

**CAMBOURNE PARISH COUNCIL**

District of South Cambridgeshire

COUNCIL MEETING 7<sup>th</sup> November 2017**GENERAL CORRESPONDENCE**

	<b>FROM</b>	<b>SUBJECT</b>
<b>16.1</b>	Cambridge Gliding Centre	Consultative Committee Meeting Invite 15 <sup>th</sup> November 2017 at 7pm.
<b>16.2</b>	Capalc	Capalc AGM invite to be held on 7 <sup>th</sup> December 2017 at 7pm.
<b>16.3</b>	John Lawson	Return visit next year (2018)
<b>16.4</b>	Came & Company Local Council Insurance	Council Matters

# AGENDA ITEM No. 16.1



01767 677077 [www.camgliding.uk](http://www.camgliding.uk) [office@camgliding.uk](mailto:office@camgliding.uk)

Gransden Lodge Airfield  
Longstowe Road  
Little Gransden  
Sandy  
Bedfordshire  
SG19 3EB

25<sup>th</sup> October 2017

## Consultative Committee Meeting – Wednesday 15<sup>th</sup> November 2017

You are invited to the next meeting of the Consultative Committee: this will commence at 7.00pm on Wednesday 15<sup>th</sup> November 2017 at the clubhouse of the Cambridge Gliding Centre (CGC).

Individuals and representatives of Local Authorities, Parish Councils, landowners and other airfield operators, as shown below, have been invited to attend:

Mr J. Weeks	Chairman Cambridge Gliding Centre
Mr. R. Brickwood	President, Cambridge Gliding Centre
Cllr B Boddington	Huntingdonshire District Council
Cllr M Loynes	Cambridgeshire County Council
Cllr S Kindersley	Cambridgeshire County Council and South Cambs District Council
Cllr R West	Cambridgeshire County Council and Huntingdonshire District Council
Mr J Koch	South Cambridgeshire District Council
Parish Clerk	Hatley Parish Council
Parish Clerk	Caxton Parish Council
Parish Clerk	Longstowe Parish Council
Parish Clerk	Bourn Parish Council
Parish Clerk	Cambourne Parish Council
Parish Clerk	Great Gransden Parish Council
Parish Clerk	Little Gransden Parish Council
Parish Clerk	Arrington Parish Council
Parish Clerk	Croxton Parish Council
Parish Clerk	Abbotsley Parish Council
Parish Clerk	Waresley Parish Council
Parish Clerk	Eltisley Parish Council
Parish Clerk	Croydon Parish Council
Parish Clerk	Gamlingay Parish Council
Mrs C Christmas	Landlord of part of airfield
Mr T Hipwell	Landlord of part of airfield
Mr M Jefferies & Mr J Jefferies	Little Gransden Airfield Owners

The proposed agenda is attached along with the minutes of the previous meeting on the 5<sup>th</sup> April 2017. Unfortunately I will not be able to attend the meeting as I will be out of the country, so John Weeks (the Chairman of Cambridge Gliding Centre) will be taking the minutes of the meeting.

Please email me at [secretary@camgliding.uk](mailto:secretary@camgliding.uk) to let me know of any additional items that you wish to discuss and whether you will be able to attend.

Kind regards,  
Michael Samuels  
Secretary, Cambridge Gliding Centre

CAMBRIDGE GLIDING CENTRE

CONSULTATIVE COMMITTEE MEETING

WEDNESDAY 15<sup>th</sup> November 2017 – 7.00pm

**AGENDA**

1. Apologies for absence
2. Minutes of the meeting held on 5<sup>th</sup> April 2017
3. Matters arising
4. Chairman's report
5. Update on variations to 1990 planning permissions
6. Complaints received since last meeting
7. Any other business
8. Date for next meeting



## Cambridge Gliding Club – Consultative Committee

**DRAFT** MINUTES OF MEETING: 1900 HRS 5<sup>TH</sup> APRIL 2017 AT GRANSDEN LODGE AIRFIELD

### PRESENT

John Weeks	CGC Chairman
Michael Samuels	CGC Secretary
Sally Bushby	Caxton PC
John Archer	Waresley PC
Gerry Burne	Gamlingay PC
Bob Murden	Little Gransden PC

### APOLOGIES

Richard Brickwood      CGC President

### MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held on 9<sup>th</sup> November 2016 were accepted as a correct record.

### MATTERS ARISING

Shortly after the last meeting, the BGA told us that they will not be publishing the report into the mid-air accident in May 2014. They agreed that we could give out a redacted copy of the report to members of the Consultative Committee. Chris Davis sent copies to Ian Selkirk of Great Gransden PC and Bob Murden of Little Gransden PC and offered to let any other members of the Consultative Committee who requested it.

Bob Murden said that the Parish Council of Little Gransden has asked how the recommendations of the BGA have been implemented at the club to avoid such an accident happening again. John Weeks explained that this has been addressed in the club through the process of annual checks for club members. This involves tuition both on the ground and in the air, and includes the subject of safe thermalling techniques.

### CHAIRMAN'S REPORT

John Weeks said that since the last consultative committee meeting in November the club has been operating well, and has taken delivery of a new winch. We are currently looking at some small building work for an extension to the club house for a gliding simulator and for a battery charging facility for gliders with electric engines. We will be submitting planning applications for both of these in the near future. As well as the Open day which will be taking place on Sunday 9<sup>th</sup> April, we are also planning a young people's day and women's day to attract new members.

John gave an update from Richard Brickwood regarding the club's intention to amend the conditions of the original planning permissions:-

In late January Richard had discussions with both HDC and SCDC to understand their requirements, and is now working on their suggestions before preparing a formal application. In particular, the HDC Environmental Officer has asked that we supply background noise measurements from a number of sites around the airfield using equipment that meets the Environmental Department standards. For reasons of weather and the need to get the right people and equipment together, it has not been possible to do these yet, but we should be taking these measurements soon.

Cambridge Gliding Club, Gransden Lodge Airfield, Longstowe Road, Sandy, SG19 3EB  
Tel: 01767677077, Email: [office@camgliding.uk](mailto:office@camgliding.uk)

*For the avoidance of doubt, the only legally acceptable version of the Minutes of the Cambridge Gliding Club Consultative Committee are those signed in Public Meetings by the Chairman. They are available for public inspection at the Cambridge Gliding Centre.*

Whilst drawing all the elements together it not difficult, the member who does it on behalf of the club also needs to find time to do it. We remain committed to invite Consultative Committee representatives from all Parish Councils to meet with us at Gransden Lodge when we are in a position to submit the formal applications – hopefully by the end of May. This would be a meeting for the PC representatives only, as HDC and SCDC will be the recipients of the formal applications.

The question was asked about how much it costs for a trial flight and to learn to fly. The information was not available at the time of the meeting, but a brief summary is given below:-

- Trial flights:-
  - Winch launch: £30
  - Aerotow to 2000 ft: £110, (£50 on the open day for a 15-20 minute flight)
- If you get hooked, annual flying membership is £580 per year (or £150 for a one off 3 month taster membership).
  - Thereafter a winch launch costs £11 and a 2000 foot aerotow costs £30.50 plus flying charges of £43.20 per hour for a two seater. There are no additional costs for instruction.
  - If you take out annual membership we offer a fixed price to solo package of £1275, which includes unlimited winch launches (during 12 months before going solo), 6 aerotow launches to 2500 ft, 45 minutes free per flight

#### COMPLAINTS RECEIVED SINCE LAST MEETING

There have been no complaints received since the last meeting.

#### MAJOR COMPETITIONS IN 2017

As stated in the Chairman's report above the club plans to run a members' Cloud Rally in the coming summer, between August 5<sup>th</sup> and the 13<sup>th</sup>. In addition, the club has offered to host the Inter-club League on the weekend of June 10<sup>th</sup> and 11<sup>th</sup> and the final of the Inter-club League on the weekend of September 2<sup>nd</sup>/3<sup>rd</sup>. The Inter-club League is a small weekend competition between local gliding clubs.

#### ANY OTHER BUSINESS

None.

#### DATE OF NEXT MEETING

Wednesday 8<sup>th</sup> November 2017 at 19:00 hrs at the Cambridge Gliding Centre, Gransden Lodge.

# AGENDA ITEM No. 16.2

**John Vickery**

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**From:** accounts@capalc.org.uk  
**Sent:** 11 October 2017 11:56  
**To:** accounts@capalc.org.uk  
**Subject:** CAPALC AGM

**Importance:** High

To all CAPALC member councils

The CAPALC AGM will be held at Histon and Impington Recreation Hall on the evening of 7th December 2017, commencing at 7.00pm.

In like with the constitution, Member councils & the Board may submit motions for debate at the Annual General Meeting, provided that notice of motions are given in writing no later than 6 weeks before the date of the Annual General Meeting. Such notice will be addressed to the County Executive Officer except when originated by the Board,

In line with the constitution the agenda for the meeting will be circulated 1 month in advance of the meeting.

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Ian Dewar  
CEO  
Cambridgeshire and Peterborough Association of Local Councils

## CAPALC WEBSITE HELPDESK

If you are a clerk, chairman or councillor and have a query on local government matters that requires a written response please download, complete and return a Helpdesk Enquiry Form from our website at [www.capalc.org.uk](http://www.capalc.org.uk). You can find the form under the website helpdesk tab. This allows us to properly respond to, manage and monitor our help and support communications. Please note the helpdesk service is only available to Clerks, Chairmen and Councillors of member councils of the Cambridgeshire and Peterborough Association of Local Councils. Thank you.

# AGENDA ITEM No. 16.3

**Liz Pinchen**

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**From:** john lawson <johnlawsonscircus@hotmail.co.uk>  
**Sent:** 25 October 2017 08:17  
**To:** Liz  
**Subject:** John Lawson's Circus

Hi Liz I hope you are well and enjoyed your trip to Wales !

I was just checking to see if you were satisfied with The Green after our latest visit and therefore wether I will be able to collect our deposits. We would like to return again next Autumn and would be grateful if you could bring this request before your Council in due course. Look forward to hearing from you.

Regards

John Lawson  
07855421894



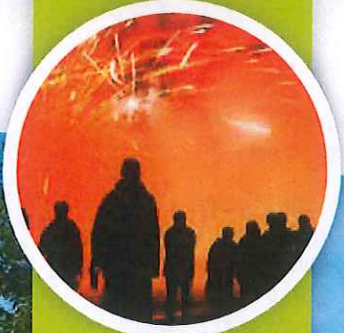
AGENDA ITEM No. 16.4



Part of the Stackhouse Poland Group



CYBER LIABILITY

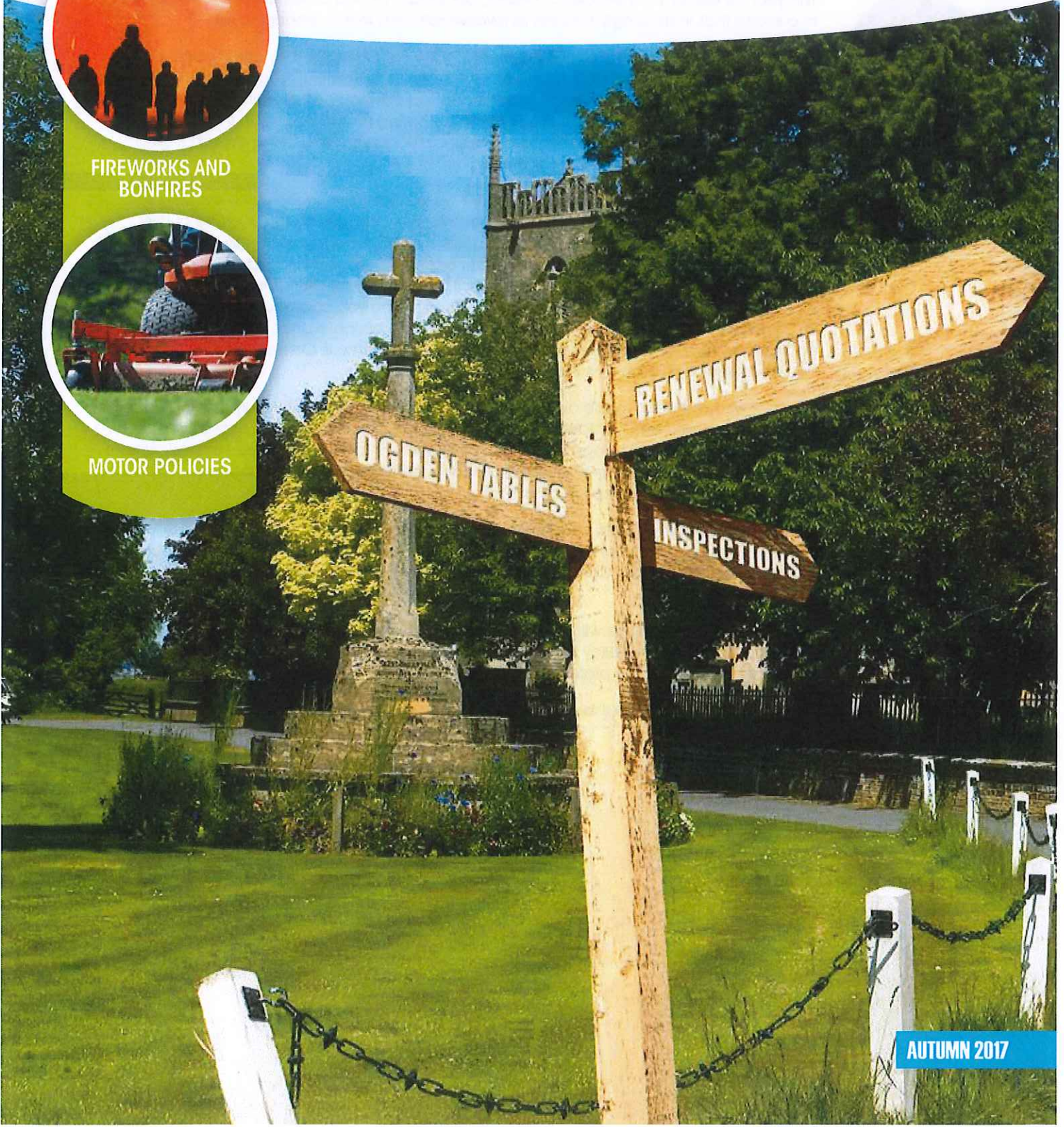


FIREWORKS AND  
BONFIRES



MOTOR POLICIES

# COUNCIL MATTERS



AUTUMN 2017



# Andy Cotter – Welcome



This year we celebrate a decade of offering our proactive and professional insurance service to a sector that, increasingly, requires innovative solutions to ever changing risk.

We continue to help protect good people doing the right thing for their communities specifically where councils and volunteers remain unknowingly exposed. Our proposition has remained a constant over ten years, providing sound advice and specialist insurance to the Local Councils of England and Wales. Through our strong relationships with the SLCC, NALC and the CALC network, we continue to develop our understanding of this ever-changing sector, in order our proposition remains relevant.

Acting for almost 4,000 Local Council's means we have to afford consistently evolving solutions. We continue to enhance our insurance policies to meet the changing risk profile of this sector. Through devolution of services and assets, Local Councils increasingly require a varied approach to underwriting. As an Independent Broker with access to a wide range of major markets, we now provide tailored Local Council Insurance protection from four insurers; Hiscox, Axa, Ecclesiastical and Aviva, creating competition, giving you choice and the ability to select the best insurer for your needs. Our policies benefit from bespoke underwriting specifically arranged for this Sector and are only available through Came & Company Local Council Insurance. You cannot access these policies anywhere else.

This year we have been made aware that a number of council's, historically placing business through Aon, have been contacted with the news that Aon will no longer arrange insurance for this sector, along with Village Hall and Charity and Not-for-Profit business – with effect from the 1st October. We have already seen significant communication with many councils looking to move to Came and Company as a result.

Our new business specialists are experts not only in the council sector but also the Village Hall and Charity and Not for Profit sectors and therefore if you wish to discuss a non-obligatory quotation, please contact Chris Chalk or Ross Bullard who will be very happy to discuss your insurance needs.

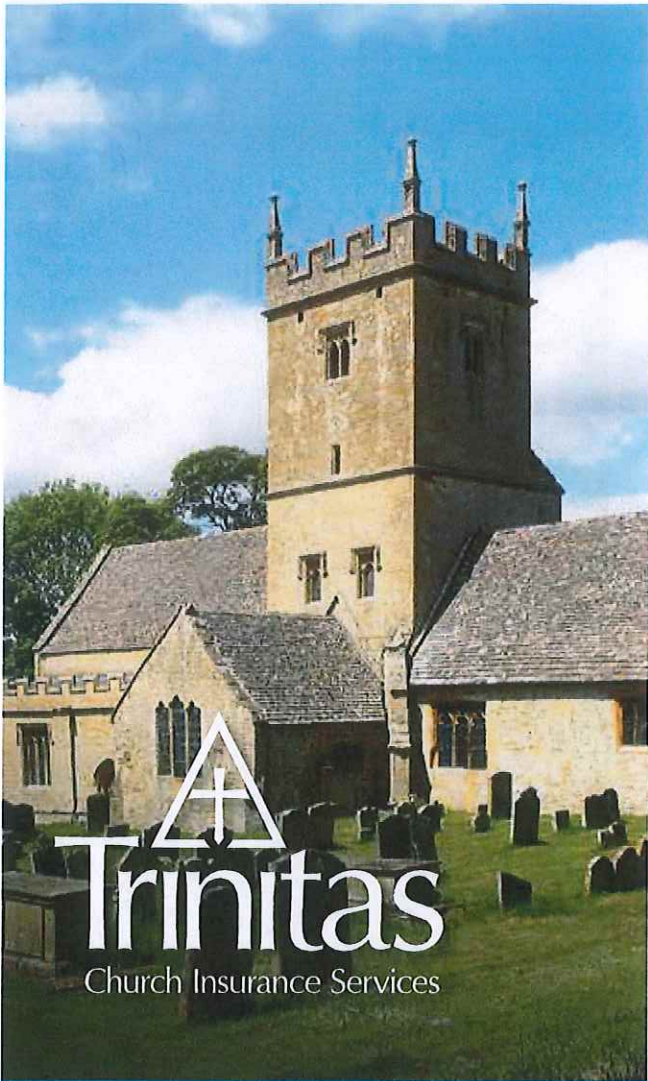
We will continue to engage with the Sector to ensure we understand your needs and that your organisation has a policy that meets them, giving you the 'peace of mind' that should the worst happen, you are protected.

As ever, I would like to take this opportunity to thank you for your continued support.

Best wishes,

**Andy Cotter**  
Scheme Manager





# Parish Insurance

## A new alternative from Trinitas Church Insurance Services

We understand that church premises can vary considerably.

This means risks and security can be complex and specific to individual sites.

As you know, when such buildings have valuable fixtures and fittings, with regular public access it is vitally important to have the right insurance.

A specialist policy that not only provides peace of mind but also benefits the whole parish.

Our ParishCare policy, developed in discussion with the Church of England offers exactly that, and is underwritten by Aviva, one of the UK's largest insurers.

To request a quote call

**01483 462870**

or visit

**[www.trinitaschurchinsurance.co.uk](http://www.trinitaschurchinsurance.co.uk)**

Trinitas Church Insurance Services is a trading style of Stackhouse Poland Limited who are authorised and regulated by the Financial Conduct Authority to sell general insurance products. Our firm reference number is 309340.



Policy benefits specific to parish needs



Annual share in profits



Continuous cover



No lock-in or long-term commitment



Pay monthly



Easy to switch

## Cyber Liability Insurance – The most common objections!

- **We don't have much data/no one would want our data.**

The risk to a Local Council is less from a targeted attack and more a random attack such as WannaCry or Petya. The use of Social Media, mobile devices and external wifi connections increase this risk by compromising security and increase the likelihood of an untargeted mass attack.

- **We back up to different servers/we store our data on the cloud.**

There are practical challenges to using the Cloud or a data centre such as where the Cloud Servers are located (if outside the EU then the business could be in breach of Data Protection rules if these host client data). If a Data Centre does the client have a private server or are they sharing? Do they have Exclusive Access to a Server Cabinet or is this shared? Again the human risk is not mitigated and it would be unlikely that a Cloud Provider or Data Centre would indemnify the business for lost revenue or increased costs incurred and certainly wouldn't assist with costs for management or reputation following a breach which a Cyber Policy would.

Furthermore, with the impending introduction of General Data Protection Regulation, outsourcing management of data does not absolve persons of their responsibilities. Cyber is increasingly a governance matter. For any cover requests or for further information please contact **Kevin Millard** on **01483 462 897**.





# INSPECTIONS

We know that clerks and councillors have a heavy workload and that written inspections will only add to this. To assist in the defence of claims made against the council for negligence, however, Insurers will require written evidence of inspections. The reason why you should be carrying out inspections is to:

- Protect the members of your community
- Reduce claims costs
- Minimise costs to the council

We recommend that a council carries out a weekly visual inspection of its play areas and that this inspection is noted in writing – including date, time and name – and kept on file. This is like an MOT in that it states that at a particular date and time, the playground equipment was safe for use.

We know it will not stop claims occurring, but it will provide evidence of duty of care and that the council was checking, on a regular basis, the areas they are responsible for that are for use by the community.

We also recommend the council has an inspection programme for its open spaces, particularly as at this time of year claims increase for slips and trips

## Contractor Tender Process

We are frequently asked by Clerks for “what to look out for” when reviewing a Contractor’s insurances. We recommend that the following 3 points are considered:

- 1** Check to make sure the policy is in date, taking into consideration the tender start date.
- 2** Check the ‘Business Description’, if it does not state what the contractor is tendering for, then they may not be insured to carry that activity out.
- 3** Make sure they have the correct insurance in place. If the council is tendering for a tree survey the person should potentially need to demonstrate Public Liability insurance along with Professional Indemnity cover, for example.

# Motor Policies



Local Councils often use or have access to motor vehicles in relation to their duties, ranging from ride-on lawnmowers to road sweepers, vans and pick-up trucks. These can be difficult to insure under standard motor policies and are often added on as an extension to the council policy with various restrictions/requirements and are likely to be dealt with by a different department. If the vehicles ever use a public road, insurance for these is compulsory by law.

The same department that administers your Local Council Insurance can also deal with your motor insurance needs and provide accurate, impartial advice. Our team source policies from a panel of specialist Insurers offering competitive premiums, which can be tailor-made to your council’s specific needs, including a multi vehicle option, comprehensive cover for any drivers of agricultural vehicles and any drivers over the age of 25 for commercial vehicles.

Please call your Local Council team on **01483 462860** for further information or for a free no-obligation quotation.



# Ogden Tables

As a result of a recent change to the way that personal injury claim settlements are calculated, your Limits of Indemnity require review.

Earlier this year, the Lord Chancellor announced the "Ogden" Discount rate will be reduced from 2.5% to -0.75%. The change applies to all personal injury claims settled in England and Wales with effect from 20th March 2017. The discount rate is used in calculating damages where there has been very serious injury and long-term future financial loss, including care costs.

As a result of this change the cost of large personal injury claims will increase substantially, in some cases well in excess of 250% depending on the age of the claimant and size of the likely compensation. Claims in excess of £100,000 are particularly affected.

The response from the market has varied insurer to insurer, but the immediate general consequences are:

- The reserves for current unsettled claims affected by this change will be reviewed and are likely to increase. It is possible that increases in eventual settlements may take claims beyond the Limit of Indemnity that applied at the time of the loss, so there is a small possibility that full cover might not be in force. We will let you know if this situation might affect you.
- All affected Limits of Indemnity need immediate reviewing to ensure that they remain adequate following the change. We are happy to advise on the levels that you should consider and will provide quotations for higher limits for your consideration.

- The approach taken by individual insurers will differ depending on their policyholders' circumstances, the nature of their business, claims history and whether it is felt they are particularly exposed to severe injury losses.
- Insurers have not factored these changes into their existing premium calculations and are likely to apply rate rises on claims heavy risks to fund the increased cost of claims. Such rate increases may not be considered breaches of Long Term or Rate Guarantee Agreements as these usually contain a provision that allows insurers to increase rates where a significant change in an external risk factor arises. We will let you know if the change will affect the pricing of your policy.

It is at times like this that our support as your broker can be invaluable. We continue to capitalise on our position as one of the UK's largest insurance brokers to access insurers that offer product and cover innovation and appetite for the specific risks that you face. As ever, we will back this with the expert, attentive service that you have come to expect.

If you have any queries regarding the general principals surrounding these changes or where you might be affected with regard to an outstanding claim, please do not hesitate to contact us.







## FIREWORKS and BONFIRES

If the council is responsible for the organising of fireworks and bonfires (no matter what time of year) it is a requirement of the insurance policy that before cover can be provided we must be notified at least 14 days prior to the event.

When you notify us of the event can you please attach the risk assessment and confirmation that

the fireworks and bonfire is at least 100 metres from the nearest building the council does not own. If the area is within the 100 metres then please confirm the distance and the construction of buildings i.e. brick/tile, timber and thatched roofs.

We will then confirm by email that cover is in place.



## CHRISTMAS TREES and LIGHTS

The Christmas tree should be placed by a competent person and a risk assessment should be kept on the councils files.

If there are to be Christmas Lights they should be checked (prior to them being put in place) by a suitably qualified person. The lights should be connected to the mains supply by a qualified electrician who is working under their own insurance.

The tree and lights should be inspected regularly (especially after extreme weather).





# ICE and SNOW

We are already receiving enquiries relating to winter and we recommend the council should consider the following;

- A written risk assessment should be carried out and kept on council files.
- The council should take reasonable care to ensure the safety of the public, employees and volunteers.
- All employees and volunteers should be made aware that the clearance of snow and ice could be a seven-days-a-week task (including bank holidays), receive adequate training, and wear the appropriate protective clothing.
- We recommend that the council communicates its plans to the community. This can be via a website, newsletter, noticeboard or published minutes of a meeting. If plans change this should also be communicated effectively.
- Once a clearance programme is implemented, it should be maintained for the whole period of adverse weather and plans to manage the process communicated.
- Where a council takes on the responsibility for clearing snow or ice from paths, it should exercise reasonable care in doing so. Care should be taken in deciding where to move the snow - making sure entrances, side roads or drains are not blocked. Clear the middle of the path first so that there is a safe surface on which to walk.
- After the snow and ice has been cleared do not use water as this may cause black ice. Use salt or grit on the treated areas.
- Also, if the building is to be used over the winter months the council needs to ensure that 'users' can enter and leave the building safely which means that if they are not gritting the paths or car park the building should be closed for that period.

## Important Renewal Notice

We have recently changed the way we issue the council's renewal quotation and you will now find that all policy documentation will be included with your renewal invite via our email system, four to six weeks prior to the renewal date.

Please remember we do not hold details of the council's asset register, therefore should you require a renewal with revised assets please contact the team as soon as possible, with an updated asset register detailing the insurance value of the items.

To ensure that cover is continuous, payment should be received before the renewal date. If this is not possible, please contact the office to discuss the options that are available.

Once we have received payment, and any necessary documentation, we will issue your full policy wording by email. If you would prefer to receive a hard copy, please contact the office and we will be delighted to post it to you.





**came&company**  
local council insurance

Part of the Stackhouse Poland Group

- ▼ Proactive
- ▼ Professional
- ▼ Advisory




## Expert **Local Council Insurance Brokers** with traditional values

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- ▼ Professional insurance broker support to minimise risk & reduce exposure
- ▼ Pro-active advice regarding devolved services & assets
- ▼ Principal Sponsor of the SLCC

 : 01483 462860

 : [local.councils@cameandcompany.co.uk](mailto:local.councils@cameandcompany.co.uk)

 : [www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)

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Society of Local Council Clerks