

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 December 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/273. 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.*
- 21/274. 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).*
- 21/275. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 2nd November 2021 be signed as a correct record.
- 21/276. 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.*
- 21/277. 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
- 21/278. Rec ground play area**– Consider CALF recommendation to accept quote of for ground preparation for toddler play area – Cllr Hewitt
- 21/279. Glass washer** – Consider approval for work on second-hand glass washer to assess its condition and bring into use if cost less than £450 excl VAT – Cllr Ward
- 21/280. Village Hall social media marketing** – Consider commissioning another 3 months marketing for the Village Hall at a cost of £x – Cllr Ward
- 21/281. Community events** – Consider proposal for an '80s dance night including live band at the village hall in spring 2022 – Cllr Ward
- 21/282. GCP consultation** – Consider response to GCP 'Making Connections' consultation (by 20th Dec) – Highways
- 21/283. GCP consultation** – Consider response to GCP consultation on the Local Plan – Cllrs Hewitt & Kidston
- 21/284. Grant applications** – Consider FLAC recommendations for 2022/23 grant applications - FLAC
- 21/285. SLCC Practitioners Conference** – Consider staff attending virtual event 15-17 February 2022 – Clerk
- 21/286. Local Councils Conference** – Consider attending virtual event on 14th January 2022 – Clerk
- 21/287. Staff security** – Consider equipping staff members with personal alarms in order to increase their security and wellbeing on CPC premises and getting to and from them – Cllr Bolitho

21/288. General security – Consider employing an outside agency to undertake a general assessment of security at the village hall and pavilion- and for the protection of not only staff members but also councillors and users of both premises – Cllr Bolitho

21/289. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment -November 21	£754.26	£905.11	
SSE - Southern Electric	Refund of electricity from discontinued meter at recreation ground	£3,590.63	£4,308.76	
HMRC	VAT payment	£1,819.75	£1,819.75	
Zettle	Village Hall Bar income - (inc £14.20 in fees to Zettle)	£679.17	£800.55	
Resident Hire	Village hall resident hire total	£1,387.92	£1,665.50	
Fitness with Marilyn	Village hall hire - Regular user	£60.00	£72.00	
Lovefit	Village hall hire - Regular user	£160.00	£192.00	
Sing and Sign	Village hall hire - Regular user	£201.43	£241.92	
Singing for fun	Village hall hire - Regular user	£120.00	£144.00	
1st Cott Rainbows	Village hall hire - Regular user	£24.00	£28.80	
2nd Cott Guides	Village hall hire - Regular user	£45.00	£54.00	
Fen Edge Orchestra	Village hall hire - Regular user	£150.00	£180.00	
Strive	Hire of rec/green	£130.00	£156.00	
Lovefit	Hire of rec/green	£30.00	£36.00	
Allotments	Water recharge invoice	£56.70	£56.70	
Tennis Club	Invoice payment for use of tennis courts	£7.50	£9.00	
Circus	Recharged electric invoice	£108.56	£130.27	
Bowls club	Recharged electric invoice	£31.54	£37.85	
Resident donation	For bar stock	£183.94	£183.94	
PTCA donation	from Kiosk sales	£72.47	£72.47	
FECA donation	towards hearing loop and audio setup	£2,773.00	£2,773.00	
		£12,385.87	£13,867.62	
Christmas donations				
Malary Ltd	Donation for Christmas tree and lights	£500.00	£500.00	
Louise Coates	Donation for Christmas tree and lights	£500.00	£500.00	
Polarglaze	Donation for Christmas tree and lights	£150.00	£150.00	
		£1,150.00	£1,150.00	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 2021	£6,190.50	£6,190.50	-
AJ King	Monthly ground maintenance charge	£3,816.66	£4,579.99	2241
CEF	Christmas lights for the green	£1,724.10	£2,068.92	2247
Nunton Xmas Trees	27ft Norway spruce	£1,450.00	£1,450.00	2226
HMRC	TAX and NI for November 2021 (month 8)	£917.42	£917.42	-
SSE Southern Electric	Final invoices x 2 for Sept & Oct for pavilion (DD)	£573.11	£687.73	2246
British Gas	Village Hall Electric (NB not taken as in credit)	£571.00	£599.55	2225
CEF	Christmas lights equipment x 6 invoices	£419.68	£503.62	2248-2253
CB Creative	Design/Printing costs for advertising Carol event	£417.00	£500.40	2255
		£16,079.47	£17,498.13	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension December 21 (DD)	£486.82	£486.82	-

Source for Business	Water - Bowls Club, Allotments & Pavilion (6 Monthly)DD	£480.85	£480.85	2244
Watch the Dot	Wordpress updates and maintenance	£350.00	£420.00	2238
Progress Cleaning	Cleaning invoice for the Village Hall	£317.00	£380.40	2236
AJ King	Additional work carried out for the Village Hall	£268.75	£322.50	2239
Christine Ward	Bar stock & shutter keys (already paid)	£178.28	£208.94	2231
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service at Ladybirds and Village Hall	£103.63	£124.36	2243
Gemma Bailey	Bar stock for the Village Hall (already paid)	£81.25	£97.50	2237a
Urbancomms	Monthly broadband charge for the VH (DD)	£66.49	£79.79	2234
SSE Southern Electric	Monthly Electric invoice for Street lighting (DD)	£63.04	£66.18	2222
BSL	Monthly equipment for the bar (DD)	£53.00	£63.60	2237
Backstop Ltd	Monthly accountancy support November 21	£50.00	£60.00	2224
AJ King	Removal of tree from play area at rec ground	£50.00	£60.00	2240
Backstop Ltd	Monthly accountancy support December 21	£50.00	£60.00	2256
JEE Electrical	Connect cooker upstairs in the Village Hall	£50.00	£50.00	2235
BCS	Payroll Processing Oct 21	£35.00	£42.00	2242
Xero	Subscription - accounts package (DD) - Nov 21	£26.00	£31.20	2223
xero	Subscription - accounts package (DD) - Dec 21	£26.00	£31.20	2257
Tom Wykes	Installation of washing machine	£30.00	£30.00	2256
Source for Business	Water charge - Village Hall (6 Monthly) DD NB we were in credit £167.03	£19.91	£19.91	2245
Initial Hygiene	Monthly sanitary waste collection (DD)	£14.63	£17.56	2232
RFO	Expense re Sim card for the pavilion	£9.20	£11.04	2233
Travis Perkins	Hazard tape for Remembrance event	£4.64	£5.57	2254
		£2,986.49	£3,355.82	
Multipay Card				
Amazon	Equipment to enhance internet access in Hall	£233.32	£279.98	2227C
Amazon	Equipment to enhance internet access in Hall	£273.38	£328.06	2228C
IKEA	Grip mat for chair storage	£4.00	£4.00	2229C
Booker	Bar stock	£12.49	£14.99	2230C
Amazon	Equipment to enhance internet access in Hall	£261.21	£313.47	2237C
		£784.40	£940.50	

Resolution to pay these invoices - RFO

- 21/290. Management accounts** – to review the monthly management accounts - FLAC
- 21/291. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 21/292. Matters for consideration at the next meeting**
- 21/293. Dates of next meetings** – FLAC 9th December, Planning 16th Dec, Full 11th January 2022
- 21/294. Close of Meeting**



Jo Brook - Clerk

Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.

clerk@ottenhampc.org.uk

2nd December 2021