

AGENDA REPORTS PACK

FULL COUNCIL MEETING

August 2022

22/196. Minutes

Full Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th July 2022 at 7.30pm

Present: Cllrs Jones (Chair), Bailey, Bolitho, Collinson, Graves, Hewitt, Kidston, Loveluck, Moller, Ward, Wedgbury, SCDC Cllr Osborne and the Clerk and Asst Clerk

- 22/162. Chair's Introduction and Apologies for absence** – Cllr Moller and SCDC Cllr Osborne were welcomed to the meeting. Apologies accepted from Cllr Hutchison (holiday) and the RFO.
- 22/163. To accept Declarations of Interest and Dispensations** – Cllr Jones declared an interest in item 22/188 (expenses) and will leave the room during discussions.
- 22/164. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 7th June 2022 be signed as a correct record. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.**
- 22/165. Public participation** – No public present.
- 22/166. Reports**
- **SCDC** - report noted.
 - **CCC** – report noted. Cllr Bolitho flagged water level issues at Northstowe. This won't affect the fresh water supply in Cottenham which comes from a separate source. Noted that the developer is required to apply for a licence from the EA.
 - **Clerk** – report noted. Cllr Myer has resigned. Issue has been raised by residents regarding Bellway open spaces and lack of maintenance; Clerk has contacted SCDC s106 officer for an update on handover of land. Cottenham Cup football tournament confirmed for 26/27/31 July. They have been informed that F1 isn't playable at the current time. Love Parks week (a Keep Britain Tidy initiative) is taking place from 29th July to 5th August. SCDC Think Communities newsletter circulated today; more meeting spaces for IDVA's required and we will contact them regarding spaces in the Hall and Pavilion buildings. Noted that Kids Club food is being stored in the general freezer; this needs to be removed. Issue of one users items being damaged by another user (only two users had access to the area where the damage occurred); RFO has contacted user accordingly. More robust bin required on F3 on the Rec. Noted that works to remove the hedge between F2 and F3 to open up space for new training area may improve visibility and lessen vandalism. SCDC are looking into benches for Coolidge Gardens. Cllr Hewitt to speak to Amey about recycling of VH waste. RFO to chase missing trade waste bin. New Life project – spoil from the Broad Lane site to be spread along the Lode and Little Cut banks.
 - **Major developments** – report noted. Liaison meeting being rescheduled. 106 monies due from Tilia (Early years).
 - **Village Hall/Nursery** – Asst Clerk still chasing nursery contract. Clerk mentioned that some snagging on the Hall still required. Nursery has sourced 3 quotes to rectify plumbing issue and Clerk has authorised works to proceed under Financial Regulation 4.5.
 - **Village Hall working group** – report noted. Still need more bar volunteers.
- 22/167. Toddler playground** – consider appointing supplier for supply and installation of toddler playground – Cllr Kidston outlined the 3 reports. Has looked into suppliers to carry out a survey of the existing kit in the main playground area. Resolution to invite HAGS to do a survey at a cost of £85. Proposed Cllr Hewitt and seconded by Cllr Moller. **RESOLVED.** Slide Mound - report noted. This is a H&S issue and requires attention. Resolution to reprofile the mound and install safety matting at a cost of up to £1200. Proposed Cllr

Loveluck and seconded by Cllr Hewitt. **RESOLVED**. SCDC Cllr Osborne left the meeting at 8.23pm.

Toddler playground – the proposal is to accept the tender from HAGS. Have met with Opportunity Plan in Histon (disability group) for their feedback on the design. We can ‘tweak’ up to 40% of the proposed design should we wish. Resolution to accept working group recommendation that HAGS supply and install a toddler playground on the Recreation Ground. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED**. Meeting to take place with HAGS to negotiate further on the design/costs.

- 22/168. Pavilion utility costs** – consider Caretakers conducting deep dive into pavilion utility charges and produce interim report for Aug meeting – The VH Caretaker has produced a report detailing the various building systems. Currently using on average. £14 electricity per day – this also varies by day but equates to approx. 60wkh per day. Similar issue with the gas usage. This has been going on for a long time and isn’t a new issue. Some of the O&M manuals are missing which is hampering further investigation. Cllr Hewitt stated that it was definitely a matter that we can sort out but the caretaker needs time. Need to get a better grasp on the BMS (building management system) and Legionella regulations. Caretakers to conduct deeper investigation over the next month.
- 22/169. Pavilion operation** – consider developing a plan for pavilion operation to reduce financial burden on PC – Covered under item 22/169. Cllr Jones has been looking into a wifi bridge which would cost approx. £500; queries over whether this expenditure is viable yet. Interim report on operation to be submitted at next meeting.
- 22/170. Cricket nets** – consider submitting revised planning application to replace previous permission which lapsed in 2021 – Planning permission for cricket nets behind the pavilion has lapsed. The plans haven’t changed since then. Resolution to submit planning application for cricket nets to replace the previous lapsed permission. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED**.
- 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 – Cllr Loveluck stated that CC Cllr Gough had written to Toby Williams at SCDC to suggest that Tilia shouldn’t go ahead with any further works until the required road safety measures were installed. On a separate issue, Mr Williams has written an enforcement notice to Tilia relating to their traffic management scheme for trucks. Resolution that CPC writes to Toby Williams supporting CC Cllr Gough’s position on the Tilia development so there are no further occupations until the required road safety measures are installed. Proposed Cllr Loveluck and seconded by Cllr Kidston. **RESOLVED**.
- 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 – reported that the existing piles of earth are temporary until the ground is levelled. There is a proposed height increase of 1m on the rec side and 2m on Rampton Road side. Tilia have been asked to reconsider and are looking at the plans again and we need to ensure that any water runs off towards their balancing pond. There are still unanswered questions regarding the ownership of the land being used for additional recreational space. Cllr Hewitt to continue liaising with Tilia accordingly.
- 22/173. Action plan** – consider adopting action plan for 2022/23 – Clerk ran through the document, which would be a useful resource to demonstrate to residents what we are doing. Resolution to adopt action plan and review quarterly. Proposed Cllr Kidston and seconded by Cllr Wedgbury. **RESOLVED**. Cllrs to come back with suggestions for updates at August meeting.

- 22/174. Local Council Awards Scheme** – consider applying for the LCAS – Clerk outlined the scheme and benefits. Resolution that CPC applies for the Foundation Level LCAS. Proposed Cllr Kidston and seconded by Cllr Moller. **RESOLVED.**
- 22/175. Complaints Policy** – Resolution to adopt updated complaints policy to SLCC Model document. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**
- 22/176. Complaints Procedure** – Resolution to adopt complaints procedure. Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**
- 22/177. SEH French invoice** – consider payment for the final invoice from SEH French for £98,870.80 + VAT (total £118,644.96) – Discussion regarding on what grounds we could still withhold payment. There are some outstanding issues i.e. EV cabling, roof leak and door closers. Cllr Hewitt suggested that the meeting be held with W&B and SEH French so there is an agreed negotiation to cover off what we should hold back. Noted that some further invoices have been submitted in addition to the item on the agenda. Resolution to enter into negotiations with SEH French with regard to withholding full payment until such time as we are happy with the snagging. Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**
- 22/178. Grant Funding working group** – consider setting up a grant funding working group – Cllr Hewitt outlined the need to be more organised in applying for grants. Resolution to set up a grand funding working group and send two cllrs on grant funding training @ a cost of £95pp. Working group to consist of Cllrs Hewitt, Kidston, Loveluck, Moller, and Wedgbury. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/179. SLCC membership** – Resolution to renew SLCC Membership at a cost of £325 per year. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 22/180. Church & Causeway** – Resolution that donation from Church & Causeway Estate Charity of £6000 should be split with £3000 going to the Goode Bequest Cottenham & £3000 to the Dissenters Cemetery. Proposed by Cllr Graves and seconded by Cllr Hewitt. **RESOLVED.**
- 22/181. Road classification consultation** – consider response to New Road Classification for Cambridge consultation – Noted. Information to be shared on Facebook.
- 22/182. Highways Committee** – Resolution for Cllr Wedgbury to join the Highways Committee and CALF. Proposed Cllr Loveluck and seconded by Cllr Hewitt. **RESOLVED.**
- 22/183. Cottenham Charities trustees** – Resolution to accept nominations for 2 new trustees for Cottenham Charities. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**
- 22/184. Councillor training** – Resolution to send Cllrs Moller and Wedgbury on New Cllr training course at a cost of £75pp and Cllr Jones on Chair training at a cost of £50. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 22/185. DPO** – Resolution to appoint CAPALC DPO @ a cost of £50 per year. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**
- 22/186. Carols on the Green** – Resolution to hold annual carols on the green event. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/187. Christmas tree** – Resolution to purchase of Christmas tree for the Village Green at a cost of up to £1445. Proposed Cllr Kidston and seconded by Cllr Graves. Clerk to undertake H&S assessment for Cllr Graves to install the tree.
- 22/188. Finance**

Income	Description	Net	Gross	
Cambs Kids Club	Invoice payment June 22	£ 754.26	£ 905.11	
Cambs Kids Club	Holiday Club invoice payment	£ 825.00	£ 990.00	
Chestnuts Nursery	Quarterly Rent payment	£ 9,375.00	£ 11,250.00	
Village Hall Bar	Bar takings	£ 2,285.86	£ 2,694.99	
Persimmon	Donation towards the Jubilee event	£ 500.00	£ 500.00	
Tilia Homes	Donation towards the Jubilee event	£ 250.00	£ 250.00	

Church & Causeway	Annual donation to CPC	£ 6,000.00	£ 6,000.00	
HMRC	VAT payment	£ 2,516.74	£ 2,516.74	
Village Hall Disco	Ticket takings	£ 25.00	£ 30.00	
Village Society	Village Hall Regular User	£ 130.00	£ 156.00	
Singing for fun	Village Hall Regular User	£ 320.00	£ 384.00	
WI	Village Hall Regular User	£ 110.00	£ 132.00	
Fen Edge Orchestra	Village Hall Regular User	£ 200.00	£ 240.00	
1st Cott Guides	Village Hall Regular User	£ 67.50	£ 81.00	
2nd Cott Guides	Village Hall Regular User	£ 67.50	£ 81.00	
Lovefit Ltd	Village Hall Regular User	£ 40.00	£ 48.00	
Sing and Sign	Village Hall Regular User	£ 180.00	£ 216.00	
Lovefit Ltd	Hire of Rec/Green	£ 60.00	£ 72.00	
Strive Bootcamp	Hire of Rec/Green	£ 120.00	£ 144.00	
2nd Cott Rainbows	Hire of Rec/Green	£ 5.00	£ 6.00	
Village Hall Hire	One off hire total	£ 965.00	£ 1,158.00	
		£ 24,796.86	£ 27,854.84	
Exps over £500	Description	Net	Gross	code
SEH French	Final inv - Village Hall/Nursery construction	£98,870.80	£118,644.96	2500
Salaries	Salary costs for July 2022	£5,693.25	£5,693.25	-
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2506
Source for Business	Water bill for the Village Hall	£1,664.72	£1,664.72	2504
HMRC	TAX/NI	£1,475.03	£1,475.03	-
CEF	Replacement lights & maintenance equipment for pavilion	£684.84	£821.81	2475
Booker	Bar stock for Village Hall - on account will be taken by DD	£576.14	£691.37	2485
British Gas	Electric for the Village Hall - Monthly DD	£570.37	£598.88	2486
WAVE	Sewerage charges for Village Hall - 6 monthly DD	£90.97	£90.97	2505
		£113,442.78	£134,260.98	
Exps under £500	Description	Net	Gross	code
Legal and General	Pension payment	£423.99	£423.99	-
EDF Energy	Monthly DD for Electricity for the Pavilion	£400.95	£421.00	2502
JEE electrical	Fit new lights in the pavilion & fix outside clocks	£289.00	£289.00	2488
Progress Cleaning	Weekly cleaning in Village Hall - Monthly invoice	£287.00	£344.40	2477
SCDC	Charge for uncontested election in May 2022	£225.00	£225.00	2509
Milton Brewery	3 Polypins of Beer for Village Hall (already paid)	£175.00	£210.00	2481
Charter Global	Monthly DD - shutter maintenance at pavilion	£172.00	£206.40	-
Source for Water	6 monthly water for the Village Hall (DD)	£174.69	£174.69	2473
TV Licensing	Annual invoice for Village Hall TV License (DD)	£159.00	£159.00	2507
Ecotricity	Monthly gas for the Village Hall - DD	£138.81	£145.75	2497
Booker	Bar stock for Village Hall - on account will be taken by DD	£119.23	£143.15	2491
CSA	Cleaning materials & toilet rolls for Village Hall	£103.18	£123.82	2472
JEE electrical	Taking down Christmas lights - Old inv which had been lost	£120.00	£120.00	2487

CB Creative	Design & Production of signs for Jubilee	£80.00	£96.00	2501
Old West IDB	Annual invoice for agricultural drainage rates	£83.46	£83.46	2492
Urbancoms	Broadband charges for the PC Monthly DD	£69.33	£83.20	2495
Barcare Supreme	Hire of the glasswasher - monthly DD	£53.00	£63.60	2479
Backstop Ltd	Monthly fee for accountancy support	£50.00	£60.00	2478
Community Centre	Part Polypin Ale purchased from CCC	£50.00	£60.00	2489
EDF Energy	Monthly DD for Electricity for the Green	£56.19	£59.00	2503
CSA	Cleaning materials for the Village Hall	£40.80	£48.96	2483
BCS	Payroll processing for May 22	£35.00	£42.00	2494
SSE Southern Elec	Invoices for the street lighting - monthly DD	£32.53	£34.14	2490
Xero	Monthly accountancy package charge DD	£26.00	£31.20	2480
Amazon	Red carpet runner for Jubilee event	£24.98	£29.98	2474
Tim Jones	Exps re Bluetooth receiver for Village Hall (already paid)	£22.49	£26.99	2482
Initial	Monthly sanitary waste collection - DD	£15.09	£18.11	2496
A Mappedoram	Replace broken socket in cabinet on the green	£6.00	£7.20	2508
SLCC	Clerk membership	£325.00	£325.00	2510
		£3,757.72	£4,055.04	
Multipay Card				
Booker	Bar stock for the Village Hall	£349.53	£419.44	2476C
Booker	Bar stock for the Village Hall	£24.04	£28.85	2484C
Amazon	Mouse for RFO	£14.51	£17.41	2493C
Amazon	Toilet rolls for the Village Hall	£19.38	£23.26	2498C
Booker	Bar stock for the Village Hall	£198.85	£238.62	2496C
Booker	Bar stock for the Village Hall	£31.16	£37.39	2495C
Photobox	Prints for frames	£25.57	£30.68	2498C
Screwfix	Fire extinguisher	£14.99	£17.99	2499C
		£678.03	£813.64	

Resolution to pay invoices over £500 (with the exception of SEH French). Proposed Cllr Loveluck and seconded by Cllr Moller. **RESOLVED**. Cllr Jones left the room at 9.42pm.
Resolution to pay invoices under £500. Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED**. Cllr Jones returned to the room at 9.43pm.

- 22/189. Management accounts** – to review the monthly management accounts – Report noted.
22/190. Bank reconciliation – to review monthly bank reconciliation – Report noted.
22/191. Matters for consideration at the next meeting – action plan; FLAC Terms of Reference; mound quotes.
22/192. Dates of next meetings – FLAC 19th July, Planning 21st July, Full 2nd August.
22/193. Close of Meeting – 9.46pm.

Signed _____ (Chair) Date _____

22/166. Reports

District Councillors' Report for Cottenham and Rampton – August 2022

Zero Carbon Communities Grant Scheme

The SCDC Grants Advisory Committee met on 29th July 2022 and awarded over £120,000 in grants under the Zero Carbon Communities Grant Scheme, including £63.6k for carbon reduction schemes and £57k for community engagement programmes. Cottenham Parish Council and the Cottenham Community Centre were both awarded £15k towards their solar panel carbon reduction schemes.

The Zero Carbon Communities network now has its own dedicated Facebook page – [South Cambs Zero Carbon Communities](#). Like and follow for the latest news, events and updates on all things climate and environment in South Cambridgeshire. For more information on Zero Carbon Communities, please email ZCC@scambs.gov.uk.

Ukraine

Latest figures show visas have been issued to 869 people in South Cambridgeshire, of whom 542 have arrived and are in 329 homes. All hosts have been asked what they want to do after 6 months and, of the 102 who responded, 79 are prepared to continue as hosts after the 6 months ends. The Government has already said they will fund the hosts for 12 months. The Government are being asked to consider changes to legislation regarding the use of annexes and also to allow two families to live in one house with both families claiming housing benefits, without the house having to be licensed as a House of Multiple Occupancy. We will provide an update on this position in due course.

Free bikes for Ukrainians

The free bike scheme to help Ukrainian guests settle into life in South Cambridgeshire is being expanded – with more donations of bicycles needed.

TAG Bikes in Huntingdon is joining the District Council's initiative with other local charities. OWL bikes and Camtrust have been providing the free bikes since the end of May, but the scheme has been so successful that the addition of a third supplier will help meet demand. So far, OWL Bikes and Camtrust have provided bikes to a total of 48 guests.

The free bike scheme provides guests who have arrived as part of Homes for Ukraine with a fully refurbished cycle, with helmets and locks supplied free of charge. The Council also provides them with details of a free Bikeability cycle training course, which includes a translator.

TAG Bikes is appealing for anyone with a spare bike languishing unused in the shed to get in touch to donate it to the scheme. There is a particular need for more ladies' cycles.

Bicycles that are in a reasonable condition can be donated along with unwanted helmets, spare tyres and parts to TAG Bikes at Huntingdon Community Centre, 12a Ambury Road, Huntingdon PE29 1JE. Opening hours are Monday to Friday 9am until 4pm. TAG Bikes would also be willing to collect bicycles that cannot be dropped off at their centre in Huntingdon. Contact 01480 377697 in the first instance for further details.

Impington-based Camtrust also continues to need donations of bicycles. If you can help, they can be contacted on 01223 236786 or via email to info@camtrust.co.uk. OWL bikes, part of the Papworth Trust, are currently working on the bikes they have in stock.

The bicycle scheme is available to any Ukrainian refugees, including children, who are living in South Cambridgeshire under the Homes for Ukraine programme. Hosts can also apply on behalf of guests. Applications for bikes can be made online at <https://bit.ly/3BhXHBB> and the Council will put the applicant in touch with the nearest supplier so they can arrange to collect their bicycle. If bikes are no longer needed, they can be returned to the supplier.

Let's Get South Cambridgeshire Active Grant

As part of South Cambridgeshire's Healthy You programme, the [Let's Get South Cambridgeshire Active grants](#) help independent businesses and entrepreneurs start up or enhance existing health and wellbeing activities in communities. Providers can apply for up to £300 per programme and can run more than one programme in a village or across numerous villages. SCDC want to ensure that provisions and opportunities are in place around for residents to enjoy a healthy, active lifestyle. In particular, the District Council are looking to enhance the Northern villages and Granta areas of South Cambridgeshire.

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 – August 2022

Cost of Living

The Government's MoneyHelper has free information and resources to help individuals manage their money in the current difficult times and how to keep up with essential bills and payments. If individuals are worried about debt, speaking to a trained and experienced debt advisor about the situation can help them decide what to do. HM Treasury has published a summary of the range of support available to help business and consumers with the cost of living.

Announcement:

<https://www.gov.uk/government/news/cost-of-living-managing-your-debts>

More information:

<https://www.moneyhelper.org.uk/en/money-troubles/way-forward/>

<https://www.moneyhelper.org.uk/en/money-troubles/dealing-with-debt/debt-advice-locator>

Range of support factsheet:

<https://www.gov.uk/government/publications/government-support-for-the-cost-of-living-factsheet/government-support-for-the-cost-of-living-factsheet>

Support:

<https://costoflivingsupport.campaign.gov.uk/>

Highways Maintenance Meeting

The quarterly meeting took place in July. The key issues arising related to safety issues caused by vegetation overgrowing cycle paths and footpaths. The state of the Cottenham – Histon cycle path was also raised.

Neil is awaiting an update on the program for painting of the white lines specifically around junctions.

Civil Parking Enforcement

Surveys of existing parking restrictions are underway in preparation for the introduction of Civil Parking Enforcement.

Traffic Schemes – Northstowe s106

The delayed meetings with the Highways teams on possible schemes to calm and deter incremental Northstowe related traffic is taking place on Tuesday, August 2nd. A notional budget allocation has been made to each of Cottenham, Rampton and Willingham.

A10 Ely to A14

The Highways & Transport Committee has accepted £4M from the Government delivered through the Combined Authority, to develop plans for changes to the A10 from Ely to Milton. A county and district councillor working group will be established to oversee this process.

No decision has yet been made on whether the eventual proposal will include any element of dualling, or whether it will consist solely of junction improvements. The Government has stipulated that a lower cost option than dualling should be assessed, and that all modes of transport should be considered. The work will also need to integrate with Greater Cambridge Partnership schemes and with infrastructure for the large development at Waterbeach. Carbon impacts will also be considered.

Public consultation is expected in early 2023, followed by selection of a preferred option, and a full preliminary design and environmental statement completed by the end of 2024.

Local Transport & Connectivity Plan

The Council is finalising its comments on the Combined Authority's draft Local Transport & Connectivity Plan. It has welcomed the general direction of the Plan but wants it to be more ambitious about carbon reduction and active travel, and to become less car-centric.

Local Highways Improvement updates

The LHI working group is continuing to meet to review every stage of the LHI process and make recommendations to the Highways & Transport Committee.

20mph Schemes

A working group is finalising criteria for assessment of 20mph applications. It has already decided to remove the requirement that existing speeds in an application area should already be 24mph or below. It is important that concepts for potential schemes in our area are progressed as there is sure to be a prioritisation process for the first cohort of schemes to be developed under the new budget.

Community Flood Groups

A new conference will aim to bring Cambridgeshire's Community Flood Groups together to share knowledge in combatting flooding. Cambridgeshire Flood Groups Conference Day will take place on Thursday, September 22 and is aimed at the county's community flood groups.

The conference, organised by Cambridgeshire County Council, will take place at The Club in Alconbury Enterprise Campus.

This will be a day to bring groups together, promote networking between groups and local authorities/organisations, and provide help and advice on the challenges we face with regard to flood risk across Cambridgeshire. It will also aim to launch the council's mentoring scheme where

more established groups will offer knowledge sharing and mentorship to the newer-established groups in the county. The day will include presentations in the morning and early afternoon from the Flood Risk team and the Environment Agency, and a workshop/practical exercise later in the afternoon. Additional speakers are still to be announced.

Tickets for the event are available via: <https://www.eventbrite.com/e/cambs-flood-groups-conference-how-we-can-work-together-to-combat-flooding-tickets-388075031867>

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

CLERKS REPORT – August 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 **Cycle racks now installed outside butchers. AC has contacted CCC for update on cycle stand trial outside Hopbine/Les Ward.**
- 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. **Pole completely snapped off, has been removed by LHO**
- Village Signs/speed signs still not re-installed on Oakington Road. **40mph buffer zone now installed. Possible issues still with speed limit signs - was displaying national speed limit sign to vehicles entering 40mph zone – LHO has removed).**
- Asst Clerk investigating repair/replacing bench in bus shelter opposite Premier – **see agenda item.**
- 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 have been repaired. Resident has mentioned a post along the driveway which is bent which may also require replacement.
- 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. **Caretaker has met with rep from French regarding issue with soft close doors. Nursery has been authorised to get hot water installed.**
- **Ground floor fire and security alarm has been serviced.**
- **Kids Club have asked about hiring the Lounge 3 days per week from September in addition to the Hall.**

Misc admin

- **July Issues log distributed separately – see appendix for summary.**
- **New Life on the Old West – Ponds/scrapes have been created and spoil spread over a wider area than perhaps envisaged, however grass already coming through. Hedges will be planted in the autumn. They are also looking at the possibility of wildflower seeding.**
- 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 scheduled for installation mid-August.**
- **Emails: we've been informed that folders are over the fair use limit. Everyone is required to go through and delete old information asap. The limits may impact ability to receive emails.**

- **Waiting on photo and bio updates for the website from a number of cllrs.**
- **Police have been at the Rec following ASB issues. Speed checks have been undertaken on Histon Road.**

Correspondence

- **Toby Williams (SCDC Interim Development Manager and Planning Compliance) regarding enforcement action at Osier Holt, Chear Fen Boat Club**
- **Toby Williams (SCDC Interim Development Manager and Planning Compliance) regarding lack of progress on Rampton Rd/Oakington Rd roundabout and other road safety measures.**
- **Andrew King regarding increase in material costs.**

Facebook

- **1773 follows (CPC page). 639 follows (Village Hall page).**

Major developments

Liaison meeting has been delayed so no significant updates. Toby Williams from SCDC is in contact with Highways, Persimmon and Redrow regarding the roundabout/traffic improvement measures and expects to convene a joint meeting in the next few weeks. It appears that many of the issues regarding the roundabout and location of the toucan crossing, are very close to being agreed by the County.

Tilia – stop notice served on 15th July due to breaches of conditions. Tilia working to get the matter resolved.

Village Hall & Nursery

Still need to decide colour for contrast wall in disabled toilets. Have had issue locating water meter but this has been rectified. Letter sent to W&B regarding non-payment of final invoice. Nursery solicitor has been chased for update regarding contract.

VH working party

- **Bar & Events:** The Saturday afternoon community bar sessions have been quiet, but bar sales this month have been boosted by screening of the Wimbledon Final, a wedding reception and a boozy private party for CPS Y6 leavers' families. Publicity for one-off events is key and more successful when we can collaborate with a community group such as, in the case of the Wimbledon screening, the Tennis Club. Another key element is building the bank of volunteers who are willing to help behind the bar. At present most of the bar shifts are manned by a dozen or so staunch supporters, but a priority must be to share this load. An article has been placed in the Cottenham Newsletter and email sent to individuals who have volunteered but not yet done a shift.
- **Forthcoming events:** Soul Night on Sat 24th September, Custard Comedy on Fri 11th November and a New Year's Eve party.
- **Audio system and hearing loops:** We are still waiting for delivery of the screen protector for the replacement TV damaged by Cambridge Kids Club. When this arrives and can be installed Avani will finish off the final labelling and installation of the audio system and hearing loop.

Playground project

Cllrs Kidston, Hewitt and the Clerk met with HAGS on 26th July to go over the design proposals. Following feedback from various parties the colour scheme of both the equipment and surfacing will be revised and a couple of equipment items swapped. Discussions also included welfare facilities for

the installers (these were included in the quote but we have adequate provision on site). HAGS will now amend the designs and re-cost.

The working group is meeting again on Wednesday 3rd.

22/199. Councillor co-option

Following the May elections we were left with 2 vacancies. SCDC has confirmed that these can be filled by co-option. We have had one candidate come forward to date.

22/200. Toddler playground grant

CTP payment to Amey for Pre School Playground grant.

Amey have indicated a willingness to consider granting the Parish Council up to £20,000 towards the cost of the Pre-school Playground. Following our submission of an Expression of Interest (EOI) in June we have been invited to submit a full application for grant of up to £20,000. As part of the full application the Parish Council needs to commit to paying an 11% Third Party Contribution (CTP) to Amey in return for the release of £20,000 grant. In our case a CTP payment would amount to £2,200.

Why is an 11% Third Party Contribution required?

When a Landfill Operator (Amey in this case) contributes to an Environmental Body (EB) (Cambridgeshire Community Foundation in this case) the Land Fill Operator (LO) can only claim tax relief on 90% of the contribution and is left with a short fall, plus administration fees. Most Landfill Operators require the EB to find an independent third party – a Contributing Third Party (CTP) – to make payment so the LO's contribution is cost neutral to the LO. Cambridgeshire Community Foundation as the EB, requires the funding (the Playground and fencing in our case) project to either be or find, a CTP who is able to contribute 11% of total grant.

Proposed 11% CTP contribution

It is proposed that the Parish Council Pays the CTP of a maximum of £2,200 if it is awarded a grant of £20,000 by Amey. This will need to be paid before receipt of grant on completion of the playground project. This will be within this financial year and can come from the balance of £30,000 allocated in the budget for playground improvements. The CTP will be on top of The Parish Councils £18,000. Chestnuts Nursery are contributing £12,000 towards the total of £50,000 for playground and fencing.

Recommendation

It is proposed that the Parish Council Pays the CTP of a maximum of £2,200 if it is awarded a grant of £20,000 by Amey.

22/201. Toddler playground fencing

We have received two estimates for providing fencing around the Pre-School. We have asked for a third estimate but it has not been forthcoming.

Estimate A

To install new round top fencing around the new playground at 4ft high and to install two gates one wider for a mower plus fencing 8ft high for the cricket side of the field.

Total £9500 for all new fencing in green

Estimate B

To install 60metres of 1metre high fencing, a 1m wide gate for pedestrians and a 3m wide mower gate. In addition install 20m of 1.8m fencing to enclose the fourth (cricket) side.

Total £10,000

Recommendation

That the Parish Council notes the order of cost of the lower of the two estimates at £9,500 for the purpose of grant application to Amey and given the time limits on quotes to date retenders the fencing of the playground nearer the completion of the preschool playground installation

22/202. Local Plan

Dear Parish Councils

Last year we asked you to provide information on the 650 sites we received through the 'Call for Sites' for consideration as part of developing the new Greater Cambridge Local Plan. Many Parish Councils and Residents Associations helped us by taking part in a survey to 'fact check' these sites.

We are now seeking your help again. As part of the Greater Cambridge Local Plan First Proposals consultation in late 2021, we received 42 new site proposals and additional information and/or amendments on a further 172 sites that had previously been submitted.

The Call for Sites process

The call for site process is a normal part of plan making, you can read more about it on our website. [Call for Sites \(greatercambridgeplanning.org\)](https://www.greatercambridgeplanning.org).

You can find a list of information received on new or amended sites on [this web page](#), and you can also use our [interactive map](#), which allows you to show all sites received or only the new or amended sites (dated June 2022). Here you will be able to view information in relation to individual sites, including their supporting evidence submitted by the land promoters.

New sites and information received are assessed by a wide range of officers against a rigorous methodology, as part of the [Housing and Employment Land Availability](#) . This includes assessments by landscape, conservation, ecology, environmental health and highways officers as well as using data relating to issues including surface water and fluvial flooding and accessibility to local services and facilities. accessibility to local services and facilities.

Survey on new or amended sites

We would like to give you the opportunity to supplement our information gathering on new or amended sites with any knowledge you may hold about any of the submitted sites in your Parish or area covered by your Association. We are particularly interested in local factual information that we may not be aware of or where you think any of the information submitted by the site promotor is incorrect. There is no need to re-submit comments made previously on these sites to us, we have this information on file and will continue to take it into account as we assess the sites.

It is not compulsory in any way to provide this additional information at this point in time and you may wish to wait to read and comment on our assessments at the next stage of plan-making in 2023, when alongside the draft local plan for consultation the Councils will publish responses to the new information through an update to the HELAA.

How do you take part

On Friday 29 July, you will receive an email from us which will contain the link to the online survey. The link will set out instructions on how to find the site information and how to complete the form.

Please can you check your spam or junk mail settings if you do not receive it by the end of Friday 29 July. We can resend it to you if required.

The survey is only open to Parish Councils and Residents Associations, and you will need to be a recipient of this email to access the link. If you forward the link to a third party the survey response is unlikely to be considered by the relevant site assessors. If you would like a third party to complete the form on your behalf, please inform us of their name and email address. Please note that your response will be recorded as the response of your Parish Council or Association, not of the individual who completes the form. For some groups, we have more than one contact email address on file. Please ensure that you coordinate so that only one response is submitted, per site, per Parish Council or Residents Association.

Please complete the survey by 5pm on Monday 12 September 2022. If you have any queries, please do not hesitate to contact us at this email address.

Best wishes

The Greater Cambridge Local Plan team

22/203. FLAC Terms of Reference

Cllr Bolitho, Hewitt and the RFO met to discuss the wording in Financial Review and Monitoring Section J of the Terms of Reference. The current wording is “review and make prioritised recommendations on the financial implications of any matters raised by Committees and Working Groups”. The suggested wording is “to review and make prioritised recommendations on the financial implication of relevant matters brought to FLAC by committees and working groups.”

22/204. Civility & Respect project

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Background reading: [SLCC | Civility & Respect Project](#)

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise	
Our council will commit to calling out bullying and harassment when if and when it happens	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

22/205. Planet Aid

Planet Aid UK is the British member of the Humana People to People movement working in 45 countries with 15 million people involved in projects around the world.

The clothes donated are sold to 500 second hand shops mainly in Eastern Europe with a proportion also going to Africa for reuse.

Our clothing banks allow people in the community to donate their used clothes which are sold to raise funds for some of the poorest countries in the world. This helps with developmental and environmental aid including:

- Building schools and Vocational training
- Teacher training
- Sustainable Farming
- Water efficiency projects
- Tree planting in the UK
- Supporting the fight against AIDS
- Supplying COVID-19 vaccinations

The demand for used clothing has increased massively in the last year due to the COVID-19 pandemic, it would great if you could support Planet Aid UK by hosting our clothing bank to help us meet this demand after such a challenging year.

We take care of the banks ourselves and dont ask anything from you at all, just permission to place the bank on site. The banks come in different sizes but all are approx 1 metre square. The clothes are collected by our own dedicated driver on a regular rota, usually once a week or once a fortnight.

The village should be of sufficient size to support another bank. We would be happy to pay a donation to the hall of up to £400 per year - this will be based on a percentage of the clothes collected.

22/206. Bus shelters

High Street Bus shelter



The seat on the bus shelter opposite the Premier shop on the High Street has been broken for some time and needs to be welded back on. The Assistant Clerk contacted several welders for quotes; only one has confirmed they are able to repair it but would need access to a mains power source (waiting for estimated cost). Two local providers of bus shelters were contacted and have provided repair quotes below.

In addition to this a polycarbonate pane has been broken and needs replacing, we have received a quote from Declan Deane to replace this, who has previously replaced panels in the phone box.

We received £8,385.16 of S106 money from Bellway in 2020, to be used towards bus shelter maintenance.

Quote from Declan Deane to replace panel in bus shelter

Replace 1 no broken glass to bus shelter
£145.00 + vat

Quote 1 KBS Depot – replacement of seat only

REPAIR QUOTATION PRICING

TOTAL

To repair of Bus stop seat (incl. fabrication of seat, painting - to colour of choice) and installation using existing bus stop brackets (installer will collect old brackets for repair and re-use). They will also reattach the brackets/seat slightly lower than existing position (perch seats are usually set higher than flat seats as used semi standing)	£875
<i>PLEASE NOTE – Installer also recommends painting the seat a contrasting colour (usually yellow) to help partially sighted users identify the seat position more easily – Installer can do this within the price quoted, or will otherwise match the existing colour as closely as possible. Please advise what is required if/when ordering</i>	
VAT	£175
TOTAL (including VAT)	£1050

Quote 2 KBS Depot – includes replacement of polycarbonate panel and repainting of shelter

REPAIR QUOTATION & PRICING OPTIONS	TOTAL
• To repair of Bus stop seat (incl. fabrication of seat, painting - to colour of choice) and installation using existing bus stop brackets (installer will collect/remove old brackets for repair and re-use). They will also reattach the brackets/seat slightly lower than existing position (perch seats are usually set higher than flat seats as used semi standing)	£875
• To replacement of missing perspex panel (bottom right of bus stop)	£350
• To repaint entire shelter	£980
TOTAL (Excluding VAT)	£2,205 (£2646 inc. VAT)

KBS Depot Works Lead time estimated 4-6 weeks

Quote 1 Westcotec – perch seat

Replacement of the bus shelter seat only

- Provide a new 2m perch seat and brackets.

The existing brackets and rivets to be removed, the three new brackets can then be fitted and the seat installed.

Please note that the price all labour costs, travel, materials, administration costs and disposal costs.
£981.00 excluding VAT (£1177 with VAT)

Quote 2 Westcotec – perch seat and cleaning and painting of shelter

Refurbishment of the shelter and replacement of the bus shelter seat

o All side and roof panels to be cleaned

o Framework to be painted in all-weather RAL6005 Green paint

o Provide a new 2m perch seat and brackets.

The existing brackets and rivets to be removed, the three new brackets can then be fitted and the seat installed.

Please note that the price all labour costs, travel, materials, administration costs and disposal costs.
£1133.00 excluding VAT (£1359 with VAT)

Quote 3 Westcotec- bench seat

Replacement of the bus shelter seat only

- Provide a new root mounted 1m perch seat with handles.
- The existing brackets and rivets to be removed.

Please note that the price all labour costs, travel, materials, administration costs and disposal costs.
£1098.00 excluding VAT (£1317.60 with VAT)

Quote 4 Westcotec – bench seat and cleaning and painting of shelter

Refurbishment of the shelter and replacement of the bus shelter seat

- All side and roof panels to be cleaned
- Framework to be painted in all-weather RAL6005 Green paint
- Provide a new root mounted 1m perch seat with handles.
- The existing brackets and rivets to be removed.

Please note that the price all labour costs, travel, materials, administration costs and disposal costs.
£1250.00 excluding VAT (£1500 with VAT)

Westcotec have quoted £65 ex. VAT to replace polycarbonate pane whilst on site.

Westcotec lead time estimated to be mid to late September.

Lambs Lane bus stop



Complaints have previously been received regarding the bus stop on Lambs Lane not being good enough for sheltering from the rain due to no sides. Also has high, uncomfortable “perch” seats. The concrete base left over from the old shelter needs levelling to stop water pooling there and two raised areas of brickwork removed as they are a trip hazard. Both Westcotec and KBS asked to provide quotes for this work.

Westcotec response: *Looking at the shelter and the pad, I would say that it's probably better if we strip everything thing out and start again: 49 Lambs Ln - Google Maps*

I have attached a two-bay option for consideration, we would supply a 1m bench seat with this to allow wheelchair/push chair access. We could perhaps supply a three bay however I would need to know the shelter pad dimensions please. If we tied this work in with the other shelter, then we could do all this work in a week to try and keep the costs down.

We would liaise with Cambridgeshire County Council and ensure that we have a road space booking in place for these works.

Quote from KBS Depot

REPAIR ESTIMATE & PRICING OPTIONS (Bus Stop 2 – Lambs Lane) Total ex VAT

OPTION 1 - To add side walls to the existing shelter, replace the perch seat with a flat bench, level the concrete (pooling water) & responsibly remove stumps of brick/concrete left from the original brick shelter (potential trip hazard). Please note, levelling the concrete base to prevent pooling would likely result in the new (and thin layer of) concrete breaking up. This estimate is therefore priced to install drainage slots instead. £3,150

OPTION 2 – To completely remove and responsibly dispose of existing bus shelter and concrete base, replace with new (similar) shelter & new base (new shelter to include side panels and flat bench) – including installation £5,600

Estimates shown above are subject to site survey!

MULTIPLE JOB PRICING DISCOUNT OPTIONS

High Street repair (£2,205) + Lambs Lane Option 1 (£3,150) = £5,355	£4,995
High Street repair (£2,205) + Lambs Lane Option 2 (£5,600) = £7,805	£7,400

PLEASE NOTE:

- As you are a Parish Council, we invoice on installation and terms are 30 days
- Should this quote be accepted, we will advise likely lead time / installation date on placement of order
- Prices quoted exclude VAT, which is charged at the prevailing rate.
- By accepting this quote, you are accepting our Terms & Conditions of sale, which can be found HERE as published on our website.

22/207. Taste of Ukraine

We held our first meeting which went very well. At it we discussed holding a 'Taste of Ukraine' afternoon in the Autumn. The event would be for both Ukrainian guests and villagers where they can sample some Ukrainian dishes. Does CPC think that the VH can be used for this rent free?

22/208. Website hosting

Item to be deferred.

22/209. NYE event

The Bar and Events Working Group would like to put on a NYE party at the village hall and would welcome Full Council's thoughts on which approach to take.

The options are:

1. A premium event with an excellent live band Dance Away (they were the Sat night band at Fen Edge Festival) who would include in their set a 'contemporary ceilidh' to get the party started. This option would be easier to enthuse volunteers and customers.
2. A less ambitious event with a DJ rather than live band – and lower ticket price but likely to result in a profit of approx. £1000 if sold out.

Whichever option we take will require a lot of work and volunteer support as well as early* publicity. To secure our provisional booking for Dance Away we would need to confirm our booking in the next week or so.

Also the risk of COVID levels rising again and reducing people's appetite for large social events continues as a risk. The Dance Away contract doesn't really cover the situation we faced last NYE, where case levels were rising and people were becoming very cautious about social events, even though there wasn't a lockdown as such. So we would be subject to their standard cancellation conditions. 20% deposit (£400) required on booking, £200 of which is non-refundable. After 1st Oct more draconian restrictions kick in. 30-90 Days before the date of the engagement 25% of the total fee is due. Within 30 Days of the date of the engagement 50% of the total fee is due. We could mitigate this by selling non-refundable tickets early* and if people decided not to come, we would not be liable for refunds...

Comparison of budgets.

Dance Away

Income	Number	@ ex vat	ex vat		Ticket price inc Vat
Ticket sales (20 FOC for volunteers)	120	£16.67	£2,000		£20.00
Bar sales	140	£12.50	£1,750		£15.00
Raffle/games			£200		
				£3,950	
Costs					
Band			£2,000		
Bar stock (50% gross profit)			£875		
Decorations			£50		
Food (finger buffet @ £5/head)	£5		£700		
TEN			£21		
				£3,646	

Net profit				£304	
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Cheaper act

Income	Number	@ ex vat	ex vat		Ticket price inc Vat
Ticket sales (20 FOC for volunteers)	120	£12.50	£1,500		£15.00
Bar sales	140	£12.50	£1,750		£15.00
Raffle/games			£200		
				£3,450	
Costs					
Entertainment/disco			£700		
Bar stock (50% gross profit)			£875		
Decorations			£50		
Food (finger buffet @ £5/head)	£5		£700		
TEN			£21		
				£2,346	
Net profit				£1,104	

22/210. Playground cleaning

Playground inspections have picked up that both surfacing and items of equipment require cleaning. Three companies have been approached to pressure wash the items.

Company A: £350

Company B: unable to quote

Company C: waiting quote

22/211. Warm spaces

There is a cost-of-living crisis in the UK resulting in unprecedented pressures on people already in poverty, and this winter despite the support given by Government, thousands of people will be forced to make tough decisions about when and what they eat, what they can do in life, and when they can afford to heat their home.

Despite various rebates available for some people the reality is that for most families, this support barely covers the increase imposed in April - it does not address the increase coming in October or the current price rises for food and fuel and other necessities.

This means that although people will have an extra money to go towards their energy costs it may not make enough of a difference.

With the significant increase (estimated x3) of household heating bills this winter what can CPC do to help? Should we be looking at opening up vacant rooms in the Village Hall (warm banks/spaces) during the daytime where residents can come together to stay warm, perhaps enjoy a cuppa and a biscuit? Is it possible to piggyback on the existing Cott/Rampton Lunch & Social Club to provide an additional warm meal per week to vulnerable residents? What else could we do and what is happening at District/County level?

22/212. Remembrance

In previous years, CPC has applied for and managed a Temporary Road Closure to enable the Remembrance Day Parade to take place along the High Street between the Solicitors and the War Memorial. If we are to make these arrangements again for this year, the application is due in within the next two weeks. The Assistant Clerk will manage the administration involved in applying for the road closure.

Cllr Loveluck has a suitable qualification needed for managing the road closure, and will lead on this, we will need marshals (minimum of 8 people) to man the road closure points on the day. We also need help to position the road signs in place: laying them out early on Sunday morning, picking them up at lunchtime (large Vehicle needed).

The British Legion have stepped down from the management of the actual parade, so we need a volunteer or two, to manage the organisation of the parade; Cllrs Hewitt and Bailey were involved last year so should be able to advise on what is involved.

Resolution to apply for a temporary road closure for the 2022 Remembrance Day parade.

Resolution to officiate the 2022 Remembrance Day Parade, in liaison with the British Legion.

22/215. Bank reconciliation

Bank Reconciliation to June 2022

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	273,886.63	DS/TJ
Unity Trust project account	52,342.86	DS/TJ
Unity Trust deposit account	40,078.97	DS/TJ
Cambridge Building Society account	72,019.39	DS/TJ
Triodos account	100,464.67	DS/TJ
Nationwide account	105,146.87	DS/TJ
Multipay Card	0	DS/TJ
	Total in bank accounts: £643,939.39	DS/TJ

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

For information

- Add Accounts receivable £3217.04
- Add VAT due £18,465.61
- Minus Accounts Payable £128,184.99
- Minus Accruals £2000.00
- Other Creditors £200 (Hall hire deposits in and out)
- Minus PAYE £1475.03
- Minus Rounding £0.06p

Net Asset figure £533,761.96

Appendix 1:

There were 6 reported incidents during July.

Date	Issue	Further details	Follow up
04/07/2022	Bus stop	Bus stop on Rampton Road has been vandalised and is lying on the pavement	Resident to report to CCC
04/07/2022	Bus stop	Bus stop on Rampton Road has been vandalised and is lying on the pavement	Resident to report to CCC
04/07/2022	Bin	Blue bin has been left outside almshouses for several weeks	resident to report to SCDC
06/07/2022	Playground	2 broken bits on big climbing frame	Groundsman to check
08/07/2022	Verges	Verges along Histon Rd cycle path require cutting back	CLlr Loveluck liaising with CCC CLlr Gough
28/07/2022	Dust	Ongoing issues with dust suppression at Sun Skips	County Waste and EH dealing