

DRAFT Minutes of the Annual Meeting of the Parish Council

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 10th May 2022 at 7.30pm

Present: Cllrs Jones (Chair), Bailey, Bolitho, Hewitt, Hutchison, Kidston, Loveluck, Myer, Ward, Wedgbury, CC Cllr Gough, the Clerk, Asst Clerk and RFO

- 22/098. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office** – Cllr Hewitt wished to step down as Chair and stated that it had been a privilege to hold the post for the past 12 months. Resolution to elect Cllr Tim Jones as Chair of the Parish Council. Proposed Cllr Kidston and seconded by Cllr Loveluck. **RESOLVED.** Cllr Jones signed a Declaration of Acceptance of Office and took the Chair.
- 22/099. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office** – Resolution to elect Cllr Tracy Hutchison as Vice Chair of the Parish Council. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.** Cllr Hutchison signed a Declaration of Acceptance of Office.
- 22/100. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Collinson (sick), Graves (personal), Moller (personal) and SCDC Cllr Osborne.
- 22/101. To accept Declarations of Interest and Dispensations** – Cllrs Bailey, Jones and Ward declared a Non-Registerable Interest in item 22/127 and will leave the room during discussions. Cllr Myer declared a non-pecuniary interest in item 22/112.
- 22/102. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 6th April 2021 be signed as a correct record. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.**
- 22/103. Review Membership of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts). Cllr Jones added as Ex Officio.
 - Finance Committee (ToR Oct 2019; 7 members, quorum 3). Cllr Hewitt stood down. Cllrs Jones (ex-officio) and Kidston added.
 - Highways Committee (ToR Jan 2021; 9 members, quorum 3; 3 ad-hoc co-opts). Cllr Ward stood down.
 - Planning Committee (ToR July 2020; 11 members, quorum 4). Cllrs Bailey and Hewitt stood down.
 - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for Code of Conduct complaints handling). Cllr Ward stood down. Cllr Jones added (ex-officio).
- 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, Ward). Cllr Loveluck added.
 - Youth (Hewitt, Ward & the Clerk). Cllr Loveluck added.
 - Developer Liaison (Tim Jones, Clerk & Asst Clerk)
- 22/105. Endorse status of "Task & Finish" Working Parties**
- Local Plan (Cllrs Hewitt & Kidston).
 - Speculative Developments –Group dissolved
 - Village Hall & Nursery construction (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). Changed to standing WP.
 - Ladybird refurb (Cllrs Bailey and Hewitt) Tracy Hutchison added.

- Tony Nicholas Memorial (Cllrs Bolitho, Collinson and Hewitt)
- Toddler Playground Replacement (Cllrs Bailey, Hewitt, Hutchison, Kidston, the Clerk + resident co-opts)

22/106. Review representation as Trustees etc.

- Church and Causeway Charity (Trustee, Cllr Bolitho)
- Cottenham Community Centre (Trustee, Cllr Jones)
- Cottenham Charities (Trustee, Cllr Ward)
- Cottenham Primary School (Rep, Cllr Hutchison and the Clerk)
- Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
- Mobile Warden Scheme (Trustee, Cllr Collinson & Rep Cllr Hewitt)
- Ladybirds – query whether they require trustees.

22/107. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho and Ward). Cllr Ward replaced by Cllr Loveluck.
- Playground Inspectors (Cllrs Bailey, Hewitt & Kidston). Cllr Hewitt stepped down.
- Communications (Cllr Hutchison)
- Defibrillator (Cllr Hewitt + AN Other). Additional assistance not required.

22/108. Public participation – No members of the public present.

22/109. Reports

- **SCDC & CCC** – Report noted. CC Cllr Gough reported that his and Eileen’s SCDC email accounts are now defunct. Working on handover to SCDC Cllrs Loveluck and Osbourne. Cllr Bailey thanked former SCDC Cllr Wilson for her casework for individuals. Cllr Bolitho mentioned the poor state of roads. CC Cllr Gough said the situation wouldn’t be resolved quickly due to 10 years of decline; it will take a long time to catch up. He is chasing the Chief Exec and leader regarding the landlocked parcel of land and rec ground 3rd field. Regarding the additional traffic calming on Rampton Road (funded by Northstowe s106), it will consist of a pedestrian crossing near the Persimmon secondary access and build outs which would also provide a safe crossing. Noted that speed humps aren’t endorsed by Highways.
- **Clerk** – Report noted. Clerk has been approached to join the management committee for the Cambridgeshire SLCC branch. Quotes have been obtained for replacement door at Ladybirds - works are urgent.
- **Major developments** – report noted. Tilia s106 due prior to commencement – Clerk to email contact.
- **Village Hall/Nursery** – Report noted. Asst Clerk reported that Chestnuts solicitor has raised a query re. land ownership; being followed up.
- **Village Hall working group** – Report noted. Cllr Ward reported that quotes are being sought for tv screens. Still require more bar volunteers for one-off events in particular.
- **Jubilee** – Report noted. Cllr Bailey producing posters. Cllr Hutchison organising fancy dress.
- **Playground project** – Report noted. Cllr Kidston and the working party were thanked for their efforts to date. Noted that the cricket club are looking at required fence height.

22/110. General Power of Competence – Resolution that CPC meets the criteria for eligibility for the General Power of Competence. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**

22/111. FECA membership – Resolution to renew FECA Membership for 2022-2023 at an annual cost of £15. Proposed Cllr Kidston and seconded by Cllr Hutchison.

22/112. Fen Edge Festival – Resolution to host an information stall at the Festival on Saturday 25th June. Proposed Cllr Kidston and seconded by Cllr Hewitt. Cllr Bailey to prepare staffing rota.

22/113. ZCC Grant – Consider applying for grant towards additional solar provision – Cllr Loveluck outlined. Noted issues in obtaining quotes. RFO confirmed that as a capital item we can use s106 monies. Resolution to apply for a ZCC grant for the purchase of a battery and additional solar panels for the Village Hall with a CPC contribution of up to £15k. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.** CC Cllr Gough left the meeting at 8.58pm.

- 22/114. Code of Conduct** – Consider adoption of new LGA Model Code of Conduct – Discussion regarding changes vs the previous version of the Code; explanations in the new version are considered more detailed. Resolution to adopt new LGA Model Code of Conduct. Proposed Cllr Hewitt and seconded by Cllr Kidston. **RESOLVED.**
- 22/115. CALF Terms of Reference** – Resolution to adopt updated CALF Terms of Reference. Proposed Cllr Hewitt and seconded by Cllr Loveluck. **RESOLVED.** Agenda items 22/116-119 to be moved to the end of the meeting.
- 22/120. Vexatious complaints policy** – Consider adoption of Vexatious Complaints Policy – Discussion regarding definition of vexatious. Cllr Kidston to see how this policy sits with the dignity at work policy. Resolution to adopt Vexatious Complaints Policy. Proposed Cllr Hewitt and seconded by Cllr Hutchison. **RESOLVED.**
- 22/121. Co-option policy** – Consider adoption of Co-option Policy – Item deferred.
- 22/122. Tenison Manor** – Resolution to move rubbish bin on Tenison Manor from noticeboard to bench area with appropriate ground fixing. Proposed Cllr Hewitt and seconded by Cllr Bailey. **RESOLVED.** Agreement that as per Standing Order 3x to continue meeting if necessary beyond the 2 hour limit.
- 22/123. Bank signatory arrangements** – Resolution to add Cllrs Kidston and Loveluck as additional bank signatories. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED.** Cllr Collinson to stand down.
- 22/124. Conference** – Resolution for the Clerk and A.N. Other to attend the virtual Standards & Wellbeing Summit on 18th May. Proposed Cllr Bailey and seconded by Cllr Hewitt. **RESOLVED.**
- 22/125. Street naming** – Consider further names for the Tilia estate roads – Clerk outlined the requirement for a further 7 street names. Resolution to suggest fruit tree names for Tilia estate roads. Proposed Cllr Bailey and seconded by Cllr Myer. **RESOLVED.**
- 22/126. Rec Ground fencing** – Consider creating fence compound behind the Pavilion for safe storage of sports equipment – Cllr Hewitt outlined the need. The Clubs are putting in £1000 towards the cost. Resolution that CPC accepts quote of £2k for installation of fence compound behind the Pavilion. CPC to provide up to £1250 towards the overall cost. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.**
- 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 | |
| | | £165,658.75 | £166,474.22 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| 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 | |
| | | £14,035.28 | £15,088.49 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| 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 |
| | | £2,743.43 | £3,059.56 | |
| Multipay Card | | | | |
| 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 |
| | | £614.05 | £727.55 | |

Cllrs Bailey, Jones and Ward left the room at 9.28pm and Cllr Hutchison took the Chair. Cllr Bolitho queried the glasswasher hire. Resolution to pay these invoices. Proposed Cllr Hewitt and seconded by Cllr Kidston. **RESOLVED.** Cllrs Bailey, Jones and Ward returned to the room at 9.33pm and Cllr Jones returned to the Chair.

- 22/128. Year-end accounts**– review year end accounts for 2021-2022 as per FLAC recommendation – Cllr Bolitho ran through the year end accounts. Resolution to accept the year end accounts for 2021-2022. Proposed Cllr Loveluck and seconded by Cllr Myer. **RESOLVED.**
- 22/116. Pavilion fire plan** – Resolution to adopt Pavilion fire evacuation procedures policy. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 22/117. PAT Testing policy** – Resolution to adopt PAT Testing Policy. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 22/118. Legionella Testing policy** – Resolution to adopt Pavilion Legionella Testing Policy. Proposed Cllr Bailey and seconded by Cllr Myer. **RESOLVED.**
- 22/119. Emergency Operating Policy** – Resolution to adopt Pavilion Emergency Operating Policy. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.** Clerk to forward the 4 policies to the cricket club and add to website.
- 22/129. Matters for consideration at the next meeting** – New Cllr training, internal audit review, annual governance statement, accounting statement, co-option policy
- 22/130. Dates of next meetings** – CALF 17th May (moved to June), Planning 19th May, FLAC 24th May, Full 7th June.
- 22/131. Close of Meeting** – 9.45pm.

Signed _____ (Chair) Date _____