

Ordinary Parish Council Meeting

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 5th April 2022 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Bolitho, Collinson, Graves, Hutchison, Kidston, Loveluck, Ward, SCDC/CCC Cllr Gough, the Clerk and Assistant Clerk

In attendance: 4 members of the public

- 22/068. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Jones (personal), Young (personal), RFO and SCDC Cllr Wilson.
- 22/069. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Interest in item 22/092 (expenses item) and will take no part of the vote.
- 22/070. Minutes** – Amendment made to item 22/048. Resolution that the amended minutes of the meeting of the Full Council held on the 1st March 2022 be signed as a correct record. Proposed Cllr Kidston and seconded by Cllr Bailey. **RESOLVED.** Resident 4 arrived 7.34pm.
- 22/071. Public participation** – Residents attending regarding playground items.
- 22/072. Reports**
- **SCDC & CCC** – Report noted. SCDC Cllr Gough reported that there was now a nice cushion on the land housing supply. Joined meeting with Cllrs Hewitt and Jones re the Oakington/Rampton Road roundabout and will follow up with Peter McDonald this Thursday. Has had a meeting with County re. our leased land on the 3rd field. He is awaiting further explanation. The Education Team has confirmed that it has no immediate plans to extend the primary school. A14 project – 94% of the trees planted have died. Audit being undertaken and under the agreement National Highways are responsible for replanting.
 - **Clerk** – Report noted. Reminder that we are in the pre-election period. Waiting for some APM reports. Issues with unsupervised children at Kids Club. Groundsman assaulted by teenager today whilst asking them to get off sports equipment behind the pavilion. Met with electrician to obtain quote for additional plug sockets and lighting in the Village Hall. Gas Monster attending next week regarding broken pavilion boiler. A reminder that Junior Parkrun is holding a trial this weekend. Gothic House – SCDC Cllr Gough waiting response from Building Control. Cllr Loveluck raised concerns about the cycle rack trial near Les Ward.
 - **Major developments** – Report noted. Cllr Hewitt is in correspondence with Tilia regarding the link to the recreation ground. Also discussing whether the topsoil spoil heap could be used on F2. Land for rec expansion not expected to be handed over until autumn 2025. CCC Cllr Gough to follow up Bellway situation with Jon Finney. Cllr Hewitt confirmed that the roundabout installation wasn't holding up other works.
 - **Village Hall/Nursery** – Report noted. Caretaker meeting Sothams on Thursday re meter issues.
 - **Village Hall working group** – Report noted. First wedding bar went extremely well and new volunteers were trained. Have received cheque from former Sports & Social Club and they have been thanked accordingly.
 - **Burial working group** – Report noted.
- 22/073. Toddler playground redevelopment** – Consider undertaking toddler playground refurbishment project and setting up of working group with delegated authority – Cllr Kidston outlined and ran through a suggested programme of works. Looks like we will need to expand towards the training area to increase the space. Discussion regarding size of working party. Resolution that the Parish Council prioritises bringing forward a project to rebuild the toddlers' play area with new equipment, while maintaining the older children's playground during 2022, using the £30,000 allocated by the Council and the donation of £10,000 by the nursery in 2022/3. Proposed by Cllr

Loveluck and seconded by Cllr Hutchison. **RESOLVED.** Resolution that a playground working group is set up to progress the project through tender and design/construction, with appropriate reports to Council at key stages. Working group to consist of Cllrs Kidston, Bailey, Hewitt or Hutchison and the Clerk + up to 4 residents (Emma Maude and Elizabeth Sharpe volunteered). Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**

- 22/074. Playground tenders** – Consider appointing Sports & Play Consulting to undertake playground redevelopment tenders – Cllr Kidston outlined. Cllr Bolitho objected and raised concerns regarding lack of company assets. Noted that provider has a very good reputation with suppliers and other councils. Cllr Bolitho didn't want to pay for consultancy fees up front and suggested that all payments should go via FLAC before coming to council. Discussion regarding payment terms. Resident 1 left the meeting at 8.20pm. Noted that fees will be paid from S106 monies. Resolution to appoint Sports & Play Consulting to undertake playground redevelopment tenders. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.**
- 22/075. Management of the income and expenditure from bar and events** – allowance for the expenditure to exceed the income in the early months of the next financial year whilst events start to generate income, to consider a liability not exceeding £2000 – Item has been superseded. Residents 2, 3 and 4 left the meeting at 8.24pm.
- 22/076. Purchase of items for Village Hall** – Consider purchase of additional cleaning items and additional chairs for ground floor rooms for the Village Hall – Need additional cleaning items to assist hirers to clean properly. Additionally need full number of chairs for downstairs rooms. Resolution to purchase 2 vacuum cleaners at a cost of £300 + VAT, 80 folding chairs at a cost of £2796 + VAT, 3 chair trollies at a cost of £375 + VAT each and £100 for additional cleaning equipment. All funds to come from S106 Hall monies. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 22/077. Village Hall hire agreement** – Consider amendments to Village Hall hire agreement – Cllr Ward outlined the report. Resolution to accept proposed amendments to the Village Hall hire agreement. Proposed by Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**
- 22/078. Village Hall alarm monitoring** – Consider quote for monitoring of Hall alarms @ at cost of 852.80 plus VAT. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.**
- 22/079. Village Hall alarm servicing** – Resolution to accept quote for service agreement for Hall systems @ a cost of £1554.16 plus VAT. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.**
- 22/080. Lone working policy & risk assessment** – Resolution to adopt of Lone Working policy. Proposed Cllr Loveluck and seconded by Cllr Bailey. **RESOLVED.**
- 22/081. Asset register update** – Resolution to accept updates to the asset register. Proposed Cllr Collinson and seconded by Cllr Bailey. **RESOLVED.**
- 22/082. Contractors** - Consider the benefits and process of a preferred contractor list – Cllr Ward outlined the proposal. Resolution to produce process to set up a preferred contractor list. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.** RFO and Cllr Ward to take forward.
- 22/083. Queen's Platinum Jubilee** – Consider budget for Jubilee events and event management – Banners removed from budget – single use items. Resolution to agree budget of £250 for the Jubilee. Proposed Cllr Hutchison and seconded by Cllr Graves. **RESOLVED.** Budget for PA equipment to be submitted separately. Clerk outlined submission received from a Queens Young Leader regarding the beacon lighting event. Council in favour of joint event.
- 22/084. CVC work experience** – Resolution to accept work experience student from CVC. Proposed Cllr Bailey and seconded by Cllr Collinson. **RESOLVED.**
- 22/085. Ukraine** – Consider how CPC can assist with relief effort – Clerk outlined NALC guidance plus letters received from Oakington Parish Council and resident. Discussion about existing support groups in the village and the possible need for someone to act as a point of contact/co-ordinator. May want to offer space for refugee families to meet. Cllr Hutchison outlined how quickly the situation was changing so very difficult to decide on a course of action. Noted that the Covid support group was being re-purposed. Resolution that CPC expresses solidarity by signing up to

the CEMR statement. Proposed by Cllr Kidston and seconded by Cllr Bailey. **RESOLVED**. Resolution that CPC will use our social media to express support for Ukraine. Proposed Cllr Graves and seconded by Cllr Kidston. **RESOLVED**. Resolution that CPC will act as a conduit for information to Ukrainian refugees and host families. Proposed Cllr Hutchison and seconded by Cllr Loveluck. **RESOLVED**. Resolution that CPC will make use of our property, when available, to assist Ukrainian refugee families. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED**. Resolution for the Clerk to respond to Oakington Parish Council to state that we are happy to provide support to networks but unable to assist with proposed housing scheme. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED**.

- 22/086. Street naming** – Resolution to accept proposed street name of ‘Jubilee’ for Tilia development. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED**.
- 22/087. Zero Carbon Community Grants** – Consider potential projects to put forward for grant and creation of working group – Cllr Loveluck to put proposals together and bring to next meeting.
- 22/088. Civility and Respect project** – Consider writing to MP to request backing of Motion re Civility and Respect project – Clerk outlined. Discussion regarding how effective it would be. SCDC Cllr Gough gave a personal example of harassment issues experienced. Resolution for CPC to write to MP to request backing of Motion re. Civility and Respect project. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED**. SCDC Cllr Gough left the meeting at 9.29pm.
- 22/089. Training** – Resolution for Asst Clerk to attend Nimble e-learning course on Planning at a cost of £14. Proposed Cllr Loveluck and seconded by Cllr Bailey. **RESOLVED**.
- 22/090. Personal alarms** – Resolution to purchase 2 personal alarms for staff at a cost of up to £20pp. Proposed Cllr Graves and seconded by Cllr Loveluck. **RESOLVED**.
- 22/091. Goals** – Consider resident offer of two second-hand goals to be located on Tenison Manor – Discussion regarding safety and monitoring. Item deferred.
- 22/092. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment - March 22	£754.26	£905.11	
The Fen Edge Orchestra	VH Regular user – invoice x2	£350.00	£420.00	
Lovefit Ltd	VH Regular user	£60.00	£72.00	
2nd Cottenham Guides	VH Regular user	£90.00	£108.00	
Sing and Sign	VH Regular user	£200.00	£240.00	
Living Sport	VH Regular user	£46.67	£56.00	
WI	VH Regular user	£55.00	£66.00	
NCT	VH Regular user	£60.00	£72.00	
Lovefit Ltd	Rec/Green Regular user	£30.00	£36.00	
Strive Bootcamp	Rec/Green Regular user	£120.00	£144.00	
Chestnut Nursery	Quarterly rent payment	£6,250.00	£7,500.00	
Village Hall Hire	One off VH Hire - Total	£2,271.85	£2,726.20	
HMRC	VAT payment	£2,460.64	£2,460.64	
Sports & Social Club	Donation towards bar equipment	£700.00	£700.00	
		£13,448.42	£15,505.95	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for April 2022	£6,150.43	£6,150.43	-
AJ King	Monthly - ground maintenance	£3,816.66	£4,579.99	2369
HMRC	TAX and NI for March 2022 (Month 12)	£1,572.98	£1,572.98	-
Calor Gas	Gas delivery to the pavilion (DD)	£1,277.50	£1,341.38	1280
AJ King	level ground at play area, Heras fencing, grass seed & hedge removal	£1,050.00	£1,244.00	2375

Christine Ward	Booker - wedding bar stock & VH bar kitting out items	£881.42	£1,057.71	2377
Chubb	Fire extinguisher contract - Annual (2nd year of 3 year contract)	£686.40	£823.68	2370
British Gas	Electric for Village Hall - Monthly (DD)	£686.02	£720.32	2350
Barcare Supreme Ltd	Bottle cabinet (Chiller) already paid	£600.00	£720.00	2349
NJ Parker	Painting picnic tables/benches at Rec	£710.00	£710.00	
		£17,431.41	£18,920.49	
Expenses under £500	Description	Net	Gross	code
PH Pumps Ltd	Call out - alarms & pump failure - removed debris & refitted	£484.01	£580.81	2342
Legal and General	Pension	£477.92	£477.92	-
Ecotricity	Gas for Village Hall - Monthly DD	£344.80	£413.76	2368
Viking	Coat rail for the village hall	£316.96	£380.35	2364
Progress Cleaning	Cleaning services at the Village Hall	£287.00	£344.40	2346
AJ King	Work on Pavilion cladding	£260.00	£312.00	2339
EDF	Electric for Pavilion (DD) monthly	£267.62	£281.00	2352
Parish Online	Annual subscription cost	£210.00	£252.00	2378
Charter Global	Shutter maintenance contract - pavilion Monthly DD	£172.00	£206.40	-
SCDC	Overdue rates payment for pavilion - already paid	£170.89	£170.89	2376
CamAlarms Ltd	Emergency fault call	£136.64	£163.97	2363
SLCC	Climate change event x 3 trainees	£135.00	£162.00	2372/2373/ 2374
Urbancomms	Monthly Broadband - Village Hall (DD)	£66.49	£79.79	2347
Lock Shop Warehouse	Padlocks for the goals at the rec	£64.00	£76.80	2360
RFO	Laptop repair - Already paid	£73.75	£73.75	2362
BSL	Glasswasher hire Monthly (DD)	£53.00	£63.60	2345
SSE Southern Electric	Electric x 3 for streetlighting (DD) monthly	£59.88	£62.86	2353
Backstop Ltd	Monthly fee for accountancy support	£50.00	£60.00	2340
EDF	Electric for the Green (DD) monthly	£56.19	£59.00	2351
CSA	Cleaning materials for Village Hall	£48.80	£58.56	2354
Viking	Coat rail, Cartridges for printer, Mugs	£45.80	£56.96	2365
BCS	Payroll processing Feb 2022 (Monthly)	£35.00	£42.00	2357
ICO	Data Protection renewal fee (annual)	£40.00	£40.00	2355
Clerk	Expenses re Carols on the Green	£33.95	£33.95	2348
Xero	Monthly accountancy package (DD)	£26.00	£31.20	2341
Initial	Sanitary waste collection - Monthly DD	£14.63	£17.56	2371
RFO	First instalment for caretaker phone	£16.50	£16.50	2344
Tesco Mobile	Caretaker Monthly DD	£16.50	£16.50	2359
RFO	New charger for Laptop	£12.99	£12.99	2358
		£3,976.32	£4,547.52	
Multipay Card				
Amazon Ltd	Fridge Thermometer	£16.64	£19.98	2366C
Amazon Ltd	Command Clips	£4.58	£5.50	2367C
Amazon Ltd	Phone case for Caretakers phone	£11.62	£13.94	2343C
Zettle Shop	Zettle terminal and dock for bar	£199.00	£238.80	2356C

O2	Phone top up for assistant clerk	£10.00	£10.00	2361C
Booker	Bar supplies for the Village Hall	£408.42	£490.12	2379C
		£650.26	£778.34	

Resolution to pay these invoices. Proposed Cllr Bailey and seconded by Cllr Hutchison. **RESOLVED.**

- 22/093. Management accounts** – to review the monthly management accounts – Noted.
- 22/094. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 22/095. Matters for consideration at the next meeting** – Confirmation of asset register dates for laptops.
- 22/096. Dates of next meetings** – CALF 12th April, Planning 21st April, APM 25th April, FLAC 26th April, Full 12th May
- 22/097. Close of Meeting – 9.37pm**

Signed _____ (Chair) Date _____