

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 2nd August 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 22/194. 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.*
- 22/195. 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).*
- 22/196. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 5th July 2022 be signed as a correct record.
- 22/197. 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.*
- 22/198. Reports**
- **SCDC** - report circulated prior to the meeting
 - **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
 - **Toddler playground** – Cllr Kidston
- 22/199. Councillor co-option** – consider application for co-option to the Parish Council – Clerk
- 22/200. Toddler playground grant** – consider payment of up to £2200 Third Party Contribution required for Amey grant – Cllr Kidston
- 22/201. Toddler playground fencing** – to note the fencing quotes for the purpose of playground grant application to Amey and, given the time limits on quotes, re-tenders the fencing of the playground nearer the completion of the preschool playground installation – Cllr Kidston
- 22/202. Local Plan** – consider response to survey on additional sites (by 12th Sept) – Clerk
- 22/203. FLAC Terms of Reference** – consider accepting FLAC recommendation for amended Terms – RFO
- 22/204. Civility & Respect project** – consider signing up to the Civility & Respect pledge – Clerk
- 22/205. Planet Aid** – consider hosting a clothes bank at the Recreation Ground – Clerk
- 22/206. Bus shelters** – consider quote for replacement of seat to High Street bus shelter and amendments to the Lambs Lane bus shelter – Asst Clerk
- 22/207. Taste of Ukraine** – consider hosting event in the Village Hall – Cllr Hutchison
- 22/208. Website hosting** – consider changing domain host when current period expires (Oct) – Clerk
- 22/209. NYE event** – consider format for New Year's Eve event at Village Hall – Cllr Ward
- 22/210. Playground cleaning** – consider quotes for cleaning playground equipment and surfacing – Clerk
- 22/211. Warm spaces** – consider ways in which CPC can assist vulnerable residents during winter – Clerk

22/212. Remembrance – consider arrangements for Remembrance event – Asst Clerk

22/213. Finance

Income				
Cambs Kids Club	Invoice payment June 22	£754.26	£905.11	
COLTS	Donation towards fencing at the Rec ground	£500.00	£500.00	
Zettle	Bar takings for June 22 (Zettle fees of £78.81)	£4,489.10	£4,410.29	
Bowls Club	recharged electricity invoice	£59.30	£71.16	
Ladybirds	Quarterly rent payment	£1,655.00	£1,655.00	
HMRC	VAT payment	£18,465.61	£18,465.61	
1st Cott Guides	Village Hall regular user	£90.00	£108.00	
2nd Cott Guides	Village Hall regular user	£90.00	£108.00	
Fen Edge Orchestra	Village Hall regular user	£200.00	£240.00	
Sing and Sign	Village Hall regular user	£180.00	£216.00	
Lovefit	Hire of rec/green	£80.00	£96.00	
Strive bootcamp	Hire of rec/green	£110.00	£132.00	
Village Hall Hire	One off Hire total	£1,372.23	£1,646.67	
		£28,045.50	£28,553.84	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for Aug 2022	£5,399.63	£5,399.63	-
Wilby & Burnett	Final invoice for architectural service for VH	£3,850.00	£4,620.00	2513
AJ King	Monthly groundman contract cost	£3,816.66	£4,579.99	2546
Wilby & Burnett	Final invoice for architectural service for Nursery	£3,800.00	£4,560.00	2512
MC Garden Maintenance	Supply and build fence at the recreation ground	£2,000.00	£2,000.00	2532
Connections Bus	Youth work sessions	£1,330.00	£1,330.00	2550
Booker	Bar stock for the Village Hall - taken by DD	£571.44	£684.86	2526
Currys Business	Undercounter fridge /Chest freezer/Fridge freezer - already paid	£512.46	£614.95	2524
British Gas	Electric for the Village Hall - Monthly DD	£531.59	£558.16	2514
		£21,811.78	£24,347.59	
Expenses under £500	Description	Net	Gross	code
EDF	DD payment for the Pavilion - Electricity	£400.95	£421.00	2545
Booker	Bar stock for the Village Hall - taken by DD	£349.31	£418.04	2543
Legal & General	Pension payment	£390.21	£390.21	-
Progress Cleaning	Cleaning of the Village Hall	£287.00	£344.40	2535
Booker	Bar stock for the Village Hall - taken by DD	£243.34	£291.14	2519
SLCC	Membership fee for last year - missed invoice	£263.00	£263.00	2533
Charter Global	Monthly DD for shutter maintenance at the pavilion	£172.00	£206.40	-

MC Garden Maintenance	Repair to corner fence in the car park	£150.00	£150.00	2516
Booker	Bar stock for the Village Hall - taken by DD	£123.30	£147.96	2527
Hags	Refurb & repair survey re new playground area	£85.00	£102.00	2549
Ecotricity	Gas invoice for the Village Hall - DD	£91.89	£96.48	2528
Urbancoms	Monthly DD for Broadband for Village Hall	£69.33	£83.20	2534
Milton Brewery	1 Polypin of Justinian ale for Village Hall Bar	£59.17	£71.00	2511
Milton Brewery	1 Polypin of Justinian ale for Village Hall Bar	£59.17	£71.00	2536
Clerk	Expenses re bar stock for the Village Hall	£69.50	£69.50	2529
SSE Southern Electric	Invoices x 3 for streetlighting	£61.99	£65.07	2538
Amazon	Fan for the village hall	£54.13	£64.96	2548
Viking	Fan for office	£54.05	£64.86	2547
Barcare Ltd	Monthly DD for the glass washer	£53.00	£63.60	2523
Backstop Ltd	Accountancy support for July 22	£50.00	£60.00	2515
Backstop Ltd	Accountancy support for April 22 (missed inv previously)	£50.00	£60.00	2531
EDF	DD payment for the Green - Electricity	£56.19	£59.00	2544
BCS	Payroll processing June 22	£35.00	£42.00	2537
Xero	Monthly DD for accountancy package	£26.00	£31.20	2520
Amazon	Glass drinks dispenser	£16.62	£19.95	2518
VH Caretaker	Latch for door in the village hall	£15.22	£18.27	2540
Initial Rentokil	Monthly DD Sanitary waste collection for Village Hall	£15.09	£18.11	2525
Amazon	Drinks dispenser stand	£7.53	£9.04	2517
VH Caretaker	Spring toggle from Screwfix	£7.49	£9.00	2539
Peter Hewitt	Corona and vodka for bar	£40.50	40.50	
CAPALC	DPO scheme	£50.00	£50.00	
		£3,405.98	£3,800.89	
Amazon	Ink cartridges for the RFO	£23.32	£27.99	2521C
Hallmaster	Annual renewal of the hall booking system	£199.00	£238.80	2522C
O2	Phone top up for assistant clerk	£10.00	£10.00	2541C
Amazon	Laptop charger for the clerk	£18.32	£21.99	2542C
Doctor Pest	Wasps nest in playground	£50.00	£50.00	2530C
		£300.64	£348.78	

Resolution to pay these invoices - RFO

22/214. Management accounts – to review the monthly management accounts - FLAC

22/215. Bank reconciliation – to review monthly bank reconciliation – FLAC

22/216. Matters for consideration at the next meeting

22/217. Dates of next meetings – FLAC 19th July, Planning 21st July, Full 2nd August.

22/218. Close of Meeting



Jo Brook - Clerk

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28th July 2022