

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 5th July 2022 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 22/162. 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.*
- 22/163. 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).*
- 22/164. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 7th June 2022 be signed as a correct record.
- 22/165. 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.*
- 22/166. 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
- 22/167. Toddler playground** – consider appointing supplier for supply and installation of toddler playground – Cllr Kidston
- 22/168. Pavilion utility costs** – consider Caretakers conducting deep dive into pavilion utility charges and produce interim report for Aug meeting – Cllr Jones
- 22/169. Pavilion operation** – consider developing a plan for pavilion operation to reduce financial burden on PC – Cllr Hewitt
- 22/170. Cricket nets** – consider submitting revised planning application to replace previous permission which lapsed in 2021 – Cllr Hewitt
- 22/171. Planning enforcement** – Consider requesting SCDC halt development and further occupation of Redrow and Tilia sites until either a plan is produced showing how the planning conditions relating to Highways improvements will be satisfied, or an alternative set of proposals for the safety of pedestrians and road users has been agreed – Cllr Loveluck
- 22/172. Tilia earthworks** – consider acceptability of Tilia proposal for raising level of field behind Rampton Road, taking into account comments from residents, and how to respond to Tilia – Cllr Loveluck
- 22/173. Action plan** – consider adopting action plan for 2022/23 – Clerk
- 22/174. Local Council Awards Scheme** – consider applying for the LCAS – Clerk/RFO
- 22/175. Complaints Policy** – consider updating complaints policy to SLCC Model document – Clerk
- 22/176. Complaints Procedure** – consider adopting complaints procedure – Clerk

- 22/177. SEH French invoice** – consider payment for the final invoice from SEH French for £98,870.80 + VAT (total £118,644.96) – RFO
- 22/178. Grant Funding working group** – consider setting up a grant funding working group – Cllr Hewitt
- 22/179. SLCC membership** – consider renewal of SLCC Membership at a cost of £325 per year – Clerk
- 22/180. Church & Causeway** – Consider donation from Church & Causeway Estate Charity of £6000 with CPC donating £3000 to the Goode Bequest Cottenham & £3000 to the Dissenters Cemetery – RFO
- 22/181. Road classification consultation** – consider response to New Road Classification for Cambridge consultation – Asst Clerk
- 22/182. Highways Committee** – consider Cllr Wedgbury joining the Highways Committee – Asst Clerk
- 22/183. Cottenham Charities trustees** – consider nominations for 2 new trustees - Clerk
- 22/184. Councillor training** – consider sending Cllrs on New Cllr training course and Chair training – Clerk
- 22/185. DPO** – consider appointing CAPALC DPO @ a cost of £50 per year – Clerk
- 22/186. Carols on the Green** – consider holding annual carols on the green event – Clerk
- 22/187. Christmas tree** – consider purchase of Christmas tree for the Village Green – Clerk
- 22/188. Finance**

Income	Description	Net	Gross	
Cambs Kids Club	Invoice payment June 22	£ 754.26	£ 905.11	
Cambs Kids Club	Holiday Club invoice payment	£ 825.00	£ 990.00	
Chestnuts Nursery	Quarterly Rent payment	£ 9,375.00	£ 11,250.00	
Village Hall Bar	Bar takings	£ 2,285.86	£ 2,694.99	
Persimmon	Donation towards the Jubilee event	£ 500.00	£ 500.00	
Tilia Homes	Donation towards the Jubilee event	£ 250.00	£ 250.00	
Church & Causeway	Annual donation to CPC	£ 6,000.00	£ 6,000.00	
HMRC	VAT payment	£ 2,516.74	£ 2,516.74	
Village Hall Disco	Ticket takings	£ 25.00	£ 30.00	
Village Society	Village Hall Regular User	£ 130.00	£ 156.00	
Singing for fun	Village Hall Regular User	£ 320.00	£ 384.00	
WI	Village Hall Regular User	£ 110.00	£ 132.00	
Fen Edge Orchestra	Village Hall Regular User	£ 200.00	£ 240.00	
1st Cott Guides	Village Hall Regular User	£ 67.50	£ 81.00	
2nd Cott Guides	Village Hall Regular User	£ 67.50	£ 81.00	
Lovefit Ltd	Village Hall Regular User	£ 40.00	£ 48.00	
Sing and Sign	Village Hall Regular User	£ 180.00	£ 216.00	
Lovefit Ltd	Hire of Rec/Green	£ 60.00	£ 72.00	
Strive Bootcamp	Hire of Rec/Green	£ 120.00	£ 144.00	
2nd Cott Rainbows	Hire of Rec/Green	£ 5.00	£ 6.00	
Village Hall Hire	One off hire total	£ 965.00	£ 1,158.00	
		£ 24,796.86	£ 27,854.84	
Exps over £500	Description	Net	Gross	code
SEH French	Final inv - Village Hall/Nursery construction	£98,870.80	£118,644.96	2500
Salaries	Salary costs for July 2022	£5,693.25	£5,693.25	-
AJ King	Monthly ground maintenance	£3,816.66	£4,579.99	2506
Source for Business	Water bill for the Village Hall	£1,664.72	£1,664.72	2504
HMRC	TAX/NI	£1,475.03	£1,475.03	-
CEF	Replacement lights & maintenance equipment for pavilion	£684.84	£821.81	2475

Booker	Bar stock for Village Hall - on account will be taken by DD	£576.14	£691.37	2485
British Gas	Electric for the Village Hall - Monthly DD	£570.37	£598.88	2486
WAVE	Sewerage charges for Village Hall - 6 monthly DD	£90.97	£90.97	2505
		£113,442.78	£134,260.98	
Exps under £500	Description	Net	Gross	code
Legal and General	Pension payment	£423.99	£423.99	-
EDF Energy	Monthly DD for Electricity for the Pavilion	£400.95	£421.00	2502
JEE electrical	Fit new lights in the pavilion & fix outside clocks	£289.00	£289.00	2488
Progress Cleaning	Weekly cleaning in Village Hall - Monthly invoice	£287.00	£344.40	2477
SCDC	Charge for uncontested election in May 2022	£225.00	£225.00	2509
Milton Brewery	3 Polypins of Beer for Village Hall (already paid)	£175.00	£210.00	2481
Charter Global	Monthly DD - shutter maintenance at pavilion	£172.00	£206.40	-
Source for Water	6 monthly water for the Village Hall (DD)	£174.69	£174.69	2473
TV Licensing	Annual invoice for Village Hall TV License (DD)	£159.00	£159.00	2507
Ecotricity	Monthly gas for the Village Hall - DD	£138.81	£145.75	2497
Booker	Bar stock for Village Hall - on account will be taken by DD	£119.23	£143.15	2491
CSA	Cleaning materials & toilet rolls for Village Hall	£103.18	£123.82	2472
JEE electrical	Taking down Christmas lights - Old inv which had been lost	£120.00	£120.00	2487
CB Creative	Design & Production of signs for Jubilee	£80.00	£96.00	2501
Old West IDB	Annual invoice for agricultural drainage rates	£83.46	£83.46	2492
Urbancoms	Broadband charges for the PC Monthly DD	£69.33	£83.20	2495
Barcare Supreme	Hire of the glasswasher - monthly DD	£53.00	£63.60	2479
Backstop Ltd	Monthly fee for accountancy support	£50.00	£60.00	2478
Community Centre	Part Polypin Ale purchased from CCC	£50.00	£60.00	2489
EDF Energy	Monthly DD for Electricity for the Green	£56.19	£59.00	2503
CSA	Cleaning materials for the Village Hall	£40.80	£48.96	2483
BCS	Payroll processing for May 22	£35.00	£42.00	2494
SSE Southern Elec	Invoices for the street lighting - monthly DD	£32.53	£34.14	2490
Xero	Monthly accountancy package charge DD	£26.00	£31.20	2480
Amazon	Red carpet runner for Jubilee event	£24.98	£29.98	2474
Tim Jones	Exps re Bluetooth reciever for Village Hall (already paid)	£22.49	£26.99	2482
Initial	Monthly sanitary waste collection - DD	£15.09	£18.11	2496
A Mappedoram	Replace broken socket in cabinet on the green	£6.00	£7.20	2508
SLCC	Clerk membership	£325.00	£325.00	2510
		£3,757.72	£4,055.04	
Multipay Card				

Booker	Bar stock for the Village Hall	£349.53	£419.44	2476C
Booker	Bar stock for the Village Hall	£24.04	£28.85	2484C
Amazon	Mouse for RFO	£14.51	£17.41	2493C
Amazon	Toilet rolls for the Village Hall	£19.38	£23.26	2498C
Booker	Bar stock for the Village Hall	£198.85	£238.62	2496C
Booker	Bar stock for the Village Hall	£31.16	£37.39	2495C
Photobox	Prints for frames	£25.57	£30.68	2498C
Screwfix	Fire extinguisher	£14.99	£17.99	2499C
		£678.03	£813.64	

Resolution to pay these invoices - RFO

- 22/189. Management accounts** – to review the monthly management accounts - FLAC
22/190. Bank reconciliation – to review monthly bank reconciliation – FLAC
22/191. Matters for consideration at the next meeting
22/192. Dates of next meetings – FLAC 19th July, Planning 21st July, Full 2nd August.
22/193. Close of Meeting



Jo Brook - Clerk

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30th June 2022