

Ordinary Parish Council Meeting

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 7th September 2021 at 7.30pm

Present: Cllrs Hutchison (Chair), Bailey, Bolitho, Collinson, Henderson, Jones, Stewart, Ward, Young, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 1 member of the public

- 21/198. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulkner (personal), Graves (personal), Hewitt (holiday), Kidston (sick), Wotherspoon (personal) and CCC Cllr Gough
- 21/199. To accept Declarations of Interest and Dispensations** – None given. Cllr Loveluck arrived 7.32pm.
- 21/200. Minutes** – Minor amends made. Resolution that the amended minutes of the meeting of the Full Council held on the 3rd August 2021 be signed as a correct record. Proposed Cllr Ward and seconded Bailey. **RESOLVED.**
- 21/201. Public participation** – Standing Orders suspended 7.37pm. Resident attended regarding the postponed Anglian Water works. Having suffered from problems with flooding for years they were concerned about further delays on these essential works. Commented that nobody realised the effort it takes to get the works scheduled or the level of the problems. Standing Orders reinstated 7.41pm. Cllr Bolitho spoke to say that CPC hadn't been told about the closure in advance and suggested that they were done over the Christmas period when there was less traffic. Cllr Hutchison stated that CPC agreed that the works needed to be done urgently. Anglian Water have a meeting tomorrow (Wednesday) so we may know more then. SCDC Cllr Wilson ran through the background to the original Anglian Water meeting. They were never asked to stop the works. Anglian Water are referring back to Highways after the meeting with their revised suggestions for the works. Highways will be pushed for the works to be done sooner rather than 3 months. Resident left the meeting at 7.49pm.
- 21/202. Reports**
- **SCDC/CCCC** – report noted. Cllr Young queried the Local Plan and how Cottenham would be potentially affected. SCDC Cllr Wilson confirmed that there is only one site in Cottenham and this is earmarked for employment. She will be raising the issue of transport to/from Cottenham at the GCP meeting this week. Discussions regarding connections to Waterbeach station and the guided bus. Cllr Bolitho noted that there are illegal road signs on Oakington Road near The Rowells. Asst Clerk to speak to Highways.
 - **Clerk** – report noted. Cllr Hewitt to attend Connections AGM. Noted that there are more broken panes in the defib phone box. The invoice has arrived relating to the removal of the travellers from Broad Lane and The Dunnocks; this has cost the parish £2k. Cllr Young queried the drop in electricity usage; Cllr Henderson stated that we are saving around £100 per month. Noted that Rampton Road cycle path urgently needs the hedging cutting back. Cllr Stewart mentioned that there are no reflectors on the back of the Rampton Road roadworks signs. Asst Clerk to contract Streetworks.
 - **Major developments** – Report noted. SCDC Cllr Wilson to chase for date for Tilia application to go to Committee.
 - **Village Hall & Nursery** – Report noted. Nursery opening has been delayed due to staffing issues. Hall bookings are steady. Chestnuts have taken over the utility bills. Issue with land ownership which is slowing up progress with the lease; this in the hands of the solicitors. Chestnuts struggling to get bins from SCDC Trade Waste: SCDC Cllr Wilson to follow up.

- **Pre-launch working party** – Report noted. Next working party meeting on Monday 13th Sept.
- 21/203. Tennis court maintenance** – Resolution for groundsman to undertake end of season maintenance to the grass courts at a cost of £2139.50 + VAT. Proposed Cllr Young and seconded by Cllr Collinson. **RESOLVED.**
- 21/204. Village Hall network** – Consider improvements to Village Hall network system – Report noted. Discussion regarding the robustness of the system and protection for the boxes in the rooms. Cllr Jones was thanked. Resolution to spend up to £800 + VAT to purchase and install new router/gateway, matched Wireless Access Points and associated cabling in the Village Hall. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.** RFO confirmed that the costs will come from S106.
- 21/205. Village Hall solar power** – Consider solar export guarantee for Village Hall – Report noted. Resolution to take out a 12 month contract with OVO Energy for a Smart Export Guarantee rate. Proposed Cllr Henderson and seconded by Cllr Bailey. **RESOLVED.**
- 21/206. Bank account for bar operation** – Consider setting up a separate bank account for the running of community bar in the Village Hall – Report noted. The purpose is to keep the bar operation simple. SCDC Cllr Wilson left the meeting at 8.30pm. Resolution for Cllrs Hutchison, Jones, Ward and the RFO to be signatories for Village Hall bar account. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.** NB: RFO to be admin not true signatory. RFO to add to internal controls document.
- 21/207. External audit 2020/21** – Council reviewed the external audit report for 2020/21 – RFO stated that no matters had been raised by the external auditors. RFO thanked.
- 21/208. Family disco** – Consider holding family disco/Village Hall launch event – Cllr Bailey said that the event was now likely to take place in October. Resolution for CPC to hold a family disco/village hall launch event, with a maximum liability of £100. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 21/209. Remembrance parade** – Consider organisation of Remembrance event on 14th November including highways training – Report noted. Resolution for Cllrs Hewitt and Loveluck to attend traffic management training at a cost of £85pp. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 21/210. Village Hall operating** – Consider operation of opening/closing for events at the Village Hall - Asst Clerk outlined the issues. Need both a short and long term approach. Cllrs Henderson and Young volunteered to assist with short term opening/closing. May need 2 people for some late night events. Asst Clerk to circulate bookings list. Need a written checklist for volunteers so they know what needs doing and a named emergency contact for each event. Need to investigate how to keep front door open.
- 21/211. Village Hall cleaning** – Consider quotes for cleaning at the Village Hall – Quotes reviewed. Resolution to accept quote from Progress Cleaning for cleaning of the Village Hall at a cost of £3,444 + VAT per annum (one month notice required of cancellation). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**
- 21/212. Tree orders** – Consider approaching SCDC regarding insufficient wording on Tree Orders – Cllr Bolitho outlined the issues. General consensus that the information provided on the S211 forms is vague and doesn't, as the legislation requires, 'include sufficient particulars'. Clerk to write to SCDC to raise concerns that less information is being provided than is required. Discussion re. what can be done to encourage residents to plant more trees. Replanting should be a condition of felling.
- 21/213. First aid training** – Resolution for the Clerk and Asst Clerk to attend CAPALC 'emergency first aid in the workplace' training (£85pp). Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 21/214. Digital mapping training** – Resolution for the Clerk, Asst Clerk and Cllr Loveluck to attend CAPALC 'online parish mapping' training (free). Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.**

- 21/215. SLCC national conference** – Consider virtual attendance at the event for up to 3 delegates (£100 + VAT pp) – Noted.
- 21/216. FEF 2022** – Resolution for the Fen Edge Festival to use the Village Green free of charge on 24-26th June 2022. Proposed Cllr Loveluck and seconded by Cllr Stewart. **RESOLVED.**
- 21/217. NALC Rural Housing event** – Resolution for Cllr Loveluck to attend virtual event on 17th November (£51.71 inc VAT). Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**
- 21/218. Committees & working parties** – Resolution for Cllr Kidston to join the planning committee and Local Plan and speculative development working parties. Proposed Cllr Bailey and seconded by Cllr Young. **RESOLVED.**
- 21/219. Carols on the Green** – Resolution to hold Carols on the Green event on 14th December. Proposed Cllr Stewart and seconded by Cllr Loveluck. **RESOLVED.**
- 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	

Noted that under income, SCDC should read CCC. Income under £500: CSA should only be one payment. Two British Gas invoices should be in the over £500 section. Resolution to pay these invoices. Proposed Cllr Loveluck and seconded by Cllr Stewart. **RESOLVED.**

- 21/221. Management accounts** – to review the monthly management accounts – Noted. RFO to bring August accounts to FLAC meeting.
- 21/222. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 21/223. Matters for consideration at the next meeting** – pitch fees; litter bin sponsorship (Cllr Hutchison).
- 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** – 9.44pm.

Signed _____ (Chair) Date _____