

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 March 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 22/038. 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.*
- 22/039. 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).*
- 22/040. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 1st February 2022 be signed as a correct record.
- 22/041. 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.*
- 22/042. 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
- 22/043. Regular VH hire proposition** – consider application to hire the Village Hall for regular social events – Cllr Ward
- 22/044. Caretaker appointment** – Ratify appointment of part-time Village Hall caretaker – Cllr Ward
- 22/045. Standing Orders** – Consider revised Standing Orders document – Cllr Hewitt/Clerk
- 22/046. Policy recommendations by Committees** – Review policy documents:
- CCTV – Cllr Loveluck
 - 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
 - Internal Controls – Cllr Jones
 - IT & Communications (amended 2019) – Cllr Ward

- Model Publication Scheme (amended July 2018) – Cllr Ward
- Social Media (adopted January 2021) – Cllr Jones
- Training & Development (amended June 2018) – Cllr Loveluck

- 22/047. Alterations to Ladybirds Lease** – Consider quotes to undertake alterations to the lease – RFO
- 22/048. Terms of Reference** – consider framework for initial draft Terms of Reference for Bar and Events Working Group – Cllr Jones
- 22/049. Bar & Events WP finances** – To agree the proposed Bar & Events “Seed” budget of £2000 and “Float” maximum of £4000 – Cllr Jones
- 22/050. ACRE membership fees** – consider membership renewal to Cambridgeshire ACRE @ £57 – Clerk
- 22/051. Lift servicing** – consider quote for service plan for Village Hall lift – Clerk
- 22/052. Operation London Bridge delegated authority** – consider delegated authority during Operation London Bridge (death of a senior royal) – Clerk
- 22/053. Village Hall bar and events equipment** – consider approval for additional equipment (capital items) to be paid for out of the VHN reserve – Cllr Ward
- 22/054. Playground area maintenance**– Consider quotes for maintenance to Rec Ground benches and wooden play equipment – Cllr Kidston
- 22/055. Playground/skatepark annual inspection** – Ratify inspection by Play Safety to undertake annual playground and skatepark inspection - Clerk
- 22/056. Internal audit** – Consider appointment of Heelis and Lodge for the 21-22 internal audit – RFO
- 22/057. Year-end accounts** – Consider appointment of Backstop Ltd for the year-end accounts & setting up management accounts for the next financial year at a cost of £800 + VAT – RFO
- 22/058. Queen’s Platinum Jubilee** – Consider budget for Jubilee events – Clerk
- 22/059. CAPALC affiliation** – Consider CAPALC affiliation for 2022/23 at a cost of £965.88 – RFO
- 22/060. Training** – Consider Asst Clerk attending CAPALC Archiving & Retention zoom course @ £30 – Clerk
- 22/061. Tree survey** – Consider obtaining updated tree survey of all parish-owned trees – Asst Clerk
- 22/062. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Payment February 22	£754.26	£905.11	
Cambridge Kids Club	Payment for Holiday club over Christmas	£345.00	£414.00	
Cambs County Council	Section 106 payment Redrow site (s/2413/17/OL)	£78,564.71	£78,564.71	
Timothy Gawthrop	Town Ground rent - annual payment	£288.75	£346.50	
Bowls Club	Recharged electricity	£99.67	£119.60	
Chestnuts Nursery	Recharged Gas	£550.60	£578.13	
NEO Network	Wayleave payment re BGW	£196.70	£196.70	
Strive fitness	Hire of Rec/Green - Regular user	£130.00	£156.00	
Lovefit	Hire of Rec/Green - Regular user	£40.00	£48.00	
Sing and Sign	Hire of the Village Hall - Regular user	£150.00	£180.00	
Cottenham Village Soc	Hire of the Village Hall - Regular user	£50.00	£60.00	
Cott 2nd Guides	Hire of the Village Hall - Regular user	£67.50	£81.00	
WI	Hire of the Village Hall - Regular user	£55.00	£66.00	
Singing for Fun	Hire of the Village Hall - Regular user	£160.00	£192.00	
Village Hall Bookings	Village Hall hire total - one off bookings	£1,361.18	£1,633.42	
		£82,813.37	£83,541.17	
Expenses over £500	Description	Net	Gross	code
Avanit	2nd invoice to complete hearing loop system at Village Hall (already paid)	£5,896.00	£7,075.20	2333
Avanit	1st invoice – equipment & labour for hearing loop system at Village Hall (already paid)	£4,836.00	£5,803.20	2320

Salaries	Salary costs for March 2022	£5,156.15	£5,156.15	-
AJ King	Monthly groundman contract cost	£3,816.66	£4,579.99	2335
Ecotricity Ltd	Gas @ Chestnuts Nursery - 10th Dec 2020 - 3rd Feb 22 minus £200 compensation (Paid)	£1,636.92	£1,964.31	2330
HMRC	TAX & NI for February 22 (Month 11)	£1,705.82	£1,705.82	
Ecotricity Ltd	Gas for Village Hall - 10th Dec 20 to 3rd Feb 22 minus £200 compensation (Paid)	£1,182.30	£1,418.76	2331
Calor	Gas delivery to the pavilion (DD)	£1,267.00	£1,330.35	2319
CAPALC	Affiliation Fee (annual payment)	£965.88	£965.88	2334
British Gas	Electric for the Village Hall - Monthly (DD)	£685.75	£720.03	2329
		£27,148.48	£30,719.69	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension February 22 (DD)	£ 370.17	£ 370.17	-
Progress Cleaning	Cleaning of the Village Hall - Monthly	£ 287.00	£ 344.40	2326
Urbancoms	Internet for the Village Hall - Monthly (DD)	£ 66.49	£ 79.79	2327
BSL	Hire of the Glasswasher at Village Hall - Monthly (DD)	£ 53.00	£ 63.60	2328
SSE Southern Electric	Inv's x 3 for Streetlighting - Monthly (DD)	£ 59.88	£ 62.86	2323
Backstop Ltd	Monthly accountancy support for Feb 22	£ 50.00	£ 60.00	2322
AJ King	Remove tree from BGW after high winds	£ 50.00	£ 60.00	2336
Cambridgeshire Acre	Annual membership fee	£ 57.00	£ 57.00	2338
BCS	Payroll processing January 2022	£ 35.00	£ 42.00	2325
Xero	Monthly subscription for February 22 (DD)	£ 26.00	£ 31.20	2321
Initial	Sanitary waste collection - Monthly	£ 14.63	£ 17.56	2337
RFO	Expenses re Sim card for the pavilion	£ 9.20	£ 11.04	2324
		£ 1,078.37	£ 1,199.62	
Multipay Card				
Post Office	Postage of Chestnuts lease	£ 3.23	£ 3.23	2332C

Resolution to pay these invoices - RFO

- 22/063. Management accounts** – to review the monthly management accounts - FLAC
- 22/064. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 22/065. Matters for consideration at the next meeting**
- 22/066. Dates of next meetings** – Planning 17th Feb, Highways 22nd Feb, FLAC 29th, Full 5th April
- 22/067. Close of Meeting**



Jo Brook - Clerk
Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.
clerk@ottenhampc.org.uk

24th February 2022