

**DRAFT Ordinary Parish Council Meeting Minutes**

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 8<sup>th</sup> June 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Collinson, Faulkner, Hutchison, Loveluck, Stewart, Ward, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and RFO

**In attendance:** 1 member of the public

- 21/115. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Graves (personal), Henderson (personal), Wotherspoon (personal) and Young (work).
- 21/116. To accept Declarations of Interest and Dispensations** – none given.
- 21/117. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 4<sup>th</sup> May 2021 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**
- 21/118. Public participation** – No comments.
- 21/119. Reports**
- **SCDC & CCC combined report** – report noted. SCDC Cllr Wilson spoke regarding the 20mph scheme. Next meeting of 20's plenty for Cambridgeshire group is 30<sup>th</sup> June and SCDC Cllr Wilson will mail out a link. CCC are looking to make 20mph zones easier for villages to achieve. East/West Rail consultation closes tomorrow; suggestion that individuals submit responses. GCP meeting tomorrow; scheme of greatest relevance to Cottenham is the Waterbeach scheme. Lateral connectivity has been ignored and suggested that CPC raise a question accordingly. SCDC Cllr Gough to send link and SCDC Cllr Wilson will raise the issue again. Police presence will be eased back but they have been informed of specific issues with speeding and the Co-op and foot patrols will continue at the Rec over the summer. Need to communicate police activity via our Facebook pages. Cllr Gough to provide link to the Clerk regarding cycling. The Cottenham to Oakington Greenway has been delayed due to land acquisition issues. Cllr Gough has a meeting on 16<sup>th</sup> June with Highways regarding the S278 agreements for the developers. He is also chasing general Highways issues. Cllr Stewart commented that there had been a reduction in speeding on Lambs Lane.
  - **Clerk** – report noted.
  - **Major developments** – report noted. Cllr Hewitt has been in contact with Brian Heffernan from County regarding the Bellway ditch. Cllrs Hewitt and Graves are continuing to look into the issues.
  - **Village Hall & Nursery** – report noted. O&M manuals have finally been received in electronic format. Regarding our electric bills, we are in a higher consumption band than we need to be and the bills are being estimated. Cllr Henderson is following this up. RFO is chasing gas billing. Need further discussion regarding the loan following information received from MHCLG. SCDC Cllr Wilson left the meeting at 8.04pm.
  - **Pre-launch working party** – report noted. Business and marketing plans are being worked on.
- 21/120. Internal audit** – Consider review of internal audit report – Document reviewed and another good report received. The auditor was impressed with the new facilities.
- 21/121. Annual Governance Statement** – Review and approve the Annual Governance Statement 2020/21 as part of the Annual return for the year ended 31st March 2021. Resolution to approve the Annual Governance Statement 2020/21 as part of the Annual return for the year ended 31st March 2021. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.** Chair and Clerk signed section 1 accordingly.
- 21/122. Accounting Statements** – Review and approve the Accounting statements 2020/21 as part of the Annual return for the year ended 31st March 2021. The document was reviewed and has been

checked by our accountant. One amount moved into the correct box. Resolution to approve the Accounting statements 2020/21 as part of the Annual return for the year ended 31st March 2021. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.** Chair and RFO signed accordingly.

**21/123. Bank Signatory arrangements** - Resolution to remove ex Cllr Morris and Cllr Bolitho from the bank signatory list and add Cllrs Hewitt and Hutchison. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

**21/124. Bank reconciliation arrangements** – Resolution that Cllr Ward checks the bank reconciliations with RFO at least quarterly as per councils Financial Regulations. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**

**21/125. Co-option** – Resolution to accept application for co-option to the Council from Tim Jones. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

**21/126. Nursery operator** – to consider agreeing the terms in the final draft of the Chestnut nursery contract – Asst Clerk outlined the need to formally agree the revised Heads of Terms for the nursery operator. Ran through the changes made; further amendment needed to the insurance. Resolution to adopt the revised Heads of Terms for the nursery operator (Chestnut Nursery). Proposed Cllr Hutchison and seconded by Cllr Stewart. **RESOLVED.**

**21/127. Kids Club holiday rates** – to consider revisiting a previous resolution (item 21/069) relating to the charges for the Kids Club Holiday rates. Since this resolution, new information has come to light and the charges require adjustment with a banding price scheme taking into account how many children are using the holiday club – RFO outlined. Additional information has come to light since the original resolution. They are only proposing to run for 3 weeks during the summer. Resolution to accept change to Kids Club holiday rates as detailed in the reports pack. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**

**21/128. Summer Reading Challenge** – Resolution to ratify grant of £200 to Cottenham Library for their annual summer reading challenge (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk). Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED.**

**21/129. Tennis Club Social** – Resolution to ratify permission for Cottenham Tennis Club to hold a summer social on Sunday 27<sup>th</sup> June (previously approved under delegated authority by Cllr Hewitt, RFO and Clerk). Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**

**21/130. Village Green banner** – Resolution to ratify permission for Open Studios to site a banner on the village green during July (previously approved under delegated authority by Cllr Hewitt and the Clerk). Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**

**21/131. Monthly payments**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£691.40	£829.68	
Whyatts Fair	Green Hire for funfair	£900.00	£1,080.00	
Whyatts Fair	Electric recharge	£24.28	£29.14	
Cottenham Hotspur	Hire of Football pitch (one off)	£20.00	£24.00	
2nd Cottenham Scouts	Recreation ground hire	£8.00	£9.60	
HMRC	Vat payment	£1,376.29	£1,376.29	
Bowls Club	Electric recharge	£1,062.67	£1,062.67	
		<b>£4,082.64</b>	<b>£4,411.38</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 2021	£5,068.89	£5,068.89	
HMRC	Tax and NI for May 2021 (month 2)	£901.56	£901.56	
Chubb	Annual fire extinguisher maintenance plan for Village Hall	£686.40	£823.68	2026
British Gas	Electric (Monthly) for the Village Hall (DD)	£1,159.41	£1,217.38	2040

Sotham Engineering	Instalation of scene setting plates on both floors of Village Hall	£2,048.49	£2,458.19	2053
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	2054
AJ King	Additional work carried out at Village Hall	£593.03	£711.64	2055
		<b>£13,624.45</b>	<b>£14,981.34</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension June 21 (DD)	£361.41	£361.41	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Backstop Ltd	Accountancy support for the month	£50.00	£60.00	2027
Xero	Accountancy package for the month (DD)	£24.00	£28.80	2028
MB Cleaning Services	Cleaning services - Village Hall April 2021	£255.00	£255.00	2029
Shred Station	Blue bin collection from office	£44.00	£52.80	2030
Caprari Ltd	Work on pumps in the Village Hall	£250.00	£300.00	2031
Calor	Standing charge (DD)	£17.13	£17.99	2032
Chubb	Annual fire extinguisher maintenance plan for the Nursery	£354.00	£424.80	2033
RFO	Staples and sticky notes	£6.15	£7.38	2036/2037
RFO	Printer paper	£2.85	£2.85	2038
British Gas	Electric (Monthly) for the Nursery (DD)	£90.92	£95.47	2039
RFO	Expenses re the sim card for the pavilion	£9.20	£11.04	2041
CSA	Liquid soap & Kitchen jumbo rolls	£49.42	£59.31	2042
SSE Southern Electric	Invoices for street lighting (3 sites)	£115.56	£121.32	2043
BCS	Payroll processing April 21	£61.00	£73.20	2044
Urbancomms	Set up and first month of Internet at the Village Hall (DD)	£369.70	£443.65	2045
Urbancomms	Set up and first month of Internet at the Nursery (DD)	£369.70	£443.64	2046
CAPALC	Code of conduct training x1	£40.00	£40.00	2047
CAPALC	Code of conduct training x2	£80.00	£80.00	2048
Caprari Ltd	Work on pumps at the recreation ground	£200.00	£240.00	2049
CB Creative	Design & produce 9 interior signs for Village Hall	£425.00	£510.00	2050
Travis Perkins	Padlock	£37.64	£45.17	2051
SSE Southern Electric	Electric (Monthly) for the pavilion DD	£253.60	£304.32	2052
Watch the Dot	Premium hosting annual charge	£120.00	£144.00	2057
Rospa	Annual inspection of the play ground and skate park	£304.50	£365.40	2058
		<b>£4,062.78</b>	<b>£4,693.95</b>	
<b>Multipay Card</b>				
Amazon	Telephone cable for the Village Hall	£17.47	£20.97	2034C
O2	Phone top up for assistant clerk	£10.00	£10.00	2035C

Resolution to ratify payment of these invoices previously approved under delegated authority – RFO. As per delegated authority (agreed at the April 2021 Full council meeting) the payments list was circulated to Cllr Bolitho (Chair of Finance meeting), Cllr Hewitt (Chair of Council), the RFO and the Clerk for authorisation and has now be processed for payment by Cllr Ward and Cllr Young. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**

**21/132. Invoice for payment** – Resolution to authorise payment to Clerk for expenses relating to invoice Iliffe Media Publishing for £96 + VAT - total £115.20 for Advert for the Premises License. Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED.**

- 21/133. Invoice for payment** – Resolution to authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28<sup>th</sup> May 2021) for £450 (includes VAT). Proposed Cllr Stewart and seconded by Cllr Collinson. **RESOLVED.**
- 21/134. Management accounts** – to consider and authorise payment to Heelis and Lodge for Internal Audit (Invoice number HL9177 dated 28<sup>th</sup> May 2021) for £450 (includes VAT) – Item replicated above.
- 21/135. Management accounts** – to review the monthly management accounts – Noted.
- 21/136. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 21/137. Matters for consideration at the next meeting** – War memorial centenary (4<sup>th</sup> Sept 2021), working parties, 20mph zone, Insurance quotes, extra borrowing, Ladybirds maintenance works.
- 21/138. Dates of next meetings** – FLAC 22<sup>nd</sup> June, Planning 24<sup>th</sup> June, Full 6<sup>th</sup> July
- 21/139. Close of Meeting** – 8.39pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

DRAFT