

Minutes of a Remote Meeting of FULBOURN PARISH COUNCIL held on Wednesday, 20<sup>th</sup> May 2020.

**Present:** Councillor Drage (Chairman), and Councillors Butler, Cone, Lacey, Smith, Van Spaendonck, Thorn and Ward, County & District Councillor Williams, District Councillor Daunton and the Clerk.

|  | <b>Action</b>  |
|--|--|
| <p><b>142 Election of Officers on hold until Public meetings resume.</b><br/>Agreed by those present.</p> <p><b>143 To accept apologies for absence.</b> Cllrs Brown, Gaskell, Johnson and Lockwood.</p> <p><b>144 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed.</b></p> <p><b><u>Public &amp; Press</u> – If you wish to join the meeting, please contact the Clerk for joining instructions.</b> No requests received.</p> <p><b>145 To approve the Annual Governance Statement.</b><br/>Members were given a copy of the above for 2019/20 completed by our R.F.O. Mr Terry Fretwell. Having gone through the document, Members then voted unanimously to approve the Annual Governance Statement.</p> <p><b>146 Approve Annual Accounts 2019/20 for Resolution.</b><br/>Members were given a copy of the Finance Report normally distributed at the Annual Parish Meeting along with Cost Centre and Project reports. Cllr Drage explained there were two large payments due this financial year: retention fee to CJ Murfitt Ltd for Fulbourn Hub in August and the loan repayment in October. Cllr Drage confirmed Rachel Sharp would continue as our Internal Auditor again this year. Members voted unanimously to approve the 2019/20 Annual Accounts.</p> <p><b>147 To receive reports from County and District Councillors.</b><br/>147.1 County Councillor Williams issued the attached report adding the Cambs County Council; Greater Cambridge Partnership had passed the government’s gateway test meaning they will receive the second tranche of up to £400m to create a better transport infrastructure and supporting house building around Cambridge. This should enable the Fulbourn Greenways Project to go ahead. Work will commence after lockdown.<br/>147.2 District Councillors Williams and Daunton issued the attached joint report. Cllr Williams added on 15/05/2020, SCDC had set up a Hardship Fund for Parish Councils in financial distress and who are unable to pay their bills. Any borrowing would be paid back off next year’s precept. Cllr Williams added he did not think this would apply to Fulbourn.<br/>147.3 District Councillor Cone issued the attached report.</p> <p><b>148 To approve the minutes of the last meeting.</b><br/>The Minutes were accepted as a true record and signed by the Chairman.</p> <p><b>149 Matters arising from the last meeting.</b><br/>149.1 <u>Mobile Speeding Device</u>. Cllr Cone advised it only needed one person to charge the battery and that the device would remain in its current location in Caraway Road for the foreseeable future.<br/>149.2 <u>April 2020 Village Pump</u>. This edition included a leaflet from Fulbourn Community Aid, a quickly established group of volunteers, offering assistance to parishioners during the Coronavirus pandemic. The group also co-ordinated delivery of The Pump aided by the village Scout Group. The Parish Council wishes to thank everyone involved. The Communications Committee will meet via Zoom, with regard to the July edition, depending on whether the printers are still working.<br/>149.3 <u>Annual Play Inspections</u>. These have been carried out with Cllr Ward spending a lot of time going through each report. One item needs urgent attention. The Clerk has contacted the company, but they do not appear to be working during lockdown. The Play Area remains closed at present and the piece of equipment has been immobilised.</p> | <p></p> <p></p> <p></p> <p></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p><b>Comms<br/>Comm</b></p> <p><b>GW/<br/>Clerk</b></p> |

149.4 PC Website. The new site has now gone live.

1420

### **150 Neighbourhood Plan.**

Cllr Drage said the PC's Neighbourhood Plan Group had met at the beginning of March, splitting the draft Policies into four groups to go through in further detail. Although the Group hadn't met again since the Covid-19 outbreak, work had been continuing and meetings would resume shortly via Zoom. Cllr Drage advised all Referendums and Elections had been put on hold until May 2021. Cllr Cone said the Neighbourhood Plan Team had had regular meetings using Zoom and continued working with SCDC Officers. Cllr Cone wished to thank Ron Ward, David Nobel, Richard Townley and John Willis from the NP Team for all their hard work.

### **151 To consider planning applications.**

This Item was deferred until after Item 155.

### **152 Tree works:**

20/1208/TTCS, 8 The Chantry – Crown lift Cherry Plum, remove epicormic growth and see rolling consent to maintain tree. No comment.

20/1223/TTCA, 15 Balsham Road – Crown lift Sycamore to establish ground clearance of 3 – 3½ m and remove stem to east. No comment.

20/1062/TTPO, 2 The Pines – Two Birch trees, lift crown and Beech tree, remove hangar and lift crown. No comment.

20/1251/TTCA, 40 Pierce Lane – Remove Sycamore on corner of Town Close and Pierce Lane as impedes view of oncoming traffic. "This looks a very healthy tree. Maybe the problem is the telegraph pole. I cannot see any reason to remove the Sycamore".

Disclaimer: Fulbourn Parish Council Tree Officer and the Parish Council accept no liability for the advice given above.

### **153 Correspondence.**

153.1 **Alice Milligan**, Architect – request to use land and access to rear of 1A Impett's Lane during re-building works. This land belongs to FISSC (Fulbourn Institute Sports & Social Club) with access via the Parish Council. Due to Health & Safety concerns as the site is close to the Play Area plus monitoring the front limit gate, Council has declined this request.

Since the above, they are requesting an "oversailing agreement" meaning the scaffolding platform would cantilever over Institute land which will be netted to prevent materials falling onto the ground and deter anyone trying to climb on to site. As the land belongs to Fulbourn Institute, they have requested permission directly from FISSC and would no longer need access via Parish Council land. However the PC would like clarification that the oversailing would just be on one side of the site and not over the public tennis courts too.

153.2 **CCC** – Cambridgeshire Matters, March 2020 newsletter.

153.3 **CAPALC** (Cambridge & Peterborough Local Council Association) – March 2020 E-Bulletin.

153.4 **Age UK** – Request for contacts or groups set up in the village to assist the vulnerable during the Coronavirus. The Clerk has sent information about Fulbourn Community Aid.

153.5 **Nigel Osborne** – Request to plant a tree in memory of his late father, Norman, at Fulbourn Cemetery. Agreed by the Council.

153.6 **T Pegasiou** – Request Parish Council considers introducing a one-way system from the Haggis Gap/Pierce Lane junction to the High Street. Mr Pegasiou had requested that the bus stop nearby is removed but this seems unlikely to be approved. Cllr Williams informed the meeting that the request had been turned down by Cambs County Council. The PC had looked into a one-way system some years ago but this was rejected. Not only would this would require a lot of co-ordination and approval from CCC, Highways, the emergency services and bus companies, it would be a very costly exercise, which the PC cannot fund.

Diverting traffic via Haggis Gap would not be ideal as the Health Centre is located there and many families cross the road during the school runs. Request politely rejected by the Council.

153.7 **SCDC** – Suspension of Green Bin Collections; update put on Council's website.

Further update that Recycling Points have also closed. Green bin collections have resumed

Clerk

and Recycling Points opened using a restricted service.

153.8 **Cricket Club** – Request that donations for using the Pavilion are cancelled during the Coronavirus. After discussion, the PC felt unable to support this request bearing in mind the club were still using it for storage and it would set a precedent for other sport clubs.

153.9 **Fulbourn Forum** – Copy of their response to Planning Application – Land to East of Teversham Road and Reserved Matters.

153.10 **T Hands** – Report of a broken tree bough near copse adjacent to 4 Stonebridge Lane. The Clerk has asked Cllr Ward to investigate. As the tree is on private property, responsibility falls to the landowner. The Clerk has replied to Mr Hands.

153.11 **Resident** – Report of too many visitors at the Nature Reserve during the Coronavirus outbreak and also people having picnics in the area. The Wildlife Trust who manages the site has been made aware. The resident also contacted the Police who were unable to attend.

153.12 **Greater Cambridge Shared Planning** – An updated Greater Cambridge housing trajectory has been published. The document may be viewed at: [www.scambs.gov.uk/annual-monitoring-report](http://www.scambs.gov.uk/annual-monitoring-report) and [www.cambridge.gov.uk/annual-monitoring-reports](http://www.cambridge.gov.uk/annual-monitoring-reports).

153.13 **Cambridge County and Peterborough City Council** – Parish and Town Councils update including help for the community during this Coronavirus outbreak, information about services and advice with contact details.

NOTE: Regular updates from CCC, SCDC, NALC & CAPALC regarding the Coronavirus outbreak. Most of these have been forwarded to you.

153.14 **UK Power Networks** – Permission requested to carry out maintenance works to fit a stay wire to support a leaning electricity pole. The Clerk has agreed.

153.15 **IHMC** (Integrated Highways Management Centre) – March 2020 Incident Report.

153.16 **CCC** – Road closure, Teversham Road from 28<sup>th</sup> – 29<sup>th</sup> June 2020 between 23.00hrs – 06.00hrs due to level crossing works.

153.17 **PECT** (Peterborough Environment City Trust – Virtual meetings arranged regarding the Babraham Road Park and Ride Smart Energy scheme.

153.18 **Cambridgeshire County and Peterborough City Council** – Parish & Town Council and Resident Association updates received.

153.19 **SCDC** – Link to a virtual briefing held on 8/4/20 with a presentation on a Planning update.

153.20 **SCDC, Sustainable Communities and Wellbeing Team** – updated advice and guidance to support local community groups.

153.21 **SCDC** – Tree Warden Newsletter, March 2020.

153.22 **SCDC** – Communications and Sustainable Communities; pharmacy and bulk food delivery updates.

153.23 **CAPALC** – April 2020 Ebulletin.

153.24 **NHS Cambridgeshire & Peterborough CCG** – Covid-19 Health update.

153.25 **Age UK** – Comprehensive list of help and support for local residents during the Covid-19 lockdown in East Anglia.

153.26 **J Pearson** – Suggestion of PC setting up a Timebanking Scheme. The Clerk has acknowledged this suggestion for further discussion when lockdown rules are relaxed.

153.27 **K Tallack** – Report of speeding vehicles during lockdown. The Clerk has replied.

153.28 **Cogwheel Trust** – Unspecified amount for a donation request to help meet costs for Fulbourn residents who received counselling in 2019; sessions cost £20 and most people on average have 11 sessions. 6 residents received counselling last year to give the PC an idea of costs involved. The Clerk will send the Trust the PC's Policy on grant requests which can then be referred to the Finance Committee.

153.29 **CAPALC** – Annual Conference, Thursday, 26<sup>th</sup> November 2020 at Wyboston Lakes Resort (near St Neots).

153.30 **A Benstead** – When the lockdown is completely over, request to use the recreation ground for the whole village to bring their own picnic as a way of saying well done for coping during the pandemic. An offer of music has also been received.

The Clerk did suggest this would be unlikely this year.

153.31 **War Memorials Trust** – May 2020 Bulletin.

153.32 **Clerks & Councils Direct** – May 2020 magazine.

153.33 **FRRFD (Friends of Roman Road and Fleam Dyke)** – Newsletter 56.  
 153.34 **CCC** – IHMC (Integrated Highways Management Centre), Apr 2020 Incident report.  
 153.35 **CAPALC** – May 2020 Bulletin (Sent round 12/5/20).  
 153.36 **CCC** – Notification of Dogget Lane road closure for sewerage connection works between 27/7/20 and 7/8/20.

Copy of correspondence between M Foreman & Cllr J Williams re takeover of Swifts Estate by the Parish Council and suggested removal of chicane in Cambridge Road by Caraway Rd.

153.37 **S Coxon** – Wishes to use the recreation ground after lockdown to hold boot camp style fitness classes. The Clerk has acknowledged this request. A Recreation Ground Users' Policy will be sent for consideration at the next Full Council meeting.

Clerk

153.38 **Greater Cambridge Planning Policy** – Stantec has been appointed to carry out an Integrated Water Management Study.

153.39 **Cllr Heather Williams, SCDC** – Letter to all Parish Councillors regarding the District Council's scheme of delegation in relation to planning. A meeting to discuss this will take place at SCDC on 21/05/2020. The PC will discuss this at its next Planning Meeting. Cllr Cone declared an Interest and will not take part in any debate.

Plan meeting

153.40 **Cambridge & Ely XR** – Offer of Oak trees on a first come first served basis with a request of a donation towards their Extinction Rebellion Re-wilding campaign. Council agreed that this offer and donation request would be politely declined.

153.41 **Tennis Club**. Request from one of their member's to use the public courts for private coaching lessons unless a member of the public turned up to play. As the PC was awarded a substantial grant from the Mick George Community Fund specifically stating that the courts would be for public at all times, if the PC was seen to be allowing a third party to use the courts and charge fees for coaching, theoretically Mick George could ask for the grant to be returned as the PC would be breaking the terms on which the grant was awarded. Request politely declined.

Clerk

153.42 **L Rothwell** – Wishes to hold Weight Lifting sessions on the recreation three times a week. A Recreation Ground Users' Policy will be sent for consideration at the next Full Council meeting.

clerk

#### 154 To resolve the accounts for the month.

April 2020 accounts

|   |  |
|---|--|
| SCDC: Trade Waste.....£923.00             | All Courts: Chain fence link.....4,500.00R |
| Echo Ltd: Fencing.....2,776.80R           | T Fretwell: RFO fees.....500.00R           |
| JF Stalley: Wages Custodian.....6,849.00R | HP: Ink supplies.....3.49                  |
| PWLB: Loan repayment.....42,176.21        | Furnleaf: Maintenance.....843.00           |
| Camb Water: Recreation ground.....42.11   | Camb Water: Cemetery.....15.26             |
| Barclays: Monthly fees.....19.10R         | Camb Water: Swifts.....33.40               |
| Replay Ltd: Maintenance.....1,386.00      | Daisy: Mobile.....0.49p                    |
| BT Internet services.....216.84           | BT: Mobile phone.....24.00                 |

May 2020 accounts

|   |   |
|---|---|
| e-on: Pavilion electricity.....487.02     | Furnleaf: Grass cutting.....2,500.00    |
| RoSPA: Play inspections.....276.00        | NRF Contracting: Open Spaces.....624.00 |
| Barclays: Monthly fees.....20.25          | HP: Ink supplies.....3.49               |
| Wave: Rec ground sewerage.....84.05       | Wave: Swifts sewerage.....68.31         |
| RedAct: New website.....1,251.54          | Cleaner Windows: Swifts.....60.00       |
| CAPALC: Affiliation fees.....866.81       | Wages: Clerk + expenses.....1,160.32    |
| Wages: Pavilion cleaner.....51.00         | Peac: Photocopier hire.....253.46       |
| Furnleaf: April 2020 works.....739.80     | Sharp: Photocopier.....17.83            |
| SP Landscapes: Grass cutting.....1,500.00 | e-on: Hub electricity.....171.26        |
| e-on: Hub gas.....134.99                  | e-on: Swifts electricity.....419.12     |

Cllr Thorn proposed passing the accounts, proposal seconded by Cllr Butler and agreed by the Council.

#### 155 To receive items for inclusion on the next Agenda for decision and/or action.

Allotments.

**151 To consider planning applications.**Permissions:

S/4150/19/FL, 10 Pettit's Close – Demolition of garage and covered passageway and store and erection of two storey side extension and single storey rear extension;  
20/01563/PRI01A, 4 The Maples – Single storey rear extension.

New Applications:

20/01096/HFUL, 51 Cow Lane – First floor extension including half-dormer windows to rear, covered porch and replacement windows. Cllr Smith had visited the residents suggesting they contact a Surveyor. Cllr Cone will see what is happening at SCDC.  
20/01607/LBC, Rose Cottage, 34 Cow Lane – Retention of two wood burning Stovax stoves in the existing inglenook fireplaces of the lounge and dining room and a 1.2m mild steel flue pipe. Recommendation supports.  
20/02275/PRI06A, Heath Farm, Balsham Road – Prior notification for the construction of a portal frame agricultural building. Recommendation supports.

Approval of Detail Reserved by Condition:

Land off Fulbourn Old Drift, S/3404/17/COND6 – Condition 6iii- Contamination, remediation strategy.

5 Dogget Lane, S/4557/18/COND, Condition 3 Materials and Condition 4 – Renewable energy.

New application:

20/01540/HFUL, 16 All Saints Road – Single storey front and side extension.  
Recommendation Supports.

**A Planning meeting** will be arranged to consider the following applications:

20/01822/FUL, 1A Impett's Lane – Demolition of existing fire damaged derelict bungalow. Construction of a new-build, part single storey part two storey single dwelling;  
20/10823/FUL, 1A Impett's Lane – Demolition of existing fire damaged derelict bungalow. Construction of 2 no. new build semi detached part single storey part two storey single dwellings.

Also Item 153.39, District Council's scheme of delegation in relation to planning, when the outcome of the meeting held on 21/05/2020 will be known and also correspondence from Stephen Kelly, SCDC, Joint Director Planning and Economic Development.

There was no further business and the meeting closed at 8.35pm.

Attached reports:

**Item 147.1****County Councillor Report to Fulbourn Parish Council**

1. ADC the county council's contractor for clearing surface water road drains has been working in our Division. If you see a green spot on a grating the drain has been cleared, but a green cross indicates it needs special attention and has been reported for a works order to be raised by the highways team. If a drain has no green marking then in all probability there was vehicle parked over it or near it preventing the ADC vehicle from accessing it. These drains will be dealt with once the schedule of work has been done. As to repairing potholes our contractor for this Skanska is working but with a reduced workforce owing to sickness and self-isolation. The highways team for South Cambridgeshire is currently fully staffed, but may be used to provide cover elsewhere where there are staff shortages.

2. Regrettably the planned resurfacing of Oslar's Way, the Croft and some smaller areas (for example in Cambridge Road) has been cancelled due to Covid 19. The supply chain partner Eurovia, has indicated to our main contractor Skanska that they would be looking

to commence works in late June, but only in rural locations not in residential roads due to social distancing rules. We have therefore made the decision to cancel the 2020 April-June program, and move it forward to the next financial year in 2021. I am sorry that we have had to do this, but as I'm sure that you appreciate, the situation has been totally out of all our hands.

3. The County Hub which is co-ordinating the local response to Covid 19 has now a team of staff and volunteers keeping in touch by telephone with those on the NHS Shielded List. The County Hub has a pool of volunteers to organise food parcels and the delivery of medicines. Should Shielded people require more assistance they are putting them in touch with the appropriate organisation including the local voluntary groups. There are now over 15,000 people on the registered shielded list across Cambridgeshire and Peterborough and around a third of this group have told us that they have no support in place and will need our assistance. Around 5,000 shielded people across Cambridgeshire and Peterborough are receiving a national food delivery. The County Hub is also using its volunteers to knock on the doors of those who have been identified by the NHS as needing to isolate but who have so far not registered for the Shielded List. South Cambridgeshire staff are also helping with this. If you think that someone should be included on the Shielded List you can contact the County Hub through the Cambridgeshire County Council website.

4. The county's Household Recycling Centres (HRCs) opened on Monday 11 May for residents who have essential waste that cannot be stored safely at home. The recycling centres will be open for their usual summer hours, which can be found on the Cambridgeshire Online Directory. And you must bring proof of your address (utility bill, council tax bill, driving licence or similar) in case you are asked to provide it.

Only visit if it is essential and if you cannot minimise your waste, store it at home safely, or use alternative kerbside or bulky waste collections. Further Government advice is available on GOV.UK (paragraph 1.1). You must not bring any waste which could be infected with Covid-19. This includes disposed of PPE waste or general household waste if you have been suffering from Covid-19 symptoms. These bags should be tied securely, placed into another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being disposed of in your kerbside collection. Do not attend if you or your household are suffering from Covid-19 symptoms - If you or anyone in your home have related symptoms or are suffering from Covid-19 you must not visit any of the Household Recycling Centres under any circumstances.

Vans/trailers/permit holders - There will be a delay before we are able to accept vans and trailers that require a permit, this includes current permit holders. This is in place to stop large loads from coming in and slowing down the operations. It will be reviewed after two weeks. Please don't use the Household Recycling Centres until you are advised to do so.

5. The County Library service is on line with The Library Presents. There is something for all ages across a range of art forms including; Music, Storytelling, Theatre, Radio Drama, Visual Art, Magic, Animation, Poetry and Craft. Over the coming weeks there will be a mixture of live streamed performances, live workshops, videos, downloads for families and a collaborative activity where everyone can participate. To find out more about The Library Presents... in your house programme, visit our Library Presents webpage or Facebook @TheLibraryPresents.

6. Organisations across Cambridgeshire have come together to launch The Wellbeing Plan, as part of the national 'Now We're Talking' mental health campaign, to get people talking and beat loneliness while self-isolating during the coronavirus outbreak. Led by the county council, NHS and third sector, the campaign helps people find where they can get increased mental health support. The Wellbeing Plan is available on the Keep Your Head

website. A video to accompany the plan is available to watch on our YouTube channel. The wellbeing plan includes eight boxes which the individual can fill in themselves. These boxes include 'things I can do to relax and calm myself down', 'things I can do to distract myself' and 'fun activities I can do'.

7. While social distancing is in force for Covid-19, formal committee meetings of Cambridgeshire County Council are now taking place using the Zoom software platform. They will be livestreamed on the council's YouTube channel for members of the public and the media to watch - with the exception of confidential items - which will be discussed in private as usual. Public questions can be submitted in written form and will be published on the council's website prior to the meeting taking place. Meetings will be recorded to allow people to watch them afterwards if they can't log on during the event itself. The protocol will allow the council to continue to conduct the vast majority of its democratic decisions remotely, while adhering to the Government's social distancing guidelines - and follows legislation which came into force on 4 April 2020.

A list of decisions to be taken at formal meetings has been prepared for the next three months by officers in consultation with the chair of the committee, and the urgency of each decision will be marked as either: high, medium or low – only decisions marked as high or medium will be taken to committee. The list does not include monitoring or information items, as these will be circulated to committees via email.

John Williams  
18 May 2020

### **Item 147.2**

#### **Report by Councillors Claire Daunton and John Williams for Fulbourn Parish Council May 2020**

Much of what we would normally report on is now on hold: major site developments, major area initiatives, infrastructure projects etc. However, much work has been going on to ensure that we continue to deal with local issues and are fully connected with the implications of national decisions. We will refer below, where appropriate, to the possible impact of recent government announcements on South Cambs

#### **Covid -19: SCDC Actions**

Over the past seven weeks the work of South Cambs District Council has been adapted to deal with the current virus epidemic and resulting lockdown. Officers and councillors have been working hard together to deal with the many consequent needs and challenges. These have affected all areas of the Council's work from Housing to Revenue and Benefits, to Planning, Waste Management, Environmental Health, Sustainable Communities, Democratic Services, Legal Services, IT and Building Control. We must first pay tribute to the dedication and hard work of all Council staff, alongside our work. This is largely hidden effort but it is clear that, since much connected with Covid 19 has fallen on local government, the impact on the lives of all those involved – staff and councillors - has been significant.

As district councillors we have found our lives turned upside down and we can identify with parish councillors and residents on just how much time, as well as mental and physical adjustment, the pandemic and its consequences has taken.

Here are some examples of work which has a direct effect on parish councils and on local communities more generally.

### **Volunteer Co-ordination**

SCDC officers and councillors have worked constantly alongside volunteer groups across the District. We have also been giving additional support to those in the particularly vulnerable group who are on the 'shielding' register, and supporting our Housing colleagues to maintain contact with residents in Council-owned houses. All villages and wards now have volunteer groups working well. These form a network of communication and assistance which is proving crucial to local communities in dealing with the consequences of the epidemic. We have been in constant contact with our local groups as with the responsible officers (patch managers) for each Ward. This has been an outstanding effort on the part of everyone. Some of the work is highly confidential, but where we have been able to share information with volunteer coordinators. This has been a very valuable, supportive partnership, and continues to be so.

In Fulbourn all three District Councillors have worked to ensure that residents have been supported, whether that is contacting those on the 'shielding' list or maintaining close links with the volunteer coordinators, or contacting local businesses (see below). We have also worked with SCDC officers responsible for all these matters. Councillor Williams, as SCDC 'data controller' for the Ward, initiated a meeting with Fulbourn Community Aid to engage fully with coordinators and thence with volunteers; and to ensure good communication with SCDC officers. There is continued good co-operation.

### **Waste Management Services**

1. The green bin collection was suspended in the middle of March. This was because there was sickness and self-isolation amongst staff, as well as their taking on childcare responsibilities whilst schools were closed. There was then a need to introduce social distancing when working, meaning that collection rounds were taking longer. Our bin men are key workers.
2. Management worked hard to put in place systems that meant the green bin collection was re-introduced from 4th May, only a monthly basis to start with. The usual collection timetable was followed where possible, with some modifications. The PC was contacted and there were press notices and social media notices. On the first week of resumed collections the Waste Service collected 268 tons of green waste and the workforce surpassed their previous impressive collection target: it now stands at 99.8% of bins collected on time and on the day indicated.



3. There had been an increase in fly-tipping; possibly because the County's recycling centres were closed. The Waste Service was quick to follow up notifications of fly tipping. If any is reported to the PC, please encourage people to use the on-line reporting system.

## **Planning**

1. Planning officers are working as usual, even if remotely. There was a backlog of applications in the system due to some necessary downtime for the introduction of the new IDOX IT. This is now working well and gives PCs an opportunity to follow the progress of applications more easily. Officers are now working through the backlog with speed. We are also going paperless and ask PCs to help us do this as quickly and effectively as possible. \*\*Planners are obliged to follow national rules and guidelines and to work to within the framework of the Local Plan, and continue to do so diligently, even if this might prove difficult.\*\*
2. New Area teams have been introduced. PCs have been sent notifications of their team leader and areas covered by the different teams. Let us know if you have any difficulties in making contact; some difficulties experienced in the beginning of the lockdown period have now been solved. Once the lockdown is over we will help arrange in-person meetings with the team, giving you more direct contact with those dealing with your local applications.
3. Planning Meetings. The Council now has in place IT and protocols for holding virtual meetings, with public participation, using Microsoft Teams software. The Planning Committee is starting to hold virtual meetings from mid May.
4. Local and Neighbourhood Plans. The work on the next Local Plan is proceeding, as Planners collate and analyse the outcome of the various consultation exercises and assemble this into a report that can then be used to inform the next stage of the process. At the same time the work of sifting and analysing the information provided by landowners and developers in the 'call for sites' exercise has been going on. In the near future Ward councillors and Parish Councils will be contacted concerning the outcome of this 'call for sites' exercise to indicate where sites in their specific areas have been put forward, and the criteria that is being applied to these sites. The Planning Service wishes to inform and consult at every step of the Local Plan. On Neighbourhood Plans, you will have seen the government's decision to pause the processes on these until 2021 given that, except in exceptional circumstances, referenda will not be able to take place.
5. Greater Cambridge Planning has just won much-coveted awards in relation to the Marmalade Lane development in Orchard Park. A co-housing project developed with the Greater Cambridge Shared Planning Service by developer TOWN has been recognised for Excellence in Planning by the Royal Town Planning Institute (RTPI). The project vision, set out by Cambridge-based Mole Architects and the future residents of the new homes on Marmalade Lane, was for an active low carbon community with beautiful buildings and spaces that integrated with the wider area. Marmalade Lane is now a sustainable co-housing neighbourhood, consisting of 42 state-of-the-art homes with community facilities and a shared garden, built on land previously owned by Cambridge City

Council. At the virtual awards ceremony on 30 April, the project won the Excellence in Planning for Health and Wellbeing award; the Excellence in Planning for Small Schemes award; and the Silver Jubilee Cup Overall Winner. The judges were impressed by the project's innovative approach to developing the land and working collaboratively to overcome a range of planning and delivery challenges along the way.

## **6. Finance**

The SCDC Finance team is busy on a number of fronts: dealing with Council Tax queries and assisting those who are finding it difficult to pay; dealing with business rate relief for businesses who cannot operate at present; giving out grant monies from the government's several business assistance schemes.

The department is also dealing with the significant challenges facing local government finance from the drop in rates income and the increase in burden of work and of expectations. It is crucial that we do not lose income from Council tax; and there is assistance in place to help those who are finding it difficult to pay. Officers are on hand to deal with this, and we pay tribute to their hard work. The Department for Work and Pensions (DWP) administers Universal Credit, but we know that there has been a significant increase in the number of claims. There has also been a significant increase in those seeking assistance with rent relief and with housing allowance. We will provide up to date figures at the meeting. This of course has had a significant impact on the work of the Revenues and Benefits department: claims are taking about two and a half weeks to process; but for those in urgent need, immediate payments can be made

### Work of the Revenues and Benefits Team

- There has been unprecedented demand for Universal credit
- Nationally more than 1 Million claims since 16 March which 6x the normal
- First payments for UC claims for March 30/31 have been made this week.
- Over 200 residents on Housing Benefit in South Cambridgeshire have received extra Housing Benefit which has averaged at nearly £30 weekly. The increase is replicated in Universal Credit and reflects the high rental costs in South Cambridgeshire.
- Notifications of UC applications to benefits: 1280 since 16 March all applicants who have not submitted a claim for council tax support have been notified of how and where to claim council tax support- (normally would have expected 200). There are around 1500 claims which are incomplete and waiting for residents to complete; these residents will receive reminders to complete the application (the majority of these will be council tax support claims)

- Numbers of claims in payment have increased from 6048 to 6181 there has been an increase in UC claims of 180 during this period. There has been an increase in council tax support awards of £200,000 compared with last year.
- Significant increase in work for Revenues and Benefits staff as more than double the number of new claims have been received and an additional 1000 changes of circumstances have been received.
- **A claim processing days for SCDC benefits are higher than normal around 2.5 weeks but this is reasonable** when comparing with 5-week processing for UC.
- **Hardship fund payment Council Tax Support.** Payments up to £150 in first phase. Second phase will enable SCDC to support those on UC/Working Tax Credit to ensure that extra payments from DWP increase Council Tax payments.

*Financial Support from central government to local government for the additional burden that has fallen on local government has been provided in two tranches, \*on a per capita basis\*, £46k in the first tranche and £1.57m in the second tranche. The Local Government Network and the Local Government Association has ensured that the work and pressures of local government have begun to be heard in Westminster. It is too early yet to know precisely where the impact of Covid 19-related spending has fallen hardest. SCDC does not yet have all the information that will enable us to calculate fully how and where this will help.*

#### **Business Support: Grants and Relief**

The Business Support Unit, recently enhanced in terms of coverage and staff, has been at the forefront of setting up networks of communication with businesses of all sizes, but especially SMEs, across the District and the City – working closely with city colleagues and with organisations representing businesses. The Unit has ensured that grants and other types of relief have been administered and that businesses are aware of the routes to financial assistance, as well as the various means of access to advice. Again, officers and councillors have been working closely together, both centrally and across all Wards. Eighty four per cent of the almost 2,000 businesses eligible for support have now been contacted. If registered for business rates village halls are eligible for rates' relief and they have been contacted and encouraged to apply. This is an impressive result: officers and councillors have worked together to ensure that the message is heard and businesses claim what they are entitled to.

Here in the Wilbraham's we have worked closely with those eligible for grants, both self-employed and the small businesses we know about.

If, through personal contacts, you hear of any small businesses with whom we have not yet made contact, please do let us know and we will follow that up with speed.

A further tranche of funding to help local businesses has been awarded to local government but without criteria. South Cambs and the City are working closely on how best to draw up criteria for the spending this latest amount of money, £1.6m.

The Business Support Unit will be maintaining contact with businesses through and beyond this crisis. A Business beyond Covid strategy is well under development.

### **Virtual Meetings**

Whilst councillors and officers have been meeting regularly for briefing sessions, and discussion meetings, the first official virtual meeting of a South Cambs committee took place on Friday 24th April, allowing public participation. This was the regular monthly meeting of the Grants Advisory Committee. It was held using new regulations for virtual public meetings, with specific protocols concerning speaking, recording, and the management of information on screen. No problems were encountered. This process has been extended successfully to other committee meetings, with public participation; and, with relevant adaptations, it will be used for a Full Council meeting later in May.

### **Cycling and Walking**

As yet we have few details on how and where the additional funding for walking and cycling, announced recently by the government, will be spent. The funds (£2m for the whole of Cambridgeshire, Cambridge City and Peterborough) will be given to the Combined Authority (CA). We have to be realistic about what this will mean for South Cambs. The CA is also carrying out further work on the CAM metro feasibility.

### **Case Work**

We continue to carry out individual casework as residents require. Most of this is dealt with confidentially and now remotely, on – for example - Planning and Housing matters. Recently, as noted above, we have also provided individual, tailored assistance to local businesses and the self-employed.

## **Item 147.3**

### **District Councillor Report to Parish Council May 2020**

#### **Update from Cllr Cone**

I would like to start by thanking the huge effort from voluntary organisations, Parish Councils, charities and individual residents within the Fen Ditton and Fulbourn ward during the Covid-19 outbreak. Given the difficult circumstances that this pandemic has put individual residents in (whether that be because of social isolation, difficulty in accessing food or prescriptions, the stress of being furloughed, the pressure on business, not being able to see relatives, events being delayed, and the distress caused by caring for friends and family with Covid-19) it has been hugely important that the community pulls together and we all play our part in helping each other.

My main role as District Councillor has been to answer resident correspondence signposting them to the relevant information. This has not always been easy because the information that Central Government is putting forward is ever changing as the science and evidence base moves forward. I have been in regular contact with MP Lucy Frazer to try and make sure residents have the information they need to best cope with the current situation. I have worked with the other District Councillors within the Fen Ditton and Fulbourn ward to ring vulnerable residents and businesses that are yet to make applications for grants that could potentially be eligible. I have met with fellow Councillors, the leader of the Council and the CEO over Zoom once weekly to make sure that I am up to date with the work SCDC is undertaking and to make sure I am fully briefed from a District perspective.

As Parish Councillors will be aware, my proper job is at Addenbrookes Hospital treating cancer patients. My priority currently has to be at Addenbrookes Hospital making sure patients that need radiotherapy continue to be treated despite the pandemic. Due to spacing patients out throughout the day, additional hygiene and PPE requirements, managing patients that have tested positive to Covid-19 that still require treatment and how this is achieved to safeguard other patients, my working hours have increased into evenings and weekends. If Parish Councillors do need to get in contact with me please feel free to ring me and I will always get back to you on the day. If I am not able to answer because I am at the hospital please leave me a message with your phone number and I will ring you back ASAP.

Over the next few months I may struggle to Zoom in or be with you at Parish Council meetings due to work pressures but I will do my best to attend where I can. I will continue to do reports for Parish Councils however a lot of what I am doing as a District Councillor is Covid-19 related and the District Council should be sending regular updates to Parish Councils with the information they need relating to Covid-19 but any bits that I think need highlighting or other news stories, planning issues etc that come up I will do my best to keep you updated with.

#### Quick grant funding for small businesses

The Government has made around £20 million available for small businesses to help them weather the Coronavirus outbreak; this money has been processed and distributed by the District Council. It is estimated that around 2,000 businesses in South Cambridgeshire will be eligible for this pot of money that the Chancellor Rishi Sunak has provided. SCDC believes that 75% of businesses that are eligible have been awarded grants. The grant takes two forms, the first being a Small Business Grant Fund that is applicable to businesses that pay little or no business rates, their grant is for £10,000 to meet ongoing business costs. The second is the Retail, Hospitality and Leisure grant again for businesses with a rateable value of under £15,000 a £10,000 grant is available. For businesses with a rateable value of between £15,000 and £51,000 they will receive a higher grant of £25,000.

Businesses that have not yet applied for this grant and we as a Council believe may be eligible are being contacted by District Councillors within their wards to make sure they know the grant is available. More detail on who is eligible for grants and how to apply can be found on the Government website (link below).

<https://www.gov.uk/government/publications/coronavirus-covid-19-business-support-grant-funding-guidance-for-businesses>

These grants are on top of the Government money provided to District Councils to enable businesses to benefit from rate relief so that retail, hospitality and leisure businesses that are eligible and due to pay business rates in 2020 and 2021 pay nothing over the next year, the Government is really trying hard to make sure that the economy can bounce back after Covid-19 thus giving businesses the support they need now to tide them over so they are strong enough to weather this storm and return to business once we come out the other side of the pandemic. Inevitably there will be businesses that can not survive this hugely difficult period and will go bust and no doubt like

every other area in the UK this will impact the Fen Ditton and Fulbourn ward which is why it is hugely important that SCDC and the Government work together to prevent this wherever possible.

### The Abbey Chesterton Bridge

The Chisholm Trail project which is being delivered by the Greater Cambridge Partnership of which SCDC is a member will take a big step forward in May. The bridge will be delivered on the 4<sup>th</sup> and 5<sup>th</sup> May on two wide load lorries which will be escorted by the Police. The bridge will be lifted and fixed into place later this summer. This will result in some roads needing to be made clear of cars between 5am on the 4<sup>th</sup> May and 6pm on the 5<sup>th</sup> May. The roads that will be affected will be Green End Road, Water Lane, Water Street and Fen Road. Letters are being issued to residents in that area. Construction of the Chisholm Trail Project is being carried out under the Government's social distancing guidelines. I have always been a big advocate of cycle greenways and additional cycle routes connecting Cambridge's surrounding villages to the City Centre. I spent many years lobbying for the route linking Fulbourn to Mill Road in Cambridge. I have attended meetings at the County Council, consultations and with cycling lobbying groups in Cambridge to try and drive these new cycleways forward. As someone myself that cycles into work from Fulbourn to Addenbrookes, I know how important cycle infrastructure is in getting people out of cars and onto other modes of transport. I was pleased to see the funding for this bridge being put forward by Cambridgeshire County Council. I believe this bridge will really benefit cyclists travelling in and out of Cambridge.

### Green bin collections phased back in

The Shared Waste service that covers Cambridge and SCDC has not been collecting green bins during the Covid-19 pandemic due to social distancing measures and staff self-isolating. It is hoped that the service can go back to collecting some green bins over the next month and going forward so residents are asked to put their green bins out as indicated on the SCDC website for your particular village and the Shared waste service will do all it can to try and get them collected. It has been the case, not just with bins but with buses for example that it is difficult to run services in the normal way given the pressures of Covid-19.

### Cambridge and Peterborough Against Scams Partnership (CAPASP)

CAPASP are urging residents to be vigilant as in the UK the National Fraud Intelligence Bureau has reported that victims have lost over £800k to Coronavirus related scams. These scams can involve criminals contacting victims via email, phone or text message posing as an organisation such as a bank, Council, health provider, Police etc. Often the fraudster will claim that they require certain information relating to health, investment grants, benefits etc and then use this information criminally. There have also been incidences in Cambridgeshire of doorstep scammers claiming to be from the Red Cross and offering to provide Coronavirus test kits for a fee. There is a lot of information on the CAPASP website which is worth having a look at to familiarise yourself and your residents within your parishes of the scams that are currently taking place. The website details the following scams:

- Flight cancellation scam
- Fake email and website scams
- Online offers for vaccinations scam
- Bogus charity callers
- Tax refund scam
- Good neighbour scam

More information can be found at:

<https://www.cambridgeshire-pcc.gov.uk/scams-partnership-urges-people-to-be-vigilant-against-covid-19-scammers/>

New 100% Government backed loan scheme for small businesses

There has also been a bounce back loan scheme announced by the Chancellor which will allow businesses to borrow between £2,000 and £50,000. The loans will be delivered quickly (within days of being processed) and will be interest free for 12 months. Businesses can start to make applications for these loans from 4<sup>th</sup> May and the forms have been kept as short and simple as possible to make them as accessible as possible at this difficult time.

*Thank you for taking the time to read my report; if you have any questions or want to discuss any of the issues raised email me on [graham.cone@councillor.online](mailto:graham.cone@councillor.online) or ring 07595 361 285 (please leave a voicemail if I am unavailable).*

**Councillor Graham Cone**