

### Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> 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 10<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 23<sup>rd</sup> 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           |             |
|                            |   | <b>£8,730.34</b>  | <b>£10,259.90</b> |             |
|                            |   |                   |                   |             |
| <b>Expenses over £500</b>  | <b>Description</b>  | <b>Net</b>        | <b>Gross</b>      | <b>code</b> |
| 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        |
|                            |   | <b>£30,324.11</b> | <b>£33,378.02</b> |             |
|                            |   |                   |                   |             |
| <b>Expenses under £500</b> | <b>Description</b>  | <b>Net</b>        | <b>Gross</b>      | <b>code</b> |
| 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  |
|                       |  | <b>£4,816.38</b> | <b>£5,409.40</b> |       |
| <b>Multipay</b>       |  |                  |                  |       |
| 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           |       |
|                       |  | <b>£723.15</b>   | <b>£857.61</b>   |       |

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 14<sup>th</sup> June, CALF 21<sup>st</sup> June, Planning 23<sup>rd</sup> June, Full 5<sup>th</sup> July. Cllrs Hutchison and Ward gave apologies for 5<sup>th</sup> July meeting.
- 22/161. Close of Meeting** – 9.38pm.

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