

Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 7th 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 2nd 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 Graves' 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 14th 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 2nd 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 20th 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 14th 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	
		£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 – 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 9th December, Planning 16th Dec, Highways 21st Dec, Full 11th January 2022

21/294. Close of Meeting – 9.10pm.

Signed _____ (Chair) Date _____