

DRAFT Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd August 2022 at 7.30pm

Present: Cllrs Jones (Chair), Bolitho, Collinson, Hutchison, Kidston, Loveluck, Ward, SCDC Cllr Osborne, CC Cllr Gough, the Clerk, Asst Clerk and RFO

- 22/194. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bailey (work), Graves (work), Hewit (work), Moller (holiday), Wedgbury (work)
- 22/195. To accept Declarations of Interest and Dispensations** – Cllr Hutchison declared an interest in item 22/199; the Clerk declared an interest in item 22/2213.
- 22/196. Minutes** – Minor typos amended. Resolution that the minutes of the meeting of the Full Council held on the 5th July 2022 be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**
- 22/197. Public participation** – None present.
- 22/198. Reports**
- **SCDC** - report noted. CPC have been awarded a £15k ZCC grant towards further solar panels on the Village Hall. Clerk to flag 'Get Active' grant on Facebook. The planning decision for Osier Holt will probably go to delegated authority. Noted that Cottenham has 25 Ukrainian refugees which is approx. 5% of the total number in South Cambs. SCDC are looking at the 'warm spaces' issue at their next meeting.
 - **CCC** – report noted. Highways S106 meeting delayed until next week. Highways are already doing design work on a build out by the Persimmon site. 20mph schemes – likely to receive a lot of submissions so we need to act quickly when information is announced by County. Rec Ground 3rd field – County are willing to negotiate regarding the release clause; this should aid grant funding applications for ground improvements etc. CC Cllr Gough to arrange a meeting between County and CPC accordingly to discuss further and negotiate timescales. CC Cllr Gough clarified the threshold for being able to claim against pothole damage. CC Cllr Gough left the meeting at 7.53pm.
 - **Clerk** – report noted. Cllrs need to check their existing website photo/bio and forward updates to the Clerk. Have received request for a memorial bench on the village green; item to be tabled at next meeting. Everyone to check emails and delete old items to free up server space.
 - **Major developments** – Report noted. Tilia field levelling issue still requires resolving.
 - **Village Hall/Nursery** – Report noted. Asst Clerk to speak to Chestnut Nursery directly regarding their solicitor.
 - **Village Hall working group** – Report noted.
 - **Toddler playground** – Report noted. Cllr Kidston is chasing up quotes for slide mound repairs.
- 22/200. Toddler playground grant** – consider payment of up to £2200 Third Party Contribution required for Amey grant – Cllr Kidston outlined the report. Resolution to pay up to £2200 Third Party Contribution if it is awarded a grant of £20,000 by Amey for new toddler playground at the Recreation Ground. Proposed Cllr Hutchison and seconded by Cllr Collinson. **RESOLVED.**
- 22/201. Toddler playground fencing** – Resolution that the Parish Council notes the order of cost of the lower fencing quote of £9,500 for the purpose of the grant application to Amey and, given the time limits on quotes to date, re-tenders the fencing for the playground nearer the completion of the pre-school playground installation. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.** Resident arrived 8.17pm.

- 22/202. Local Plan** – consider response to survey on additional sites (by 12th Sept) – Cllr Jones noted that there were 4 new sites added (behind Persimmon, off BGW, behind Kingfisher Way and in a back garden). Response delegated to Local Plan working group to bring back to next meeting.
- 22/199. Councillor co-option** – consider application for co-option to the Parish Council – Item moved for the benefit of candidate. Cllr Hutchison left the room at 8.23pm. Questions were put to the candidate about their application. Ballot took place. Paul Beastall was unanimously co-opted to the Council. Cllr Hutchison returned to the room at 8.32pm. Mr Beastall was given a Declaration of Acceptance of Office form to complete.
- 22/203. FLAC Terms of Reference** – Resolution to accept FLAC recommendation for amended Terms of Reference. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.**
- 22/204. Civility & Respect project** – consider signing up to the Civility & Respect pledge – Report noted. Discussion regarding the effect on freedom of speech. Resolution to sign up to the Civility and Respect pledge. Proposed Cllr Ward and seconded by Cllr Hutchison. **RESOLVED.**
- 22/205. Planet Aid** – consider hosting a clothes bank at the Recreation Ground – Discussion regarding the impact on 3 existing banks in the village. Clerk to obtain further information on other Planet Aid clothes banks in the area plus details of the percentage rate.
- 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 ran through the various options. Discussion about the various types of seats and pros/cons. Resolution to accept quote 4 (Westcotec) for a 1m bench seat, cleaning and painting of the High Street bus shelter (opposite Premier shop) at a cost of £1250 plus VAT. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.** Resolution to accept Westcotec quote for £65 plus VAT for replacement polycarbonate pane for High Street bus shelter (opposite Premier shop). Proposed Cllr Loveluck and seconded by Cllr Kidston. **RESOLVED.** Lambs Lane shelter requires further consideration. SCDC Cllr Osborne left the meeting at 8.59pm.
- 22/207. Taste of Ukraine** – consider hosting event in the Village Hall – Cllr Hutchison outlined the event which is a thank you to residents by our Ukrainian guests. Cllr Ward confirmed that the cost of the event would be covered. Cllr Hutchison to submit booking form.
- 22/208. Website hosting** – consider changing domain host when current period expires (Oct) – Item deferred.
- 22/209. NYE event** – consider format for New Year’s Eve event at Village Hall – Cllr Ward outlined the proposals and pros/cons. Resolution to put on a NYE event at the Village Hall with a band. Proposed Cllr Hutchison and seconded by Cllr Ward. **RESOLVED.**
- 22/210. Playground cleaning** – consider quotes for cleaning playground equipment and surfacing – Resolution to accept quote A for £350 for cleaning of the playground equipment and surfacing. Proposed Cllr Kidston and seconded by Cllr Ward. **RESOLVED.**
- 22/211. Warm spaces** – consider ways in which CPC can assist vulnerable residents during winter – Clerk outlined the proposals. Any space supplied would need to be self-sufficient and require the area to be left clean. Resolution to accept in principle to provide warm spaces for vulnerable residents during winter 2022/23. Proposed Cllr Bolitho and seconded by Cllr Ward. **RESOLVED.** Clerk to contact Cottenham/Rampton Lunch & Social Club to spread the word to their members initially before rolling out more widely.
- 22/212. Remembrance** – consider arrangements for Remembrance event – Resolution to apply for a temporary road closure for the 2022 Remembrance parade. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.** Resolution to officiate the 2022 Remembrance parade, in liaison with the British Legion. Proposed Cllr Loveluck and seconded by Cllr Hutchison. **RESOLVED.**
- 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	

Noted that there will be a refund on the Booker invoice. Resolution to pay these invoices. Proposed Cllr Kidston and seconded by Cllr Hutchison. **RESOLVED.**

- 22/214. Management accounts** – to review the monthly management accounts – Report noted. RFO stated that a water meter reading will be submitted and is expecting a rebate. RFO to look at interest rates on accounts.
- 22/215. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 22/216. Matters for consideration at the next meeting** – groundsman cost increases, grounds contractor re-tender, green space maintenance (Cllr Loveluck), playground repairs (Cllr Kidston) and Kids Club additional room hire (RFO).
- 22/217. Dates of next meetings** – CALF 16th August (TBC), Planning 18th August, Full 6th September.
- 22/218. Close of Meeting** – 9.31pm.

Signed _____ (Chair) Date _____