

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 3rd August 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/168. 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.*
- 21/169. 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).*
- 21/170. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 6th July 2021 be signed as a correct record.
- 21/171. Public participation** - *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. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.*
- 21/172. 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
 - **Village Hall & Nursery** – Cllr Hewitt
 - **Pre-launch working party** – Cllr Ward
- 21/173. Councillor co-option** – Consider applications for co-option to the Council – RFO
- 21/174. Additional borrowing** – Consider additional borrowing needs to complete the Village Hall project - FLAC
- 21/175. Village Hall bar operation** – Consider the report from the VH Working party and proposal to establish a community-led bar operation in the Village Hall from August 2021 – Cllrs Jones/Ward
- 21/176. Balcony Room kitting out** – Consider FLAC recommendation re. kitting out of Village Hall Balcony Room - FLAC
- 21/177. TTRO for Remembrance event** – Consider submission of TTRO for Remembrance event in November 2021 – Asst Clerk
- 21/178. Rampton Road changes to speed limits** – Consider commenting on proposed changes to speed limits on Rampton Road – Asst Clerk
- 21/179. CCTV policy** – Consider adoption of CCTV policy – Cllr Jones
- 21/180. Cottenham Charities Trustee** – Consider nomination of Trustee for Cottenham Charities – RFO
- 21/181. Gas/Electricity contracts** – Consider change of utility suppliers for the Village, Hall, Pavilion, Green and streetlights – Cllr Henderson
- 21/182. Groundsman contract** – Consider FLAC recommendation for changes to groundsman contract – FLAC

- 21/183. Village Hall Social Media marketing** – Consider FLAC recommendation to accept quote from The Little Social Media Company for VH marketing - FLAC
- 21/184. Village Hall cleaner** – Consider revised quotes for cleaning of the Village Hall – Clerk/Cllr Ward
- 21/185. Grant application** – Consider FLAC recommendation re. grant to the Rowan Charity of £150 – FLAC
- 21/186. S106 indemnity** – Consider signing indemnity relating to burial space and sports provision – RFO
- 21/187. Junior Parkrun** – Consider hosting junior Parkrun events in Cottenham – Cllr Hutchison
- 21/188. Village Hall usage by Ladybirds** – Consider Village Hall usage by Ladybirds for Christmas play – Asst Clerk/Cllr Ward
- 21/189. Christmas tree** – Consider quotes for Christmas Tree for Village Green – Asst Clerk
- 21/190. War Memorial centenary** – Consider event to commemorate centenary of the war memorial– Cllr Hewitt
- 21/191. Recreation Ground pitch fees** – Consider revised fees for 2021/22 season and updating of sports club contracts – Cllr Hewitt
- 21/192. Finance**

Income	Description	Net	Gross	
Village Hall Hire	Invoice payment	£130.00	£156.00	
Ladybirds	Quarterly rent invoice	£1,655.00	£1,655.00	
Kids Club	Monthly rent invoice	£691.40	£829.68	
Game Set Tennis	Tennis lessons	£4.37	£5.24	
2nd Cottenham Rainbows	Rainbow sessions on the Dunnocks	£20.00	£24.00	
Strive Outdoor bootcamp	Invoice payment	£130.00	£156.00	
1st Cottenham Rainbows	Rainbow sessions on the green	£32.00	£38.40	
Sustainable Cottenham	Hire of the Village Hall	£320.00	£384.00	
Sustainable Cottenham	Hire of the Pavilion	£70.00	£84.00	
Allotments	Water recharge	£483.57	£483.57	
Use of Cricket pitch	Invoice payment	£120.00	£144.00	
1st Cottenham Guides	Guides sessions on the green	£32.00	£38.40	
Village Hall Hire	Invoice payment	£100.00	£120.00	
HMRC	VAT payment	£826.58	£826.58	
Bowls Club	Electric recharge	£45.61	£45.61	
2nd Cottenham Guides	Guides sessions on the green	£24.00	£28.80	
		£4,684.53	£5,019.28	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 2021	£4,804.94	4804,94	-
HMRC	Tax and NI for July 2021 (month 4)	£852.17	£852.17	-
Zurich	Annual insurance cost	£6,826.29	£6,826.29	2103
HAG	Supplied, re-wired & install new motor to door (Ladybirds)	£829.00	£994.80	2104
Calor Gas	Delivery to the pavilion (DD)	£1,048.74	£1,101.18	2105
Cambs County Council	Contribution to LHI Scheme	£4,900.00	£4,900.00	2109
AJ King	Groundsman Contract	£3,166.67	£3,800.00	2110
AJ King	Additional work carried out for Village hall	£472.50	£567.00	2111
		£22,900.31	£19,041.44	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension August 21 (DD)	£331.64	£331.64	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Travis Perkins	Combination padlocks x 3	£56.46	£67.75	2093
SSE Southern Electric	Electric for streetlighting (DD) Monthly	£105.62	£110.88	2094

Xero	Monthly cost for Xero (DD)	£24.00	£28.80	2095
Backstop Ltd	Accountancy support	£50.00	£60.00	2096
RFO	Expenses - re sim card for the pavilion	£9.20	£11.04	2097
BCS	Payroll processing June 21	£35.00	£42.00	2098
SSE Southern Electric	Electric for the pavilion (DD) Monthly	£262.96	£315.55	2099
British Gas	Electric for the Nursery (DD) Monthly	£179.45	£188.42	2100
Urbancomms	Broadband for the Village Hall (DD) Monthly	£66.49	£79.79	2101
Urbancomms	Broadband for the Nursery (DD) Monthly	£66.49	£79.79	2102
Hall Master	Booking system for the Village Hall	£187.00	£212.40	2106
Barton Oil Burner Services	Boiler service & repairs to Ladybirds boiler (50% will be recharged)	£236.60	£283.92	2112
MB Cleaning Services	Village Hall cleaning invoice	£357.00	£357.00	2113
The Geographer	Microwave for Village Hall	£50.00	£50.00	
Cllr Ward	Premises licence from SCDC	£190.00	£190.00	
		£2,379.91	£2,615.38	
Multipay Card				
Amazon	Equipment for the Salto system	£201.66	£241.99	2107C
Amazon	Keyboard and Mouse for RFO	£23.32	£27.99	2108C
O2	Phone top up	£10.00	£10.00	2114C
CeX	New phone for Asst Clerk	£21.95	£21.95	
		£256.93	£301.93	

Resolution to pay these invoices - RFO

21/193. Management accounts – to review the monthly management accounts - FLAC

21/194. Bank reconciliation – to review monthly bank reconciliation – FLAC

21/195. Matters for consideration at the next meeting

21/196. Dates of next meetings – Planning 5th August, Planning 19th August, Full 7th September

21/197. Close of Meeting



Jo Brook - Clerk

Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.

clerk@ottenhampc.org.uk

29th July 2021