

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 2nd November 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/249. 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.*
- 21/250. 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).*
- 21/251. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 5th October 2021 be signed as a correct record.
- 21/252. 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.*
- 21/253. Reports**
- **SCDC & CCC** – report circulated prior to the meeting
 - **Clerk** – report circulated prior to the meeting
 - **Major developments** – Clerk
 - **Village Hall/Nursery** – Clerk/Asst Clerk
 - **Village Hall working party** – Cllr Ward
 - **Queen's Green Canopy and Platinum Jubilee 2022** – Cllr Ward
- 21/254. Remembrance event** – Consider representative to lay remembrance wreath on behalf of CPC – Clerk
- 21/255. WI Tree** – Consider request from Cottenham WI to plant a tree at the Recreation Ground – Clerk
- 21/256. Bench**– Consider request by resident to donate and install a bench on the Recreation Ground – Cllr Stewart
- 21/257. Caretaker** – Consider whether to employ a caretaker for the VH – VH working group
- 21/258. VH audio and hearing loop systems** –Consider whether to install audio and hearing loop systems for village hall at a cost of £9832.96 + VAT and accept FECA grant of £2,773 towards cost of doing so. (Net cost to CPC ex VAT would be £7059.96 and would come out of S106 funds) – VH working group
- 21/259. Village Hall fees** – Consider revised hire charges for village hall – VH working group
- 21/260. Comedy night** – Consider budget for comedy night to be held April 2022 – VH working group
- 21/261. Community bar and events** – Consider proposal from Chris Richards to set up a community led group/club to work with Cottenham Parish Council to run the village hall bars and organise events for the benefit of the community – Cllr Ward
- 21/262. Planning meeting frequency** – Consider reducing the frequency of planning committee meetings to monthly, to be held on a Thursday at the same time two weeks after each full parish council meeting – Cllr Hutchison

21/263. Vertidrainage – Consider vertidrainage of football pitches at a cost of £1k to improve drainage – Clerk

21/264. Padlock – Consider purchase of additional padlock/chain for Colts goals – Cllr Hewitt

21/265. Motion to exclude press and public – consider the resolution to exclude press and public from the discussions related to item 21/266 – Cllr Ward

It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at Agenda item 21F/113 namely consideration of staff salary grades it is advisable in the public interest that the Public and Press be temporarily excluded from the meeting, and they are herewith instructed to withdraw. Persons invited to remain are Cottenham Parish Councillors & staff employed by Cottenham Parish Council.

21/266. Staff salaries – Consider whether to upgrade staff salary scales following staff reviews – HR Committee

21/267. Finance

Income	Description	Net	Gross	
HMRC	Vat payment	£2,014.62	£2,014.62	
Ladybirds	Quarterly rent	£1,655.00	£1,655.00	
Cambridge Kids Club	Village Hall hire	£754.26	£905.11	
Show Productions	Circus invoice	£500.00	£600.00	
Fen Edge Orchestra	Village hall hire for September 21	£200.00	£240.00	
BB Fitness	Monthly hire of the green/rec for two months	£160.00	£192.00	
Singing for fun	Hire of the Village Hall September 21	£160.00	£192.00	
Lovefit Ltd	Village Hall hire	£150.00	£180.00	
Sing and Sign	Village Hall Monthly hire	£130.00	£156.00	
Strive	Hire of Rec/Green in September 21	£130.00	£156.00	
Village Hall Bar	Bar takings from second session	£126.67	£148.36	
Fitness with Marilyn	Village Hall hire	£120.00	£144.00	
Living Sport	Village Hall hire	£94.50	£113.40	
Resident Hire	Hire of the Village Hall September 21	£80.00	£96.00	
2nd Cott Guides	September sessions in the Village Hall	£67.50	£81.00	
Cambs Acre	Hire of the Village Hall	£60.00	£72.00	
1st Cott Rainbows	July sessions on the rec/green	£48.00	£57.60	
		£6,450.55	£7,003.09	
Christmas tree/ lights donations				
Beach Babies	Donation for Christmas tree and lights	£250.00	£250.00	
Dentons Carpets	Donation for Christmas tree and lights	£100.00	£100.00	
Cottenham Tyre & Auto	Donation for Christmas tree and lights	£100.00	£100.00	
Gas Monster	Donation for Christmas tree and lights	£100.00	£100.00	
Local resident	Donation for Christmas tree and lights	£50.00	£50.00	
Gentlemen's Trim's	Donation for Christmas tree and lights	£35.00	£35.00	
Gentlemen's Jim's	Donation for Christmas tree and lights	£35.00	£35.00	
Lovefit Ltd	Donation for Christmas tree and lights	£30.00	£30.00	
Local resident	Donation for Christmas tree and lights	£25.00	£25.00	
		£725.00	£725.00	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 2021	£4,852.41	£4,852.41	-
AJ King	Ground maintenance arrears January - July 2021	£4,549.95	£5,459.94	2200
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2201

AJ King	Annual renovation of Tennis Courts & maintenance throughout the year	£2,139.50	£2,567.40	2199
HMRC	TAX and NI for October 2021 (month 7)	£989.68	£989.68	-
Calor Gas	Gas delivery to the pavilion	£852.49	£895.11	2208
		£17,200.69	£19,344.53	
Expenses under £500	Description	Net	Gross	code
Christine Ward	Expenses re purchases for the village hall (Coffee machine and Bar stock)	£372.63	£447.15	2192
British Gas	Invoice for the VH (DD) however not taken as in credit	£418.94	£439.88	2221
Caprari	Routine service of the pumps at rec	£300.00	£360.00	2204
Progress Cleaning	Cleaning services for October (Village Hall)	£287.00	£344.40	2194
Gemma Bailey	Expenses for DJ for Village hall Open Day & Stock purchases for Village Hall bar	£298.16	£337.79	2217
Legal and General	Pension November 21 (DD)	£335.89	£335.89	-
AJ King	Additional work carried out for the Village Hall	£246.25	£295.50	2198
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
The Little Social Co	Social Media Management for October 2021	£200.00	£200.00	2218
Viking	Equipment for Village Hall (Kettle, Cups, Mugs, Jug, plates)	£154.69	£185.63	2202
Viking	Equipment for the Village Hall (Mouse mat, Jug, Cups, Ink cartridges, Plates)	£141.44	£169.73	2196
AJ King	2 x Sewer pumps unblocked on the 14th October	£100.00	£120.00	2203
AJ King	Fixing blocked sewer pump on the 22nd October	£100.00	£120.00	2213
Gemma Bailey	Expenses re Bar stock for village hall (already paid)	£80.98	£97.18	2189a
Urbancoms	Broadband charge for the month (Village Hall) (DD)	£66.49	£79.79	2211
Progress Cleaning	Cleaning services for September (Village Hall)	£66.00	£79.20	2193
Viking	Wall mountable notice board	£55.68	£66.82	2214
Southern Electric	Electric invoice for streetlighting x 3 (DD)	£61.99	£65.07	2210
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	2187
BSL	DD - Monthly equipment for the bar	£53.00	£53.00	-
Travis Perkins	Combination padlock	£39.78	£47.74	2219
BCS	Payroll processing Sept 21	£35.00	£42.00	2197
Xero	Monthly accounts package (DD)	£26.00	£31.20	2186
Tim Jones	Expenses re case for galaxy tablet	£17.49	£20.99	2185
Calor Gas	Standing charge (DD)	£17.13	£17.99	2220
Initial	Monthly sanitary bin collection (DD)	£14.63	£17.56	2209
RFO	Expenses re sim card for the pavilion	£9.20	£11.04	2188
RFO	Expenses re Ink Cartridges	£8.86	£8.86	2190
RFO	Expenses re paper	£4.89	£4.89	2191
Gemma Bailey	Expenses re Ice Tongs for bar & Stock purchases	£3.32	£3.99	2189
		£3,737.44	£4,269.69	
Multipay Card				
Booker	Bar Stock	£34.17	£41.00	2205C
Amazon	20 ltr Tea Urn for the Village Hall	£70.79	£84.95	2206C
Amazon	External lockable display boards for Village Hall	£106.58	£127.90	2207C
Budget Light	Light Bulbs for the pavilion	£25.58	£30.70	2212C
Amazon	Cable charger for tablet	£14.16	£16.99	2215C
Ladybirds Preschool	Sweets for open day	£3.17	£3.80	2216C
		£254.45	£305.34	

Resolution to pay these invoices - RFO

21/268. Management accounts – to review the monthly management accounts - FLAC

21/269. Bank reconciliation – to review monthly bank reconciliation – FLAC

21/270. Matters for consideration at the next meeting

21/271. Dates of next meetings – Planning 4th November, CALF 16th Nov, Planning 18th Nov, FLAC 25th Nov, Planning 2nd December, Full 7th Dec

21/272. Close of Meeting



Jo Brook - Clerk

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28th October 2021