

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 1st February 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 22/017. 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.*
- 22/018. 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).*
- 22/019. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 11th January 2022 be signed as a correct record.
- 22/020. 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.*
- 22/021. 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
 - **Review from Local Council's Conference** – Clerk/Asst Clerk
- 22/022. Queen's Platinum Jubilee** – Consider outline programme of events for Jubilee weekend – Clerk
- 22/023. WARG Field boundary** – Consider resident request for contribution towards boundary treatment at WARG Field – Clerk
- 22/024. Caretaker appointment** – Ratify appointment of part-time Village Hall caretaker – Cllr Ward
- 22/025. Armed Forces Covenant** – Consider signing up to the Covenant – Clerk
- 22/026. Local Council Award Scheme** – Consider applying for LCAS – Clerk/RFO
- 22/027. Boot scraper** – Ratify purchase of new brush head for pavilion boot scraper at a cost of £125 + VAT – Clerk
- 22/028. Pavilion repairs** – Consider quote for repairs to external boarding on the Pavilion – Clerk
- 22/029. SLCC Climate Change Summit** – Consider staff/cllrs attending virtual event on 23rd March – Clerk
- 22/030. Standing Orders** – Consider revised Standing Orders document – Cllr Hewitt
- 22/031. Policy recommendations by Committees** – Review policy documents – Clerk
- Asset Register (amending April 2019)
 - Child Protection (adopted Nov 2013)
 - Code of Conduct (amended July 2015)
 - Communications (adopted March 2017)
 - Community engagement (adopted March 18)
 - Complaints procedure (amended July 2015)

- Dignity at work (adopted July 2020)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- IT & Communications (amended 2019)
- Model Publication Scheme (amended July 2018)
- Social Media (adopted January 2021)
- Standing Orders
- Training & Development (amended June 2018)

22/032. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment -February 22	£754.26	£905.11	
Zettle	£243.80 Inclusive of VAT minus fees of £4.28	£239.52	£239.52	
Singing for Fun	Village Hall Hire - Regular user	£160.00	£192.00	
Singing for Fun	Village Hall Hire - Regular user	£120.00	£144.00	
2nd Cott Guides	Village Hall Hire - Regular user	£90.00	£108.00	
WI	Village Hall Hire - Regular user	£55.00	£66.00	
Lovefit Ltd	Village Hall Hire - Regular user	£30.00	£36.00	
Strive fitness	Hire of Rec/Green	£100.00	£120.00	
Village Hall bookings	Village Hall Hire - one off bookings total	£683.76	£820.50	
		£3,584.85	£4,253.88	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 2022	£5,347.33	£5,347.33	-
AJ King	Monthly Ground Maintenance	£3,816.66	£4,579.99	2315
Connections Bus	4 Van sessions and 5 Bus sessions	£2,050.00	£2,050.00	2307
HMRC	TAX & NI for January 22 (Month 10)	£1,537.68	£1,537.68	
		£12,751.67	£13,515.00	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension January 22 (DD)	£391.69	£391.69	-
Progress Cleaning	Village Hall Cleaning	£287.00	£344.40	2301
EDF Energy	Electric for the Pavilion - Monthly DD	£267.62	£281.00	2313
Global Charter	Maintenance of pavilion shutters - monthly DD	£172.00	£206.40	-
AJ King	Additional work carried out at the Village Hall	£130.00	£156.00	2316
Travis Perkins	Water softener salt for the pavilion	£92.88	£111.46	2303
Urbancomms	Broadband for Village Hall - Monthly DD	£66.49	£79.79	2300
SSE-Southern Electric	Electric invs x 3 for streetlights Monthly DD	£66.20	£69.49	2305
BSL	Monthly rental for Glasswasher at Village Hall	£53.00	£63.60	2306
BCS	Payroll Processing Dec 21	£35.00	£42.00	2304
EDF Energy	Electric for Village Green - Monthly DD	£27.62	£29.00	2312
RFO	Ink Cartridges	£21.90	£21.90	2317
Initial	Sanitary waste - Monthly DD	£14.63	£17.56	2311
RFO	Sim card for the pavilion	£9.20	£11.04	2302
Calor	Standing charge - Monthly DD	£17.13	£1.99	2314
		£1,652.36	£1,827.32	
Multipay Card				
Amazon	Christmas decorations	£18.32	£21.98	2301C

Tesco	Toilet rolls	£15.20	£15.20	2308C
Amazon	Christmas decorations	£23.99	£28.98	2309C
defib Warehouse	Cardiac AED pads for defibrillator	£39.95	£47.94	2310C
Sportsequip.co.uk	Foot brush for the pavilion	£125.00	£150.00	2318C
		£222.46	£264.10	

Resolution to pay these invoices - RFO

- 22/033. Management accounts** – to review the monthly management accounts - FLAC
22/034. Bank reconciliation – to review monthly bank reconciliation – FLAC
22/035. Matters for consideration at the next meeting
22/036. Dates of next meetings – CALF 8th Feb, Planning 17th Feb, FLAC 22nd Feb, Full 1st March
22/037. Close of Meeting



Jo Brook - Clerk

Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.

clerk@ottenhampc.org.uk

27th January 2022