make their nominees to replace David Mudd and Robert Clarke. In the past we have made suggestions to the PC of likely candidates as we give certain responsibilities to each trustee appointed. We have recently interviewed Beth Price, a solicitor who has lived in Cottenham for the last 5 years, and Cecilia Tredget who has significant experience in the public housing sector and both have agreed that they would be willing accept the nomination of the Parish Council.

On behalf of the charity I would be grateful if the Council would consider Beth Price and Cecilia Tredget as their replacement nominees. Thank you and I look forward to hearing from you.

22/184. Councillor training

Consider sending Cllrs on New Cllr training course at a cost of £75pp and Chair training at a cost of £50pp.

22/185. Data Protection Officer

Following a recent data breach issue with SCDC it has been suggested that we make use of the CAPALC DPO scheme whereby they provide a specialist who is able to offer advice.

Info from CAPALC:

Member Benefits Scheme 2022/2023

Opt-in DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. If you choose to continue with our advisor after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour. A quote can be requested to verify specific requirements. You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

22/186. Carols on the Green

Consider holding annual carols on the green event. A budget has already been set for the year.

22/187. Christmas tree

Consider purchase of Christmas tree for the Village Green. The tree is the focal point during Christmas and for the Carol event.

Quote 1: £1445 – 27' tree and delivery with hiab to install

Quote 2: £1020 – 27' tree and delivery on flatbed only

Quote 3: waiting information

22/190. Bank reconciliation

Bank Reconciliation to May 2022

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	273,536.96	DS
Unity Trust project account	52,360.86	DS
Unity Trust deposit account	40,044.41	DS
Cambridge Building Society account	72,019.39	DS
Triodos account	100,464.67	DS
Nationwide account	105,146.87	DS
Multipay Card	0	DS
	Total in bank accounts: £643,573.16	DS

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

For information

- Add Accounts receivable £4872.02
- Add VAT due £2530.12
- Minus Accounts Payable £17,028.79
- Minus Accruals £2000.00
- Other Creditors £700 (Hall hire deposits in and out)
- Minus PAYE £2981.86
- Minus Rounding £0.04p

Net Asset figure £628,264.61

Appendix 1:

There were 5 reported incidents during May.

Date	Issue	Further details	Follow up
10/06/2022	Oakington Rd	missing speed signs oakington rd, resident wishes to make formal complaint	AC contacted CCC Cllr Gough regarding complaint
14/06/2022	Wasps nest	Nest in slide steps in playground	Pest company called and work undertaken the same day
22/06/2022	speed on Oakington Rd	do you when the current speed restrictions on Oakington Road will be move further away from the village? Coming out of Clarke Close towards Cottenham is a bit dangerous	AC replied accordingly
22/06/2022	trees	Low tree branches outside Mitchell House are causing problems for residents, particularly those with visual impairments	Complaint passed to owner
30/06/2022	Drains	The drain outside our house on Denmark Rd overflows in heavy rain. It has done this for years and I have reported it from time to time. Highways were doing drain work yesterday. Informed them that it doesn't matter cos still floods. They said the conduits need jetting, but they have been specifically told not to do so - only to clear the sludge.	Asst Clerk to follow up