

**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 6<sup>th</sup> April 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 21/059. 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.*
- 21/060. 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).*
- 21/061. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 2<sup>nd</sup> March 2021 be signed as a correct record.
- 21/062. 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.*
- 21/063. Reports**
- **SCDC** – report circulated prior to the meeting
  - **CCC** – report circulated prior to the meeting
  - **Clerk** – report circulated prior to the meeting
  - **Major developments** – Clerk
  - **Village Hall & Nursery** – Clerk
  - **Pre-launch working party** – Cllr Ward
  - **New Life on the Old West** - Clerk
- 21/064. Risk assessments** – consider FLAC recommendation for adoption of Covid and Village Hall risk assessments – FLAC
- 21/065. S106 Infrastructure Requirements** – consider projects for funding from S106 relating to potential development of 34 affordable homes off Histon Road – Clerk
- 21/066. Internal audit** – consider appointment of Heelis and Lodge to carry out internal audit at a cost of £450 (no VAT) – FLAC
- 21/067. Year-end preparation** – consider appointment of Backstop Ltd accountants to assist in year-end preparation and audit support at a cost of £800 + VAT (same as last year) - FLAC
- 21/068. Communications Officer** – consider appointing a Communications Officer in line with our Communications policy - FLAC
- 21/069. Kids Club holiday rates** – Kids club would like to run a holiday club in zone 2 (usual space) in the school holidays for which they cater for up to 15 children each day. FLAC recommends a daily rate of £100 + VAT – FLAC
- 21/070. Cambridgeshire ACRE** – consider membership of ACRE at a cost of £47.50 – Cllr Ward
- 21/071. SLCC East Regional Training Seminar** – consider staff attendance at event on 21<sup>st</sup> April at a cost of £45+VAT pp – Clerk

- 21/072. CAPALC Code of Conduct Training** – consider attendance at virtual training event at a cost of £40pp – Clerk
- 21/073. SCDC Community Chest application** – consider submitting grant application for Covid screens for the Village Hall – Cllr Ward
- 21/074. RoSPA inspection** – consider annual playground inspection at a cost of £68.50 each for the playground and skatepark – Clerk
- 21/075. Village hall room names** – consider formal room names for the village hall – Clerk
- 21/076. Zero Carbon Communities Grant** – consider submitting a grant application – Cllr Hewitt
- 21/077. Village hall rates** – consider indicative hire rates for the new hall – Cllr Ward
- 21/078. Skateboard sessions** – consider permission for Shredder Skate School to hold a free taster event at the skatepark followed by possible long-term hire agreement for weekly sessions – Clerk
- 21/079. Repairs to tennis fencing and cricket netting** – consider quote for repairs prior to tennis and cricket starting – Clerk
- 21/080. Public art** – consider using public art funds to repair and frame Inclosures map and display cabinet for Inclosures book to be located in the Village Hall – Clerk
- 21/081. Memorial Football Match** – consider permission for a memorial match at the Recreation Ground in memory of Danny Granger on 30<sup>th</sup> May – Clerk
- 21/082. Outdoor table tennis table** – consider installation costs for outdoor table tennis table at a cost of up to £1500 – Cllr Hewitt
- 21/083. Redrow Homes** – consider writing to County Highways regarding traffic management plan – Clerk
- 21/084. Memorial bench** – consider installation of a memorial bench on Tenison Manor estate (resident request) - Clerk
- 21/085. Delegation of urgent and routine matters** – in light of changes to government legislation for zoom meetings, consider delegating authority so that any decision required regarding the operation of or development of any aspect of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Clerk in consultation with the Chair, RFO and the Chair of the relevant Council Committee with all decisions made being ratified at the first available meeting of the relevant committee – Clerk

**21/086. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
T Gawthrop	Town Ground Rent	£288.75	£346.50	
HMRC	VAT payment	£34,864.63	£34,864.63	
		<b>£36,027.30</b>	<b>£36,259.83</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2021	£4,979.19	£4,979.19	
HMRC	Tax & NI for March 2021 (month 12)	£1,333.36	£1,333.36	-
Algar Signcraft	Sign for the Village Hall	£1,530.00	£1,836.00	1959
City Furniture	Office furniture	£699.95	£839.94	1961
Cambridge Van Leyden	Engineering services - Village Hall	£1,881.00	£2,257.20	1964
Cambridge Van Leyden	Engineering services - Nursery	£761.44	£913.73	1965
British Gas	Electric invoice for Village Hall (DD)	£1,128.65	£1,185.08	1969
CB Creative	Outdoor signs for Rec Ground + fitting	£959.00	£1,150.80	1977
Wybone	Three litter bins	£937.97	£1,125.56	1981
AJ King	Monthly Ground Maintenance	£3,166.67	£3,800.00	1984
GOPAK	12 folding tables & a table trolley	£1,405.97	£1,687.16	1986
Morleys	40 Chairs and two chair trollies	£1,724.00	£2,068.80	1987
SEH French	14 <sup>th</sup> interim payment certificate	£153,147.63	£183,777.16	1995
		<b>£173,654.83</b>	<b>£206,953.98</b>	

Expenses under £500	Description	Net	Gross	code
Legal and General	Pension April 21 (DD)	£245.21	£245.21	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1957
Shred Station	Blue bin collection	£44.00	£52.80	1958
Xero	Monthly subscription (DD)	£24.00	£28.00	1962
Staples	Stationary/office equipment order	£43.14	£51.77	1963
RFO	Stationary (large boxes for office move)	£14.99	£17.99	1966
RFO	Sim card for the pavilion	£9.08	£10.90	1967
Southern Electric	Electric for street lights at 3 sites (DD)	£99.24	£104.18	1968
BCS	Payroll Processing	£35.00	£42.00	1970
Watch the Dot	Setting up of holding page	£65.00	£78.00	1971
Viking	Kitchen equipment for Village Hall (downstairs)	£275.80	£334.51	1972
Viking	Order for wall clock for new office	£26.84	£32.66	1973
CAPALC	Councillor training course	£75.00	£75.00	1974
King & Co Solicitors	Work on Kids Club Contract	£150.00	£180.00	1979
British Gas	Electric invoice for the Nursery (DD)	£102.59	£107.71	1980
Viking	Misc items for the Village Hall (Stationery/signage/Kitchen equipment)	£150.84	£184.56	1982
Viking	Waste bin for the Village Hall	£79.99	£98.36	1983
AJ King	Extra hours - assisting with Office move & issues relating to Hall set up	£202.50	£243.00	1985
Cambs ACRE	Membership	£47.50	£57.00	1988
Viking	First Aid box x 2	£22.54	£27.05	1989
Southern Electric	Electric invoice for the Pavilion (DD)	£285.82	£342.98	1990
Travis Perkins	Purchase of a broom	£7.23	£8.68	1991
Cambs ACRE	Hall hire document template.	£15.00	£15.00	1992
Caprari	Service of pumps at rec ground	£300.00	£360.00	1993
Viking	Ink Cartridges and signage	£27.95	£33.54	1994
		<b>£2,571.26</b>	<b>£2,997.30</b>	
<b>Multipay Card</b>				
O2	Top up for Assistant Clerk phone	£10.00	£10.00	1960C
Viro Branding	Door signage for Village Hall	£21.34	£25.61	1975C
Amazon	Post box for the Nursery building	£27.49	£28.50	1976C
Amazon	2 x Kettles for the Village Hall	£31.66	£38.00	1978C
		<b>£90.49</b>	<b>£102.11</b>	

Resolution to pay these invoices

**21/087. Management accounts** – to review the monthly management accounts - FLAC

**21/088. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**21/089. Matters for consideration at the next meeting**

**21/090. Dates of next meetings** – Planning 8<sup>th</sup> April, Planning 22<sup>nd</sup> April, APM 27<sup>th</sup> April, FLAC 29<sup>th</sup> April, Full 4<sup>th</sup> May

**21/091. Close of Meeting**



Jo Brook - Clerk

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31<sup>st</sup> March 2021