

### Full Meeting of the Parish Council Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5<sup>th</sup> July 2022 at 7.30pm

**Present:** Cllrs Jones (Chair), Bailey, Bolitho, Collinson, Graves, Hewitt, Kidston, Loveluck, Moller, Ward, Wedgbury, SCDC Cllr Osborne and the Clerk and Asst Clerk

- 22/162. Chair's Introduction and Apologies for absence** – Cllr Moller and SCDC Cllr Osborne were welcomed to the meeting. Apologies accepted from Cllr Hutchison (holiday) and the RFO.
- 22/163. To accept Declarations of Interest and Dispensations** – Cllr Jones declared an interest in item 22/188 (expenses) and will leave the room during discussions.
- 22/164. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 7<sup>th</sup> June 2022 be signed as a correct record. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.**
- 22/165. Public participation** – No public present.
- 22/166. Reports**
- **SCDC** - report noted.
  - **CCC** – report noted. Cllr Bolitho flagged water level issues at Northstowe. This won't affect the fresh water supply in Cottenham which comes from a separate source. Noted that the developer is required to apply for a licence from the EA.
  - **Clerk** – report noted. Cllr Myer has resigned. Issue has been raised by residents regarding Bellway open spaces and lack of maintenance; Clerk has contacted SCDC s106 officer for an update on handover of land. Cottenham Cup football tournament confirmed for 26/27/31 July. They have been informed that F1 isn't playable at the current time. Love Parks week (a Keep Britain Tidy initiative) is taking place from 29<sup>th</sup> July to 5<sup>th</sup> August. SCDC Think Communities newsletter circulated today; more meeting spaces for IDVA's required and we will contact them regarding spaces in the Hall and Pavilion buildings. Noted that Kids Club food is being stored in the general freezer; this needs to be removed. Issue of one users items being damaged by another user (only two users had access to the area where the damage occurred); RFO has contacted user accordingly. More robust bin required on F3 on the Rec. Noted that works to remove the hedge between F2 and F3 to open up space for new training area may improve visibility and lessen vandalism. SCDC are looking into benches for Coolidge Gardens. Cllr Hewitt to speak to Amey about recycling of VH waste. RFO to chase missing trade waste bin. New Life project – spoil from the Broad Lane site to be spread along the Lode and Little Cut banks.
  - **Major developments** – report noted. Liaison meeting being rescheduled. 106 monies due from Tilia (Early years).
  - **Village Hall/Nursery** – Asst Clerk still chasing nursery contract. Clerk mentioned that some snagging on the Hall still required. Nursery has sourced 3 quotes to rectify plumbing issue and Clerk has authorised works to proceed under Financial Regulation 4.5.
  - **Village Hall working group** – report noted. Still need more bar volunteers.
- 22/167. Toddler playground** – consider appointing supplier for supply and installation of toddler playground – Cllr Kidston outlined the 3 reports. Has looked into suppliers to carry out a survey of the existing kit in the main playground area. Resolution to invite HAGS to do a survey at a cost of £85. Proposed Cllr Hewitt and seconded by Cllr Moller. **RESOLVED.**
- Slide Mound - report noted. This is a H&S issue and requires attention. Resolution to reprofile the mound and install safety matting at a cost of up to £1200. Proposed Cllr Loveluck and seconded by Cllr Hewitt. **RESOLVED.** SCDC Cllr Osborne left the meeting at 8.23pm.
- Toddler playground – the proposal is to accept the tender from HAGS. Have met with Opportunity Plan in Histon (disability group) for their feedback on the design. We can 'tweak' up to 40% of the

proposed design should we wish. Resolution to accept working group recommendation that HAGS supply and install a toddler playground on the Recreation Ground. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.** Meeting to take place with HAGS to negotiate further on the design/costs.

- 22/168. Pavilion utility costs** – consider Caretakers conducting deep dive into pavilion utility charges and produce interim report for Aug meeting – The VH Caretaker has produced a report detailing the various building systems. Currently using on average. £14 electricity per day – this also varies by day but equates to approx. 60kWh per day. Similar issue with the gas usage. This has been going on for a long time and isn't a new issue. Some of the O&M manuals are missing which is hampering further investigation. Cllr Hewitt stated that it was definitely a matter that we can sort out but the caretaker needs time. Need to get a better grasp on the BMS (building management system) and Legionella regulations. Caretakers to conduct deeper investigation over the next month.
- 22/169. Pavilion operation** – consider developing a plan for pavilion operation to reduce financial burden on PC – Covered under item 22/168. Cllr Jones has been looking into a wifi bridge which would cost approx. £500; queries over whether this expenditure is viable yet. Interim report on operation to be submitted at next meeting.
- 22/170. Cricket nets** – consider submitting revised planning application to replace previous permission which lapsed in 2021 – Planning permission for cricket nets behind the pavilion has lapsed. The plans haven't changed since then. Resolution to submit planning application for cricket nets to replace the previous lapsed permission. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.**
- 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 stated that CC Cllr Gough had written to Toby Williams at SCDC to suggest that Tilia shouldn't go ahead with any further works until the required road safety measures were installed. On a separate issue, Mr Williams has written an enforcement notice to Tilia relating to their traffic management scheme for trucks. Resolution that CPC writes to Toby Williams supporting CC Cllr Gough's position on the Tilia development so there are no further occupations until the required road safety measures are installed. Proposed Cllr Loveluck and seconded by Cllr Kidston. **RESOLVED.**
- 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 – reported that the existing piles of earth are temporary until the ground is levelled. There is a proposed height increase of 1m on the rec side and 2m on Rampton Road side. Tilia have been asked to reconsider and are looking at the plans again and we need to ensure that any water runs off towards their balancing pond. There are still unanswered questions regarding the ownership of the land being used for additional recreational space. Cllr Hewitt to continue liaising with Tilia accordingly.
- 22/173. Action plan** – consider adopting action plan for 2022/23 – Clerk ran through the document, which would be a useful resource to demonstrate to residents what we are doing. Resolution to adopt action plan and review quarterly. Proposed Cllr Kidston and seconded by Cllr Wedgbury. **RESOLVED.** Cllrs to come back with suggestions for updates at August meeting.
- 22/174. Local Council Awards Scheme** – consider applying for the LCAS – Clerk outlined the scheme and benefits. Resolution that CPC applies for the Foundation Level LCAS. Proposed Cllr Kidston and seconded by Cllr Moller. **RESOLVED.**
- 22/175. Complaints Policy** – Resolution to adopt updated complaints policy to SLCC Model document. Proposed Cllr Hewitt and seconded by Cllr Ward. **RESOLVED.**
- 22/176. Complaints Procedure** – Resolution to adopt complaints procedure. Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**

- 22/177. SEH French invoice** – consider payment for the final invoice from SEH French for £98,870.80 + VAT (total £118,644.96) – Discussion regarding on what grounds we could still withhold payment. There are some outstanding issues i.e. EV cabling, roof leak and door closers. Cllr Hewitt suggested that the meeting be held with W&B and SEH French so there is an agreed negotiation to cover off what we should hold back. Noted that some further invoices have been submitted in addition to the item on the agenda. Resolution to enter into negotiations with SEH French with regard to withholding full payment until such time as we are happy with the snagging. Proposed Cllr Hewitt and seconded by Cllr Graves. **RESOLVED.**
- 22/178. Grant Funding working group** – consider setting up a grant funding working group – Cllr Hewitt outlined the need to be more organised in applying for grants. Resolution to set up a grand funding working group and send two cllrs on grant funding training @ a cost of £95pp. Working group to consist of Cllrs Hewitt, Kidston, Loveluck, Moller, and Wedgbury. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/179. SLCC membership** – Resolution to renew SLCC Membership at a cost of £325 per year. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 22/180. Church & Causeway** – Resolution that donation from Church & Causeway Estate Charity of £6000 should be split with £3000 going to the Goode Bequest Cottenham & £3000 to the Dissenters Cemetery. Proposed by Cllr Graves and seconded by Cllr Hewitt. **RESOLVED.**
- 22/181. Road classification consultation** – consider response to New Road Classification for Cambridge consultation – Noted. Information to be shared on Facebook.
- 22/182. Highways Committee** – Resolution for Cllr Wedgbury to join the Highways Committee and CALF. Proposed Cllr Loveluck and seconded by Cllr Hewitt. **RESOLVED.**
- 22/183. Cottenham Charities trustees** – Resolution to accept nominations for 2 new trustees for Cottenham Charities. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**
- 22/184. Councillor training** – Resolution to send Cllrs Moller and Wedgbury on New Cllr training course at a cost of £75pp and Cllr Jones on Chair training at a cost of £50. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.**
- 22/185. DPO** – Resolution to appoint CAPALC DPO @ a cost of £50 per year. Proposed Cllr Ward and seconded by Cllr Kidston. **RESOLVED.**
- 22/186. Carols on the Green** – Resolution to hold annual carols on the green event. Proposed Cllr Bailey and seconded by Cllr Loveluck. **RESOLVED.**
- 22/187. Christmas tree** – Resolution to purchase of Christmas tree for the Village Green at a cost of up to £1445. Proposed Cllr Kidston and seconded by Cllr Graves. Clerk to undertake H&S assessment for Cllr Graves to install the tree.

**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	
		<b>£ 24,796.86</b>	<b>£ 27,854.84</b>	
<b>Exps over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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
		<b>£113,442.78</b>	<b>£134,260.98</b>	
<b>Exps under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
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 receiver 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
		<b>£3,757.72</b>	<b>£4,055.04</b>	
<b>Multipay Card</b>				
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
		<b>£678.03</b>	<b>£813.64</b>	

Resolution to pay invoices over £500 (with the exception of SEH French). Proposed Cllr Loveluck and seconded by Cllr Moller. **RESOLVED**. Cllr Jones left the room at 9.42pm. Resolution to pay invoices under £500. Proposed Cllr Bailey and seconded by Cllr Ward. **RESOLVED**. Cllr Jones returned to the room at 9.43pm.

- 22/189. Management accounts** – to review the monthly management accounts – Report noted.
- 22/190. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 22/191. Matters for consideration at the next meeting** – action plan; FLAC Terms of Reference; mound quotes.
- 22/192. Dates of next meetings** – FLAC 19<sup>th</sup> July, Planning 21<sup>st</sup> July, Full 2<sup>nd</sup> August.
- 22/193. Close of Meeting** – 9.46pm.

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