

**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 5<sup>th</sup> October 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 21/226. 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.*
- 21/227. 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).*
- 21/228. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 7<sup>th</sup> September 2021 be signed as a correct record.
- 21/229. 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.*
- 21/230. Reports**
- **SCDC & 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
- 21/231. SCDC enforcement** – Consider update on SCDC enforcement action and outstanding issues - Liz Watts, SCDC Chief Executive
- 21/232. Committee members** – Consider Committee vacancies and membership – Clerk
- 21/233. Community bar conduct policy** – Consider adoption of Code of Conduct for use of Community Bar – Cllr Ward
- 21/234. Community bar** – Consider allowing the Village Hall Pre-Launch Working Group to purchase stock for the Community Bar from the funds that the bar has raised from sales – Cllr Bailey
- 21/235. Wild flower mini meadow** – Consider proposal from SusCott Nature Recovery Group to sow a mini meadow on the Village Green – Cllr Loveluck
- 21/236. PWLB** – Consider FLAC recommendation to draw down the £50k loan on 15<sup>th</sup> October – FLAC
- 21/237. Remembrance event** – Consider donations towards the Parish Council remembrance wreath and Caledonian Pipe Band – Clerk
- 21/238. Christmas lights** – Consider purchase of new string festoon lights and upgrade of electrics on Village Green for Christmas – Clerk
- 21/239. Standing Orders** – Consider updates to Standing Orders – Cllr Hewitt
- 21/240. Working Party name** – Consider changing name of 'VH pre-launch task & finish WP' to Village Hall Working Party – Cllr Ward
- 21/241. Church & Causeway** – Consider split of £6,000 donation towards the Dissenters Cemetery and Cottenham churchyard – RFO

**21/242. Living Sport Dragons Den** – Consider Living Sport using Village Hall facilities free of charge for a Children’s Community Dragons Den project for a new physical activity in 2022 - Cllr Faulkner

**21/243. Finance**

Income	Description	Net	Gross	
SCDC	Second half of the precept	£149,637.00	£149,637.00	
Church & Causeway	Annual payout to the parish council	£6,000.00	£6,000.00	
HMRC	VAT payment	£2,013.39	£2,013.39	
Kids Club	Monthly rent invoice	£691.40	£829.68	
Resident Hire	Hire of the Village Hall	£240.00	£288.00	
Bowls Club	Annual Rent	£180.00	£180.00	
Strive	Rent of the rec/green	£120.00	£144.00	
Resident Hire	Hire of the Village Hall	£80.00	£96.00	
Resident Hire	Hire of the Village Hall	£50.00	£60.00	
Resident Hire	Hire of the Village Hall	£50.00	£60.00	
2nd Cottenham Guides	Rent of the rec/green	£24.00	£28.80	
1st Cottenham Guides	Rent of the rec/green	£16.00	£19.20	
Cottenham Tennis Club	Tennis lessons	£3.75	£4.50	
Village Hall Bar	Bar takings £94.74 minus Zettle commission so £93.74 (VAT however taken from full amount)	£78.95	£93.74	
		<b>£159,184.49</b>	<b>£159,454.31</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 2021	£5,138.56	£5,138.56	-
AJ King	Monthly ground maintenance charge	£3,816.66	£4,579.99	2165
Morleys	80 chairs and 4 chair stores	£3,740.00	£4,488.00	2166
SCDC	Annual trade collection invoice	£2,769.00	£2,769.00	2175
Byran Lecoche Ltd	Eviction of travellers from old rec ground	£1,699.25	£2,039.10	2164
Connections Bus	6 van sessions (youth club)	£1,080.00	£1,080.00	2163
HMRC	TAX and NI for September 2021 (month 6)	£944.08	£944.08	-
Wellers Hedleys	Legal fees re Nursery contract	£550.00	£660.00	2162
Curry's PC World Business	Oven and Fridge for the Village Hall (upstairs)	£449.16	£538.99	2177
British Gas	Invoice for Village Hall (DD) not taken as in credit	£508.77	£534.20	2161
		<b>£20,695.48</b>	<b>£22,771.92</b>	
Expenses under £500	Description	Net	Gross	code
Christine Ward	Expenses re Bar stock and equipment	£366.06	£464.27	2178
JEE Electrical	Work in pavilion & altering of sensor on lights	£420.00	£420.00	2160
Legal and General	Pension October 21 (DD)	£363.06	£363.06	-
RFO	Expenses - Annual renewal of Zoom	£359.70	£359.70	2144
AJ King	Additional work at the Village Hall	£285.00	£342.00	2159
Southern Electric	Electric invoice for the Pavilion (DD)	£268.38	£322.05	2168
The Little Social Company	Social media management Sept & Strategy doc	£300.00	£300.00	2182
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Viking	Equipment for Village Hall	£170.25	£204.30	2158
PH Pumps Ltd	Unblocking of both pumps at the Village Hall	£160.00	£192.00	2157

British Gas	Monthly Electric invoice for Nursery (DD) final inv	£176.96	£185.80	2156
Barcare Supreme	Glasswasher installation and Drip Tray (DD)	£141.40	£169.68	2169/ 2170
CamAlarms Ltd	Service call out	£133.00	£159.60	2172
CSA	Cleaning equipment for the pavilion	£94.33	£113.19	2181
Gemma Bailey	Expenses re Bar stock and equipment	£99.17	£112.39	2179
Southern Electric	Monthly Electric invoice for the Streetlights (DD)	£105.62	£110.88	2155
Old West IDB	Annual agricultural drainage rates	£83.46	£83.46	2173
RFO	Expenses - Zettle products	£68.00	£81.60	2145
Urbancomms	Monthly internet charge (Nursery) - Aug 21 (DD)	£66.49	£79.79	2153
Urbancomms	Monthly internet charge (Village Hall) - Aug 21 (DD)	£66.49	£79.79	2154
Backstop Ltd	Accountancy support	£50.00	£60.00	2152
CSA	Toilet cleaner and cloths for pavilion	£45.09	£54.11	2171
BCS	Payroll processing invoice for August 21	£35.00	£42.00	2151
Viking	Equipment for the village hall	£33.63	£40.36	2180
Viking	Stationary items	£33.62	£40.34	2174
Southern Electric	Quarterly Electric invoice for the green (DD)	£35.18	£36.93	2150
Xero	Monthly Subscription - accountancy package (DD)	£24.00	£28.80	2149
Travis Perkins	Wood filler and Cuprinol paint	£19.65	£23.58	2148
Initial	Sanitary Bin monthly charge - Village Hall (DD) Aug/Sep	£14.63	£17.56	2147
Initial	sanitary Bin monthly charge - Village Hall (DD) Sep/Oct	£14.63	£17.56	2176
RFO	Expenses - Sim Card for the pavilion alarm	£9.20	£11.04	2146
		<b>£4,214.00</b>	<b>£4,722.24</b>	
<b>Multipay Card</b>				
McAfee	Annual software renewal	£89.99	£89.99	2166C
The Soccer Store	Corner flags	£37.46	£44.95	2167C
Coop	Cleaning items for the Village Hall	£5.85	£5.85	2183C
		<b>£133.30</b>	<b>£140.79</b>	

Resolution to pay these invoices - RFO

**21/244. Management accounts** – to review the monthly management accounts - FLAC

**21/245. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**21/246. Matters for consideration at the next meeting** – Facilities Manager

**21/247. Dates of next meetings** – Planning 7<sup>th</sup> October, Planning 21<sup>st</sup> Oct, FLAC 26<sup>th</sup> Oct, Full 2<sup>nd</sup> November

**21/248. Close of Meeting**



Jo Brook - Clerk

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

[clerk@otthenampc.org.uk](mailto:clerk@otthenampc.org.uk)

30<sup>th</sup> September 2021