

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**November 2021**

## 21/251. Minutes

### DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 5<sup>th</sup> October 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Faulkner, Henderson, Hutchison, Jones, Kidston, Loveluck, Stewart, Ward, Young, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and RFO  
**In attendance:** Liz Watts, SCDC Chief Executive

- 21/226. Chair's Introduction and Apologies for absence** – Liz Watts was thanked for attending the meeting. Apologies accepted from Cllrs Graves (personal) and Wotherspoon (personal).
- 21/227. To accept Declarations of Interest and Dispensations** – Cllr Hutchison declared an Interest in item 21/242 (Director of Living Sport); Cllr Ward declared an Interest in items 21/235 (Chair of Sustainable Cottenham) and 21/243 (expense item); Cllr Bailey declared an Interest in item 21/243 (expense item) and Cllr Bolitho declared an Interest in item 21/241 (Trustee).
- 21/228. Minutes** – Resolution 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. Proposed Cllr Hutchison and seconded by Cllr Jones. **RESOLVED.**
- 21/229. Public participation** – none present.
- 21/230. Reports**
- **SCDC & CCC** – report noted. Would like everyone to engage in two forthcoming consultations on the Local Plan and GCP transport. There are very significant items for Cottenham so it's important that residents have their say. SCDC Cllr Gough stated that whilst the proposed transport changes aren't perfect they are a significant step in the right direction. Cllr Collinson queried the rationale behind the link to March since previously this had been very underused. Might be more sensible to have the link going onto Cambridge. SCDC Cllr Wilson has been pushing for the GCP to engage more with parish councils. Cllr Young picked up on the proposed reclassification for Cottenham from major to minor rural centre. The change in designation is due to lack of public transport. Noted that we can still push for better transport links whatever the classification but there needs to be a modal change. Cllr Hewitt expressed disappointment that the transport to Waterbeach both by bus and cycle had been ignored. SCDC Cllr Wilson said that this needs putting forward with force. SCDC Cllr Gough mentioned that cycle/pedestrian access across County land by the Tilia site was being looked at currently.
- 21/231. SCDC enforcement** – Consider update on SCDC enforcement action and outstanding issues (item brought forward) - Liz Watts, SCDC Chief Executive, ran through 5 outstanding Cottenham enforcement cases. Clerk to send email with details of a further case not on the list. Cllr Hewitt commented that the 3<sup>rd</sup> quarter planning meeting had been very useful. Liz Watts went on to give an overview of Smithy Fen. Drone footage has allowed an external legal firm to look at the status of each pitch; now need to have an internal review of their report. Some plots are illegal but it's very complicated to unpick and need to establish what the end goal is. Additionally they are waiting for the gypsy and traveller needs assessment for the Local Plan – being done but not yet finalised. Must be mindful that there are a number of sensitive issues and to ensure there are no unintended consequences. When the internal group has looked at the report they will report back to SCDC Cllrs Gough and Wilson. Cllr Hewitt commented that the lack of information has been a problem and was the key reason for inviting Liz Watts to the meeting. Nobody

underestimates the problem and the issue of those living on the site who shouldn't be and their living conditions is of concern to settled residents. Any criminal activity naturally causes concerns and raises questions about what enforcement are doing. Liz Watts said that need to be careful not to use enforcement to solve other issues. Timescales: can't raise expectations and need to take a decision as a council. SCDC are making progress and trying to prioritise this case. Discussion regarding previous plans/lists of the legal plots, assessing quality of life and perceptions re. apparent lack of enforcement.

Cllr Bolitho asked if SCDC were going into special measures as reported in the press. Liz Watts said that they had issues signing off their accounts. The team were diverted by Covid duties and had failed to submit some information on time to the auditors; the outstanding issues relate to old accounts and are nothing to do with the financial position of the council (which is quite good). SCDC have to supply the 3 pieces of outstanding information by next Monday then the auditors can complete their report. Cllr Bolitho raised issue of S211 tree orders. He was concerned about the number of mature trees being felled and the lack of detail on the forms. Liz Watts to take feedback to SCDC. Liz Watts was thanked for attending.

**21/230. Reports cont'd**

- **Clerk** – report noted. New Life project – Clerk has spoken to John Cornell from the SCDC Environment Team today and the ecology and transport reports have been submitted; hoping for a decision by 29<sup>th</sup> October. Clerk has been liaising with Rev. Davies regarding a large funeral to be held on 13<sup>th</sup> October; police have been informed. Clerk to arrange pump service for pavilion and Ladybirds. Groundman to order new plants for the war memorial and village sign. Tenison Manor – works happening currently to clear ditches. Anglian Water works due to commence 15<sup>th</sup> November. Noted that all questions should be directed to them; CPC aren't here to provide the answers. SCDC Cllrs Gough and Wilson and Liz Watts left the meeting at 8.32pm. No details available yet regarding phase 2 works. No way of the Tenison Manor cut through being used safely – that is a County Highways decision.
- **Major developments** – Report noted.
- **Village Hall & Nursery** – report noted. Cllr Hutchison stated that formal meeting has been set up with Chestnut Nursery on 11<sup>th</sup> November. The 3 month rent free period started yesterday. Need to follow up on the £10k offer from Chestnut towards playground improvements. The long snagging list for the Village Hall is causing issues with the W&B relationship and further issues are being recorded.
- **Pre-launch working party** – report noted. Cllr Ward highlighted the need for a facilities manager due to a lot of work currently falling on the staff; this arrangement isn't sustainable. In the process of working out costs with a view to bringing proposals to council next month. Need further bar volunteers. Discussion regarding CUSSC EGM being held later in the month.

**21/232. Committee members** – Resolution for Cllr Jones to join the Highways and Planning Committees. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**

**21/233. Community bar conduct policy** – Resolution to adopt Code of Conduct for use of Community Bar. Proposed Cllr Hutchison and seconded by Cllr Stewart. **RESOLVED.**

**21/234. Community bar** – Resolution to allow the Village Hall Pre-Launch Working Group to purchase stock for the Community Bar from the funds that the bar has raised from sales. Proposed Cllr Stewart and seconded by Cllr Hutchison. **RESOLVED.**

**21/235. Wild flower mini meadow** – Consider proposal from SusCott Nature Recovery Group to sow a mini meadow on the Village Green – Cllr Loveluck outlined the project. This would be a trial meadow on the corner of the Green by Rampton Road (chosen because it is less shady than the Histon Road corner). The SusCott Nature Recovery Group would look after

the area. Need to liaise with Groundsman. Resolution for the SusCott Nature Recovery Group to sow a mini wildflower meadow on the Village Green. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.** Cllr Kidston left the meeting at 9.06pm.

- 21/236. PWLB** – Resolution to ratify FLAC recommendation to draw down the £50k loan on 15<sup>th</sup> October. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.** RFO confirmed that the payment would be received 2 weeks later and would match date of other receipts.
- 21/237. Remembrance event** – Consider donations towards the Parish Council remembrance wreath and Caledonian Pipe Band – Resolution to donate £100 towards the Parish Council remembrance wreath and £100 to the Caledonian Pipe Band. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.** Noted that we may need to formalise first aid provision; Cllr Hutchison volunteered and has the correct training. Volunteers will also be needed on the day. Cllr Hewitt volunteer to shadow Ann Scott at the event.
- 21/238. Christmas lights** – Consider purchase of new string festoon lights and upgrade of electrics on Village Green for Christmas – Clerk outlined the need for new lights. Resolution to spend up to £3500 + VAT for the purchase of new string festoon lights and upgrade of electrics on the Village Green for Christmas. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**
- 21/239. Standing Orders** – Consider updates to Standing Orders – Cllr Hewitt stated that the current Standing Orders were out of date, with most changes relating to tendering and public contracts. Cllrs Bolitho and Faulkner to assist Cllr Hewitt to update and bring back to Council for approval.
- 21/240. Working Party name** – Resolution to change name of ‘VH pre-launch task & finish WP’ to Village Hall Working Party. Proposed Cllr Bailey and seconded by Cllr Stewart. **RESOLVED.**
- 21/241. Church & Causeway** – Resolution to split of £6,000 donation towards the Dissenters Cemetery and Cottenham churchyard. **RESOLVED.** RFO to request monies to go towards a new fence at the Dissenters Cemetery.
- 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 outlined. Event would possibly take place during the October half term – the Pavilion or Lounge would be a suitable size. Resolution for Living Sport to use the Pavilion or Lounge free of charge for up to 4 events for their Dragons Den project. Proposed Cllr Stewart and seconded by Cllr Ward. **RESOLVED.**
- 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>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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
Cam Alarms 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. Proposed Cllr Hutchison and seconded by Cllr Loveluck.

**RESOLVED.** Suggestion to lump the hall hire figures together going forward.

**21/244. Management accounts** – to review the monthly management accounts – Noted. RFO reported that the miscellaneous £600 was donations for the defibrillator.

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

**21/246. Matters for consideration at the next meeting** – PC representative to lay remembrance wreath; audio/hearing loop quote; 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** – 9.34pm.

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

## 21/230. Reports

### District & County Councillors' Report for Cottenham and Rampton – November 2021

#### Contact us

If you have any questions or comments or need help with matters relating to the District Council you can contact us as follows:

Eileen Wilson Email: [eileenwilsoncrw@gmail.com](mailto:eileenwilsoncrw@gmail.com) Tel. 07825770899

Neil Gough Email: [neilgoughcrw@gmail.com](mailto:neilgoughcrw@gmail.com) Tel. 07919990299

Facebook: <https://www.facebook.com/CottenhamRampton/>

#### CLERKS REPORT – November 2021

##### Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- **Rooks Street** – Slurry sealing to footpath- **Scheduled 14th & 15th September, Cancelled due to weather, waiting for new date.**
- **Blocked Gullies** – **16/09 Still waiting for outstanding gully cleansing; gullies taking longer to cleanse than previously, and large backlog of work. Some jetting has been carried out on Beach Road, and Lambs Lane. Reporting system currently being updated, LHO will have a clearer picture of which areas have been covered.**
- **High Street bollards** – **01/07/21 9 bollards scheduled for replacement on High St in next two weeks. 16/09 Bollards ordered whilst LHO on sick leave, LHO chasing order.**
- **Oakington Road** – **16/09 LHO speaking to development management for update on raised drain cover. Will remove unofficial speed sign and speak to resident**
- 11/3/20 LHO to mark-up 2x limited parking bays by Post Office
- LHI work on Oakington Road postponed following resident consultation. Engineer to redesign plan to move give way point further west towards new developments
- **Overgrown hedges** – **Brenda Gautry Way/ Beach Road: Raised with LHO 16/09. Rampton Road hedges have been cut back**
- **LHO has put forward various areas for footway repair. These are being costed and assessed for priority for 1st Tranche of funding, of a 5-year funding programme.**

##### Pavilion

- Caretaker to look at repairs to cracked toilet seat. Need plumber to replace leaking tap and carpenter to resolve issues with dropped doors (preventing locking of several rooms). Still issues with broken lights. **Asst Clerk has ordered replacement strip lights.**
- Getting quotes to repaint the club room and hall areas.
- Significant damage to boards at the rear of the building. CCTV being checked and report has been made to the police with names given. Repairs will be needed to ensure building is watertight.

##### Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.

##### Village Hall

- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance. M&E contractor to attend building w/c 23<sup>rd</sup> August and some of the

heat recovery units are now working properly, resulting in a drop in electricity usage. Other minor plumbing snagging works undertaken 1/9/21. Following meeting with ceiling tile manufacturer we are still waiting date for clipping works to be done (have asked for works to be completed before w/c 6/9/21) and for the EV charger works to be finished. Email sent to W&B has noted that currently the full retainer payment can't be justified. Further snags have been identified and Clerk and Cllr Hewitt liaising.

- Cooker and fridge for Balcony Room have arrived. Cllr Hutchison and the Clerk have collected a dishwasher and second fridge. **Cooker has been fitted and fridge and dishwasher PAT tested.**

### Misc admin

- **October Issues log distributed separately – see appendix for summary.**
- New Life on the Old West – Project Manager (Howard Jones) has been in contact and the revised project start date looking to be spring 2021. They've obtained a fluvial flood risk assessment of the Old Rec site to support the planning application and have submitted it to SCDC. Planning application is now out for consultation but ecology report needs to be done and submitted. Environmental site visit carried out on 1<sup>st</sup> Sept. Cllr Loveluck has requested assistance from District/County Cllrs to speed up planning issues.
- Gate has been stolen from rear access to Fen Reeves. Need to source new gate.
- Works required at Fen Reeves prior to the groundman being able to clear the rides.
- Continued liaison with Vine Technical regarding transfer of the Balancing Pond. Persimmon have reinstated maintenance works following recent health & safety issue. Waiting feedback from sewer contractor meeting.
- Continued liaison with Neighbourhood Policing Team re. issues at the Rec and across the village.
- Info received on 'pollinator training' by Cambs ACRE (New Life project); Cllr Loveluck to attend.
- Christmas tree ordered. Cottenham Brass lined up to play and first sponsor has come forward. Quote required for new lights around the green (to prevent tripping as per previous year). Greg Mould (Chequers) doing the drinks again. Have approached Long Horn re. bbq and Ladybirds re. hot chocolate/soft drinks. Sponsorship emails have been sent and to date **we have £1900 pledged.**
- Asst Clerk co-ordinating the Chestnut nursery contract.
- **Cllrs Hutchison, Loveluck and Ward booked to attend The Queen's Green Canopy briefing held by ACRE.**
- **Clerk, Asst Clerk, Cllrs Loveluck and Jones attended digital mapping training re. ParishOnline.**
- **Cllr Ward has organised re-planting of the remembrance oak tree on the green.**
- **Groundsman has replanted the flowers by the village sign and memorial.**
- **Circus Cortex would like to make a provisional booking for the Green – Sept 22**
- **Article submitted to village newsletter.**

### Facebook

- **1407 likes/1623 follows (CPC page). 366 likes/391 follows (Village Hall page).**

### Major developments

Persimmon – currently 88 occupations with another 10 expected by Christmas. The roundabout s278 is going back through the process to redetermine if the drawings are acceptable. Not yet got technical approval. Will go to delegated authority and not need committee approval.

Bellway – 3<sup>rd</sup> element of their conditions is yet to be resolved (widening of footpath from Oakington Road to the B1049 by the Green. Enforcement action may be necessary to get the works done.

Redrow – water connection now being installed via Oakington Road and farmland south of the site; hope to start works shortly. Still waiting for full s278 to be looked at and have been told by County that other applications have taken priority. This is delaying the Rampton Road and Histon Road improvements. This will be taken up at Highways meeting on 15<sup>th</sup> November (Clerks and CCC Gough attending).

Tilia – were expecting to start works in January subject to pre-commencement conditions however they weren't aware that none of the outline conditions had been dealt with. Some of the conditions impact the roundabout works. Conditions should take 6-8 weeks to discharge. The state of Les King Wood has been raised and Tilia will look into this. The reserved matters application goes to committee on 10<sup>th</sup> November; need to decide whether to send someone to speak on behalf of the Parish Council.

### **Village Hall & Nursery**

Snagging is still ongoing with W&B. They are now insisting that the ceilings tiles should have been clipped and included in the original building costs; they are expecting to pass the costs onto us however the argument is that we pay for materials only. Some further minor snags have now been resolved. Still waiting parts for EV charger repairs. Balcony room cooker, 2 fridges and dishwasher acquired. PAT testing undertaken for one fridge and dishwasher. Plumbing for dishwasher sorted. Flooring snags expected to be repaired w/c 25<sup>th</sup> October. The Clerk has met with an independent architect to assess the building and he is checking several issues. Issues with toilet seats and doors resolved. Major issue with external toilet lock; installers attended 22<sup>nd</sup> Oct to repair. Cllr Henderson meeting with Sothams to look at ongoing BMS issues.

Chestnuts Nursery lease is near completion.

### **VH Pre-Launch working party**

- **Marketing:** We held a hirers' showcase & family disco on Sunday 24<sup>th</sup> Oct mid-afternoon – early evening. The bar was open for most of the time and became very busy during the disco (selling to the parents not children!). It was just the sort of event which should be taking place at the VH. It was also financially successful: we had sales of over £400 (incl VAT) and approx. £195 gross profit. The disco and sweets cost £105 so we cleared £90 profit. Numerous people (20+) were shown the Balcony Room and expressed enthusiasm. We have reviewed the village hall hire fees and, recognising that residents have to pay VAT, we have introduced a lower charge band for residents. See agenda item 21/259.
- **Future CPC events at the VH:** Several residents have asked if we would be doing regular family discos and/or a New Year's Eve event. We have an enquiry from Custard Comedy to hold a comedy night in April 2022. See agenda item 21/260. It is possible that CPC run events, serviced by a volunteer run bar would be a significant source of income in future.
- **VH facilities management** there is an urgent need for employing a caretaker to take some of the workload off Jo, Beth and councillors for closing the village hall and other caretaking/support. See agenda item 21/257.
- **Bar:** The VH working group has run several sessions of a volunteer-run bottle bar on Wednesday evenings and as well as one on a Sunday lunch time (quiet) and Saturday 30<sup>th</sup> Oct to coincide with a senior football match. Cllr Graves has generously donated unused stock from his father's wake to the community bar which was very much appreciated. At their recent EGM the Cottenham United Sports and Social Club voted to disband and former members together with other volunteers, led by Chris Richards, are keen to work with the Parish Council to get full use of the village hall and bar for the community. See agenda item 21/261.

- **Audio system and hearing loops:** Our application to FECA for contribution to cost of installing an audio system has been successful. The lowest quote is from Avanit for £9832.96 + VAT for installation of audio system and hearing loop. The grant towards the cost of this from Fen Edge Community for £2,773, so the nett cost to CPC ex VAT would be £7059.96. See agenda item 21/258.

## Queen's Green Canopy and Platinum Jubilee 2022

CLRs Loveluck, Hutchison and Ward attended a Zoom briefing run by Cambridgeshire ACRE about the Queen's Green Canopy and Platinum Jubilee celebrations in 2022. This is a brief summary. A recording is available from ACRE if anyone is interested.

### *Platinum Jubilee (70 years)*

The celebrations will be in June 2022 and events in Cambridgeshire are being coordinated by The Lieutenancy of Cambridgeshire although there is little on their website about it yet:

<https://www.cambridgeshirelieutenancy.org.uk/> .

- Jubilee Bank Holiday Thurs 2<sup>nd</sup> June – Sun 5<sup>th</sup> June - involving ceremonial stuff in London (church services, Trooping of the Colour, Epsom Derby etc) and more locally: beacon-lighting, community events, lunches etc
- Cambridgeshire County Day 23<sup>rd</sup> June at Newmarket – involving races and a Garden Party
- (NB Accession to Throne Day is 6<sup>th</sup> February – not sure whether/what planned for this date.)

They are encouraging communities across Cambridgeshire to hold their own celebrations, not necessarily to coincide with the above dates – in fact it might be better if they did not. Perhaps there is potential to link with Fen Edge Festival 24<sup>th</sup> – 26<sup>th</sup> June?

### *Queen's Green Canopy* [queensgreencanopy.org](https://www.queensgreencanopy.org)

An initiative to plant trees across the country to celebrate the Queen's Platinum Jubilee 'Plant a tree for the jubilee' involving:

- Individuals planting on private land and corporate tree-planting
- Platinum Jubilee Community Planting projects (Parish Councils expected to initiate and obtain funding)
- School initiatives (they have been informed by the Lieutenant's office)
- Avenues planted in new developments

There is little funding so presumption is that it will need local sponsorship. It is possible to apply to Woodland Trust for free tree packs for community projects once a site is identified

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/tree-pack-application/?sc=E21QGC001>

For questions about the Queen's Green Canopy initiative in Cambridgeshire and Peterborough email Ed Groome at CCC [edward.groome@cambridgeshire.gov.uk](mailto:edward.groome@cambridgeshire.gov.uk) For questions relating to tree planting or maintenance more generally, then email Richard Rice [richard.rice@cambridgeshire.gov.uk](mailto:richard.rice@cambridgeshire.gov.uk)

NB planting season is Oct – April so action needed before spring if trees are to be in place by June.

### *Actions*

- CPC to decide whether/where to plant any trees on its land (and after care programme)
- Publicise more widely to gauge interest amongst other land-owners and potential sponsors by Inclusion in next newsletter (deadline 20 December)?

**21/254. Remembrance event**

Consider representative to lay remembrance wreath on behalf of CPC at the event on Sunday 14<sup>th</sup> November.

**21/255. WI Tree**

In lieu of the tree planted on The Pond dying, the WI have offered to plant a tree somewhere on the Recreation Ground; open to suggestions regarding location and variety.

**21/256. Bench**

Consider request by resident to donate and install a bench on the Recreation Ground.

**21/257. Caretaker****1. The Need**

The Village Hall Working Party has identified the urgent need for a caretaker to provide a range of roles which Jo & Beth coordinate and/or provide at present:

Operation	Current arrangement
1. Opening and closing shutters each day	Andrew opens each morning and closes on Fri & Sat if no late event. CPC staff and Councillors closing other evenings and after late events.
2. Checking cleanliness between hires and cleaning if nec	CPC staff. Councillors.
3. Outside toilet: daily checking/ cleaning	Currently only being cleaned weekly. Often runs out of toilet paper.
4. Setting up rooms for events and clearing away	CPC staff Councillors
5. Liaising with deliveries & tradespeople	CPC staff Councillors
6. On call & Emergency call-outs out of hire periods	a. Contact for hirers needing help during hire b. 1 <sup>st</sup> contact for alarms (fire, intruder, pump) & CCTV  No formal arrangement but Andrew* has been helping with this – via Jo/Beth. No one currently has CCTV cameras linked to phone (Frank was going to set up for Andrew and Andrew is still open to this).
7. Minor maintenance/ DIY	Andrew has been doing this as part of his additional monthly charge** but no one doing it now.
8. Ordering non-cleaning sundries	CPC staff
9. Routine checking fire alarms, Legionella etc	Not being done at present

\* NB Andrew’s contract states: “Key holder to the hall and pavilion. Opening / Closing can be made to enable special events to take place i.e. elections etc.”

\*\*Andrew’s hourly rate = £15+VAT/hour – not currently charging for call-outs but could perhaps charge £50 + VAT/call out if unsocial hours (21.00 – 07.00 and all day Sundays).

**The current arrangements are unsustainable.**

- Some important obligations roles are not being met. (Fire alarm testing, Legionella testing etc)
- CPC staff (chiefly Jo and Beth) have already taken on the task of marketing & booking management of the village hall on top of their existing responsibilities. However, the addition of the caretaker roles is pushing them to their limits – risking burnout and loss of highly trained staff. Not only does CPC have a duty of care towards its staff, it would be expensive to recruit and train replacements.
- The recent staff reviews conducted by the HR Committee identified a pressing need for removal of caretaker duties from CPC staff workload – apart from stress issues it was interfering with their ability to perform their other statutory duties.
- Some Councillors are carrying out caretaker duties free of charge, on top of the many hours per month they already spend working on CPC’s behalf. And sometimes they forget

**2. The Current Cost**

Cottenham Parish Council is already paying for some of the costs of caretaker duties in unbudgeted overtime and additional charges from Andrew King. The cost incurred 1 – 30 September has been analysed:

		Sept ‘21
CPC staff overtime	Beth 7 hours + Jo 5 hours	£168.94
Andrew’s additional invoice		£285.00
	Sub-total – actual cost	£453.94
Councillors’ time (FOC)	11.25 hours @ £15 notional cost	£168.75
	TOTAL (for September)	£622.69
	Estimated total for rest of financial year (5 months Nov - Mar) approx	£3,110.00

£3,110 = 207 hours at £15\*/hr = 41.5 hours per month – approx. 10 hours per week. This is probably not enough time to fulfil the whole role but indicates what is already being incurred.

\*£15/hour equates to total employment costs of approx. £11/hr as an employee. This pay rate is considerably lower than our senior clerks.

**3. Recommendation**

As shown above, CPC is already likely to be paying at least £450/month (in staff overtime and Andrew’s time) for the remaining 5 months of the year (Nov 21 – Mar 22) = **£2,250**. (There is also the notional cost of Councillors’ time which has not been included in this sum = £840 – assuming they are willing/able to continue with the emergency arrangements for that long).

The VH WG & HR Committee are requesting an **additional £3,000** for the remainder of the financial year (**total £5,250**) to pay for a caretaker on a fixed term contract until end of March – either for an employee (£11/hr) or self-employed contractor (£15/hr). It equates to 17.5 hours per week at £15/hr total employment cost.

\*\*If we are able to appoint a provider at short notice for the rest of 21/22 year, this would:

- reduce risk of burnout/loss of our valuable, experienced staff and fulfil our duty of care as an employer
- enable them to concentrate on marketing the village hall as well as existing committee responsibilities
- allow us to assess whether this number of hours/week is sufficient to fulfil the role and further develop the job description. The intention would be to undertake a full recruitment process for the post/contract for 2022/23 financial year.

\*\*Recruitment is currently difficult in the service sector and this role includes an element of unsocial hours and on call. However, it might suit someone who is already providing similar services and lives or works nearby.

If this role proves workable, we should ensure there is a budget line for 22/23 for a caretaker – estimated at approx. £13,000 - £15,000.

### **21/258. VH audio and hearing loop systems**

There is a statutory duty for public buildings to provide hearing assistance. In addition, there are occasions when hirers would require an audio system for speeches and music. Three quotes were sought. The cheapest was from Avanit, a local specialist installer for £9832.96 + VAT. They have been good enough to hold their quote (given in June) at this level despite interim price rises in materials. The other quote, from Innovation Cambridge was for £12,660.20 + VAT and a third supplier declined to quote after seeing the complexity of the job. An application to Fen Edge Community Association for a grant towards the cost has been successful and they have offered £2,773 towards the cost. We recommend that CPC accepts this generous offer.

### **21/259. Village Hall fees**

The Village Hall working group has reviewed the village hall hire fees and, recognising that residents have to pay VAT, have introduced a lower charge band for residents. There is now an intermediate band for community groups and non-residents. If the proposed hire charges are approved by CPC earlier enquirers who found the price too high will be recontacted.

#### Cottenham Village Hall Revised Hire Charges

– subject to approval by Cottenham Parish Council 2 November 2021: (Effective for bookings taken 1 Nov 2021 – 31 Mar 2022)

Room	Description & approx. capacity
Hall - Ground floor	120 m <sup>2</sup> Capacity: 140 seated theatre style Access to kitchen
Lounge – Ground floor	46 m <sup>2</sup> Capacity: 30 seated theatre style Access to bar (at additional cost) and kitchen
Balcony Room – First floor	160 m <sup>2</sup> with access to Balcony and view 100 at table/150 standing. Access to bar (at additional cost) and kitchen

### Hire charges (per hour)

The hire charge depends on when the facilities are required and which of three bands the hirer falls into:

#### **Band 1:**

- Bookings by individuals living in Cottenham (Civil Parish) who wish to hire the venue for private events/parties and charities.

#### **Band 2:**

- Bookings by individuals living outside Cottenham (Civil Parish) who wish to hire the venue for private events/parties; *or*
- Bookings by community groups, local non-profit organisations or non VAT-registered profit-making activities of direct and obvious benefit to local residents.

#### **Band 3:**

- Bookings by public bodies and VAT-registered businesses.

Bookings of the Hall, Lounge and Balcony Room include use of the kitchens for tea/coffee making purposes. If you wish to use for full catering purposes, please ask.

Use of the Bars (Lounge or Balcony) attracts an extra flat rate charge (see below). If you require a serviced bar, please ask and we will be happy to help meet your requirements.

Prices are inclusive of VAT and per hour except use of bar which is a flat rate per hire.

Per hour incl. VAT	Mon – Thu 8am – 10.30pm, Fri 8am – 6pm			Fri 6pm – midnight, Sat/Sun 8am – midnight		
	Band 1	Band 2	Band 3	Band 1	Band 2	Band 3
Hall	£20.00	£24.00	£36.00	£20.00	£24.00	£36.00
Lounge	£16.00	£19.50	£30.00	£16.00	£19.50	£30.00
Hall & Lounge	£33.60	£40.80	£62.40	£33.60	£40.80	£62.40
Balcony Room	£36.00	£46.50	£78.00	£42.00	£54.00	£90.00
Use of Bar (per hire)	£18.00	£25.50	£48.00	£30.00	£37.50	£60.00

If you wish to hire for more than 5 hours or the whole building, please contact us for a bespoke cost.

Email: [bookings@cottenhampc.org.uk](mailto:bookings@cottenhampc.org.uk) Phone: 07503 328401

For availability click on Weekly Diary at [www.cottenhampc.org.uk/village-hall-hire](http://www.cottenhampc.org.uk/village-hall-hire)

### **21/260. Comedy night**

The Clerk has taken a provisional booking for a comedy night (Custard Comedy) to be held at the village hall on Friday April 22<sup>nd</sup>. Custard have previously held events at CVC and these were always extremely popular. Draft budget:

Income	Number	@		
Ticket sales (named act)	100	£12	£1,200	
Bar sales	100	£7	£700	
				£1,900
Costs				

Acts (incl £150 for named act)			£825	
Printing?			£20	
Hire of staging/lights			£150	
Bar stock (50% gross profit)			£350	
				£1,345
Net profit				£555

## 21/261. Community bar and events

CPC has been approached by Chris Richards with outline proposals for a new group to run the community bars at the village hall – see letter.

The VH WG's current view on how this arrangement might work is attached/below – as a starting point for discussions with him/the new group.

There are many areas of overlap but some others that need discussion/agreement:

- responsibility, decision making and financial responsibility
- social club v not club
- Parish Council Working Group v sub-committee of CALF

There are many advantages of working with Chris and the other residents who wish to see the bar(s) working. It may take a few weeks and meetings to get the best compromise for everyone involved and the community as a whole.

In the meantime it might be worth trying to get an event organised such as a New Year's Eve party (provided we can get enough volunteers to run it) to test the concept of wider community involvement.

If it is approved, there is no commitment for us to hold an event, but without permission we couldn't consider it.

This is the proposed budget

Income	Number	@			
Ticket sales	100	£10	£1,000		
Bar sales	100	£10	£1,000		
				£2,000	
<b>Costs</b>					
Disco			£600		
Printing?			£20		
Bar stock (50% gross profit)			£500		
				£1,120	

Net profit				£880	
------------	--	--	--	------	--

**Cottenham Parish Council**  
**Bar and Events Working Group/Committee**

**Purpose**

The Bar and Events working group (WG) ensures that the Village Hall runs regular, successful events for and on behalf of the Cottenham community and their guests, which support the Parish Council's (PC) objectives.

Events could include ticketed and non-ticketed events during the day and evenings, bar operations as well as having a bar operation offering available for private hirers (by agreement).

**Parish Council Objectives**

Events should be:-

- Open to all (within the bounds of any licensing restrictions) Cottenham residents, guests and visitors
- Diverse in nature to be attractive to as wide a range of attendees as possible
- Profitable (when appropriate) to be able to sustain and enhance Village Hall operations and, if possible, support reduction in the council tax levied to pay for construction of the Village Hall
- By exception events may not be required to be profitable

**Working Group Make-up and Reporting**

The working group shall be made up of:-

- Community groups that wish to be involved in developing and managing events at the Village Hall (e.g. proposed village social club, PTCA, sports clubs etc.)
- The Designated Premises Supervisor (licence holder)
- The Parish Council

It is a working group of the PC's Community & Leisure Facilities (CALF) committee and will send a representative to that committee.

**Responsibilities**

The WG is responsible for

- Understanding the types of events that the community would value, through surveys, eliciting feedback etc.
- Develop and promoting a diverse range of events at the Village Hall
- Working with other community groups to enable them to run events as required
- Confirming suitability of plans developed by community groups
- Organising pool of volunteers recruited by community groups
- Developing and delivering training for volunteers and community groups
- Identifying changes and improvements to the Village Hall infrastructure for approval
- Working with Parish Council staff to schedule events, manage availability of rooms, equipment or other resources required (e.g. bar stock)
- Reporting plans, recommendations and financial performance to CALF committee at least quarterly

Individual community groups are responsible for

- Recruiting sufficient volunteers to be able to support events organised by the group
- Ensuring appropriate staffing for each event
- Ensuring appropriate licences are in place to operate each event, obtaining temporary licences or extensions as required

**Letter from Mr Chris Richards:**

Dear Jo,

I am writing to you as the representative of a new Social Club group, with a proposal for Cottenham Parish Council. The proposal is regarding the new group running the New Village Hall Bars on behalf of the villagers for the benefit of the village.

With the Parish Council's approval and support, we would like to set up a community led Village Social Club under the guidance and assistance of a new Social Club volunteer committee and the Parish Council. All villagers would automatically become members. All members would have an option to receive an email news letter with future bookings and events coming up.

The new committee would be formed from all walks of life from the village with all profits gained from the bar and future tickets sales going back to the parish council to benefit the village and not for any one person to make money out of the new village hall facility.

We propose to set up something of interest for all villagers young, and older, such as youth clubs, tea dances, band concerts, discos, soul nights, quiz nights and cabaret nights; Christmas draws and New Year's Eve events; maybe even a Santa's Grotto. But not all straight away, and we would be open to other community events that the Parish Council may like to suggest.

We understand that it will take some work, and a fair bit of time, effort, and commitment from the new volunteers to set up. I am glad to say that I have had a lot of people approach me to say they would like to volunteer and become involved, from the posts I placed on Facebook and from attendance at the Former Social Club EGM held a couple of weeks ago. Some of the villagers that have volunteered I know, and some volunteers are new to me and are very welcome. New ideas are always welcome and essential to keep interest fresh in the running of such a new and exciting venture.

Please can you let me know of any further details you would like from us to put before the next possible Parish Council meeting, and I will do my utmost to assist.

Thank you for your time.

Regards

Chris Richards.

**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 has done some research with similar size parishes and they only meet monthly. It would be possible to 'mop up' any urgent applications at the full council meeting if necessary. This would save admin time for both the Clerk and Asst Clerk – producing agendas/minutes, adding to noticeboards/website, meeting attendance etc.

**21/263. Vertidrainage**

Consider vertidrainage of football pitches at a cost of £1k to improve drainage.

**21/264. Padlock**

Consider purchase of additional padlock/chain for Colts goals.

**21/266. Staff salaries**

Consider whether to upgrade staff salary scales following staff reviews by the HR Committee. This is in line with the SLCC/NALC job evaluation documents and further to considerable role changes for the staff.

## 21/269. Bank reconciliation

Bank Reconciliation to 30/09/21

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	386,756.02	
Unity Trust project account	2422.01	
Unity Trust deposit account	40,020.23	
Cambridge Building Society account	71,839.79	
Triodos account	50,451.70	
Nationwide account	5143.62	
Multipay Card	0	
	Total in bank accounts: £556,633.37	

Xero accounting system & bank statement balances agree	Signed by CW
Reconciliation adds up.	Signed by CW

Add Accounts receivable £2775.60

Add VAT due £2014.62

Minus Accounts Payable £14,338.86

Minus Accruals £2000.00

Minus PAYE £944.08

Rounding Minus 0.11p

**Net Asset figure** £544,140.54

## Appendix 1: Issues log

There were 11 reported incidents during September.

Date	Issue	Further details	Follow up
08/10/2021	Tenison Manor	Is land bordering property on Bullfinch going to be cleared during current works	Confirmed that developer still owns the strip of land and that they are clearing the first 3m of the ditch to enable camera to be put down the culvert
8/10/2021	Kingfisher Way	Resident requested that the ditch behind Kingfisher Way was cleared whilst other works were being done on Tenison Manor	The other works are being done as part of the adoption of the estate and not a CPC contractor. Groundsman has flailed the ditch but nothing has been discussed about slubbing out this year. NB: ditch is part owned by the residents on the Kingfisher side.
08/10/2021	Oakington Rd	Barriers and cones have been removed around protruding ironworks	Cones were later replaced but not the barriers
11/10/2021	Caravans	A couple of caravans have parked on the Green	Clerk assured resident they were permitted - circus due this week
11/10/2021	Caravans	A couple of caravans have parked on the Green	Clerk assured resident they were permitted - circus due this week
11/10/2021	Caravans	A couple of caravans have parked on the Green	Clerk assured resident they were permitted - circus due this week
11/10/2021	Caravans	A couple of caravans have parked on the Green	Clerk assured resident they were permitted - circus due this week
11/10/2021	Caravans	A couple of caravans have parked on the Green	Clerk assured resident they were permitted - circus due this week
12/10/2021	Oakington Rd	Manhole leaking out water and only 1 of the 4 people in attendance are working	
12/10/2021	Rook Street	dangerous parking on bend by care home	AC replied accordingly
21/10/2021	Oakington rd	lack of footpath to persimmon site	AC replied accordingly