

Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 5th 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 7th 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 3rd 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 29th October. Clerk has been liaising with Rev. Davies regarding a large funeral to be held on 13th 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 15th 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 11th 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 15th 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	
		£159,184.49	£159,454.31	
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
		£20,695.48	£22,771.92	
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
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
		£4,214.00	£4,722.24	
Multipay Card				
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

		£133.30	£140.79	
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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 7th October, Planning 21st Oct, FLAC 26th Oct, Full 2nd November

21/248. Close of Meeting – 9.34pm.

Signed _____ (Chair) Date _____