

# **AGENDA REPORTS PACK**

## **FULL COUNCIL MEETING**

**January 2022**

## 22/003. Minutes

### DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 7<sup>th</sup> December 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Faulkner, Graves, Henderson, Hutchison, Jones, Kidston, Stewart, Ward, SCDC Cllrs Gough and Wilson, the Clerk, Asst Clerk and the RFO

**In attendance:** 1 member of the public

- 21/273. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Loveluck (personal) and Young (personal). Cllr Wotherspoon was absent.
- 21/274. To accept Declarations of Interest and Dispensations** – Non-pecuniary interests were declared by Cllr Jones (item 21/284) and Cllr Ward (item 21/284). Interests were declared by Cllrs Bailey and Ward re. item 21/289.
- 21/275. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 2<sup>nd</sup> November 2021 be signed as a correct record. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**
- 21/276. Public participation** – Resident attending to listen only and had no wish to comment.
- 21/277. Reports.** Cllr Collinson took the opportunity to express appreciation for Cllr Grave's father who died recently. He was a Parish Councillor for around 50 years and his long service and integrity were acknowledged.
- **SCDC & CCC** – report noted. SCDC Cllr Gough to follow up response regarding trees (query from Cllr Bolitho). Encouraged CPC to submit responses to the GCP re. the transport consultation; noted that Willingham had been very vocal with their response. Clerk to put our response on Facebook. Cllr Collinson thanked CCC for the recent pavement resurfacing works. Cllr Hewitt reported that he'd finally had a response from Anthony Browne's office and the flood risk forum will be meeting on 14<sup>th</sup> January. SCDC Cllr Wilson left the meeting at 7.45pm.
  - **Clerk** – report noted. EV charger now working. Cllrs Collinson, Hutchison, Kidston, Ward and the RFO stepped forward to volunteer at the Carols event.
  - **Major developments** – Report noted. Meeting has taken place with Tilia/County; the two topics were a link through the Recreation Ground and the pedestrian crossing on Rampton Road/roundabout. Successful discussion regarding the link/access through the Rec. Highways discussions stated that the toucan crossing location wasn't ideal and that they will look at something closer to the Persimmon pedestrian access onto Rampton Road. May need to do a survey to gauge needs. More concerning was that CCC admitted that the roundabout won't improve vehicle capacity; this was the mainstay of the approvals. Even the pedestrian safety crossing is on the wrong side of the roundabout. CCC have been asked to reconsider the need for the roundabout and come up with some alternative ideas. Need something that will be of benefit to the village.
  - **Village Hall/Nursery** – Report noted. Snagging meeting tomorrow with W&B and SEH French. Cllr Henderson and the RFO are having problems with the export from the solar panels which will be discussed further. Nursery – Cllr Hutchison has had first meeting with Chestnuts. There are concerns regarding the management and safeguarding issues around DBS checks have been raised. County Education team are assisting.
  - **Village Hall working party** – Report noted. Cllr Ward thanked Mr King for supplying the Village Hall Christmas tree. Met last week with the volunteers. It was a positive meeting

but unfortunately we have had to cancel the planned New Year's Eve party. Bar now generating enough profit to re-stock itself. Have made a conditional job offer re. the caretaker role.

- **Queen's Green Canopy and Platinum Jubilee 2022** – Report noted. Cllr Collinson suggested that we took part in the beacon lighting on 2<sup>nd</sup> June.

- 21/278. Rec ground play area**– Consider CALF recommendation to accept quote for ground preparation for toddler play area – The works need doing in preparation for installation of a new toddler play area. Will use some of the existing soil heap, level, compact and seed the area. Resolution to accept quote for ground preparation for the toddler play area at a cost of £850. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.**
- 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 stated that permission was required to get the equipment assessed. Cllr Bailey had obtained the glass washer from a café who were replacing their equipment and wanted it to go to a non-profit organisation. Resolution to approve work on second-hand glass washer to assess its condition and bring into use if cost less than £450 excl VAT. Proposed Cllr Kidston and seconded by Cllr Bailey. **RESOLVED.**
- 21/280. Village Hall social media marketing** – Consider commissioning another 3 months marketing for the Village Hall at a cost of £300 – Cllr Ward ran through the works already done. Resolution to commission another 3 months marketing for the Village Hall from January 2022 at a cost of £300. Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.** Clerk to liaise with Little Social Media to discuss timing.
- 21/281. Community events** – Consider proposal for an '80s dance night including live band at the village hall in spring 2022 – Cllr Ward outlined proposals; need to check cancellation policy re. deposits. Discussion regarding cost of band and limits of numbers due to Covid. Need to nail down costs and volunteer arrangements. Item deferred.
- 21/282. GCP consultation** – Consider response to GCP 'Making Connections' consultation (by 20<sup>th</sup> Dec) – Cllr Hewitt ran through the report. Cllr Collinson suggested adding in proposals for a bus hub at the church end of the village; Clerk mentioned this had been looked at previously with Stagecoach. Resolution that the proposed comments are submitted as Cottenham Parish Council's response to the Making Connections consultation. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.**
- 21/283. GCP consultation** – Consider response to GCP consultation on the Local Plan – Cllrs Hewitt & Kidston outlined the report. There is only one site put forward in Cottenham and that is for employment. Add bus hub/turning circle into response. Resolution that the proposed comments are submitted to the Greater Cambridge Partnership as Cottenham Parish Council's response to the First Proposals. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.**
- 21/284. Grant applications** – Consider FLAC recommendations for 2022/23 grant applications – RFO outlined.
1. **All Saint Church Cottenham for replacement clock, £2500 requested** – Resolution to accept FLAC recommendation of a grant of £1500 towards All Saints Church Cottenham from public art s106 funds. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**
  2. **Cottenham Mobile Warden Scheme for running costs, £1000 requested** – Resolution to accept FLAC recommendation of a grant of £1000 to Cottenham Mobile Warden Scheme. Proposed Cllr Stewart and seconded by Cllr Bailey. **RESOLVED.**
  3. **Sustainable Cottenham for venue hires for litter pick event, £144 requested** – Resolution to accept FLAC recommendation of a grant of £144 to Sustainable Cottenham. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.**

4. **Cottenham Community Allotments for tools/materials on the allotment, £500 requested.** Resolution to accept FLAC recommendation of a grant of £250 to Cottenham Community Allotments. Proposed Cllr Stewart and seconded by Cllr Bailey. **RESOLVED.**
5. **Cottenham Community Cinema for replacement speakers, £298 requested –** Resolution to accept FLAC recommendation of a grant of £100 to Cottenham Community Cinema. Proposed Cllr Kidston and seconded by Cllr Stewart. **RESOLVED.**
6. **Cottenham Bowls Club toward new mower, £5000 requested.** Resolution to accept FLAC recommendation of not awarding a grant to Cottenham Bowls Club. Proposed Cllr Faulkner and seconded by Cllr Graves. **RESOLVED.**
7. **Fen Edge Community Association to support the rental of the main marquee at the festival, £2000 requested.** Resolution to award a grant of £1500 to the Fen Edge Community Association. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.**
8. **Cambridge Search and Rescue for three helmets, £255 requested –** Resolution to accept FLAC recommendation of a grant of £100 to Cambridge Search and Rescue. Proposed Cllr Hutchison and seconded by Cllr Collinson. **RESOLVED.** SCDC Cllr Gough left the meeting at 8.50pm.

**21/285. SLCC Practitioners Conference –** Resolution for the Asst Clerk and RFO to attend virtual event 15-17 February 2022. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.**

**21/286. Local Councils Conference –** Consider attending virtual event on 14<sup>th</sup> January 2022 – Clerk to circulate more details when available.

**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 – Need to look at risk benefit. Item deferred.

**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 – HR working party to look at lone working policy and revisit the risk assessment. Cllr Hutchison suggested looking for training in diffusing difficult situations.

**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	
		<b>£12,385.87</b>	<b>£13,867.62</b>	
<b>Christmas donations</b>				
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	
		<b>£1,150.00</b>	<b>£1,150.00</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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
		<b>£16,079.47</b>	<b>£17,498.13</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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 Nov 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 Dec 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
		<b>£2,986.49</b>	<b>£3,355.82</b>	
<b>Multipay Card</b>				
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
		<b>£784.40</b>	<b>£940.50</b>	

Resolution to pay these invoices – Proposed Cllr Hutchison and seconded by Cllr Collinson. **RESOLVED.**

- 21/290. Management accounts** – to review the monthly management accounts – report noted.
- 21/291. Bank reconciliation** – to review monthly bank reconciliation – report noted. Suggestion that Cllr Ward shouldn't be reviewing the bank reconciliation since she is a signatory. RFO ran through the reconciliation process; interested parties to contact her directly.
- 21/292. Matters for consideration at the next meeting** – 2022/23 budget and precept
- 21/293. Dates of next meetings** – FLAC 9<sup>th</sup> December, Planning 16<sup>th</sup> Dec, Highways 21<sup>st</sup> Dec, Full 11<sup>th</sup> January 2022
- 21/294. Close of Meeting** – 9.10pm.

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

**DRAFT Extra-Ordinary Parish Council Meeting Minutes**

Meeting held in the Village Hall, Recreation Ground, Cottenham on Thursday 16<sup>th</sup> December 2021 at 7.15pm

**Present:** Cllrs Ward (Chair), Bailey, Collinson, Graves, Henderson and the Clerk

- 21/295. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (work), Faulkner (personal), Hewitt (personal), Hutchison (personal), Jones (personal), Kidston (sick), Loveluck (sick), Stewart (personal), Young (personal), Asst Clerk and RFO. Cllr Wotherspoon was absent.
- 21/296. To accept Declarations of Interest and Dispensations** – None given.
- 21/297. Public participation** – None present.
- 21/298. Caretaker job** – Consider whether to make the post which CPC are seeking to fill of part-time village hall caretaker, a permanent post instead of a short-term contract ending 30 March 2022 – Cllr Ward outlined the reason for the change. Ran through the budget implications and there is more than enough room in what has been agreed. Resolution to recruit a permanent part-time Village Hall caretaker. Proposed Cllr Bailey and seconded by Cllr Graves. **RESOLVED.**
- 21/299. Close of Meeting** – 7.30pm.

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

## **22/005. Reports**

### **District & County Councillors' Report for Cottenham and Rampton – January 2022**

#### **To follow**

#### **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 – January 2022

### Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

### Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- 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.
- 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.
- **Anglian Water have been in contact with details of the next phase of works, currently scheduled from 31<sup>st</sup> January to 6<sup>th</sup> April. This involves some further road closures.**

### Pavilion

- Need carpenter to resolve issues with dropped doors (preventing locking of several rooms). Still issues with broken lights. Asst Clerk has ordered replacement strip lights. Electrician has checked non-functioning internal lights and will provide quote. **The external lights which had been repaired have broken again so need to investigate further.**
- Getting quotes to repaint the club room and hall areas. Contact made with Co-op manager (Amin) - their community team might be able to assist.
- 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. **The Groundsman is obtaining a quote for the repair works.**
- **Replacement pads ordered for AED.**
- **Brush head for boot scraper requires replacement.**

### Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.
- Issues with lack of parking for Hall users on Saturday mornings due to Colts matches. Colts contract states max 30 parking spaces for events and that marshalls are required.
- **Fencing boards damaged during school run. Witness has come forward and incident captured on CCTV.**

## Village Hall

- Snagging issues - **Contractors have completed the ceiling tile works in the rest of the building. Paint issues have been rectified. Meeting undertaken with French and W&B to go through issues. Further ceiling tile fell on 5<sup>th</sup> Jan in the Hall.**
- **Kids Club staff member adjusted soft close on ladies toilets following an injury to an unsupervised child. A copy of their re**
- **Lift due to be serviced 11<sup>th</sup> January.**

## Misc admin

- **December 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 for 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. **WARG Field pond creation untaken on 20<sup>th</sup> December. Coppicing at Fen Reeves done 6<sup>th</sup> Jan.**
- 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. Most works have been undertaken however AW have rejected the proposed headwall grilles and clarity is being sought as to what they would like to be installed. The works will therefore resume sometime in the new year; however, it is unclear as to how soon that will be based on AW decision and several other factors. The compound is still on site even though the contractor is no longer there. There was no point in taking it all away to the bring it back again after the new year. As previously mentioned, when the works are completed, they will ensure that the ground is made good. **Headwall damage following car accident has been reported.**
- Asst Clerk co-ordinating the Chestnut nursery contract. **Some further queries have arisen over land ownership/unregistered land.**
- **Clerk liaising with King & Co on next steps re. land off Tenison Manor. They are waiting further instructions from their client.**
- **SLCC and the National Association of Local Councils (NALC) have seats at the Digital Democracy Partnership, where they are supporting our sector partners in their bid to permit councils in England to meet remotely if they wish.**

## Carols on the Green

- **The event was the biggest yet in terms of attendance and we had a couple more stalls than usual, whilst taking out the reindeer element. During set up on the day the decision was taken with the Groundsman to spread out the location of the stalls along the Cross Keys Court side of the Green, with the food trucks located across the Rampton Road side; this worked to help spread out the event more than usual to allow distancing. Charity stalls reported that they had done exceptionally well from the event and some of the food/drink stalls sold out. Having 3 food trucks gave more choice but we could probably consider accommodating one more in future. We increased the number of carol sheets to 300 (from 250) but this was still insufficient. Thanks to Cllrs Bailey, Collinson, Hutchison and Ward plus Andrew King, Debbie Seabright, Paul Beastall, Jez Brook for their help.**

- **Tree has been removed from the Green and lights taken down. NB: one section around the Green was damaged by persons unknown on NYE. No issues with lights failing so the upgrades have been a good investment.**

### Facebook

- **1461 likes/1691 follows (CPC page). 433 likes/473 follows (Village Hall page).**

### Major developments

Persimmon – no updates

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 – no updates.

Tilia – Discussions ongoing regarding potential pedestrian access through to the Recreation Ground. South Staffs Water have been in contact re. water connection to the main which is on the Redrow site; this will require a full road closure on Rampton Road. No dates as yet.

NB: Developer Liaison Meeting scheduled for 27<sup>th</sup> January.

### Village Hall & Nursery

Meeting has taken place with W&B and French and the snagging list has been updated. Remedial works have been undertaken to flaking paintwork. Decision made to leave issues with flaking carpark line markings until the weather warms up (they will continue to degrade whilst it's still cold). Discussions regarding the contract and W&B have issued 2 invoices erroneously (not due until the end of the defect period).

Chestnuts Nursery lease is nearing completion.

### VH working party

- **Vaccination sessions at the village hall:** thanks to a great deal of work from Cllr Hutchison and the Parish Clerk, the village hall was made available as a walk-in vaccination centre at the end of December. This was very well received by residents who appreciated this demonstration of its usefulness to the community.
- **Hiring:** by early December the village hall was bustling with community groups, exercise classes, children's parties and training sessions – as demonstrated by over £2k in income received in December. This spring it will be hosting its first wedding reception and more enquiries are being followed up. Unfortunately, the resurgence of COVID/Omicron has led to the cancellation of some events booked for December and January. This will hit income for the rest of 2021/22 from hiring and bar & events. Such a disappointment just as activities were gathering momentum.
- **Bar & Events:** The community bar sessions and events scheduled for December and early 2022 have been postponed until COVID case levels reduce enough for people to feel less cautious about socialising. Members of the VH working group have been working with half a dozen or so residents who are keen to get full use of the village hall and bar for the community. Several have done stints on the bar already. A draft framework for the working group has been prepared for discussion. Progress on this is likely to be slow until the team can meet again in person. However, an article has been submitted for Cottenham Newsletter due out early Feb, publicising the bar & events facilities at the village hall and asking for additional people to volunteer for the bar and/or organising committee.

- **VH facilities management** our conditional job offer for the post of part-time temporary caretaker was not accepted. At an EOM last month it was agreed to make the post permanent and this has been readvertised accordingly – deadline for applications 10<sup>th</sup> January.
- **Second hand glass washer:** The donated second-hand glass washer has been checked and declared fit for work – so we now have a working glass washer in the Balcony Bar as well as Lounge.
- **Audio system and hearing loops:** We have instructed Avanit to install an audio system and hearing loop – still waiting for a date.

## 22/006. Revenue budget

Consider FLAC recommendation for an operations budget of expenses of £438,402 and expected income of £116,547; net £321,855. Based on the tax base of 2,522 this means an overall 3.80% increase from the 21/22 budget.

### DRAFT Budget for Cottenham Parish Council April 1st 2022 - March 31st 2023

Tax base 22/23 is 2521.9 and 21/22 was 2434.0

	2021-22	2022-23	NOTES
<b>Cultural, Environmental and Planning</b>			
Memorial/Open Spaces	954	900	
Tree Works	3168	4000	Inc work on trees at Rec ground & additional amount for Tenison Manor
Ditches and Ponds	1000	1000	
Vertidrainng		1000	As requested by CALF
Balancing pond/Little cut	1000		Persimmon will be covering this through a commuted sum.
Recreation Ground General costs/Trade waste	4390	4500	Groundsman (but often additional work required) & trade waste £2800 per annum
Old recreation ground Broad Lane	0		Groundsman
Crowlands Manor site	0		Groundsman
The Pound	0		Groundsman
Village Green Maintenance	0		Groundsman
Fen Reeves Expenditure	0		Groundsman
Tenison Manor	0		Groundsman
Brenda Gautrey Way	0		Groundsman
Kingfisher Way	0		Groundsman
Additional grass cutting	0		
Groundsman fees	41797	45800	Contract cost
<b>TOTAL</b>	<b>52309</b>	<b>57200</b>	
<b>Community Facilities</b>			
Pavilion Cleaning Materials	115	150	
Pavilion Labour (from salaries)	5557	6000	
Pavilion Water/Sewerage (and bowls club/allotments)	2500	1000	

Pavilion Electricity	2000	3500	
Pavilion LPG	3587	6000	Based on usage so far in 21-22
Pavilion Maintenance	3656	4000	Painting at pavilion £800 plus shutter contract and sim card for alarm £2160.00
Village Hall Cleaning costs/Window cleaning	6000	4100	Includes £50 per month for window cleaning
Village hall caretaker - new		15000	
Village Hall Cleaning costs - Materials	261	300	
Village Hall Water/Sewerage	3000	1000	
Village Hall Electricity	2000	6500	
Village Hall Gas		6000	
Village Hall Services		7500	IT/Broadband £840/Sanitary bins £180/Sliding doors £500/Alarm??/Fire Extinguishers £700/Shutters £3000/Security??/Barcare £720
Village Hall Licenses		900	
Village Hall Maintenance		3000	
Village Hall Event costs		1800	
Bar stock purchases		3900	revised figure linked to 50% of bar sales
Nursery maintenance and repairs		500	
Xmas Concert costs	2000	3000	
Remembrance Wreath/Event	500	500	
Difibrillator maintenance	0	100	
Youth Provision	10000	15000	
Play Area	1500	30000	This is not possible from S106 monies
Ladybirds Maintenance repairs		7000	New windows and doors needed possibly around 6-7K from CALF
Upgrade to Floodlights		1000	
Restoration of three benches		500	From CALF
Installation of cycle racks by the pavilion inc paving		1000	From CALF
Skatepark repairs			From S106 monies planning ref S/1952/15/OL
Tennis Courts Maintenance	0	2200	Annual maintenance
<b>TOTAL</b>	<b>42676</b>	<b>131450</b>	
<b>Donations &amp; Grants</b>			
<b>TOTAL</b>	<b>5000</b>	<b>4094</b>	approved grants + £1000

<b>Highways, Footpaths and Lighting</b>			
2021-22 Highways budget	5000	5000	for potential invoice next year for this years work
Traffic Survey	1431	1000	
Footway Lighting electricity	1523	1700	
Highway jetting	0	0	
<b>TOTAL</b>	<b>7954</b>	<b>7700</b>	
<b>Democratic Representation</b>			
<b>TOTAL</b>	<b>0</b>	<b>1000</b>	
<b>Corporate Management</b>			
<b>Staff &amp; Member costs</b>			
Gross Wages	62000	70000	Assuming SCP upgrades and 3% inflation
Employers N.I	4000	1000	6 monthly point £471.86 due to PC NI relief
Employers Pensions	2155	3000	
Members Expenses	300	300	
Clerks Expenses	250	250	
Training	684	680	
<b>Administration</b>			
Advertising	1000	500	
Xero Package		350	
Printing	200	200	
Postage	29	30	
Telephone	140	170	
Website maintenance	216	220	
Office Stationery	385	350	
Firesafe office hardware & software	1913	2000	
Shredding	302	200	
<b>Facility Costs</b>			
Water rates for Pavilion, Bowls club, Allotment, Memorial	2504	1400	
Village Green Electricity	300	300	

Rates SCDC	9000	10000	Village Hall £7110 Pavilion £2495(when it restarts on March 8th 2022)
<b>Professional Fees</b>			
Legal fees	1980	3000	
Professional Fees	3978	2500	Accountancy monthly support £600 year end work £900 Payroll £600
Auditing fees	3300	3400	
Subscriptions	1000	1000	NALC and CAPALC fee estimated £965.36
<b>TOTAL</b>	<b>95636</b>	<b>100850</b>	
<b>Finance Costs</b>			
Village Hall/Nursery Loan repayments	141838	121830	
Short- term Loan repayments	3000	3877.64	
Goode Bequest from Church & Causeway donation	1500	1500	
Dissenters Cemetery Grant from Church & Causeway donation	1500	1500	
Bank charges	619	600	Includes Zettle charges
Insurance	7051	6800	
<b>TOTAL</b>	<b>155508</b>	<b>136107.64</b>	
<b>Other</b>			
Neighbourhood Plan	1000	0	
<b>TOTAL</b>	<b>1000</b>	<b>0</b>	
<b>Income from Facility users</b>			
Income - Cricket Club	0	1130	
Income - Ladybirds Rent	6798	6620	
Income - Football club (CUFC)	0	1500	
Income - Football club (COLTS)	0	1500	
Income - Tennis club	150	150	
Skate Park	103	100	
Cottenham Bowls Club	1442	100	
Cambridge Kids club	13800	11500	£9050 for the monthly invoices plus the holiday club
Income - Hire of Green/Recreation ground	515	1500	



Income from Pavilion booking (Club room)	800	300	
Income from Village Hall Bar	0	7800	monthly income @ £400 + 4 events with sales of £750
Income from Village Hall & Balcony room	11500	30882	updated & split out Ian's estimates and added 4 weddings @ £800
Income from CPC events at village hall eg comedy		4000	
Income from kiosk at Junior Parkrun		1200	weekly Junior park run kiosk.
Income from Nursery	15000	40625	
Town Ground Rent	340	340	
Sponsorship/donations	5150	2000	
Recouped Utility costs	1545	1500	
Bank interest received	515	300	
Church & Causeway	3000	3000	
Landing Stage rent	0		
Income from EV chargers	100	100	
Income from PV Panels		400	
<b>TOTAL</b>	<b>60758</b>	<b>116547</b>	
<b>Expenses summary</b>			
Cultural, Environmental and Planning	52309	57,200	
Community Facilities	48140	131450	
Donations and Grants	5000	4094	
Highways, Footpaths and Lighting	7954	7700	
Democratic Representation	0	1000	
Corporate Management	100136	100850	
Finance Costs	155508	136107.64	
Other	1000	0	
	<b>370047</b>	<b>438,402</b>	
<b>Income Summary</b>	<b>70773</b>	<b>116547</b>	
<b>Precept for 2021/2022</b>	<b>299,274</b>	<b>321,855</b>	
Tax base	2,434	2,522	
	£122.96	£127.62	

### **22/007. Precept for 2022/23**

Based on the revenue budget, consider FLAC recommendation to setting the net precept for 2022/23 at £321,855

REVENUE			2021/22		2022/23
Expenses (includes debt funding)			370,047		438,402
Income			70,773		116,547
Net (revenue funding)			299,274		321,855

### **22/008. Fen Reeves bird boxes**

The team from the 'New Life' project are working with the Cottenham Scout Group in January to make 20 or so bird boxes ready for the spring. They had the idea of putting these up in Fen Reeves wood, where due to the trees being relatively young, there's an absence of nesting places.

### **22/009. Working party vacancies**

Currently we have vacancies on CALF and Highways Committees. Cllr Kidston has offered to join CALF and become a playground inspector. There are 3 vacancies on Highways.

### **22/010. New working party**

5<sup>th</sup> May sees the next scheduled elections for Cottenham Parish Council. Consider setting up working party to encourage election participation and get more people standing. If there are no more than 15 people standing then the election is automatic. Suggestions include:

- Social media campaign
- Open meeting(s)

What else?

NB: Nominations must be delivered **by hand** to the Returning Officer at SCDC (Cambourne Business Park, CB23 6EA). They may be delivered at any time between 8.30am and 5.30pm on any working day between 28 March and 5 April.

## 21/013. Bank reconciliation

Bank Reconciliation to November 21

Summary – see supporting balance sheet from Xero and Bank Statements

Account	Balance £	Initial
Unity Trust current account	282,650.04	Signed by CW
Unity Trust project account	52,397.01	Signed by CW
Unity Trust deposit account	40,020.23	Signed by CW
Cambridge Building Society account	71,839.79	Signed by CW
Triodos account	50,458.05	Signed by CW
Nationwide account	5,143.62	Signed by CW
Multipay Card	-£866.34	Signed by CW
	Total in bank accounts: £501,642.40	

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

### For information

- Add Accounts receivable £3367.88
- Add VAT due £2091.45
- Minus Accounts Payable £21,960.85
- Minus Accruals £2000.00
- Other Creditors £3114.50 (hall deposits and Grant for hearing loop)
- Minus PAYE £917.42
- Minus Rounding £0.10

**Net Asset figure** £479,108.86

## **Appendix 1: Issues log**

There were no reported incidents during December.