

**To all Members of Cottenham Parish Council**

You are hereby summoned to attend the **Annual Meeting of the Parish Council**  
To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 10<sup>th</sup> May 2022 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 22/098. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office**
- 22/099. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office**
- 22/100. 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.*
- 22/101. 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).*
- 22/102. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 6<sup>th</sup> April 2021 be signed as a correct record.
- 22/103. Review Membership of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts)
  - Finance Committee (ToR Oct 2019; 7 members, quorum 3)
  - Highways Committee (ToR Jan 2021; 9 members, quorum 3; 3 ad-hoc co-opts)
  - Planning Committee (ToR July 2020; 11 members, quorum 4)
  - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for Code of Conduct complaints handling)
- 22/104. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Hewitt)
  - HR (Cllrs Bailey, Hutchison & Ward)
  - Drainage & Flooding (Cllrs Graves, Hewitt, Loveluck, Ward)
  - Youth (Hewitt, Ward & the Clerk)
- 22/105. Endorse status of "Task & Finish" Working Parties**
- Local Plan (Cllrs Hewitt & Kidston)
  - Speculative Developments (Cllrs Hewitt, Kidston, Loveluck & the Clerk)
  - Village Hall & Nursery (Cllr Hewitt, the Clerk, Asst Clerk & RFO)
  - Village Hall post-construction (Cllr Hewitt, the Clerk and RFO)
  - Village Hall (Cllrs Bailey, Hutchison, Jones, Ward and the Clerk)
  - Ladybird re-furb (Cllrs Bailey and Hewitt)
  - Tony Nicholas Memorial (Cllrs Bolitho, Collinson and Hewitt)
- 22/106. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, Cllr Bolitho)
  - Cottenham Community Centre (Trustee, Cllr Jones)
  - Cottenham Charities (Trustee, Lynda Harford and David Mudd)
  - Cottenham Primary School (Rep, Cllr Hutchison and the Clerk)
  - Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
  - Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)
- 22/107. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho and Ward)

- Playground Inspectors (Cllrs Bailey, Hewitt & Kidston)
- Communications (Cllr Hutchison)
- Defibrillator (Cllr Hewitt + AN Other)

**22/108. 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.

**22/109. 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 group** – Cllr Ward
- **Jubilee** – Clerk
- **Playground project** – Cllr Kidston

**22/110. General Power of Competence** – to confirm that CPC meets the criteria for eligibility for the General Power of Competence – Clerk

**22/111. FECA membership** – Consider FECA Membership Renewal 2022-2023 at an annual cost of £15 – RFO

**22/112. Fen Edge Festival** – Consider hosting a stall at the Festival on Saturday 25<sup>th</sup> June & staffing - Clerk

**22/113. ZCC Grant** – Consider applying for grant towards additional solar provision – Cllr Loveluck

**22/114. Code of Conduct** – Consider adoption of new LGA Model Code of Conduct - Clerk

**22/115. CALF Terms of Reference** – Consider adoption of updated CALF ToR - Clerk

**22/116. Pavilion fire plan** – Consider arrangements for fire evacuation procedures in the pavilion - Clerk

**22/117. PAT Testing policy** – Consider adoption of PAT Testing Policy - Clerk

**22/118. Legionella Testing policy** – Consider adoption of Legionella Testing Policy - Clerk

**22/119. Emergency Operating Policy** – Consider adoption of Emergency Operating Policy for the pavilion - Clerk

**22/120. Vexatious complaints policy** – Consider adoption of Vexatious Complaints Policy - Clerk

**22/121. Co-option policy** – Consider adoption of Co-option Policy - Clerk

**22/122. Tenison Manor** – Consider moving rubbish bin from noticeboard to bench area with appropriate ground fixing - Clerk

**22/123. Bank signatory arrangements** – Consider additional bank signatories - RFO

**22/124. Conference** – Consider attendance at Standards & Wellbeing Summit on 18<sup>th</sup> May – Clerk

**22/125. Street naming** – Consider further names for the Tilia estate roads – Clerk

**22/126. Rec Ground fencing** – Consider creating fence compound behind the Pavilion for safe storage of sports equipment – Cllr Hewitt

**22/127. Finance**

Income	Description	Net	Gross	
Precept	50% of annual precept	£159,927.50	£159,927.50	
Cambridge Kids Club	Invoice payment - April 22	£754.26	£905.11	
Ladybirds	Quarterly rent	£1,655.00	£1,655.00	
Internet Ticket	Custard Comedy ticket sales	£800.00	£960.00	
Zettle	Bar takings up to the 5th April 22	£64.19	£77.31	
Village Hall Hire	One off Hire total	£1,583.65	£1,900.32	
Sing and Sign	Village Hall Regular user	£300.00	£360.00	
Fen Edge Orchestra	Village Hall Regular user	£250.00	£300.00	

Living Sport	Village Hall Regular user	£46.65	£55.98	
2nd Cott Guides	Village Hall Regular user	£97.50	£117.00	
Strive bootcamp	Rec/Green Regular user	£120.00	£144.00	
Lovefit Ltd	Rec/Green Regular user	£60.00	£72.00	
		<b>£165,658.75</b>	<b>£166,474.22</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for May 2022	£5,923.16	£5,923.16	-
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2406
HMRC	TAX and NI for April 2022 (Month 1)	£1,605.29	£1,605.29	-
Backstop Ltd	Year-end account and audit support	£800.00	£960.00	2409
Blue Grape Corporation	Comedians - Custard Comedy at Village Hall	£750.00	£750.00	2405
British Gas	Electric - Village Hall March 22 (DD) monthly	£654.30	£687.01	2391
PH Pumps	Call out and repair of pumps	£485.87	£583.04	
		<b>£14,035.28</b>	<b>£15,088.49</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension payment	£456.64	£456.64	-
Ecotricity	Gas for the Village Hall (DD) monthly	£336.40	£353.22	2392
Progress Cleaning	Village Hall Cleaning costs	£287.00	£344.40	2385
EDF	Monthly charge for electricity - Pavilion (DD)	£267.62	£281.00	2402
Rospa	Annual inspection	£185.50	£222.60	2404
Gemma Bailey	Expenses re wristbands/Disco Dave/Key cutting	£136.82	£138.99	2407
Christine Ward	Expenses re purchases for Village Hall bar	£117.76	£141.31	2399
Gemma Bailey	Bar stock for the Village Hall	£111.97	£134.37	2386
CB Creative	design & production of 500 beer mats for village hall	£90.00	£108.00	2401
Gas Monster	Work on the boiler at the pavilion	£88.33	£106.00	2388
Criterion	Ice cream for sales at Village Hall	£70.56	£84.66	2384
CSA	Cleaning equipment & materials for Hall	£70.28	£84.33	2389
Urbancoms	Broadband for Village Hall (DD) monthly	£69.33	£83.20	2383
Tim Jones	1 Polypin for bar for Village Hall	£59.17	£71.00	2400
EDF	Monthly - electricity at the Pavilion (DD)	£56.19	£59.00	2403
BSL	Hire of Glasswasher at the Village Hall (DD) monthly	£53.00	£63.60	2387
AJ King	Moving play equipment with tractor from rear of pavilion	£50.00	£60.00	2390
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	2408
Clerk	Expenses re Carol concert	£36.97	£36.97	2416
BCS	Payroll processing March 22	£35.00	£42.00	2381
SSE - Southern Electric	Electric x 3 for streetlighting (DD) monthly	£32.74	£34.36	2393
Xero	Monthly Xero package cost (DD)	£26.00	£31.20	2410
Calor	Standing charge (DD)	£17.13	£17.99	2417
Initial	Service re sanitary waste at Village Hall (DD) monthly	£14.63	£17.56	2398

Viking	Mugs for the Village Hall	£13.87	£16.64	2382
RFO	Postage stamps	£7.92	£7.92	2381a
Clerk	Expenses re milk for the Kiosk	£2.60	£2.60	2397
		<b>£2,743.43</b>	<b>£3,059.56</b>	
<b>Multipay Card</b>				
Amazon	Wall mounted ashtray	£16.62	£19.94	2394C
Amazon	Nappy disposal bin x 2	£74.98	£89.98	2395C
Amazon	Smoking safety sign	£5.63	£6.77	2396C
Amazon	Rectangular tablecloths for Village Hall	£105.48	£126.63	2408C
Amazon	Rectangular tablecloths for Village Hall	£164.08	£196.98	2409C
Amazon	LED Tealights for the Village Hall	£15.48	£18.58	2410C
Amazon	Round tablecloths for the Village Hall	£153.86	£180.18	2411C
O2	Phone topup for assistant clerk	£10.00	£10.00	2412C
Amazon	Project book	£6.66	£7.99	2413C
Booker	Bar stock items	£45.71	£54.85	2414C
Tesco	Milk for the Annual Parish Meeting	£2.85	£2.85	2415C
Coop	Milk for the Park Run Kiosk	£2.20	£2.20	2415C
Tesco	Ice lollies for kiosk	£10.50	£10.50	2418C
		<b>£614.05</b>	<b>£727.55</b>	

Resolution to pay these invoices - RFO

**22/128. Year-end accounts**– review year end accounts for 2021-2022 as per FLAC recommendation - FLAC

**22/129. Matters for consideration at the next meeting**

**22/130. Dates of next meetings** – CALF 17<sup>th</sup> May, Planning 19<sup>th</sup> May, FLAC 24<sup>th</sup> May, Full 7<sup>th</sup> June.

**22/131. Close of Meeting**



Jo Brook - Clerk

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5<sup>th</sup> May 2022