

**To all Members of Cottenham Parish Council**

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

To be held in the Village Hall, Recreation Ground, Cottenham on Tuesday 6<sup>th</sup> July 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 21/140. 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.*
- 21/141. 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).*
- 21/142. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 8<sup>th</sup> June 2021 be signed as a correct record.
- 21/143. Public participation** - *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.*
- 21/144. 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 Hewitt/Clerk
  - **Village Hall & Nursery** – Cllr Hewitt/Clerk
  - **Pre-launch working party** – Cllr Ward
- 21/145. Additional borrowing** – Consider additional borrowing needs to complete the Village Hall project - FLAC
- 21/146. Village Hall business plan** – Consider review of draft business plan – Cllr Ward
- 21/147. Village Hall bar** – Consider kitting out of Lounge Bar in Village Hall – Cllr Ward
- 21/148. Village Hall cleaner** – Consider quotes for cleaning of the Village Hall – Clerk/Cllr Ward
- 21/149. Fen Reeves maintenance** – Consider maintenance of the site – Cllr Loveluck
- 21/150. 20mph zones in Cottenham** – assess community support for and feasibility of introducing 20mph limits in appropriate areas of Cottenham – Cllr Ward/Asst Clerk
- 21/151. Electronic document storage** – Consider setting up a working party to look into a suitable system and policy for electronic document storage – Cllr Henderson
- 21/152. Solar Panel SEG** – Consider looking into SEG rates for Village Hall solar panels – Cllr Henderson
- 21/153. SLCC Membership** – Consider renewal of SLCC Membership for the Clerk at a cost of £263 – Clerk
- 21/154. Eco Eats** – Consider support for Sustainable Cottenham (Eco Eats) for Cambridge Sustainable Food's application for a SCDC Zero Carbon Communities grant to provide events in Cottenham such as Saturday cookery workshops and information about sustainable diets and reducing food waste, including activities at next year's FEFF – Cllr Ward
- 21/155. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, AN Other)
  - HR (Cllrs Bailey, AN Other & Ward)
  - Drainage & Flooding (Cllrs Graves, Hewitt, AN Other, Ward & Wotherspoon)

- Youth (CALF)

**21/156. Endorse status of “Task & Finish” Working Parties**

- Local Plan (Cllrs Hewitt & AN Other)
- Speculative Developments (Cllrs Hewitt, Loveluck, AN Other, Young & the Clerk)
- New Village Hall & Nursery (Cllr AN Other, the Clerk, Asst Clerk & RFO)
- Village Hall post-construction (Cllr AN Other, the Clerk and RFO)
- Village Hall pre-launch (Cllrs Bailey, Hutchison, Ward, Young & the Clerk)
- Tony Nicholas Memorial (Cllrs Bolitho, Collinson and AN Other)

**21/157. Review representation as Trustees etc.**

- Church and Causeway Charity (Trustee, Cllr Bolitho)
- Cottenham Community Centre (Trustee, vacant)
- Cottenham Charities (Trustee, Lynda Harford and David Mudd)
- Cottenham Primary School (Rep, currently Cllr AN Other and the Clerk)
- Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
- Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)

**21/158. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho)
- Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
- Communications (Cllr Hutchison)
- Defibrillator (Cllrs Henderson & Hewitt)

**21/159. To review policy recommendations by Committees**

- Asset Register (amending April 2019)
- Code of Conduct (amended July 2015)
- Complaints procedure (amended July 2015)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- IT & Communications (adopted October 2015)
- Standing Orders
- Training & Development (amended June 2018)

**21/160. Connections Bus – consider hosting up to 6 sessions over the summer holidays - Clerk**

**21/161. CPS magazine – consider advertising in the CPS magazine at a cost of £50 - Clerk**

**21/162. Hallmaster – consider purchase of Hallmaster booking system for Village Hall – Asst Clerk**

**21/163. Insurance quotes – consider insurance quotes for next year (renewal due September 2021) - RFO**

**21/164. Finance**

Income	Description	Net	Gross	
Strive	Bootcamp sessions	£110.00	£132.00	
Tennis club	Tennis court usage	£9.38	£11.26	
Ben Butler	Bootcamp sessions	£139.86	£167.84	
2nd Cottenham Guides	Hire of Open space	£24.00	£28.80	
1st Cottenham Guides	Hire of Open space	£24.00	£28.80	
1st Cottenham Rainbows	Hire of Open space	£16.00	£19.20	
2nd Cottenham Rainbows	Hire of Open space	£10.00	£12.00	
Village Hall Hire	Hire for childrens party	£60.00	£72.00	
HMRC	Vat payment	£2,047.53	£2,047.53	

Cottenham United Football Club	Donation for box to house defibrillator	£300.00	£300.00	
Cottenham COLTS	Donation for box to house defibrillator	£300.00	£300.00	
		<b>£3,040.77</b>	<b>£3,119.43</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for July 2021	£4,689.45	£4,689.45	
HMRC	Tax and NI for June 2021 (month 3)	£1,037.61	£1,037.61	-
SSE Southern Electric	Electric for Recreation ground (Quarterly) (DD)	£1,284.67	£1,541.60	2059
PC World Business	Laptop and Monitor for the Salto system	£428.30	£513.96	2068
AJ King	Monthly groundsman invoice	£3,166.67	£3,800.00	2081
AJ King	Additional work at the Village Hall	£457.50	£549.00	2082
PPL/PRS	Annual cost of Music License for Village Hall	£502.67	£603.21	2083
Calor Gas	Gas delivery to the pavilion (DD)	£1,048.74	£1,101.18	2084
Backstop Ltd	Year-end accounts 20-21	£800.00	£960.00	2085
British Gas	Electric for the Village Hall (DD) monthly	£1,124.83	£1,181.07	2089
		<b>£14,540.44</b>	<b>£15,977.08</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension July 21 (DD)	£318.58	£318.58	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
SSE Southern Electric	Electric for Village Green (Quarterly) (DD)	£35.04	£36.79	2060
Xero	Accounting package (DD)	£24.00	£28.80	2061
Heelis and Lodge	Internal Audit charge	£450.00	£450.00	2062
Clerk	Expenses re Advert for Premises License (Iliffe Media Publishing)	£96.00	£115.20	2063
Declan Thomas Deane	Repair to the telephone box after being vandalised	£400.00	£480.00	2064
Backstop Ltd	Accounting support	£50.00	£60.00	2065
Cromwell Fire Ltd	Fire Alarm Service Charge	£103.63	£124.36	2066
Cottenham Primary School	Nursery interview - us of CPS staff member	£170.00	£204.00	2067
RFO	Sim card for the pavilion	£9.20	£11.04	2069
Source for Business formally Cambridge Water Business	6 monthly water for Bowls club & Allotments (DD)	£263.55	£263.55	2070
RFO	Printer paper	£2.85	£2.85	2071
RFO	Postage re External Audit	£3.23	£3.23	2072
Urban Coms	Broadband for the Nursery (DD) monthly	£66.49	£79.79	2073
Urban Coms	Broadband for Village Hall (DD) monthly	£66.49	£79.80	2074
BCS	Payroll processing May 2021	£35.00	£42.00	2075
British Gas	Electric for the Nursery (DD) monthly	£195.39	£205.15	2076
SSE Southern Electric	Electric for the Pavilion (DD) monthly	£281.27	£337.52	2077
SSE Southern Electric	Electric invoices x 3 for street lighting (DD) monthly	£99.24	£104.18	2078
Library Services	Summer Reading Challenge donation	£200.00	£200.00	2079
AC Leigh	Training for staff/councillors on SALTO system	£250.00	£300.00	2080
Viking	Acrylic Sign for Village Hall	£7.49	£9.44	2086
Viking	Projection Screen	£93.99	£115.16	2087

Viking	Toner cartridge, Kettle and Scissors	£108.37	£132.76	2088
RFO	Kitchen cleaning supplies	£7.32	£7.32	2090
Viking	Kitchen supplies for Village Hall	£107.59	£129.11	2091
Bridgeman	Repairs to tennis court netting	£135.00	£135.00	2092
		<b>£3,751.72</b>	<b>£4,182.03</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

**21/165. Matters for consideration at the next meeting**

**21/166. Dates of next meetings** – Planning 8<sup>th</sup> July, CALF 20<sup>th</sup> July, Planning 22<sup>nd</sup> July, Full 3<sup>rd</sup> August

**21/167. Close of Meeting**



Jo Brook - Clerk

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1<sup>st</sup> July 2021