

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 11th January 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 22/001. 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.*
- 22/002. 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).*
- 22/003. Minutes** - To resolve 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.
- 22/004. 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.*
- 22/005. 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
- 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 - FLAC
- 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 - FLAC
- 22/008. Fen Reeves bird boxes** – Consider permission for Cambridgeshire ACRE ‘New Life’ project to install approx. 20 bird boxes at Fen Reeves – Clerk
- 22/009. Working party vacancies** – Consider vacancies on CALF and Highways Committees – Clerk
- 22/010. New working party** – Consider setting up working party to encourage election participation – Cllr Hewitt
- 22/011. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment -December 21	£754.26	£905.11	
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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 street lights - 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	

Resolution to pay these invoices - RFO

22/012. Management accounts – to review the monthly management accounts - FLAC

22/013. Bank reconciliation – to review monthly bank reconciliation – FLAC

22/014. Matters for consideration at the next meeting

22/015. Dates of next meetings – CALF 18th Jan, Planning 20th Jan, Highways 25th Jan FLAC 27th Jan, Full 1st Feb

22/016. Close of Meeting



Jo Brook - Clerk

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6th January 2022