

**To all Members of Cottenham Parish Council**

You are hereby summoned to attend an **Ordinary Parish Council Meeting**

To be held via Zoom\* on Tuesday 2<sup>nd</sup> March 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 21/036. Chair's Introduction and Apologies for absence** - *Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*
- 21/037. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*
- 21/038. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 2<sup>nd</sup> February 2021 be signed as a correct record.
- 21/039. Public participation – \* This meeting will be held virtually using Zoom software; members of the press or public wishing to submit questions, should contact the Clerk.** - *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. To obtain access to the meeting please contact the Clerk who will send you the invitation information. Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is asked to restrict their comments and/or questions to 3 minutes in order to allow other people to speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.*
- 21/040. Reports**
- **SCDC** – report circulated prior to the meeting
  - **CCC** – report circulated prior to the meeting
  - **Clerk** – report circulated prior to the meeting
  - **Major developments** – Cllr Morris
  - **Village Hall & Nursery** – Cllr Morris
  - **Pre-launch working party** – Cllr Ward
- 21/031. Co-option** – consider applications for co-option to the Council – Clerk
- 21/031. Swift boxes** – consider installation of additional swift boxes at the Recreation Ground – Cllr Ward
- 21/031. CAPALC affiliation** – consider renewal of CAPALC membership at a cost of ££946.44 – Clerk
- 21/031. PWLB loan** – seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £230,000 over a borrowing term of two years loan to bridge a gap in s106 receipts – Cllr Morris
- 21/031. VH pre-launch working party membership** – consider additional member(s) for the working party – Cllr Ward
- 21/031. Broad Lane ditches** – consider issues with Old Rec and Broad Lane ditches – Cllr Graves
- 21/031. Connections Bus** – consider registering an interest in new Covid-safe youth venture – Clerk
- 21/031. Remembrance Oak tree** – consider purchase of replacement oak tree for the village green – Clerk
- 21/031. EV Charger** – consider charging rates for use of the EV point at the Recreation Ground – Clerk
- 21/031. Playground reinstatement** – consider reinstatement/refurbishment of play area at the Recreation Ground – Cllr Hewitt
- 21/031. Village hall room names** – consider formal room names for the village hall – Clerk
- 21/031. Village hall cleaning** – consider appointing cleaner for the Village Hall – Cllr Morris

**21/032. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
HMRC	VAT payment	£46,041.21	£46,041.21	
SCDC	Section 106 Early Years payment	£139,771.24	£139,771.24	
Bowls Club	Electricity recharge	£37.44	£37.44	
Ladybirds	50% of boiler repair recharge	£27.50	£27.50	
Cambs County Council	S106 monies (Early years)	£76,460.20	£76,460.20	
		<b>£263,211.51</b>	<b>£263,386.29</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for March 2021	£4,776.53	£4,776.53	
HMRC	Tax and NI for February 2021 (month 11)	£1,193.06	£1,193.06	-
SEH French	Supply & installation of gutter lining with outlet at Ladybirds	£424.00	£508.80	1935
SEH French	Removal of window, make good & brick up at Ladybirds	£1,227.00	£1,472.40	1936
Zurich Municipal	Insurance cost for the Nursery building	£671.35	£671.35	1938
AJ King	Monthly groundsman invoice	£3,166.67	£3,800.00	1943
CSG Utilities	Line placements re broadband at the Village Hall	£1,900.00	£2,280.00	1944
SEH French	Contract invoice re certificate 13	£165,064.19	£198,077.03	1945
Zurich Municipal	Insurance cost for the Village Hall building	£1,321.02	£1,321.02	1947
British Gas	Electricity Bill - Village Hall - 1st Nov to 31st Jan (DD)	£2,647.81	£2,780.20	1950
SSE Southern Electric	Electricity Bill - Rec ground (Ladybirds & Bowls Club from 31st Oct - Feb 11th)	£1,285.02	£1,542.02	1955
		<b>£183,676.65</b>	<b>£218,422.41</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension March 21 (DD)	£328.89	£328.89	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1937
Xero	Monthly charge for accountancy package (DD)	£24.00	£28.80	1939
RFO	Expenses re sim card for the pavilion	£9.08	£10.90	1940
BCS	Payroll processing Jan 2021	£35.00	£42.00	1941
SEH French	Access Scaffold for signage installation	£450.00	£540.00	1948
SSE Southern Electric	Electric invoice for the pavilion (DD)	£288.69	£346.42	1951
SSE Southern Electric	Electric x 3 for the street lights (DD)	£99.24	£104.18	1952
CSA	Dispenser soap x 4	£84.72	£101.66	1953
SSE Southern Electric	Electric for the Village green (DD)	£36.05	£37.85	1954
British Gas	Electricity for the Nursery (DD)	£285.27	£299.53	1956
		<b>£1,862.94</b>	<b>£2,106.63</b>	
<b>Multipay Card</b>				
Street Solutions UK	Flood risk road sign	£31.64	£37.98	1942C
Planning Portal	Planning application payment	£58.00	£58.00	1946C
Amazon UK	Post box for village hall	£24.92	£29.90	1949c
		<b>£114.56</b>	<b>£125.88</b>	

Resolution to pay these invoices

- 21/014. Management accounts** – to review the monthly management accounts - FLAC
- 21/015. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 21/033. Matters for consideration at the next meeting**
- 21/034. Dates of next meetings** – Planning 4<sup>th</sup> March, CALF 16<sup>th</sup> March, Planning 18<sup>th</sup> March, Highways 23<sup>rd</sup> March, FLAC 30<sup>th</sup> March, Full 6<sup>th</sup> April
- 21/035. Close of Meeting**



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

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25<sup>th</sup> February 2021