

### Ordinary Parish Council Draft Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 3<sup>rd</sup> August 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hutchison, Jones, Loveluck, Stewart, Ward, Young, SCDC/CCC Cllr Gough, the Assistant Clerk and RFO

**In attendance:** 4 members of the public

- 21/168. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulkner (Personal), Wotherspoon (Absent), Clerk (Holiday), SCDC Cllr Wilson (Illness)
- 21/169. To accept Declarations of Interest and Dispensations** – Cllr Hutchinson re Park run item 21/187 and Cllrs Young & Collinson regarding the Rampton road speed sign item 21/178.
- 21/170. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 6<sup>th</sup> July 2021 be signed as a correct record. Proposed Cllr Hutchinson and seconded by Cllr Ward. **RESOLVED.**
- 21/171. Public participation** – Three members of the public in attendance wished to take part in the discussion about the bar operation (item 21/175) the other member of the public present was one of the co-option candidates.
- 21/172. Reports**
- **SCDC & CCC** – report noted. Church Lane situation is being investigated. Highways meeting on the 6<sup>th</sup> that Cllr Gough and Asst Clerk attending, then another meeting on the 11<sup>th</sup> to talk about planned works. There has been a visit to the Gun club by CCC and SCDC they confirm that the height and width of the bunds are as expected, they are 75% completed and it is estimated to take a further 1 year to complete. Surface water situation is still being looked at - Bellway
  - **Clerk** – report noted. Tilia not doing a good job of maintaining clear path, hedges need to be better managed. Parish Council to make representation.
  - **Major developments** – Report noted. Cllr Hewitt and Clerk attended a Developer Liaison meeting on the 29<sup>th</sup> of July, Persimmon confirmed that the Early Years invoice from CCC will be on their August pay run. Reserved matters for Tilia will be reviewed by SCDC in September and work is likely to begin in March next year. Management plan being created for management of Les King Wood. Water collecting on Rampton road, water management issues re Redrow. Tilia planning to site a retention pond nearby. Please can this be brought up at the next Liaison meeting. Tilia development - More direct access to the village for cycling and walking is under discussion.
  - **Village Hall & Nursery** – Report noted. All classes have finished for the summer. Kids Club are in for three of the weeks over summer holidays. Snagging is still ongoing, and W & B are looking into various issues. Ceiling contractor has checked the tiles, they may need clipping and further ventilation tiles added. The O&M manuals have been delivered to the office. Chestnuts are hoping to set up in August and a contract has been set up for this. The full contract is still in the hands of the solicitor.
  - **Pre-launch working party** – Report noted. Bookings for weekday evenings on the ground floor are looking healthy and the online booking system has been set up. Still have daytime slots available. Autumn booking requests are coming in, but additional fitting out required to fulfil these requests (item 21/176). Hoping to trial a social media campaign to test the viability of this form of marketing (item 21/183). Still exploring options for a bar operation (item 21/075). Cottenham Primary School PTCA and Ladybirds will be running a kiosk service from the end of August, COLTS may also use the kiosk on a Saturday. Still awaiting £105K in S106 monies from Persimmon. Application to FECA for audio system ongoing.

- 12/173. Councillor co-option** – The council had two applications for co-option to the council, there is a single vacancy. Both applicants' details were considered. The council then voted eight in favour of Mary Kidston and two for Robin Heydon, one abstention. Proposal to co-opt Mary Kidston onto the council following a majority vote – Proposed Cllr Ward and seconded by Cllr Young - **RESOLVED**
- 21/174. Additional borrowing** – Cllr Ward ran through the background and the cashflow spreadsheet. The council do not wish to increase the precept further. There were some questions over the term of the loan. Proposal that Cottenham Parish Council seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £50,000 over the borrowing term of 15 years for completion of the Village Hall and Nursery project. The annual loan repayments will come to around £3777.00. It is not intended to increase the council tax precept for the purpose of the loan repayments. Proposed Cllr Ward and seconded by Cllr Bolitho - **RESOLVED**
- 21/175. Village Hall bar operation** – Standing orders suspended at 19.48. The report provided by Cllr Jones highlighted the progress on this to date. One member of the public felt that a membership is a way to help control over who you can/can't serve. Reinstated standing orders at 19.53. The report details how a partnership between CPC and CUSSC (Cottenham United Sports and Social Club) could work initially on a trial period to end March 2022. Cllr Jones spoke about the overall objectives to provide a benefit to the community, showcase the Village Hall & generate some income. Membership, location, and revenue are the main factors to be considered. The working party would like to see a profit by the end of the financial year. To arrange a follow up meeting between CUSSC and CPC. Accounts can be provided by CUSSC. The council discussed how keen they are for as many people as possible to be involved and on finding ways to overcoming barriers to using the bar facilities. Proposal to provide support for the working party to continue ongoing discussions with the Sports and Social Club – Proposed Cllr Bolitho and seconded by Cllr Stewart - **RESOLVED**
- 21/176. Balcony Room kitting out** – The Village Hall working party have been looking at ways of kitting out the Balcony room in the Village Hall with tables, chairs, white goods, and a cooker with a view to working out whether the council can ensure that they are available for potential booking in the autumn. The Finance committee looked at the estimates and recommended to full council that a budget of £8K (excluding VAT) be allocated for this purpose. Resolution that full council set a budget of 8K to cover the cost of kitting out the balcony room – Proposed Cllr Bailey and seconded by Cllr Stewart - **RESOLVED** Standing orders suspended at 20.49 a member of the public recommended that council consider the option of auctioned equipment from pubs/bars that have recently closed. Standing orders reinstated 20.50
- 21/177. TTRO for remembrance event** – The remembrance event is taking place in November and to ensure that the TTRO is processed an application needs to be made as soon as possible. Proposal that the Asst Clerk apply for the TTRO for road closure notice for the remembrance event – Proposed by Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**. Traffic marshals are needed for these events, training is required. Good idea to advertise this.
- 21/178. Rampton Road changes to speed limits** – There is a proposed extension of the 30mph speed limit and a new 40mph speed limit on Rampton Road. Cambridgeshire County Council are asking for comment, closing date 16<sup>th</sup> August 2021. Resolution that Cllr Hewitt will respond to the proposal on behalf of CPC and to state that CPC recommends that the current 60mph area be reduced to 50 mph between the villages of Rampton and Cottenham. Proposed Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**. Two abstentions as per declarations of interest.
- 21/179. CCTV Policy** – The council considered the new CCTV policy which details how we use CCTV and states that the council will retain data for 30 days before it is deleted, need to check that the equipment we have is capable of this and the location of the equipment is secure. The policy is

compatible with the premise license agreement and GDPR. Resolution to adopt the CCTV policy as per the pack – proposed Cllr Loveluck and seconded by Cllr Stewart - **RESOLVED**

- 21/180. Cottenham Charities Trustee** – There is a vacancy for a trustee at Cottenham Charities. Proposal to nominate Cllr Ward as a trustee for Cottenham Charities – proposed by Cllr Graves and seconded by Cllr Bailey - **RESOLVED**
- 21/181. Electricity contracts** – Cllr Henderson has researched various suppliers of electricity and presented these to the council. Resolution to continue with British Gas at the Village Hall for a 2-year term, to appoint EDF on a 3-year term for the Sports Pavilion, to appoint EDF for a 3-year term at the Village Green. To continue with SSE for the streetlighting unless a more competitive supplier is found – Proposed by Cllr Ward and seconded by Cllr Henderson - **RESOLVED**
- 21/182. Groundsman Contract** – Cllr Hewitt met with our groundsman to look at his scope of work and contract costs. FLAC considered this at the meeting on the 27<sup>th</sup> July. FLAC recommended to full council to increase the contract price by 10% on current scope of work to cover cost of inflation and materials (last increase was in 2017) and then an additional £4k per year for additional work including increased sports team usage of the recreation ground and associated works, additional work at Crowlands moat, pressure washing of bus shelters, and the additional areas of Wilkin walk, Narrow Lane, WARG Field and Fen Reeves meaning that the contract value will increase from £38K (before VAT) per year to £45,800 (before VAT) fixed for three years. The work is tendered out prior to next contract renewal date. Proposal to accept the increase from Dec 2020 for a period of three years (Dec 2023) – proposed Cllr Ward and seconded by Cllr Loveluck - **RESOLVED**
- 21/183. Village Hall Social Media Marketing** – As part of our marketing of the Village Hall, FLAC recommends to full council that we employ ‘The Little Social Company’ to carry out a report of the council’s social media marketing strategy for £100 and then to pay a monthly cost of £200 for two months for work to increase our social media presence (total £500) and then to review the success of this work. Resolution to employ ‘The little Social Company’ total value £500, to carry out Village Hall Marketing for two months – Proposed Cllr Graves and seconded by Cllr Collinson - **RESOLVED**
- 21/184. Village Hall cleaner** – deferred
- 21/185. Grant application** – The council received a grant application from the Rowan charity which is an arts centre for people with learning disabilities based in Cambridge which has benefitted individuals from Cottenham. FLAC recommends to full council that we grant £150 to the charity. Resolution that the council grant £150 to the Rowan Charity – Proposed Cllr Collinson and seconded by Cllr Stewart - **RESOLVED**
- 21/186. S106 indemnity** – A S106 agreement in effect from 30<sup>th</sup> November 2017 requires the developer to pay over the sum of £60,000 as a financial contribution towards agreed sports projects and £25,410 towards the provision of additional burial space. Resolution to sign the s106 indemnity form – Proposed Cllr Ward and seconded by Cllr Young - **RESOLVED**
- 21/187. Junior Parkrun** – Junior parkrun is a free, weekly timed 2km run held every Sunday at 9am for children aged between 4 and 14 years old. The Milton Park run has not restarted and there is some interest in starting an event in Cottenham. To do this there needs to be landowner permission, a sum of £4000 needs to be raised as a one-off fee and the event will need a core team to run it. In 6 years at Milton the junior park run has been run over 36,000 times by 4,500 different children, many of them Cottenham residents. Resolution that CPC support the setting up of the park run at the recreation ground – Proposed Cllr Stewart and seconded by Cllr Bailey - **RESOLVED**. Cllr Bailey left the meeting at 9.33pm.
- 21/188. Village Hall usage by Ladybirds** – Ladybirds have asked about using the hall for their Christmas pantomime on both Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> December between breakfast and afterschool club hours. Currently there are no other bookings on these days and permission granted. Encourage Ladybirds to apply for a grant application of £50 to cover the cost of the bookings. Thorough cleaning by Ladybirds must be carried out after each event.

**21/189. Christmas tree** – The Asst Clerk had obtained three quotes for the Christmas tree. Resolution that we purchase the Christmas tree from Nunton Christmas trees for £1450 including VAT, we will see if we can arrange collection of the tree to reduce the cost. Proposed Cllr Bolitho and seconded by Cllr Loveluck – **RESOLVED**. Council to actively seek sponsorship to help cover the costs

**21/190. War memorial centenary** – As discussed earlier we will be applying for the TTRO. One of the local residents has been asked to produce a pictorial display in the community centre as part of the centenary event. Cllr Hewitt to contract resident to arrange pictorial display.

**21/191. Recreation Ground pitch fees** – deferred

**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	
2 <sup>nd</sup> Cottenham Rainbows	Rainbow sessions on the Dunnocks	£20.00	£24.00	
Strive Outdoor Bootcamp	Invoice payment	£130.00	£156.00	
1 <sup>st</sup> 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	£2,047.53	
Allotments	Water recharge	£483.57	£483.57	
Use of Cricket pitch	Invoice payment	£120.00	£144.00	
1 <sup>st</sup> 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	
2 <sup>nd</sup> Cottenham Guides	Guides sessions on the green	£24.00	£28.80	
		<b>£4,684.53</b>	<b>£5,019.28</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 2021	£4,804.94	£4,804.94	-
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
		<b>£22,900.31</b>	<b>£23,846.37</b>	
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 procession 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	2114
Cllr Ward	Premises licence from SCDC	£190.00	£190.00	2115
		<b>£2,379.91</b>	<b>£2,615.38</b>	
<b>Multipay Card</b>				
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	
		<b>£256.93</b>	<b>£301.93</b>	

Resolution to pay these invoices – **RESOLVED**

- 21/193. Management account** – Resolution to accept the management accounts as a correct record – Proposed Cllr Ward and seconded by Cllr Bolitho - **RESOLVED**
- 21/194. Bank reconciliation** – Resolution to accept the Bank reconciliation as a correct record – Proposed Cllr Graves and seconded by Cllr Bolitho - **RESOLVED**
- 21/195. Matters for consideration at the next meeting** – Look at electronic forms that needs completing for treeworks – Cllr Bolitho; Bulbs on the Village Green – Cllr Collinson; Sports club fees – Cllr Hewitt; Cleaning contract for the village hall
- 21/196. Dates of next meetings** – Planning 5<sup>th</sup> August, Planning 19<sup>th</sup> August, Full council 7<sup>th</sup> September
- 21/197. Close of Meeting** – 21.54

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