

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 11th January 2022 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hutchison, Jones, Loveluck, Ward, the Clerk, Asst Clerk and RFO

In attendance: 5 members of the public

- 22/001. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Faulker (work), Kidston (holiday), SCDC/CCC Cllr Gough (meeting) and SCDC Cllr Wilson (sick).
- 22/002. To accept Declarations of Interest and Dispensations** – Cllrs Ward and Bailey declared an Interest in item 22/011 and will take no part in discussion or voting.
- 22/003. Minutes** – Minor typos amended on 7th December minutes. Resolution that the minutes of the meeting of the Full Council held on the 7th December 2021 and the Extra-Ordinary Meeting held on the 16th December 2021 be signed as a correct record. Proposed Cllr Graves and seconded by Cllr Ward.
- 22/004. Public participation** – Standing Orders suspended 7.35pm. Resident 1 attending due to concerns re. item 22/006 and the 3.8% precept increase. Standing Orders reinstated 7.35pm.
- 22/005. Reports**
- **SCDC & CCC** – report noted. Clerk updated that details of the Omicron Hospitality and Leisure Grant will be forthcoming shortly. We may be eligible for a grant for the Village Hall. Cllr Hewitt mentioned meeting with Anthony Browne on Friday re. flood risk (Cllrs Graves and Hewitt attending). Cllr Collinson raised concerns about forthcoming roadworks and potential effects for Rampton residents; Clerk to liaise with Rampton PC. Possible issues with Tilia water connection across Rampton Road to be discussed at the forthcoming developer liaison meeting later this month.
 - **Clerk** – report noted. Feb/March Cottenham Newsletter article has been submitted. Notification re. SCDC Planning Committee on 19th Jan; Cllr Loveluck to attend virtually. Reminder re. Local Councils Conference this Friday; Clerk and RFO attending this free event. CAPALC have launched new e-learning courses. Current information is that there will be no return to virtual meetings for Parish Councils. Correspondence received from the Vicar re. the Queen's Jubilee; we may want to consider hosting the 'Big Lunch' on the Rec on Sunday 5th June. Vicar willing to join a working party. Cllr Collinson expressed keenness that we do something to mark the Jubilee.
 - **Major developments** – report noted.
 - **Village Hall/Nursery** – report noted. Nursery contract has arrived and requires signing. Issues have been flagged re. land ownership which is being followed up. Cllr Hutchison stated that the next monitoring meeting with Chestnuts is taking place on 24th January; Cllr Ward to attend. Cllr Ward clarified that we now have 2 glass washers – one in each bar.
 - **Village Hall working party** – report noted. Caretaker recruitment ongoing and meeting with a candidate this week. Vaccination centre went very well over the Christmas break. Asst Clerk reported that we'd received 10 booking enquiries in the past 2 days. Have 2 weddings coming up.
- 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 – RFO ran through the background; noted that the tax base has gone up due to increase in the number of houses; this figure is updated annually. The proposed budget would result in a precept increase of approx. £4 per year on a

Band D property. RFO confirmed that FLAC hadn't been wildly optimistic on the income; still difficult to know how Covid could affect us.

- Noted that sewerage/water had been added twice (remove £1k).
- £1k for floodlights (under community facilities) removed (will come from s106 monies).
- The £30k towards play area will also cover the annual Rospa inspection and playground maintenance.
- NI reduction: payroll company has confirmed that parish council's are eligible for relief.
- Tennis: 350 bookings last year despite poor weather (this is an increase on 2020). The income is from the Tennis Club to cover court usage for lessons and socials.
- Discussion re. Town Ground and Landing Stage rentals.

Standing Orders suspended at 8.26pm. Resident 2 queried what the increase would be if the tax base hadn't changed. Resident 3 asked if the parish council were responsible for encouraging kids to play sports. Cllr Hewitt stated that we are expecting to be given additional recreation facilities on which we are looking to install all weather pitches/tennis courts. In terms of the costs we charge the sports clubs we have recently done a cost comparison with other villages. Mentioned that CALF meets every 2 months and would welcome further resident engagement. Cllr Hutchison mentioned that a Junior Parkrun is due to start in the spring. Noted that Colts has doubled in size. Discussion regarding usage of 2nd and 3rd fields and the Clerk confirmed that these were used by the Colts. Resident 1 wanted to clarify Band D figures. Discussion regarding how Covid had hit everyone financially. Resident 3 commented that people aren't seeing things getting better and that they can't afford to join clubs/groups in the village. Standing Orders reinstated 8.45pm. Resolution to produce an operations budget for 2022/23 of expenses of £436,402 and expected income of £116,547; net £319,855. Based on the tax base of 2,522 this means an overall 3.13% increase. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.**

22/007. Precept for 2022/23 – Resolution to set the net precept for 2022/23 at £319,855. Proposed Cllr Graves and seconded by Cllr Collinson. **RESOLVED.** Residents 4 and 5 left the meeting at 8.49pm.

22/008. Fen Reeves bird boxes – Resolution to permit Cambridgeshire ACRE 'New Life' project to install approx. 20 bird boxes at Fen Reeves. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.** NB: no cost to the Parish.

22/009. Working party vacancies – Consider vacancies on CALF and Highways Committees – Resolution that Cllr Kidston joins CALF and becomes a playground inspector; Cllr Collinson to join Highways Committee. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**

22/010. New working party – Consider setting up working party to encourage election participation – Cllr Hewitt suggested that we need more councillors for the size of the village. Suggestion that social media campaign should be used. Cllr Collinson said that the paperwork process needs to be easier and we need to do what we can to help people to complete their application. Resolution to set up an election task and finish working party to promote the May elections; to consist Cllrs Hewitt, Ward, Collinson, Loveluck, Henderson and Asst Clerk. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.** Cllr Hewitt to contact District Cllrs to see who to contact re. increasing number of Cllrs.

22/011. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment - December 21	£754.26	£905.11	
Cambridge Kids Club	Invoice payment - January 22	£754.26	£905.11	
Chestnuts Nursery	Rent for Nursery - Jan, Feb & March 2022	£3,125.00	£3,750.00	
Ladybirds	Quarterly rent from Ladybirds	£1,655.00	£1,655.00	
SCDC	S106 monies for MUGA	£77,549.02	£77,549.02	
HMRC	VAT payment	£2,091.45	£2,091.45	
Zettle	Bar income - Village Hall (inc £2.51 zettle fees)	£119.00	£140.29	

Ladybirds	Water Recharge	£187.92	£187.92	
Strive bootcamp	Hire of Rec/Green	£130.00	£156.00	
Lovefit	Hire of Rec/Green	£30.00	£36.00	
BB Fitness	Hire of Rec/Green	£90.00	£108.00	
Lovefit	Village Hall Hire - Regular user	£140.00	£168.00	
Lovefit	Village Hall Hire - Regular user	£40.00	£48.00	
Fitness with Marilyn	Village Hall Hire - Regular user	£150.00	£180.00	
Fen Edge Orchestra	Village Hall Hire - Regular user	£200.00	£240.00	
Fen Edge Orchestra	Village Hall Hire - Regular user	£100.00	£120.00	
Singing for Fun	Village Hall Hire - Regular user	£160.00	£300.00	
Sing and Sign	Village Hall Hire - Regular user	£206.40	£247.68	
Sing and Sign	Village Hall Hire - Regular user	£103.20	£123.84	
WI	Village Hall Hire - Regular user	£95.00	£114.00	
2nd Cottenham Guides	Village Hall Hire - Regular user	£90.00	£108.00	
Village Hall bookings	Village Hall hire total - one off bookings	£808.55	£970.25	
		£89,387.61	£91,073.92	
Exps over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2022	£5,267.09	£5,267.09	-
AJ King	Monthly ground maintenance fee	£3,816.66	£4,579.99	2293
HMRC	TAX & NI for December 21 (Month 9)	£1,569.98	£1,569.98	-
Calor Gas	Delivery to the Pavilion - DD	£956.20	£1,004.01	2260
British Gas	Monthly DD - elec at Village Hall (Dec 21)	£698.55	£733.47	2296
AJ King	Additional work - Village Hall (Nov & Dec 21)	£530.00	£636.00	2292
		£12,838.48	£13,790.54	
Exps under £500	Description	Net	Gross	code
D & K Minter	PA and Lighting for Carols on the Green	£400.00	£400.00	2282
Legal and General	Pension January 22 (DD)	£382.66	£382.66	-
Progress Cleaning	Cleaning at the Village Hall	£317.00	£380.40	2264
JEE Electrical	Fit new time sockets & timeclocks to operate Christmas lights	£360.00	£360.00	2286
CEF	Christmas Lights	£234.99	£281.99	2270
Bob Hopper & Co Ltd	Commision glass washer & supply of parts	£223.15	£267.78	2295
PI Brown	Supply & fit replacement basin taps & repair flush valve in WC at pavilion	£210.00	£252.00	2294
The Little Social Co	Social Media Management – Nov 2021	£200.00	£200.00	2287
CamAlarms Ltd	Callout charge - investigate alarm fault at Village Hall/Ladybirds	£117.00	£140.40	2290a
CEF	Light bulbs	£112.50	£135.00	2277
The Little Social Co	Social Media Management – Dec 2021	£100.00	£100.00	2288
Urbancoms	Broadband for Village Hall - Monthly DD	£66.49	£79.79	2259
Gemma Bailey	Bar stock & Sweets for Carols on the Green (already paid)	£64.15	£76.98	2276
SSE - Southern Electric	Electric x 3 for streetlights - Monthly DD	£61.99	£65.07	2265
BSL	Hire of the Glass washer - Monthly DD	£53.00	£63.60	2266
Backstop Ltd	Monthly accountancy support for Jan 22	£50.00	£60.00	2285
CB Creative Ltd	String lights for the balcony - village hall	£45.81	£54.97	2258

Christine Ward	Expenses re Porters Trolley - Village Hall	£37.50	£44.99	2289
SSE - Southern Electric	Final bill for the Green	£41.09	£43.14	2283
BCS	Payroll November 21	£35.00	£42.00	2269
British Gas	Electric invoice for the Village Hall (DD)	£32.70	£34.33	2281
Xero	Monthly subscription charge for Jan 22	£26.00	£31.20	2284
CEF	Christmas light lamps	£23.59	£28.31	2290
Initial	Monthly DD for Sanitary bin collection	£14.63	£17.56	2291
RFO	Expenses re sim card for the pavilion	£9.20	£11.04	2267
Assistant Clerk	Top up for mobile phone	£10.00	£10.00	2279
Assistant Clerk	Cleaning supplies	£8.55	£8.55	2278
RFO	Expenses re stamps	£7.92	£7.92	2263
		£3,244.92	£3,579.68	
Multipay Card				
Corporate Xmas Tree	Christmas Garlands for the Village Hall	£85.81	£102.98	2268C
Amazon	Christmas Baubles	£24.98	£28.98	2271C
Amazon	Holly Berries decorations	£4.99	£5.99	2272C
Amazon	Baby Changing table	£81.62	£97.95	2273C
Amazon	Decorations for the hall	£14.16	£16.99	2274C
Amazon	Christmas window stickers	£4.16	£4.99	2275C
Tesco	Toilet rolls for Village Hall	£15.20	£15.20	2280C
Amazon	Hand soap 5 litres for the Village Hall	£8.50	£10.20	2297C
Amazon	20 pack of magic cleaning cloths	£11.42	£13.71	2298C
Amazon	Black refuse sacks/bin liners/Bin bags	£13.75	£16.50	2299C
		£264.59	£313.49	

RFO stated that we had received two invoices from Wilby & Burnett which had since been cancelled (issued too early). These were removed from the above list. Noted that Kids Club second payment should show January 2022 (not 21). Resolution to pay these invoices. Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**

- 22/012. Management accounts** – to review the monthly management accounts – Noted. Cllr Collinson queried electricity costs showing a minus. RFO confirmed that this relates to a refund on the old now decommissioned meter.
- 22/013. Bank reconciliation** – to review monthly bank reconciliation – Noted. NB: Prepared by the RFO and Cllr Ward hadn't signed. Cllr Jones to sign going forward.
- 22/014. Matters for consideration at the next meeting** – items to go to the Clerk.
- 22/015. Dates of next meetings** – CALF 8th Feb (re-scheduled from 18th Jan), Planning 20th Jan, Highways 25th Jan FLAC 27th Jan, Full 1st Feb
- 22/016. Close of Meeting** – 9.08pm.

Signed _____ (Chair) Date _____