

DRAFT Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th June 2022 at 7.30pm

Present: Cllrs Jones (Chair), Bailey, Bolitho, Collinson, Graves, Hutchison, Loveluck, Ward, Wedgbury, CCC Cllr Gough and the Clerk

In attendance: 2 members of the public

22/142. Chair's Introduction and Apologies for absence – Apologies accepted from Cllrs Hewitt (personal), Kidston (holiday), Moller (holiday), Myer (personal), SCDC Cllr Osborne, the Asst Clerk and RFO

22/143. To accept Declarations of Interest and Dispensations – Dispensation approved for Cllr Ward in relation to Cottenham CLT. Cllrs Collinson and Loveluck to submit requests. Clerk to forward a copy of the form.

22/144. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 10th May 2022 be signed as a correct record. Minor typos corrected. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.** Resolution that the minutes of the EOM held 17th May 2022 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.** Resolution that the minutes of the EOM held 17th May 2022 be signed as a correct record. Proposed Cllr Bailey and seconded by Cllr Graves. **RESOLVED.**

22/145. Public participation – Resident 1 had a query regarding accounts for Cottenham Newsletter. The Clerk stated that the publication is independent of the council; contact details available in the publication so resident can contact directly to discuss. Resident 2 raised issues regarding surface water at Northstowe and flooding; concerns also raised that social housing and major developments adding to existing problems in Cottenham. Cllr Graves explained the planning requirements regarding new developments regarding run off rates. The Cottenham applications were all checked very closely and we did voice significant concerns. Cllr Hutchison mentioned concerns regarding the Histon Road pumping station. CCC Cllr Gough mentioned initiative to increase the planners awareness regarding drainage issues. Work is scheduled for the Lode and Cottenham Flood Risk Forum is being revived.

22/146. Reports

- **SCDC** – report noted. Both new cllrs are doing lots of training currently. SCDC Cllr Loveluck is involved with the energy rebate scheme and stated that SCDC was getting up to speed with Ukrainian guests.
- **CCC** – report noted. Clerk to push details of the household support fund. Highways meeting on 23rd June – to use CPC office. Deborah Jeakins is looking into dust/road issues at Sun Skips.
- **Clerk** – report noted. Mowing taking place on Old Rec in preparation of FEAG dig prior to Old West pond works. FEAG have queried whether toilet and cars can be parked on site. General agreement. Noted that grass seed on levelled ground next to the play area hadn't taken, despite being sown 2 months previously; wasn't watered at the time of seeding. Cllr Hutchison and Clerk to meet with Panash from Kids Club for an update. Histon have requested pitch hire for approx. 4 months.
- **Major developments** – Report noted. Tilia work may have started so s106 monies will now be due. Cllr Collinson queried location of the strip of land where ownership details are being sought. Need assistance finding the owner.
- **Village Hall/Nursery** – Report noted. CCC Cllr Gough left the meeting at 8.16pm.
- **Village Hall working group** – Jubilee takings on the bar were £4274; less vat and stock it's around £1900 profit. BEWG meeting tomorrow night. Hall TV requires replacement following

damage during a Kids Club session. Discussion regarding requirement for an outside PA – may be planning issue.

- **Jubilee** – Report noted. Several potential new bookings as a result of the weekend. Vote of thanks given to the Clerk for organising the events.
- **Playground project** – Report noted.

22/147. Internal audit – Consider review of internal audit report – Audit duly reviewed and a clean bill of health was given. Resolution to accept the findings of the 2021/22 internal audit. Proposed Cllr Loveluck and seconded by Cllr Graves. **RESOLVED**. RFO thanked for her work.

22/148. Annual Governance Statement – review and approve the Annual Governance Statement 2021/22 as part of the Annual return for the year ended 31st March 2022 – Annual Governance Statement duly reviewed. Resolution to approve the Annual Governance Statement 2021/22 as part of the Annual return for the year ended 31st March 2022. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED**.

22/149. Accounting statements – review and approve the Accounting statements 2021/22 as part of the Annual return for the year ended 31st March 2022 – Accounting statements duly reviewed. Resolution to approve the Accounting statements 2021/22 as part of the Annual return for the year ended 31st March 2022. Proposed Cllr Wedgbury and seconded by Cllr Ward. **RESOLVED**.

22/150. Preferred Contractor list for the council – agree a process and timeline to formulate a list – CW ran through the background. Need to add Cambridgeshire under section 1. Resolution to accept process and timeline to set up approved contractor list. Proposed Cllr Hutchison and seconded by Cllr Bailey. **RESOLVED**.

22/151. FLAC's Terms of Reference (TOR's) - Section 6, Financial Review & Monitoring paragraph (J) scope is unclear and needs clarification – Discussion regarding what item J in the Terms means. RFO and Cllrs Bolitho and Hewitt to discuss and bring back to next meeting.

22/152. Pavilion annual running costs – consider review of annual running costs for the Pavilion – Costs are far outweighing sports income and it's not sustainable. Need to promote club room as a usable space. Urgently need to look at utility and maintenance bills (RFO). Going forward we may need to look at a single caretaker for both buildings. Club room requires refurbishment and wifi to make it more viable. Resolution for CALF to review future use of the pavilion to manage cost and income; to make recommendations to create a more marketable space. Proposed Cllr Loveluck and seconded by Cllr Ward. **RESOLVED**.

22/153. Summer reading challenge – Resolution to approve application to Cottenham Chest for grant of £250. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED**. Cllr Jones nominated to attend award ceremony.

22/154. Councillor training – consider training requirements for new and existing councillors – Defer.

22/155. Co-option policy – Consider adoption of Co-option Policy – Rationale is to formalise arrangements for co-option. Clerk to check legitimacy around secret ballot. Minor amends made. Resolution to adopt co-option policy. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED**. Agreed that the meeting will be extended by up to 15 minutes. Resident 3 arrived at 9.33pm.

22/156. Finance

Income	Description	Net	Gross	
Village Hall income	From the family disco door takings	£89.17	£107.00	
Cambridge Kids Club	Invoice payment May 22	£754.26	£905.11	
Cottenham resident	Donation towards bar cups	£200.00	£200.00	
Zettle	Bar income from the Village Hall	£2,212.85	£2,664.94	
Whyatts Fair	Rent of the green for the fair	£1,100.00	£1,320.00	
Bowls Club	Rent, Water and Electric	£408.38	£454.05	
COLTS	Invoice payment	£1,273.17	£1,527.80	
CUFC	Invoice payment	£385.12	£462.14	
Lovefit	Village Hall regular user – inv payment	£60.00	£72.00	

Strive Bootcamp	Village Hall regular user – inv payment	£80.00	£96.00	
BB Fitness	Village Hall regular user -inv payment	£60.00	£72.00	
Fen Edge Orchestra	Village Hall regular user – inv payment	£100.00	£120.00	
1st Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
2nd Cottenham Guides	Village Hall regular user – inv payment	£22.50	£27.00	
WI	Village Hall regular user - inv payment	£55.00	£66.00	
Living Sport	Village Hall regular user - invpayment	£40.00	£48.00	
Living Sport	Village Hall regular user – Inv payment	£70.00	£84.00	
Village Hall Hire	One off hires - TOTAL	£1,047.39	£1,256.86	
Tilia Homes	Jubilee sponsorship	£250.00	£250.00	
Charles Church Homes	Jubilee sponsorship	£500.00	£500.00	
		£8,730.34	£10,259.90	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 2022	£5,858.04	£5,858.04	-
Avanit	Hall TVs & audio system (already paid)	£4,376.50	£5,251.80	2451
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2459
Principle Furniture	80 chairs & 2 storage units (already paid)	£3,494.00	£4,192.80	2421
Polarglaze Ltd	50% deposit - new door for Ladybirds (already paid)	£2,325.00	£2,790.00	2452
Connections Bus	Youth work sessions	£2,128.00	£2,128.00	2423
Sports & Play Consulting	Consultation for playground design (phase 1) to tender (already paid)	£1,950.00	£1,950.00	2422
AJ King	Overseeding football pitches	£1,620.00	£1,620.00	2460
HMRC	TAX and NI for May 2022 (Month 2)	£1,499.60	£1,499.60	-
Happy Cups	500 reusable pint cups (already paid)	£605.00	£726.00	2420
PPL/PRS	Music license charge for the year	£518.16	£621.79	2461
British Gas	Electricity for the Village Hall	£537.15	£564.00	2453
Connections Bus	Youth work sessions	£1,596.00	£1,596.00	2472
		£30,324.11	£33,378.02	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension payment	£453.20	£453.20	-
Heelis and Lodge	Internal Audit fee	£450.00	£450.00	2447
Currys Business	Tall fridge for the Village Hall	£320.82	£384.98	2466
Progress Cleaning	Cleaning - Village Hall	£287.00	£344.40	2438
Milton Brewery	4 Polypins for the bar	£238.33	£286.00	2424
EDF Energy	Monthly DD for the Pavilion	£267.62	£281.00	2457
AJ King	Additional work on the tennis courts	£220.00	£264.00	2464
Ecotricity	Gas for Village Hall (DD) monthly	£242.10	£254.20	2433
CB Creative	Paid for Online Trophies for Jubilee	£189.00	£236.80	2468
Source for Business	Water - Bowls & Allotments DD (6 month)	£230.45	£230.45	2458
N J Parker	Bench x3 refurb at rec	£169.69	£169.69	2428
Community Heartbeat	Annual support cost year 4	£135.00	£162.00	2431
Watch the Dot	Premium hosting (annual charge)	£120.00	£144.00	2463
Amazon	Jubilee - 7 black photo frames	£116.48	£139.87	2469
Cromwell Fire Ltd	Fire Alarm service for Ladybirds	£114.00	£136.80	2467
Viking	Stationery items	£103.75	£124.50	2462
AJ King	Supply & fit concrete base in 3rd field	£100.00	£120.00	2426

BCS	Payroll processing	£98.00	£117.60	2430
Criterion	Ice cream for the bar	£75.60	£90.72	2437
Criterion	Ice cream for the bar	£75.60	£90.72	2471
Urbancoms	Broadband - Village Hall (DD) monthly	£69.33	£83.20	2435
BSL	Glasswasher hire (DD) monthly	£53.00	£63.60	2436
Amazon	Wall mounted bottle opener (already paid)	£51.78	£62.14	2446
EDF Energy	Monthly DD for the Green	£56.19	£59.00	2456
Amazon	Bunting for Jubilee (already paid)	£47.47	£56.97	2441
SLCC	Course (Standards and Well being)	£45.00	£54.00	2427
Nisbets	Box 48 nonic toughened beer glasses	£38.99	£53.98	2465
Amazon	Baby changing table	£44.13	£52.96	2451
Amazon	Ice bucket and tongs (already paid)	£41.64	£49.98	2445
Amazon	Jubilee - Queen cut out	£37.45	£44.94	2444
Amazon	Jubilee - window sticker	£29.15	£34.98	2470
SSE Southern Electric	Electricity - streetlighting (DD) monthly	£32.74	£34.36	2432
Criterion	Ice cream for the bar	£25.20	£30.24	2425
CAPALC	Course (Archiving and retention)	£30.00	£30.00	2429
Amazon	Bar runner mat (already paid)	£16.33	£19.60	2442
Initial	Sanitary waste collection at Village Hall (DD) monthly	£14.63	£17.56	2434
Amazon	Jubilee - Union Jack Bunting	£7.49	£8.99	2448
Amazon	Headphone Jack adapter & shipping	£6.23	£7.48	2439
Amazon	Jack adapter & shipping	£3.99	£5.49	2440
TV Licensing	TV licence	£159.00	£159.00	2473
		£4,816.38	£5,409.40	
Multipay				
Booker	Bar stock for the Village Hall	£314.30	£377.16	2443C
Booker	Bar stock for the Village Hall	£76.77	£92.12	2449C
Tesco	Refreshments for the APM	£19.83	£19.83	2450C
O2	Phone top up for the asst clerk	£10.00	£10.00	2454C
Booker	Bar stock for the Village Hall	£106.43	£127.72	2455C
Booker	Bar stock for the Village Hall	£174.82	£209.78	2472C
SCDC	TEN Licence	£21.00	£21.00	
		£723.15	£857.61	

Query regarding invoices for tennis and overseeding invoices from AJ King; these will be held back from payment until queries settled. Resolution to pay the remaining invoices. Proposed Cllr Bolitho and seconded by Cllr Ward. **RESOLVED.**

- 22/157. Management accounts** – to review the monthly management accounts – Noted. Were discussed at length at the FLAC meeting and RFO is making some amendments to line allocations.
- 22/158. Bank reconciliation** – to review monthly bank reconciliation – Noted. Cllr Bolitho mentioned that the final SEH French invoice is yet to be paid.
- 22/159. Matters for consideration at the next meeting** – consider applicants for co-option.
- 22/160. Dates of next meetings** – Highways 14th June, CALF 21st June, Planning 23rd June, Full 5th July. Cllrs Hutchison and Ward gave apologies for 5th July meeting.
- 22/161. Close of Meeting** – 9.38pm.

Signed _____ (Chair) Date _____