

### Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 1<sup>st</sup> March 2022 at 7.30pm

**Present:** Cllrs Hutchison (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Jones, Kidston, Loveluck, Ward, SCDC Cllr Wilson, the Clerk and RFO

**In attendance:** 2 members of the public

- 22/038. Chair's Introduction and Apologies for absence** – The Chair welcomed everyone to the meeting and stressed that due to the large number of items on the agenda a speedy approach would be required. Apologies accepted from Cllrs Hewitt (holiday), Young (personal) and the Asst Clerk.
- 22/039. To accept Declarations of Interest and Dispensations** – None given.
- 22/040. Minutes** – Minor typo amended. Resolution that the minutes of the meeting of the Full Council held on the 1<sup>st</sup> February 2022 be signed as a correct record. Proposed Cllr Kidston and seconded by Cllr Graves. **RESOLVED.**
- 22/041. Public participation** – Resident 1 attending re. item 22/043 (potential hirer). Resident 2 attending to see how council meetings work.
- 22/042. Reports**
- **SCDC & CCC** – report noted. SCDC Cllr Wilson outlined the delays to the Anglian Water works. Cadent had proposed some works on Lambs Lane but these have been pushed back to allow Persimmon to undertake their pavement works on Oakington Road. SCDC Cllr Wilson flagged that the SCDC Planning Committee had approved 1000 homes for Northstowe 3b. Has put forward an objection to parts a and b and it will be conditioned that no construction vehicles come through Cottenham. ANPR and GPS can be used to monitor. Cllr Collinson was pleased to note the County Council budget to support protection of essential services and vulnerable groups. It was noted that we need to report puddling/drainage issues; Beach Road, Denmark Road and outside Gothic House were problem areas. Cllr Loveluck queried the developer contractual obligations and outstanding works. CPC will be sending a letter to SCDC asking for enforcement action.
  - **Clerk** – report noted.
  - **Major developments** – report noted.
  - **Village Hall/Nursery** – report noted. Defect period ends this weekend. Meeting being set up with W&B and SEH French next week. Any previously notified defects will be honoured.
  - **Village Hall working party** – report noted.
- 22/043. Regular VH hire proposition** – consider application to hire the Village Hall for regular social events – Mr Daly outlined his proposition for various regular events to be held in the Village Hall. Although run as a business, excess funds would go to the Guide Dogs charity. Noted that we need to avoid clashes with the VHWG events and offering. Help required in advertising the events. Cllr Ward to take bookings forward. SCDC Cllr Wilson left the meeting at 7.59pm.
- 22/044. Caretaker appointment** – Resolution to appoint part-time Village Hall caretaker. Proposed Cllr Loveluck and seconded by Cllr Bailey. **RESOLVED.**
- 22/045. Standing Orders** – Consider revised Standing Orders document – Clerk ran through areas that required confirming. Resolution to adopt revised Standing Orders document. Proposed Cllr Kidston and seconded by Cllr Graves. **RESOLVED.** Resident 1 left the meeting at 8.12pm.
- 22/046. Policy recommendations by Committees** – Review policy documents:
- CCTV – Minor amendments made to improve readability.
  - Child Protection (adopted Nov 2013) – Cllr Hutchison provided updated document. Cllr Hutchison to be Designated Person for Child Protection.

- Code of Conduct (amended July 2015) – no amends proposed at this stage.
  - Communications (adopted March 2017) – no amends proposed at this stage.
  - Community engagement (adopted March 18) – no amends proposed at this stage.
  - Complaints procedure (amended July 2015) – document requires re-structuring.
  - Dignity at work (adopted July 2020) – further work required. Cllr Kidston to work with HR working party on new document.
  - Document retention (amended July 2018) – no amends proposed at this stage.
  - Equal Opportunities (amended July 2017) – Minor amends/typos noted.
  - Donation, Grant and Loans (adopted November 2018) – need to make less date specific. Minor amends suggested.
  - Freedom of Information – Publication Scheme (amended June 2017) – Copies of documents to be charged at 20p per A4 side. Need to update section re. cemetery. Whilst we own one we don't administer it.
  - Grievance & Disciplinary (adopted June 2015) – Need to add a formal verbal warning stage before written warning stage.
  - Internal Controls – Amendments to be made as per reports pack.
  - IT & Communications (amended 2019) – Add reference to 'devices'.
  - Model Publication Scheme (amended July 2018) – Remove 'actual' to explanation of charges on final page; should read 'Cost 20p/page including staff time.
  - Social Media (adopted January 2021) – Section 3 to be replaced as per reports pack.
  - Training & Development (amended June 2018) – document to be updated as per reports pack. Under 'responsibilities' Cllrs are to evaluate their own training needs in Oct/Nov to coincide with budgeting process. Need to add section on Asst Clerk and RFO training needs.
- Resolution to adopt amended policies. Proposed Cllr Graves and seconded by Cllr Collinson.

**RESOLVED.**

- 22/047. Alterations to Ladybirds Lease** – Consider quotes to undertake alterations to the lease – RFO outlined. Cllr Bailey provided additional information on the status of Ladybirds which means there is no urgency to amend the lease. Resolution to accept quote from King & Co to review and amend Ladybird Pre-school lease upon a change in their status to Charitable Incorporated Organisation (ICO). Works are not yet to be acted upon until confirmation received from Ladybirds. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/048. Terms of Reference** – consider framework for initial draft Terms of Reference for Bar and Events Working Group – Cllr Jones outlined the rationale for the Terms of Reference. There is a knock-on to the CALF ToR which will require updating. RFO has checked with the accountant and created a subsection in the accounts under the 'bar' heading. This will show on the profit and loss and balance sheet. Resolution to adopt framework for initial draft Terms of Reference for Bar and Events Working Group. Proposed Cllr Jones and seconded by Cllr Kidston. **RESOLVED.**
- 22/049. Bar & Events WP finances** – Resolution to agree the proposed Bar & Events "Seed" budget of £2000 and "Float" maximum of £4000. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.** RFO to look at moving money from underspend on other projects.
- 22/050. ACRE membership fees** – Resolution to renew membership to Cambridgeshire ACRE @ at cost of £57. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/051. Lift servicing** – Resolution to accept quote of £150 + VAT for standard service plan for Village Hall lift. Proposed Cllr Ward and seconded by Cllr Henderson. **RESOLVED.**
- 22/052. Operation London Bridge delegated authority** – consider delegated authority during Operation London Bridge (death of a senior royal) – Clerk outlined the need for delegated authority given potential to not have a council if Operation London Bridge occurred during the May election period. Resolution to delegate authority for running Cottenham Parish Council to the Chair, Vice Chair, Clerk and RFO in the event of Operation London Bridge occurring during the May 2022 election period. Proposed Cllr Kidston and seconded by Cllr Collinson. **RESOLVED.** Resolution for

the May Annual Meeting of the Parish Council to be pushed back to 12<sup>th</sup> May 2022. Proposed Cllr Bailey and seconded by Cllr Kidston. **RESOLVED.**

**22/053. Village Hall bar and events equipment** – Resolution to purchase additional equipment (capital items) at a cost of £2k to be paid for out of the VHN reserve for bar and events activities. Proposed Cllr Bailey and seconded by Cllr Kidston. **RESOLVED.** Resolution to purchase additional equipment (capital items) at a cost of £3750 to be paid for out of the VHN reserve for Village Hall activities. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

**22/054. Playground area maintenance**– Resolution to accept quote from Nick Parker for maintenance to Rec Ground benches and wooden play equipment. Proposed Cllr Bailey and seconded by Cllr Jones. **RESOLVED.**

**22/055. Playground/skatepark annual inspection** – Resolution to approve inspection by Play Safety to undertake annual playground and skatepark inspection at a cost of £189 + VAT). Proposed Cllr Ward and seconded by Cllr Collinson. **RESOLVED.**

**22/056. Internal audit** – Resolution to appoint Heelis and Lodge for the 21-22 internal audit at a cost of £450. Proposed Cllr Loveluck and seconded by Cllr Graves.

**22/057. Year-end accounts** – Resolution to appoint Backstop Ltd for the year-end accounts & setting up management accounts for the next financial year at a cost of £800 + VAT. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**

**22/058. Queen’s Platinum Jubilee** – Consider budget for Jubilee events – Clerk ran through budget items to date. Cllr Hutchison to provide fencing for beacon and Cllr Graves to provide propane. Cllr Bailey to forward information on potential PA supplier. Item deferred to April meeting.

**22/059. CAPALC affiliation** – Resolution to renew CAPALC affiliation for 2022/23 at a cost of £965.88. Proposed Cllr Collinson and seconded by Cllr Ward. **RESOLVED.**

**22/060. Training** – Resolution for the Asst Clerk to attend CAPALC Archiving & Retention zoom course @ a cost of £30. Proposed Cllr Graves and seconded by Cllr Bolitho. **RESOLVED.**

**22/061. Tree survey** – Consider obtaining updated tree survey of all parish-owned trees – Item deferred.

**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	
		<b>£82,813.37</b>	<b>£83,541.17</b>	
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
		<b>£27,148.48</b>	<b>£30,719.69</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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
		<b>£ 1,078.37</b>	<b>£ 1,199.62</b>	
<b>Multipay Card</b>				
Post Office	Postage of Chestnuts lease	£ 3.23	£ 3.23	2332C

RFO to check VAT situation on Town Ground rent. Also need to look at the lease in more detail plus the Landing Stage lease. Resolution to pay these invoices. Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED.**

- 22/063. Management accounts** – to review the monthly management accounts – Noted.
- 22/064. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 22/065. Matters for consideration at the next meeting** – Jubilee budget, BEWG Terms of Reference (Cllr Jones), memorial bench (Cllrs Bolitho & Collinson), transfer of funds (RFO).
- 22/066. Dates of next meetings** – Planning 17<sup>th</sup> March, Highways 22<sup>nd</sup> March, FLAC 29<sup>th</sup> March, Full 5<sup>th</sup> April
- 22/067. Close of Meeting** – 9.29pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_