

### Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 2<sup>nd</sup> November 2021 at 7.30pm

**Present:** Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Faulkner, Graves, Hutchison, Jones, Kidston, Loveluck, Ward, Wotherspoon, Young, SCDC/CCC Cllr Gough, the Clerk, Asst Clerk and RFO

**In attendance:** 4 members of the public

- 21/249. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Henderson (personal) and Stewart (sick).
- 21/250. To accept Declarations of Interest and Dispensations** – Cllrs Bailey, Jones and Ward declared an Interest in item 21/267 and will take no part in discussion or voting.
- 21/251. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 5<sup>th</sup> October 2021 be signed as a correct record. Proposed Cllr Hutchison and seconded by Cllr Ward.  
**RESOLVED.**
- 21/252. Public participation** – Standing Orders suspended 7.33pm. Mr Chris Richards spoke as previous Chair of the now dissolved Sports & Social Club and came to hear discussions re. item 21/261. 3 other residents present for the same item.
- 21/253. Reports**
- **SCDC & CCC** – report noted. SCDC Cllr Gough to chase Liz Watts regarding response about felling of trees. Anglian Water – SCDC Cllr Wilson waiting response from East Anglian Ambulance Service about the closure and how they will operate. Cllr Hewitt clarified the situation regarding the fire service. Pretoria Energy – still waiting response. They have also been causing issues in Milton and Willingham. Bellway – didn't attend the liaison meeting again and still have the pavement widening along Rampton Road to the Green to complete; being chased by SCDC Officer and enforcement action will be taken if necessary. Tilia – discussions about linking site via the Recreation Ground and a further meeting is scheduled for 15<sup>th</sup> December. Cllr Wotherspoon commented that he was delighted to see the Swaffham Prior energy project coming to fruition. Local Plan – confirmation that written submissions are acceptable (don't have to be done via the website). Noted that none of the drop-in sessions are local due to no major allocations in Cottenham. Children & Young People Grant – Cllr Gough to check the very short deadline. Standing Orders suspended 7.45pm. Mr Richards said that would like to have a youth club as part of the offering at the Hall. Standing Orders reinstated 7.46pm.
  - **Clerk** – report noted. Need helpers for Carol event. Email received from King & Co. asking whether CPC would like to acquire some land, which may possibly be gifted. Clerk to acknowledge.
  - **Major developments** – Report noted.
  - **Village Hall/Nursery** – Report noted. Queries regarding outstanding snagging items.
  - **Village Hall working party** – report noted. £855 bar sales last month. Bar is relying on a small team manning it so we need to recruit more people. Still need staff for this weekend.
  - **Queen's Green Canopy and Platinum Jubilee 2022** – report noted. Add to CALF agenda.
- 21/261. Community bar and events** – Consider proposal from Chris Richards to set up a community led group/club to work with Cottenham Parish Council to run the village hall bars and organise events for the benefit of the community – Item brought forward for the benefit of residents. Cllr Ward outlined. Needs to be further discussion with the working party and Mr Richards. Standing Orders suspended 8.08pm. Mr Richards stated that his thinking was to become part of CALF. Knew that the Sports & Social Club couldn't carry on. Has come up with the idea of a whole village club. The Sports & Social Club had nearly £4k left; £1k each has gone to CUFC, Colts and cricket, leaving

£1,439 to go towards setting up the bar for the new club. Open to new ideas for events such as a youth club. Membership may be easier to control if a club. Cllrs generally on board with the idea but concerns raised about the financial risk. Mr Richards continued that the bar wouldn't be open every day; busiest days previously were Wednesday, Friday, Saturday and Sunday. Would be too much to open every day. Concerns raised as to how the proposed club would dovetail with existing Hall bookings. Also need to look at the capital for bar set up. Mr Richards stated that he had approx. 10-15 volunteers lined up. Cllr Hewitt said that the group would need to be a sub-committee of CALF and need formal Terms of Reference. Mr Richards to work with existing Village Hall working party on a proposal to come to Council in December. Standing Orders reinstated 8.32pm. Resolution to support the Village Hall working party to work with the Cottenham community representatives to develop Terms of Reference for the operation of the Village Hall bar and Hall events. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**

Mr Richards and Cllr Ward to work on a proposal for NYE event. Discussion regarding the financial risk of holding such an event. Resolution to explore feasibility of a Village Hall New Year's Eve test event with a financial risk of up to £1,100. Proposed Cllr Hutchison and seconded by Cllr Young. **RESOLVED.** Residents left the meeting at 8.40pm.

- 21/254. Remembrance event** – Resolution for Cllr Faulkner to act as representative to lay remembrance wreath on behalf of CPC. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.** RFO left the room at 8.43pm and returned at 8.44pm.
- 21/255. WI Tree** – Consider request from Cottenham WI to plant a tree at the Recreation Ground – Suggested that the tree could go along the edge of the third field however we need to know details of the landscaping that Tilia are proposing along the boundary. Resolution to accept offer from the WI to plant a tree at the Recreation Ground subject to Tilia development landscaping details. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED.**
- 21/256. Bench**– Resolution to accept offer by resident to donate and install a bench on the Recreation Ground at an agreed location with the groundsman. Proposed Cllr Hutchison and seconded by Cllr Kidston. **RESOLVED.**
- 21/257. Caretaker** – Consider whether to employ a caretaker for the VH – Cllr Ward outlined. Resolution to employ a caretaker fixed term to the end of March 2022 at an additional cost of up to £5,250. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.**
- 21/258. VH audio and hearing loop systems** –Consider whether to install audio and hearing loop systems for village hall at a cost of £9832.96 + VAT and accept FECA grant of £2,773 towards cost of doing so. (Net cost to CPC ex VAT would be £7059.96 and would come out of S106 funds) – Quote is for a hearing loop and speakers plus simple console. The 1<sup>st</sup> floor would have 8 wall mounted speakers. Resolution to accept £2773 grant from FECA. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.** Resolution to accept quote from Avanit for installation of audio and hearing loop systems for the Village Hall at a cost of £9832.96 + VAT. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.**
- 21/259. Village Hall fees** – Resolution to accept revised hire charges for village hall as recommended by the Village Hall working party. Proposed Cllr Loveluck and seconded by Cllr Bailey. **RESOLVED.**
- 21/260. Comedy night** – Consider budget for comedy night to be held April 2022 – Resolution to hold a comedy night on 22<sup>nd</sup> April 2022 at a risk of up to £1,100. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.**
- 21/262. Planning meeting frequency** – Resolution to reduce the frequency of planning committee meetings to monthly, subject to review (to be held on a Thursday at the same time two weeks after each full parish council meeting). Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED.**
- 21/263. Vertidrainning** – Consider vertidrainning of football pitches at a cost of £1k to improve drainage – Item deferred to CALF meeting.

- 21/264. Padlock** – Consider purchase of additional padlock/chain for Colts goals – Item deferred to CALF meeting.
- 21/265. Motion to exclude press and public** – consider the resolution to exclude press and public from the discussions related to item 21/266 – Cllr Ward  
It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at Agenda item 21F/113 namely consideration of staff salary grades it is advisable in the public interest that the Public and Press be temporarily excluded from the meeting, and they are herewith instructed to withdraw. Persons invited to remain are Cottenham Parish Councillors & staff employed by Cottenham Parish Council. Proposed Cllr Kidston and seconded by Cllr Loveluck. **RESOLVED.**
- 21/266. Staff salaries** – Consider whether to upgrade staff salary scales following staff reviews – Cllr Hutchison outlined. The HR working party have undertaken reviews of job roles and hours. Not surprisingly the staff are doing more than their salary grades and their levels of responsibility have increased from their current scale points. Cllr Ward outlined the proposed changes to the scales and budget implications. Discussion regarding the evaluation process. Resolution to accept HR working party recommended SCP rating changes with effect from 1<sup>st</sup> November 2021. Proposed Cllr Faulkner and seconded by Cllr Bailey. **RESOLVED.** The HR working group are still looking at contract updates and hours.

**21/267. Finance**

Income	Description	Net	Gross	
HMRC	Vat payment	£2,014.62	£2,014.62	
Ladybirds	Quarterly rent	£1,655.00	£1,655.00	
Cambridge Kids Club	Village Hall hire	£754.26	£905.11	
Show Productions	Circus invoice	£500.00	£600.00	
Fen Edge Orchestra	Village hall hire for September 21	£200.00	£240.00	
BB Fitness	Monthly hire of the green/rec for two months	£160.00	£192.00	
Singing for fun	Hire of the Village Hall September 21	£160.00	£192.00	
Lovefit Ltd	Village Hall hire	£150.00	£180.00	
Sing and Sign	Village Hall Monthly hire	£130.00	£156.00	
Strive	Hire of Rec/Green in September 21	£130.00	£156.00	
Village Hall Bar	Bar takings from second session	£126.67	£148.36	
Fitness with Marilyn	Village Hall hire	£120.00	£144.00	
Living Sport	Village Hall hire	£94.50	£113.40	
Resident Hire	Hire of the Village Hall September 21	£80.00	£96.00	
2nd Cott Guides	September sessions in the Village Hall	£67.50	£81.00	
Cambs Acre	Hire of the Village Hall	£60.00	£72.00	
1st Cott Rainbows	July sessions on the rec/green	£48.00	£57.60	
		<b>£6,450.55</b>	<b>£7,003.09</b>	
Christmas tree/ lights donations				
Beach Babies	Donation for Christmas tree and lights	£250.00	£250.00	
Dentons Carpets	Donation for Christmas tree and lights	£100.00	£100.00	
Cottenham Tyre & Auto	Donation for Christmas tree and lights	£100.00	£100.00	
Gas Monster	Donation for Christmas tree and lights	£100.00	£100.00	
Local resident	Donation for Christmas tree and lights	£50.00	£50.00	
Gentlemen's Trim's	Donation for Christmas tree and lights	£35.00	£35.00	
Gentlemen's Jim's	Donation for Christmas tree and lights	£35.00	£35.00	
Lovefit Ltd	Donation for Christmas tree and lights	£30.00	£30.00	

Local resident	Donation for Christmas tree and lights	£25.00	£25.00	
		<b>£725.00</b>	<b>£725.00</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for November 2021	£4,852.41	£4,852.41	-
AJ King	Ground maintenance arrears January - July 2021	£4,549.95	£5,459.94	2200
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2201
AJ King	Annual renovation of Tennis Courts & maintenance throughout the year	£2,139.50	£2,567.40	2199
HMRC	TAX and NI for October 2021 (month 7)	£989.68	£989.68	-
Calor Gas	Gas delivery to the pavilion	£852.49	£895.11	2208
		<b>£17,200.69</b>	<b>£19,344.53</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Christine Ward	Expenses re purchases for the village hall (Coffee machine and Bar stock)	£372.63	£447.15	2192
British Gas	Invoice for the VH (DD) however not taken as in credit	£418.94	£439.88	2221
Caprari	Routine service of the pumps at rec	£300.00	£360.00	2204
Progress Cleaning	Cleaning services for October (Village Hall)	£287.00	£344.40	2194
Gemma Bailey	Expenses for DJ for Village hall Open Day & Stock purchases for Village Hall bar	£298.16	£337.79	2217
Legal and General	Pension November 21 (DD)	£335.89	£335.89	-
AJ King	Additional work carried out for the Village Hall	£246.25	£295.50	2198
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
The Little Social Co	Social Media Management for October 2021	£200.00	£200.00	2218
Viking	Equipment for Village Hall (Kettle, Cups, Mugs, Jug, plates)	£154.69	£185.63	2202
Viking	Equipment for the Village Hall (Mouse mat, Jug, Cups, Ink cartridges, Plates)	£141.44	£169.73	2196
AJ King	2 x Sewer pumps unblocked on the 14th October	£100.00	£120.00	2203
AJ King	Fixing blocked sewer pump on the 22nd October	£100.00	£120.00	2213
Gemma Bailey	Expenses re Bar stock for village hall (already paid)	£80.98	£97.18	2189a
Urbancoms	Broadband charge for the month (Village Hall) (DD)	£66.49	£79.79	2211
Progress Cleaning	Cleaning services for September (Village Hall)	£66.00	£79.20	2193
Viking	Wall mountable notice board	£55.68	£66.82	2214
Southern Electric	Electric invoice for streetlighting x 3 (DD)	£61.99	£65.07	2210
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	2187
BSL	DD - Monthly equipment for the bar	£53.00	£53.00	-
Travis Perkins	Combination padlock	£39.78	£47.74	2219
BCS	Payroll processing Sept 21	£35.00	£42.00	2197
Xero	Monthly accounts package (DD)	£26.00	£31.20	2186
Tim Jones	Expenses re case for galaxy tablet	£17.49	£20.99	2185
Calor Gas	Standing charge (DD)	£17.13	£17.99	2220
Initial	Monthly sanitary bin collection (DD)	£14.63	£17.56	2209
RFO	Expenses re sim card for the pavilion	£9.20	£11.04	2188
RFO	Expenses re Ink Cartridges	£8.86	£8.86	2190
RFO	Expenses re paper	£4.89	£4.89	2191
Gemma Bailey	Expenses re Ice Tongs for bar & Stock purchases	£3.32	£3.99	2189
		<b>£3,737.44</b>	<b>£4,269.69</b>	

<b>Multipay Card</b>				
Booker	Bar Stock	£34.17	£41.00	2205C
Amazon	20 ltr Tea Urn for the Village Hall	£70.79	£84.95	2206C
Amazon	External lockable display boards for Village Hall	£106.58	£127.90	2207C
Budget Light	Light Bulbs for the pavilion	£25.58	£30.70	2212C
Amazon	Cable charger for tablet	£14.16	£16.99	2215C
Ladybirds Preschool	Sweets for open day	£3.17	£3.80	2216C
		<b>£254.45</b>	<b>£305.34</b>	

RFO to consolidate Village Hall income going forward. Resolution to pay these invoices. Proposed Cllr Hutchison and seconded by Cllr Collinson. **RESOLVED**. Cllr Hutchison left the room at 9.32pm.

- 21/268. Management accounts** – to review the monthly management accounts – FLAC have been through the proposed 2022/23 budgets robustly to look at cuts/changes and are on course to present to Council in January. Cllr Hutchison returned to the room at 9.34pm.
- 21/269. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 21/270. Matters for consideration at the next meeting** – Junior Parkrun (Cllr Hutchison); Grant applications (FLAC).
- 21/271. Dates of next meetings** – Planning 4<sup>th</sup> November, CALF 16<sup>th</sup> Nov, Planning 18<sup>th</sup> Nov, FLAC 25<sup>th</sup> Nov, Planning 2<sup>nd</sup> December, Full 7<sup>th</sup> Dec
- 21/272. Close of Meeting** – 9.35pm.

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