

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 7th September 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/198. 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.*
- 21/199. 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).*
- 21/200. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 3rd August 2021 be signed as a correct record.
- 21/201. 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.*
- 21/202. Reports**
- **SCDC** – report circulated prior to the meeting
 - **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
- 21/203. Tennis court maintenance** – Consider end of season maintenance to the grass courts – RFO
- 21/204. Village Hall network** – Consider improvements to Village Hall network system - Cllr Jones
- 21/205. Village Hall solar power** – Consider solar export guarantee for Village Hall - Cllr Henderson
- 21/206. Bank account for bar operation** – Consider setting up a separate bank account for the running of community bar in the Village Hall – RFO/Cllr Ward
- 21/207. External audit 2020/21** – Review of external audit report for 2020/21 - RFO
- 21/208. Family disco** – Consider holding family disco/Village Hall launch event – Cllrs Bailey/Ward
- 21/209. Remembrance parade** – Consider organisation of Remembrance event on 14th November including highways training - Clerk
- 21/210. Village Hall operating** – Consider operation of opening/closing for events at the Village Hall - Clerk/Asst Clerk
- 21/211. Village Hall cleaning** – Consider quotes for cleaning at the Village Hall – Asst Clerk
- 21/212. Tree orders** – Consider approaching SCDC regarding insufficient wording on Tree Orders – Cllr Bolitho
- 21/213. First aid training** – Consider staff undertaking CAPALC 'emergency first aid in the workplace' training (£85pp)– Clerk
- 21/214. Digital mapping training** – Consider staff undertaking CAPALC 'online parish mapping' training (free) – Clerk

- 21/215. SLCC national conference** – Consider virtual attendance at the event for up to 3 delegates (£100 + VAT pp) - Clerk
- 21/216. FEF 2022** – Consider permission for the Fen Edge Festival to use the Village Green free of charge on 24-26th June 2022 – Clerk
- 21/217. NALC Rural Housing event** – Consider Cllr Loveluck attending virtual event on 17th November (£51.71 inc VAT) – Clerk
- 21/218. Committees & working parties** – Consider Cllr Kidston joining the planning committee and Local Plan and speculative development working parties – Clerk
- 21/219. Carols on the Green** – Consider holding event on 14th December – Clerk
- 21/220. Finance**

Income	Description	Net	Gross	
Kids Club	Monthly rent invoice	£691.40	£829.68	
Resident Hire	Village Hall hire for a kids party	£80.00	£96.00	
1st Cott Rainbows	Hire of rec/green	£48.00	£57.60	
Fitness instructor	Hire of the Village Hall	£60.00	£72.00	
Cottenham Utd FC	Hire of Village Hall for a meeting	£30.00	£36.00	
Game Set Tennis	Tennis coaching	£11.25	£13.50	
Strive	Bootcamp sessions on rec/green	£130.00	£156.00	
SCDC	Community Chest grant received - Covid screens	£1,493.00	£1,493.00	
HMRC	VAT Payment	£795.93	£795.93	
NCT	Hire of Village Hall for NCT sessions	£60.00	£72.00	
SCDC	S106 monies (£64,509.80 for Sport & £27,319.90 for Burial space)	£91,829.70	£91,829.70	
2nd Cott Rainbows	Hire of rec/green	£15.00	£18.00	
Kids Club	Holiday club rent of Village Hall	£810.00	£972.00	
Living Sport	Hire of the Village Hall	£94.50	£113.40	
SCDC	S106 Early years monies	£104,458.44	£104,458.44	
Resident Hire	Hire of the Village Hall	£60.00	£72.00	
Zurich	Refund of overpaid insurance	£32.07	£32.07	
Resident Hire	Hire of the Village Hall	£70.00	£84.00	
Resident Hire	Hire of the Village Hall	£120.00	£144.00	
Cottenham Village Soc	Hire of the Village Hall	£160.00	£192.00	
BB Fitness	Hire of rec/green for June & July 21	£176.58	£211.90	
Resident Hire	Hire of the Village Hall	£225.00	£270.00	
		£201,450.87	£202,019.22	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 2021	£4,918.94	£4,918.94	-
HMRC	TAX and NI for Aug 2021 (month 5)	£908.95	£908.95	-
The Connections Bus	Youth work (8 sessions) - summer	£1,440.00	£1,440.00	2131
AJ King	Additional work at the Village Hall	£428.75	£514.50	2133
AJ King	Monthly groundsman maintenance	£3,816.66	£4,579.99	2134
Wellers Hedleys	Legal costs re Lease of Land & Operating Agreement for Nursery	£1,015.00	£1,218.00	2137
PKF Littlejohn	External audit fee	£2,800.00	£3,360.00	2138
Morleys	40 Chairs and Chair storage	£1,698.00	£2,037.60	2139
Gopak	25 Tables	£1,488.67	£1,786.40	2140
Bob Hopper	Beer chiller	£565.00	£678.00	
		£19,079.97	£21,442.38	

Expenses under £500	Description	Net	Gross	code
Legal and General	Pension September 21 (DD)	£342.95	£342.95	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
CSA	Toilet rolls	£18.99	£22.79	2116
Bridgeman Maintenance	repairs to tennis nets & cricket netting	£155.00	£155.00	2117
Viking	Ink cartridges and kitchen items	£80.38	£96.46	2118
Backstop Ltd	Accountancy support	£50.00	£60.00	2119
RFO	Expenses re sim card for pavilion	£9.20	£11.04	2120
Action for Swifts	Nest boxes & Call systems for Swifts	£387.00	£387.00	2121
BCS	Payroll processing for July 21	£35.00	£42.00	2122
Urbancoms	Broadband - Village Hall (DD) Monthly	£66.49	£79.79	2123
Urbancoms	Broadband - Nursery (DD) Monthly	£66.49	£79.79	2124
Xero	Monthly accountancy package (DD)	£24.00	£28.80	2125
SSE Southern Electric	Monthly electric - pavilion (DD)	£270.25	£324.30	2126
SSE Southern Electric	Monthly electric - streetlighting (DD)	£112.30	£117.90	2127
British Gas	Electric for Nursery (DD) Monthly	£165.44	£173.71	2128
British Gas	Electric - Village Hall for June (DD will not be taken as in credit)	£509.20	£534.66	2129
British Gas	Electric - Village Hall for July (DD will not be taken as in credit)	£528.39	£554.80	2130
Cottenham Primary Sch	Advert in the school magazine	£50.00	£50.00	2132
CSA	Toilet rolls	£18.99	£22.79	2135
RFO	Stamps	£7.92	£7.92	2136
Online Playgrounds	Cableway seat	£62.00	£74.40	
Clerk	Extension cable for Village Hall	£15.50	£15.50	
		£3,147.49	£3,388.00	

Resolution to pay these invoices - RFO

21/221. Management accounts – to review the monthly management accounts - FLAC

21/222. Bank reconciliation – to review monthly bank reconciliation – FLAC

21/223. Matters for consideration at the next meeting

21/224. Dates of next meetings – Planning 11th Sept, Highways 16th Sept CALF 21st Sept, Planning 23rd Sept, Full 5th October

21/225. Close of Meeting



Jo Brook - Clerk

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2nd September 2021