

DRAFT Ordinary Parish Council Meeting

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 1st February 2022 at 7.30pm

Present: Cllrs Hewitt (Chair), Collinson, Graves, Henderson, Hutchison, Jones, Kidston, Loveluck, Ward, Young, SCDC Cllrs Gough and Wilson, the Clerk and Asst Clerk

In attendance: 1 member of the public

- 22/017. Chair's Introduction and Apologies for absence** – Cllr Hewitt started the meeting by giving thanks to Cllr Faulker who resigned today. Apologies accepted from Cllrs Bailey (sick), Bolitho (sick) and the RFO.
- 22/018. To accept Declarations of Interest and Dispensations** – Cllr Hutchison declared an Interest in item 22/023 and will take no part in discussions.
- 22/019. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 11th January 2022 be signed as a correct record. Proposed Cllr Hutchison and seconded by Cllr Loveluck.
RESOLVED.
- 22/020. Public participation** – Resident attending as part of the Jubilee working party.
- 22/021. Reports**
- **SCDC & CCC** – report noted. SCDC Cllr Wilson confirmed that grants for the Jubilee will go on the District website shortly. SCDC Cllr Gough to pass on information regarding urban surveyors to Cllr Hewitt. Cllr Hewitt clarified that Tilia have said that the land won't be handed over to us for another 12-18 months. Have asked County for an update on their field. The intent is to seek professional advice regarding the layout of additional sports facilities and provide an integrated plan for the recreation ground. Have sought advice from SCDC, FA and the LTA.
 - **Clerk** – report noted. Anglian Water works have started; Clerk has spoken to team regarding altering timing of traffic lights to adapt to traffic flows during peak times. Flagged the need to do regular inspections/log of the containers and sheds on the Rec; should this be part of the H&S checks? Ran through implications on the elections of death of the monarch; urgently need to get scheme of delegation in place. Litter picking by young resident was flagged and the Clerk will write formal letter of thanks. Cllr Hewitt also noted resident on Histon Road who is undertaking regular litter picks. Asst Clerk confirmed that the Chestnuts lease had now been signed. We are currently waiting for their solicitor to provide maps to detail a parcel of land that nobody seems to own. Cllr Loveluck raised issue of balancing pond maintenance and whether it would be possible to do it in a way to lessen the impact on wildlife. Also noted that the Little Cut requires work again. Currently we have no timeline for the handover of these areas to us but Clerk to chase. Cllr Graves stated that works are required by the autumn and going forward the Little Cut will require 12 monthly maintenance.
 - **Major developments** – Report noted. SCDC Cllr Gough has spoken to Toby Williams (SCDC area development management team leader) to raise concerns: 1) Bellway have stepped away and enforcement may be required to get them to finish off works; 2) the 'knot' regarding the roundabout (involves several developers, each dependent on the other). The application had a specific drawing that is no longer going to be delivered which is causing issues; 3) Tilia appear to want to go on site in April but all of the pre-commencement conditions can't be discharged – partly due to items 1 and 2; and 4) following an update on occupation levels it looks as though the affordable housing could be used as a ransom. Concerned that Persimmon will finish building before the roundabout issue is resolved. Cllr Hewitt said that the situation between Highways and Planning was unacceptable. Rapidly heading towards 500 new homes with no

infrastructure. Highways issues will be mentioned during meeting with Peter McDonald, Chair of County Highways Committee, tomorrow.

- **Village Hall/Nursery** – report noted. No news from SEH French regarding temperature issues in downstairs toilets or the solar panels. Asst Clerk has updated rates on the EV charger to kWh (25p). Noted that the 12 month defect period ends shortly.
- **Village Hall working party** – report noted. Struggling to recruit caretaker. SCDC/CCC Cllr Gough left the meeting at 8.03pm.
- **Review from Local Council's Conference** – report noted. Video/slides from the event will be circulated when available. Cllr Hewitt mentioned that we are beginning community engagement to encourage residents to stand for election. There will be drop-in sessions on 14th and 18th February and prior to the next Full Council meeting on 1st March. Cllr Hewitt to circulate poster.

22/022. Queen's Platinum Jubilee – Consider outline programme of events for Jubilee weekend – Clerk outlined. Beacon event: suggestion that we have food trucks and the bar open from 7pm. Discussion regarding showing a film i.e. coronation. Exhibition to be in the Balcony Room over the course of the weekend. Cllr Jones stated that the Community Centre were keen to get involved and he will follow this up. Big Thank You Lunch: SCDC Cllr Wilson mentioned throne used at Diamond Jubilee event and singers. Restrict event timing to daytime only (work/school the next day). Cllr Hutchison to organise fancy dress competition. Suggestion that we speak to the Guides/Scouts re. assistance with litter picking during/after the event. Resolution for CPC to hold 3 Jubilee events. These need to be cost neutral (including any grants we can obtain). Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.** Budget to be developed for next meeting. Resident left the meeting at 8.31pm.

22/023. WARG Field boundary – Consider resident request for contribution towards boundary treatment at WARG Field – Clerk outlined. Noted that it wasn't our boundary and there was no legal obligation to provide anything. Due to the nature of WARG Field it was considered that something less formal than a fence would be favourable. Noted that free hedges/trees are available from the Woodland Trust and other organisations. Cllr Loveluck stated that the NLOW project will look at their budget for next year to see if they can fund planting. Resolution for the Clerk to respond to resident to state that we will install natural screening on our side of the boundary of WARG Field. Proposed Cllr Young and seconded by Cllr Graves. **RESOLVED.**

22/024. Caretaker appointment – Ratify appointment of part-time Village Hall caretaker – Item deferred.

22/025. Armed Forces Covenant – Consider signing up to the Covenant – Report noted. We already support a number of Armed Forces initiatives including upkeep of the war memorial and Remembrance activities. Whilst recognising the importance of the initiative, it was considered that the creation of the new Council would be a better time to discuss. Item deferred until after May elections.

22/026. Local Council Award Scheme – Consider applying for LCAS – Report noted. Discussion regarding the time required to gather the evidence required for the award. Item deferred until after May elections.

22/027. Boot scraper – Resolution to purchase of new brush head for pavilion boot scraper at a cost of £125 + VAT. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**

22/028. Pavilion repairs – Consider quote for repairs to external boarding on the Pavilion – Cllr Young suggested that the netting next to the Pavilion was removed; it is constantly getting damaged and this would remove the need for continued repair costs. Cllr Hewitt to speak to cricket club. Resolution to accept quote for repairs to external boarding on the Pavilion at a cost of £260+VAT. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**

22/029. SLCC Climate Change Summit – Resolution for Cllrs Loveluck, Ward and the Asst Clerk to attend SLCC Climate Change Summit webinar. Proposed Cllr Collinson and seconded by Cllr Henderson. **RESOLVED.**

22/030. Standing Orders – Consider revised Standing Orders document – Cllr Hewitt outlined the document, which follows the NALC template. Query regarding how it would apply to working parties; these are more informal by design and don't require agendas/minutes. Defer to next meeting. Clerk to check guidelines regarding declaring interests and circulate information accordingly.

22/031. Policy recommendations by Committees – Resolution for each Cllr to read 2 documents and bring back recommendations to the next meeting. Proposed Cllr Hutchison and seconded by Cllr Ward.
RESOLVED.

- Asset Register (amended April 2019) – Cllr Young
- Child Protection (adopted Nov 2013) – Cllr Hutchison
- Code of Conduct (amended July 2015) – Cllr Hutchison
- Communications (adopted March 2017) – Cllr Young
- Community engagement (adopted March 18) – Cllr Graves
- Complaints procedure (amended July 2015) – Cllr Kidston
- Dignity at work (adopted July 2020) – Cllr Kidston
- Document retention (amended July 2018) – Cllr Graves
- Equal Opportunities (amended July 2017) – Cllr Henderson
- Donation, Grant and Loans (adopted November 2018) – Cllr Henderson
- Freedom of Information – Publication Scheme (amended June 2017) – Cllr Collinson
- Grievance & Disciplinary (adopted June 2015) – Cllr Collinson
- IT & Communications (amended 2019) – Cllr Ward
- Model Publication Scheme (amended July 2018) – Cllr Ward
- Social Media (adopted January 2021) – Cllr Jones
- Standing Orders (see separate agenda item)
- Training & Development (amended June 2018) – Cllr Loveluck
- CCTV – Cllr Loveluck
- Internal Controls – Cllr Jones

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	

Noted that income total was incorrect and should be £1,300 less. VAT missing from ink cartridge receipt. Error noted on Calor invoice (gross amount). Cllr Henderson queried lack of British Gas invoice. Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Graves.

RESOLVED.

- 22/033. Management accounts** – to review the monthly management accounts – Noted. Cllr Young flagged that we will have a year-end deficit of approx. £15k for the year (as discussed at Finance Committee - minute 22F/142).
- 22/034. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 22/035. Matters for consideration at the next meeting** – Standing Orders document, policy documents, Queens Platinum Jubilee
- 22/036. Dates of next meetings** – CALF 8th Feb, Planning 17th Feb, FLAC 22nd Feb, Full 1st March
- 22/037. Close of Meeting** – 9.31pm.

Signed _____ (Chair) Date _____