



DRAFT
CTC/M210

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A Virtual meeting of this Council was held using Teams on Tuesday 6th April 2021.
Meeting commenced at 19:01

Present:

Cllr J O'Dwyer (Chairman)

Cllr R Poulton (Vice Chairman)

Cllr S Bhattacharya

Cllr S Drew

Cllr P Gavigan

Cllr D Jones

Cllr S Krintas

Cllr K McIntyre

Cllr F Panrucker

Cllr J Patel

Cllr J Simpson

Cllr G Thompson

In attendance:

John Vickery Town Clerk

Ellie Lydon- Committee Clerk

5 members of the public were in attendance.

1. **APOLOGIES**

Apologies for absence were received from Cllr D Sharma, Cllr E Spanner and Cllr T Hudson and acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr D Sharma's, Cllr E Spanner and Cllr T Hudson.

2. **MINUTES OF LAST MEETING**

To approve as a correct record the minutes of the Council Meeting CTC/M209 held on 2nd March 2021.

It was:

RESOLVED that the minutes of the Council Meeting CTC/M209 be approved, and signed.

3. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

Cllr Patel declared a pecuniary interest in agenda item 26, as a trustee and Treasurer of the CYP.

4. **CAMBRIDGE PAST, PRESENT FUTURE**

James Littlewood Chief Executive Officer from CPPF and Edward Leigh leader from Smart Cambridge Transport delivered a presentation on Cambourne to Cambridge bus way and then answered questions raised by the Councillors.

Q&A

Q. Could you explore idea of free bus and for residents that often travel into Cambridge in peak times to have better access to buses as another way to reduce traffic.

Signed

Date 4th May 2021.

A. It is essential to add better access. What we think is unfair at the moment is Cambourne is in the outer zone for the bus fares. Stagecoach have previously talked of revamping the zones so that Cambourne would fall into the lower fare zone. Fares need to be cheaper; frequency of the bus services needs to be higher, and they need to serve more destinations. With the developments of Bourn Airfield and Cambourne West, there is no reason why there should not be bus services to North Cambridge, West and central Cambridge, and South Cambridge up until at least East West Rail is built.

Q. How realistic is having the busway on A428 at the Girton interchange due to it be Highways England controlled land.

A. A428 bus lane idea will be reusing the lane that is hatched out. No reason in principle why Highways England would object to that. Adding a bus lane does not credit any particular problems, as there's only one bus every so many minutes. It is down to Highways England to make that decision.

Q. Citywide management measures are mentioned in your report. Are they currently proposed?

A. It is a policy of Greater Cambridge Partnership (GCP) to come up with some form of demand management, but they have not been explicit about what that would be, largely due to County Council objecting to ideas of any form of charging people to drive into the city until there are better transport options. Cllr Ian Bates, member for Cambridgeshire County Council on the GCP has represented the view that charging is out of question. They have explored air quality zone, where they could charge if you are driving a polluting vehicle (lorries/vans). At the last meeting Cllr Bates said they do need to have a plan now. After obstructions for years, a green light has been given to come forward with plans, but better transport still needs to be provided.

Q. In your presentation it shows across the Broadway buses will not be going in to Cambourne directly. However, it does have funding to provide that link through West Cambourne S106.

A. I was surprised plans did not show as it was always stated that that would be provided, and the land was reserved for it. GCP would need to explain why they are not proposing that.

Q. Have you taken in to account the possible proposal of a North Cambourne development and significant extra house building?

A. No, we have not taken it in to account. Currently, we are trying to solve the problem we have with the local plan we have now. We would want both EWR and CAM to serve the existing settlement as well as any further northern expansion. Only way I can see that it could be done is for EWR to build on top of the A428 to connect from Cambourne to North Cambourne.

Q. On Page 4- complementary measure. Are the costs of those complementary measure included in the costs of the overall proposal?

A. I have deliberately tried to not provide a detailed costing as there is a lot of uncertainty of what it would include. Certain it should be less than £10 million as against the £36 million and £7 million on the GCP scheme. Also, if we can convince GCP we do not need a Park and Ride, the cost would be much less. Most complementary measures are relatively cheap, the biggest costs will be works on Madingley hill. I have deliberately chosen locations where there should be huge expenses. The costs escalate the closer you are to Cambridge.

Q. Do you have any suggestions of where a bus station would go in Cambourne?

A. I think the Town Council should propose an idea. I would suggest it should be close to A428 interchange so that buses from St Neots can get in and out quickly. Accessibility is key. If Town Council can suggest a location, we can back that up.

Q. Looking at the last slides the times look less efficient than the GCP. Why is this? Also, how can you validate a 2022 completion in the current times, when people are not using buses as much.

A. The journey times can be potentially faster than what we are proposing as buses will not have to detour into the P&R. The longer journey time is for 1 in 20 days when traffic is bad. 1 day in a month where the journey might be 37.5 mins vs 31mins for GCP. It is slightly slower but is it worth waiting 4/5 more years for the GCP busway to be built or have something quicker, cheaper, and sooner if 1 day a month a journey is 5 minutes longer than usual. There are lots of ways we can get buses to run faster, such as going down A428 or skipping stops, we are just looking at change of infrastructure and giving buses priority on Madingley Hill to reduce delay on bad days. There is no penalty for general traffic with what we are proposing, it should improve journey times for all traffic.

A. Regarding the 2022 completion, If GCP can sign off on this, the works can be finished in 18 months.

Q. Could you give more information on the Cycle Scheme- Cambourne through to West Cambridge?

A. It follows the bridleway from Cambridge on the Cotton footpath to the Bourn Airfield site. From a cyclist POV it is a much better route as you miss out Madingley Hill and you are not next a main road. However, GCP propose it would go along busway which is not ideal.

Q. What is the authority for you to carry out the works, when there are other groups to do it?

A. GCP has not done the work, which leaves us to do it. We have been asking them for several years to come up with this scheme, which demonstrates what they could potentially do on highways and to compare that with what they are proposing for off road. We have had to spend own money to employ Edward to do the work to demonstrate what can be achieved. The advantage of the scheme does not ruin environment and landscape which the off-road scheme would do. Environmental and social benefits are significantly better than what

the GCP are proposing but we can deliver the same benefits.

The Town Clerk clarified that in Figure 19, the light grey was the bus link which continues across the Broadway in to Cambourne. The dark grey is the road link, which only goes to the north.

Q. How feasible is to widen the roads on Madingley Hill?

A. Figure 9A shows the highway boundary from the GCP report. There is enough space to put a bus lane in within the existing highway boundary and it would require some private land before Madingley Wood, but the road would not widened past Madingley Wood, so there would be no loss of trees.

Q. If buses are driving close to the trees. Do we know if trees can be sustained if a large part of their crown needs to be removed?

A. Should absolutely be possible. Many of the trees should already be trimmed back for safety reasons but they have not been done. GCP claim there no space because they wanted inbound and outbound and cycle route along the same stretch of road. Ours makes it possible with one inbound lane and cycle lane elsewhere.

The Chairman thanked James Littlewood and Edward Leigh for the presentation and for taking time to answer questions.

It was:

RESOLVED to receive the presentation.

5. CHAIRMAN'S ANNOUNCEMENTS

Up until 30th June, the Hub Main Hall is being used as Covid rapid testing centre. The next hall large enough to accommodate us, whilst allowing for social distancing would be the New Cricket Pavilion. After the 7th May meetings are allowed to return face to face.

Proposing to have Annual Meeting of the Council on the 4th May 2021 virtually and the Annual Town Meeting on the 18th May 2021 in the New Cricket Pavilion.

It was:

RESOLVED to hold the Annual Meeting of the Council on the 4th May 2021 virtually and the Annual Town Meeting on the 18th May 2021 in the New Cricket Pavilion.

6. POLICE MATTERS

Correspondence was received and circulated with the agenda packs.

6.1 Neighbourhood Watch

6.2 Acting Police and Crime Commissioner.

6.3 Neighbourhood Alert

It was:

Signed

Date 4th May 2021.
4-30

RESOLVED to receive the correspondence and put item 6.3 on our social media.

7. CLERKS UPDATE

To receive an update from the Town Clerk.

Community Development Officer Report

The litter picking scheme was highlighted and it was agreed that it is great to see so many volunteers within the community. The Town Council would like to thank all the volunteers for their time and effort. It was suggested and agreed to thank the volunteers in the next Cambourne Crier report.

Head Groundsman Update

Cllr Panrucker thanked Warren for the brilliant job he has done, planting various flowers around Cambourne. There is no end of work and thought to make Cambourne look so attractive, down to the details of planting flowers next to benches and starting from scratch with the greenhouse. The Town Council would like to convey their thanks to Warren and the grounds team.

A question was raised as to whether we can get volunteers to help the groundstaff with additional planting, in particular young children to enable them to get volunteering experiences. It was suggested to speak to the Community Development Officer.

It was:

RESOLVED to receive the report and carry out the actions raised.

8. COUNTY COUNCIL MATTERS

To receive a report from the County Councillor for Cambourne Ward.

Cllr Mark Howell submitted a report and was present at the meeting.

A question was raised regarding pothole repairs. No works appear to have happened since winter and there are some large potholes appearing.

Cllr Mark Howell will look on the map to see how many have been reported in Cambourne and will chase up what is happening to them and report back.

It was:

RESOLVED to receive the report.

9. DISTRICT COUNCIL MATTERS

To receive reports from Cllr Bhattacharya and Cllr Clayton, the District Councillors for Cambourne.

Cllr Bhattacharya Report-

Cllr Bhattacharya will send her notes from the Gypsy, Roma & Traveller cultural awareness course she attended to Cllr Panrucker.

Apologies for absence were received from Cllr G Clayton.

It was:

RESOLVED to receive the reports.

Signed

Date 4th May 2021.
5-30

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS (AGARS)

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report on the receipt of the AGAR and to take the necessary actions to enable it to be submitted by the 30th June 2021.

11. FINANCIAL STATEMENT

11.1 SCHEDULE OF PAYMENTS:

To receive the schedule of payments attached.

A question was raised on Page 5- Dormakaba. This is the maintenance for all the automatic doors at the hub.

A question was raised on Page 6- Michael Murray Signage. These are the signs that will replace the old Parish Council Signs and are due to go up shortly.

A question was raised on Page 7- Everflow- The report has been updated to show these are monthly payments. Copy attached.

It was:

RESOLVED to receive the schedule of payments attached and the payments be approved.

11.2 CURRENT FINANCIAL STATEMENT: the council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at, 30th March 2021.

It was:

RESOLVED to receive the report on the Finance Spreadsheet as at 30th March 2021.

11.3 Bank Reconciliations: to consider approving the Bank reconciliations as at the 1st March 2021.

It was:

RESOLVED to receive and approve the bank reconciliation for 1st March 2021.

12. GRANT APPLICATIONS

To receive Grant Applications.

12.1 Cambridge Past, Present and Future.

They have a reasonable reserve but lots of element of it are earmarked for various projects.

A point was raised that CPPF are applying for windmill funding, but their request does not specify that it is specifically to support that. The windmill needs drastic work however funding the remaining amount does not necessarily connected to Cambourne.

Questions were raised as to whether it is the Town Councils role to support the funding. It was suggested it would be better to give a donation and make the rest of the community aware that the windmill is in need of donations.

It was agreed to give a nominal amount of £100 for windmill repairs and ask the community for help to donate.

It was:

RESOLVED to £100 for reservations of repair of the windmill and ask community for help to donate.

12.2 Cambourne Church

Catherine Price, the Parish Nurse was present to answer questions from the Councillors.

Q. Who and how many people can attend the training?

A. There are 24 spaces on mental health specific first aid training. We have opened it up to those who work the Children's Centre, Volunteer Task Force, Cambourne Church and Foodbank. Those who are most likely to meet those with mental health struggles.

Q. Who will be providing the training?

A. First Aid Training Services

Q. What does the training provide?

A. The training would give overview of mental health conditions and how to signpost people on to the appropriate places as and when necessary. It will give those who attend the training the skills and ability to have the conversations needed and to have a level of understanding. This will allow them to support people within our community.

It is a 1-day course for up to 16 people. We have had 8 people booked in for a zoom half day course. It is a detailed and high-quality course.

It was proposed the Town Council will support the grant and give £300 to Cambourne Church.

It was:

RESOLVED to give a grant £300 to the Parish Nurse for use on the Mental Health Training.

13. POLICIES

To receive a report from the Town Clerk

It was:

RESOLVED that the report be received be received and it be noted that they do not need reviewing.

14. EAST WEST RAIL

To receive an update on the East West Rail Questionnaire

The consultation came out this week and closes on the 9th June 2021. The Town Chairman would like to encourage residents and Councillors to respond to it. EWR claim in their documentation that there is an emerging preference for a station sited based north of Cambourne.

It was:

RESOLVED that the report be received and advertise the consultation further.

15. CAMBOURNE TO CAMBRIDGE

To receive an update.

15.1 Cambridge Past, Present and Future

A point was raised as to whether the Town Council needs to reconsider their position on what the best bus way option is.

A suggestion was made to write to GCP to ask them to be open to considering the CPPF report and willing to take this proposal onboard.

It was proposed to hold all further questions to a future meeting.

It was:

RESOLVED that the report be received and have an agenda item on a future meeting so that CTC can re-evaluate our position and decide any action.

15.2 Greater Cambridge Partnership

A comment was made as to whether a survey on how Covid and home working will impact bus usage should be carried out by GCP.

The question can be raised when responding to shared intelligence.

It was:

RESOLVED that the report be received.

15.3 Shared Intelligence

The Town Clerk will write to ask about home working survey. Councillors to email the Town Clerk with any questions by 16th April 2021.

It was suggested that the Past Present and Future proposal be looked at as part of the review.

It was:

RESOLVED that the email be received and Councillors send any comments to the Town Clerk by the 16th April 2021.

15.4 Greater Cambridge Partnership

It was:

RESOLVED that the newsletter be received.

16. CAXTON GIBBET TO BLACK CAT ROUNDABOUT

16.1 To receive correspondence from Highways England regarding the development consent order application that had been submitted.

It was:

RESOLVED that the correspondence be received.

16.2 A428 Black Cat to Caxton Gibbet

To receive an email dated 31st March 2021.

It was:

RESOLVED that the email be received and we promote their free USB 's containing their application data, on our social media platforms.

17. CORRESPONDENCE

Town Clerk to report on any correspondence needing to be brought to the Council's attention.

17.1 Local Authority Meeting

Correspondence received from the Ministry of Housing regarding the resumption of face-to-face meetings.

It was:

RESOLVED that the correspondence be received.

17.2 Email from Rob Moy regarding the expansion of Cambourne Village College

It was:

RESOLVED that the correspondence be received.

17.3 Minutes to consultation

To receive the minutes from Cambridge Gliding Centre

It was:

RESOLVED that the correspondence be received.

17.4 South Cambridgeshire District Council Zero Carbon Email

To receive correspondence regarding the third round of funding.

It was:

RESOLVED that the correspondence be received.

17.5 Alison Melton Letter

To receive correspondence from Anthony Browne MP in relation to East West Rail and the Ox-Cam arc development corporations.

It was:

RESOLVED that the correspondence be received.

17.6 Thank you Email from SCDC

A thank you poster and email to community volunteers and Parish Council's for their work during the current pandemic.

It was:

RESOLVED that the correspondence be received and the poster to be put on social media.

17.7 Bourn Parish Council Email

A question was asked to the Town Clerk if there had be a response from Mike Huntington who was sent an email on 10th March 2021. The Town Clerk had sent a supporting email to SCDC following consultation with the Chairs Group. The Town Clerk reported, there has been no response to our letting supporting the email, he is in transition with someone else who is taking over Bourn Airfield. Will ask Des O'Brien, Bourn Chairman to follow up.

A point was made that the policy for Bourn Airfield states there should be good cycle connections to neighbouring villages but it was agreed to reemphasise the cycle lane from the development to Bourn along the Broadway.

It was:

RESOLVED that the correspondence be received and support submission for cycle path.

18. LAND TRANSFERS

To receive a report from the Town Clerk

A question was raised as to whether there was an update on the Country Park. The Town Clerk reported there has been no update and that he has been trying to follow up with South Cambridgeshire District Council. He will report back at the next meeting.

It was:

RESOLVED that the report be received.

19. TRAFFIC MATTERS & ROAD SAFETY

To receive an update on traffic matters.

19.1 Yellow Line Consultation

The Town Clerk Informed Councillors, once he has gone through the full document, it will be brought back to the Council to consider any actions arising from it.

It was:

RESOLVED that the report be received.

19.2 Transfer of public transport function to Cambridgeshire and Peterborough Combined Authority

It was:

RESOLVED that the report be received.

19.3 Forthcoming Stagecoach service changes

The Citi 4 will no longer stop at P&R on Madingley Road and the orange sections on the map, those bus stops timings will be different.

The information will be put up on social media to alert residents of the changes.

It was:

RESOLVED that the report be received.

19.4 Lancaster Gate Zebra Crossing

The crossing works were stopped due to bad weather and the Town Clerk is awaiting a response from officers at the County Council regarding when the works will be completed. The response will be circulate when it is received. The Grounds Staff are monitoring the barriers and closed signs to make sure they are still in place and clearly visible to pedestrians and drivers.

It was:

RESOLVED that the correspondence be received.

20. **PLANNING APPLICATIONS**

All Planning Applications received were for information only.

It was:

RESOLVED that the report be received.

21. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

It was:

RESOLVED that the Press and Public be excluded.

22. **MAINTENANCE EQUIPMENT**

To consider a report from the Town Clerk

It was:

RESOLVED that an order be placed with Scamblers for the new grasshopper zero turn mowers with lighting kits for £20,100.

23. **COMPUTER EQUIPMENT**

To receive a report from the Town Clerk

It was:

RESOLVED to delegate authority to the Chairs Group to authorise the replacement of the computer equipment.

24. **CONFIDENTIAL MATTERS**

To receive a report from the Town Clerk

24.3 Complaint

It was:

RESOLVED that the reports be received, and the necessary actions be taken.

24.4 Freedom of information request

It was:

RESOLVED that the letter be received, and the contents be noted.

25. STAFFING

To consider a report from the Town Clerk.

It was:

RESOLVED that the reports be received, and the necessary actions be approved.

26. CAMBOURNE YOUTH BUILDING

To receive a verbal update from the Town Clerk.

It was:

RESOLVED to receive the report.

27. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

It was:

RESOLVED that the Press and Public be re-admitted.

28. DATE OF NEXT MEETING – 4th May 2021

The meeting closed at 20:55

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 2nd March 2021**Town Clerks Report**

Below is a short update on activities since the 9th February 2021. Some elements are covered by separate agenda items.

- Liaising with Helen Tunster Senior Partnership Manager – Healthy Ageing Public Health Directorate and Craig Newton, Local Test and Trace Operations Manager, Public Health Directorate, Cambridgeshire County Council over the running of the Cambourne LFT. The test centre will be closed

From the 3rd February 2021 to the 30th March 2021 4,781 tests have been carried out there were 30 positive tests and 4751 negative tests this meant that 30 people who were asymptomatic (showing no symptoms) were asked to isolate and not spread the infection, thus breaking the chain of infection.

- Meeting with South Cambridgeshire Community (Cambridgeshire County Council
South Cambridgeshire Parish & Town councils,

The Aim of the online session to introduce the **Cambridgeshire Local** programme and to explore how the County Council & Partners can work better together with local councils and communities within your area.

During the pandemic communities have led the way, providing superb support to neighbours and residents. As part of Cambridgeshire Local, they would like to discuss how everyone as public services can work alongside you to build on this.

Therefore like to invite a representative from the parish / town council to join us at one of the following sessions. Members of our community that has perhaps taken a leadership role in coordinating or inspiring community events or social action were also invited to attend.

The aim of the session was to share the thinking behind Cambridgeshire Local and to create an opportunity for you to share where the energy is locally, where the biggest impact could be and your insight into potential barriers. They will then like to work with us to develop ideas and actions.

Signed

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They held three of sessions, each with a focus on one of the three areas of the District (North, South East and South West Areas – (Cambourne comes under the South West Area). This was a useful meeting which the Community Development Officer will be leading on going forward.

- South Cambs District Council second meeting with members of the Area 3 Planning Team. The main issue was the lack of staff which was delaying some applications. Planning Department is due to carry out a service review over the next 12 months looking at how they work with people including Parishes.
- South Cambs District Council Covid-19 community update there was a general update on the pandemic and the Government Road map.
- Further meeting to progress the formation of Cambourne Town Football Club.
- Further discussions with D White Cambourne Cricket Club about a possible picknick in the Park on the Great Cambourne Cricket outfield. The intention is to bring the proposal to a future Council meeting.
- West Cambourne second progress meeting (17th March 2021). They are still awaiting the s104 agreement from Anglian Water which is delaying the installation of the rising main. They will keep us informed so we can give notice of when the works are going to be carried out. Sheepfold Lane works are progressing well and the road should be opened up with the works on the footpaths being carried on. The footpath/cycle way from the site to Caxton is nearing completion. I had a tour of the first phase of the infrastructure and it is progressing well and ECL are scheduled to complete their infrastructure works by the end of May subject to s104 approval.

It is:

Recommended that: the report be received.

Signed

Date 4th May 2021.
14-30

Community Development Update

Skatepark Refurbishment

We are pleased to have received confirmation from both grant funders that our grant applications have been successful. The skatepark contractor has been informed and have given us a tentative date to start installation works of July 2021 but will aim to start sooner if possible. The installation works will take around 8 weeks to complete. Once we have a firmer idea of when the skatepark will be ready to open, we will organise a community open day for the skatepark users to attend, representatives from the grant funders and look to have a professional skateboarder perform a demonstration and teach the young users useful skills.

Food Market

One of the first community events for 2021 in Cambourne! The Food Market is taking place on Bank Holiday Monday 3rd May from 12pm to 4pm at a new location, Great Cambourne cricket pavilion car park. We will have a variety of vendors attending and Cambourne Cricket Club have agreed to open the bar up for takeaway drinks. Markets are allowed to take place under the current guidance, and we will be encouraging social distancing, face masks, and regular hand washing to those in attendance. The roadmap out of lockdown will allow for the rule of 6 or 2 households outdoors if people decide to sit on the green.

Litter Picking Scheme

We noticed and was receiving lots of reports of litter accumulating around Cambourne and put out a request for help in the Cambourne Crier. We were

Signed

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overwhelmed with the support from residents coming forward to sign up to the volunteering litter picking scheme. 30 new volunteers have signed up (adults and children) and have been supplied with the equipment to litter pick safely and effectively. The volunteers efforts have been hugely appreciated by the grounds team. We keep a small stock of the litter picking equipment, which is being topped up more frequently, and will look to apply for grants to help towards the costs.

Proposed community events for 2021

Event	Date
Cambourne Food Market	BH Monday 3 rd May
Repair Café/Community Action Day	Late June/July (Saturday)
Larry Gray Funfair	Wednesday 14 th July – Saturday 17 th July
Cambourne Town FC Launch Tournament	Sat/Sun 4 th & 5 th September
Cambourne Community FETE	Saturday 11 th September
Cambourne 10k	Late September/October
Big Squiggle	Saturday 9 th October
Fireworks Night	Saturday 6 th November
Christmas Market	Saturday 4 th December

Meetings/webinars/training attended in March:

- Network & Natter – meeting with local community groups and services
- CCC Cambridgeshire Local introduction
- SCDC webinar 'long Covid and re-opening facilities'
- NALC webinar 'rebuilding communities'
- Football Working Party meeting
- CCVS Grant Application Training

Head Groundsman's Update

The greenhouse project

This is something we have been wanting to do for a few years now but haven't had the staff or space to get the project started. With the demise of a very old shed that we inherited we have been able to create some space. With getting back all the staff and our new apprentice we saw the opportunity and went for it. The plan is to start small with some hanging baskets at The Hub, some planters at the two cricket pavilions and bowls pavilion, then moving forward possibly some formal flower beds, more planters and hanging baskets (locations to be agreed) there is also potential for a Rose Garden in the burial ground.



Signed

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The photos above are what was there and what we now have.

Bedding Plants

We are growing what we can from seed, we are starting them off in a propagator under growing lights in my office where it's easier to control the temperature, when the seedlings are big enough to handle, we then prick them out and move them to the greenhouse.

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As you can see from the photos, we have some plants that are in different stages of growing we are hoping they will catch up by the time we want to put them out on display. In a few weeks we will start to harden off the more mature plants. The plants pictured are a trailing petunia mix, we also have lots of other flowers to put in the planter's we made. fingers crossed we end up with a good display for the summer.

We have made four of the square planters that are planned to go two at each cricket pavilion and two of the long ones that are planned for the bowls pavilion.

Signed

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Planning for Next Year

We have made a start on planning for a spring displays, which in addition to the 25,000 bulbs we've planted over the last two years, will include more bulbs and some early spring bedding plants in our planters, possibly even something in the hanging baskets.



Operation fungi

Signed

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As part of some work we have been doing for the developers we have been asked to supply and fit five mushroom seats on a LAP, this was a project we started just before the first lock down after struggling to find a supplier for the seats we decided to make our own.



It is:
Recommended that:
the report be received.

Signed

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SCHEDULE OF PAYMENTS **Carried over from 2nd March 2021 Council meeting**

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
21-Jan-21	DD	36.00		36.00	Campaign to Protect the Countryside	Membership renewal	207	A
21-Jan-21	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	207	M
21-Jan-21	DD	110.00	22.00	132.00	Crown Gas & Power	Gas - The Blue School	1416	M
22-Jan-21	DD	133.60	33.39	166.99	Total Gas & Power	Gas - Sports Pavilion	1806	M
22-Jan-21	DD	485.22		485.22	Southern Electric	Electricity - The Hub	1407	M
22-Jan-21	DD	5,838.71		5,838.71	PAYE		102	M
25-Jan-21	DD	78.96		78.96	Shift F7 Ltd (BrightVision)	Office 360	404	M
25-Jan-21	DD	198.50		198.50	Southern Electric	Electricity - Lower Cricket Pavilion	1407	M
25-Jan-21	DD	424.74		424.74	Southern Electric	Electricity - Sports Pavilion	1806	M
25-Jan-21	DD	5,297.83		5,297.83	Everflow	Water - Blue School	1414	A
26-Jan-21	DD	18,627.49	0.00	18,627.49	Payroll		101	M
26-Jan-21	DD	6,702.37	0.00	6,702.37	Pension		103	M
27-Jan-21	DD	2,015.44		2,015.44	BT	Rental charges	403	
28-Jan-21	DD	1,067.20	266.80	1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-Feb-21	DD	34.42		34.42	Pennon Water	Water - New Cricket field	1108	½
01-Feb-21	DD	37.01		37.01	Pennon Water	Water - Lower Cricket Pavilion	1810	½
01-Feb-21	DD	44.17		44.17	Pennon Water	Water - New Cricket Pavilion	1810	½
01-Feb-21	DD	55.62		55.62	Pennon Water	Water - Cemetery	1810	½
01-Feb-21	DD	74.07		74.07	Pennon Water	Water - Greenhaze Lane	1108	½
01-Feb-21	DD	238.20		238.20	Pennon Water	Water - Sports Pavilion	1810	½
01-Feb-21	DD	242.43		242.43	Pennon Water	Water - Crow Hill Allotments	1011	½
01-Feb-21	DD	244.56		244.56	Pennon Water	Water - The Hub	1414	½
01-Feb-21	DD	270.91		270.91	Pennon Water	Water - The Bowls Pavilion	1810	½
01-Feb-21	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Feb-21	DD	787.39		787.39	Southern Electric	Electricity - The Hub	1407	M
01-Feb-21	DD	892.00		892.00	Pennon Water	Water - Blue School	1414	½
01-Feb-21	DD	338.93		338.93	Pennon Water	Water - Lower Cricket Field	1108	½

Signed

Date 4th May 2021.
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CTC/M210

01-Feb-21	DD	1,210.00		1,210.00	SCDC	Bins	1422	M
04-Feb-21	DD	51.50		51.50	BarclayCard	Commission	203	M
09-Feb-21	DD	4,250.91		4,250.91	Anglian Water	Sewerage - Blue School	1414	A
09-Feb-21	B1757	545.75	109.15	654.90	Agrovista	Knapsack sprayer x 4	1101	
09-Feb-21	B1758	132.50	26.50	159.00	Briar Security	Site call out Sports Pavilion	1812	
09-Feb-21	B1759	66.87	13.38	80.25	CBS	Stationary	405	
09-Feb-21	B1760	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
09-Feb-21	B1760	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
09-Feb-21	B1761	363.96	72.79	436.75	Hanson	Ballast	1101	
09-Feb-21	B1762	131.22	26.24	157.46	Huws Gray Ridgeons	Wood	1101	
09-Feb-21	B1763	29.99	6.00	35.99	Madingley Mulch	Ronseal wood preserve	1101	
09-Feb-21	B1764	621.92	108.16	730.08	New Market Plant Hire	Nifty Lift	1101	
09-Feb-21	B1764	661.95	115.80	777.75	New Market Plant Hire	Mini Digger Hire	1101	
09-Feb-21	B1764	361.25	55.74	416.99	New Market Plant Hire	Digger Hire	1101	
09-Feb-21	B1765	241.25	48.25	289.50	Premier Logo	Uniform	106	
09-Feb-21	B1766	750.00	150.00	900.00	S&C Slatter	Bi Monthly Champs	1207	
09-Feb-21	B1767	55.77	13.94	69.71	Scottishpower	Brace Dein feeder pillar	1102	½
09-Feb-21	B1768	88.77	17.75	106.52	Screwfix	Screws	1101	
09-Feb-21	B1769	20.92	4.18	25.10	Tudor Environmental	Groundtex woven fabric	1101	
09-Feb-21	B1769	178.50	35.70	214.20	Tudor Environmental	Seed trays, grow bags	1101	
09-Feb-21	B1770	175.00		175.00	Jessica Lydon	Eye exam and contribution to glasses	106	
10-Feb-21	B1771	15,000.00		15,000.00	CYP	Grant payment	302	
10-Feb-21	B1772	946.87	189.37	1,136.24	Coulsons	Boiler fault	1413	
10-Feb-21	B1773	55.55	11.11	66.66	Scamblers	Supply & fit throttle cable	1101	
12-Feb-21		437.55	87.51	525.06	RicohUK	Printer	405	
15-Feb-21		214.60	42.92	257.52	Crown Gas & Power	Gas - The Blue School	1416	M
15-Feb-21		217.82	43.55	261.37	Fuel Genie	Petrol & Diesel	1109	M
15-Feb-21		21.98		21.98	Barlcaycard	Stationary	405	
15-Feb-21		16.00		16.00	Barlcaycard	Double Duvet x 2	1412	
15-Feb-21		81.00		81.00	Barlcaycard	Clothing and duvet	1412	
15-Feb-21		67.07		67.07	Barlcaycard	Synology - Cloud storage	404	
15-Feb-21		605.88		605.88	Barlcaycard	Aggregates	1101	
18-Feb-21		72.80	14.56	87.36	SGW Payroll	Payroll processing	207	M
19-Feb-21		137.56		137.56	Southern Electric	Electricity - Lower Cricket Pavilion	1407	M

Signed

Date 4th May 2021.
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DRAFT
CTC/M210

22-Feb-21	424.22	424.22	Southern Electric	Electricity - Sports Pavilion	1806	M
22-Feb-21	137.56	137.56	Everflow	Water - sports buildings	1810	M
22-Feb-21	1,760.72	1,760.72	Everflow	Water - Community buildings	1414	M
22-Feb-21	25.00	25.00	Everflow	Water - Public open spaces	1011	M
22-Feb-21	5,801.79	5,801.79	PAYE		102	M
22-Feb-21	78.96	78.96	Shift F7 Ltd (BrightVision)	Office 360	404	M

Signed

Date 4th May 2021.
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SCHEDULE OF PAYMENTS

Paid Accounts

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
26-Feb-21	DD	70.96	3.55	74.51	Opus	Electricity - Hub final bill	1407	
26-Feb-21	DD	18,681.01	0.00	18,681.01	Payroll		101	M
26-Feb-21	DD	6,726.52	0.00	6,726.52	Pension		103	M
01-Mar-21	DD	36.21		36.21	Pennon Water	Water - Cemetery	905	½
01-Mar-21	DD	87.45		87.45	Pennon Water	Water - Lower Cricket Field	1810	½
01-Mar-21	DD	206.59		206.59	Southern Electric	Electricity -	1407	M
01-Mar-21	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Mar-21	DD	318.13		318.13	Shire Leasing	Phone rental	403	M
01-Mar-21	DD	892.00		892.00	Pennon Water	Water - Blue School	1414	M
01-Mar-21	DD	1,210.00		1,210.00	SCDC	Bins	1422	M
01-Mar-21	DD	1,067.20	266.80	1,334.00	Scottish Power	Electricity - MUGA	1202	M
01-Mar-21	DD	1,853.21	370.64	2,223.85	Southern Electric	Electricity - Hub	1407	M
05-Mar-21	B1774	120.00	24.00	144.00	Cambridge Security	Unlock the Hub & Blue School	1419	M
05-Mar-21	B1775	75.63	15.13	90.76	CBS	Stationary	405	
05-Mar-21	B1776	248.60	62.14	310.74	CCL		1411	
05-Mar-21	B1777	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
05-Mar-21	B1777	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
05-Mar-21	B1778	373.00	74.60	447.60	Dormakaba	Maintenance Contact renewal	1406	A
05-Mar-21	B1779	9.50	1.90	11.40	Premier Logo	Embroidery	106	
05-Mar-21	B1779	29.19	5.81	35.00	Premier Logo	Uniform	106	
05-Mar-21	B1780	8,737.00	1,747.40	10,484.40	Scamblers	Allet Mower	1103	
05-Mar-21	B1781	295.00	59.00	354.00	Technical Surfaces Ltd	Power Sweep - Non Contract	1208	
05-Mar-21	B1782	3.68	0.92	4.60	Tudor Environmental		1101	
05-Mar-21	B1783	74.00	14.00	88.00	Briar Security	10 Access Tokens	1419	
05-Mar-21	B1784	109.66	21.93	131.59	C&J Supplies	Master key charge/padlock	1101	
05-Mar-21	B1785	5,000.00		5,000.00	Cambridge County Council	Installation of ramp - Blue School	1413	
05-Mar-21	B1786	40.00	8.00	48.00	CamFire	Cricket Pavilion fire equipment maintenance	1809	A
05-Mar-21	B1786	40.00	8.00	48.00	CamFire	Trailer Park fire equipment maintenance	1708	A
05-Mar-21	B1786	40.00	8.00	48.00	CamFire	New Cricket Pavilion fire equipment	1809	A

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Date 4th May 2021.
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						maintenance		
05-Mar-21	B1787	428.45	85.69	514.14	CCL	Compactor bags, hand gel, air freshener	1101	
05-Mar-21	B1788	6,793.75	1,358.75	8,152.50	DT Architects	Cambourne Youth Building professional services Fee	2011	
05-Mar-21	B1789	787.36	157.47	944.83	Hanson	Ballast/gravel	1101	
05-Mar-21	B1790	620.00	124.00	744.00	Michael Murry Signs	Perspex sign boards with digital print	1101	
05-Mar-21	B1790	1,482.00	296.40	1,778.40	Michael Murry Signs	Signage various	1101	
05-Mar-21	B1791	550.00	110.00	660.00	Quadrant	Appointment fee - Soul Building	2011	
05-Mar-21	B1792	7.72	1.54	9.26	Rexel	Thermometer	1101	
05-Mar-21	B1793	387.38	77.47	464.85	Scamblers	Supply and fit new tyres	1101	
05-Mar-21	B1794	47.76	9.53	57.29	Screwfix	Roller tray, Rawlplugs, pencils	1101	
05-Mar-21	B1794	157.40	31.47	188.87	Screwfix	Circular saw blade, roof felt, nails	1101	
08-Mar-21	DD	57.50		57.50	BarclayCard	Commission	203	M
10-Mar-21	DD	19.80	3.96	23.76	Barclays	Bank Charges A/C 93936082	203	M
15-Mar-21	DD	72.80	14.56	87.36	SGW Payroll	Payroll processing	207	M
15-Mar-21	DD	138.16	27.63	165.79	BT	Rental Charges	403	M
15-Mar-21	DD	154.00	30.80	184.80	BT	Mobile Phones	403	M
15-Mar-21	DD	208.84	41.77	250.61	Crown Gas & Power	Gas - The Blue School	1416	M
15-Mar-21	DD	338.65	67.71	406.36	Fuel Genie	Petrol & Diesel	1109	M
15-Mar-21	DD	712.01	142.40	854.41	Southern Electric	Electricity - Blue School	1806	M
18-Mar-21	DD	18.85	3.77	22.62	Barclaycard	Butan Gas Refill	1101	
18-Mar-21	DD	23.5	4.70	28.20	BarclayCard	Acrylic LED penguin	1101	
18-Mar-21	DD	88.71	17.74	106.45	BarclayCard	Outdoor switch socket, extension lead, drill bits	1101	
18-Mar-21	DD	11.43	2.29	13.72	BarclayCard	Fan	408	
18-Mar-21	DD	3.79		3.79	BarclayCard	Postage	406	
18-Mar-21	DD	30.24	6.05	36.29	BarclayCard	Self-watering propagator	1101	
18-Mar-21	DD	23.47		23.47	BarclayCard	Seeds	1101	
18-Mar-21	DD	1,217.40	304.35	1,521.75	BarclayCard	Greenhouse	1101	
18-Mar-21	DD	27.49	5.50	32.99	BarclayCard	Indoor grow lights	1101	
18-Mar-21	DD	709.17	141.83	851.00	BarclayCard	Potting Shed	1101	
18-Mar-21	DD	535.80		535.80	BarclayCard	Litter Picking Equipment	1412	
19-Mar-21	DD	228.18	45.63	273.81	Southern Electric	Electricity - Lower Cricket Pavilion	1407	M
22-Mar-21	DD	166.12	8.30	174.42	Southern Electric	Electricity - Bowls Pavilion	1806	M

Signed

Date 4th May 2021.
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DRAFT
CTC/M210

22-Mar-21	DD	306.95	61.39	368.34	Southern Electric	Electricity - Muga	1806	M
22-Mar-21	DD	149.57		149.57	Everflow	Water - sports buildings	1810	
22-Mar-21	DD	1,940.21		1,940.21	Everflow	Water - Community buildings	1414	
22-Mar-21	DD	22.96		22.96	Everflow	Water - Public open spaces	1011	
22-Mar-21	DD	5,801.79		5,801.79	PAYE		102	M
23-Mar-21	DD	78.96		78.96	Shift F7 Ltd (BrightVision)	Office 360	404	M
26-Mar-21	DD	19,676.52	0.00	19,676.52	Payroll		101	M
26-Mar-21	DD	6,874.90	0.00	6,874.90	Pension		103	M

Signed

Date 4th May 2021.
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**CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 1st March 2021**

Prepared by John Vickery Parish Clerk and RFO 09/03/2021

Total Receipts of the Council up to 26th February 2021 1,081,460.30

Total Receipts of the CPEF up to 26th February 2021 1,263,461.70

Total Payments by the Council up to 26th February 2021 706,727.34

Total Payments by the CPEF up to 26th February 2021 961,293.07

Balance	A	676,901.59
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Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st March 2021 1,000.00

Account No 90496049

Statement from Bank dated 1st March 2021 £ 373,732.96

Account No 23365964 CPEF

Statement from Bank dated 1st March 2021 £ 302,168.63

Total		676,901.59
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Unpresented cheques at 26th February 2021

Barclays

	TOTAL	£ -
Unrecorded income at 26th February 2021	TOTAL	0.00

Balance	B	£ 676,901.59
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Check A-B		-0.00
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Petty Cash	Total	149.05
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Balance including Petty Cash	Total	677,060.86
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Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

Signed

Date 4th May 2021.
28-30

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 6th April 2021

Review of Policies

The Town Council has a number of policies and other documents which should be regularly reviewed many are produced by NALC and SLCC jointly and independently these have been drafted to meet the legislation covering Local Government. The primary three are:

- Standing Orders.
- Financial Regulations.
- Terms of Reference and Delegated Powers

Cambourne Town Council have the following additional policies or documents:

Mission Statement considered under Item
Standing Orders Addendum A Code of conduct for Members Addendum B Public Speaking at Town Council Meetings Councillor and Employee Behaviour
Terms of Reference and Delegated Powers Committee Structure Membership of Committees Staffing Structure
Financial Regulations
Chairmanship Guidelines Procedures for the Presentation and Adoption of Minutes of Council Committees Process of Motions, Amendments and Substantive Motions Public Notice – Filming at Meetings
The Model Code of Conduct for Parish and Town Councils Register of Members Interests Form & Guidance Notes Application for a Dispensation Form Dispensations Procedure Guidance
Freedom of Information Act- Publication Scheme
A Code Practice for Dealing with Complaints Against the Council
Policies

Signed

Date 4th May 2021.
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<ul style="list-style-type: none">• Health and Safety• Data Protection• Disabled Access• Social Media• Child Protection• Equal Opportunities• Grant Aid• Public Access and Amenity Statement• Pitch Letting Policy (Remote Control Aircraft)• Tennis Court Hire Policy
Volunteer Risk Assessments <ul style="list-style-type: none">• Litter Picking & Guidance Notes• Graffiti Removal• Banksman
Risk Assessment (This is continually updated to reflect any changes).
Asset Register (This is continually updated to reflect acquisitions and disposals)

All the policies are currently up to date and do not need amending

All Councillors received a manual with complete set of policies as part of their induction to the Town Council after the May 2018 and when the New Councillors are elected or co-opted onto the Town Council.

It is

RECOMMENDATIONS That the report be received and it be noted that they do not need reviewing.

Signed

Date 4th May 2021.
30-30