

COGENHOE & WHISTON PARISH COUNCIL

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In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020, this meeting will be held by video conference call.

Minutes of the Meeting of Cogenhoe & Whiston Parish Council- Village Hall Committee held on Wednesday 16th December 2020, 7.30pm by video conference call.

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| 30 | Open forum | |
| · | No members of the press or public attended the meeting. | |
| 31 | To receive and accept apologies for absence. | |
| · | Present; Cllr J Bailey (Chairman), Tessa Bailey, TB (Women’s Institute), Cllr Jean Grubb JG, John Grubb, JoG (Heritage Society), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship), Cllr Malcolm Scott. Josh Wynne JW (Delapre FC), Matthew King (Pre-School) & Cllr Tessa Darby did not attend. | |
| 32 | To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda. | |
| · | None | |
| 33 | To sign the minutes of the meeting held on 18th November 2020. | |
| · | The minutes of the meeting held on 18 th November 2020 were signed . | |
| 34 | Matters arising from previous minutes (for information only) | |
| · | -Cleaning materials checked for ingredients, non toxic except bleach? It was agreed bleach would not be used going forwards JG to send letter of thanks to auditor - ACTIONED | |
| 35 | Matters arising from transfer of day to day management to PC | |
| · | Insurance Subsidence questionnaire completed, policy now in place. | |

| | A refund from the cancelled policy of £274.40 had been received. NOTED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|---|----------------------|---------------------|-----------|----------|-------------------------|----------------|-----------------|-----------|----------|--|----------------------|-------------|--------|----------|--|------------|------|--------|--------------|----------|--|--|--|--|--|------|--------|-------|---------|--------|-----|---------------------|----------|-----------|--------|---------------------|---------|--|-------------------------|----------|-----------|--------------------|-----------|-----------|--|-------------------------|----------|-----|----------|-------|---------|--|-------------------------|---------|-----------|-----------------|---------|---------|--------|-------------------------|----------|--|----|-------------|---------|--------|-------------------------|----------|-----------|-----------|-------|--------|--|-------------------------|----------|-----------|-------|-------|---------|--|-------------------------|--------------|
| 36 | Finances 36.1 Income <table border="1"> <tr> <td>19.11.20</td> <td></td> <td>Balance CWVHMC</td> <td>Bal old account</td> <td>£3,012.27</td> </tr> <tr> <td>27.11.20</td> <td></td> <td>Dougie Marchant Dogs</td> <td>Cash banked</td> <td>£33.00</td> </tr> <tr> <td>27.11.20</td> <td></td> <td>Delapre FC</td> <td>Hire</td> <td>£25.00</td> </tr> </table> 36.2 Expenditure <table border="1"> <thead> <tr> <th>Village Hall</th> <th>16.12.20</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>Date</th> <th>Chq No</th> <th>Payee</th> <th>Details</th> <th>Amount</th> <th>VAT</th> <th>Payable under power</th> </tr> </thead> <tbody> <tr> <td>11.11.20</td> <td>756007875</td> <td>M Kaca</td> <td>Cleaning to 1.11.20</td> <td>£540.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>20.11.20</td> <td>676860781</td> <td>Allied Westminster</td> <td>Insurance</td> <td>£1,553.03</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>26.11.20</td> <td>DDR</td> <td>Everflow</td> <td>Water</td> <td>£100.73</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>6.12.20</td> <td>470280030</td> <td>Sign & Graphics</td> <td>Signage</td> <td>£127.20</td> <td>£21.20</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>16.12.20</td> <td></td> <td>PC</td> <td>Credit card</td> <td>£469.77</td> <td>£66.82</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>23.12.20</td> <td>131238741</td> <td>Caretaker</td> <td>Wages</td> <td>£86.83</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>23.12.20</td> <td>961640160</td> <td>Clerk</td> <td>Wages</td> <td>£172.12</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> </tbody> </table> <p>It was proposed and resolved that all invoices as listed should be paid.</p> <p>The balance in the current account stands at £11,545.67 all invoices have been paid. Balance in Business premium account £30,000</p> <p>36.3 Bank reconciliation To approve bank reconciliation (checked by Parish Council internal control councillor) (Appendix 1)</p> <p>It was proposed and resolved that this be approved</p> <p>36.4 Budget 2021/22 Draft budget (appendix 2) approved by finance working party & full council NOTED</p> | | | | 19.11.20 | | Balance CWVHMC | Bal old account | £3,012.27 | 27.11.20 | | Dougie Marchant Dogs | Cash banked | £33.00 | 27.11.20 | | Delapre FC | Hire | £25.00 | Village Hall | 16.12.20 | | | | | | Date | Chq No | Payee | Details | Amount | VAT | Payable under power | 11.11.20 | 756007875 | M Kaca | Cleaning to 1.11.20 | £540.00 | | Localism Act 2011 ss1-8 | 20.11.20 | 676860781 | Allied Westminster | Insurance | £1,553.03 | | Localism Act 2011 ss1-8 | 26.11.20 | DDR | Everflow | Water | £100.73 | | Localism Act 2011 ss1-8 | 6.12.20 | 470280030 | Sign & Graphics | Signage | £127.20 | £21.20 | Localism Act 2011 ss1-8 | 16.12.20 | | PC | Credit card | £469.77 | £66.82 | Localism Act 2011 ss1-8 | 23.12.20 | 131238741 | Caretaker | Wages | £86.83 | | Localism Act 2011 ss1-8 | 23.12.20 | 961640160 | Clerk | Wages | £172.12 | | Localism Act 2011 ss1-8 | Action Clerk |
| 19.11.20 | | Balance CWVHMC | Bal old account | £3,012.27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27.11.20 | | Dougie Marchant Dogs | Cash banked | £33.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27.11.20 | | Delapre FC | Hire | £25.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Village Hall | 16.12.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Chq No | Payee | Details | Amount | VAT | Payable under power | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6.12.20 | 470280030 | Sign & Graphics | Signage | £127.20 | £21.20 | Localism Act 2011 ss1-8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.12.20 | | PC | Credit card | £469.77 | £66.82 | Localism Act 2011 ss1-8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23.12.20 | 131238741 | Caretaker | Wages | £86.83 | | Localism Act 2011 ss1-8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23.12.20 | 961640160 | Clerk | Wages | £172.12 | | Localism Act 2011 ss1-8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | Utilities Electricity Water – transfer complete DDR set-up Phone – transfer complete DDR set-up The Clerk advised that the transfer has now taken place, a refund was received to the VHMC of £139.20. An invoice has been received from EON for period to 3 rd November - 9 th December when the transfer took place for £705.43. A direct debit has now been set-up for the new account based on max usage figures for £734.51. This will be reviewed after 3 months usage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 38 | <p>Cricket Club use of playing fields</p> <p>-Planning application for Certificate of lawfulness submitted to SNC NOTED</p> <p>-Update Chairman JB advised that 2 zoom meetings had taken place recently to move this forwards. The first with representatives of Northants Cricket , The English Cricket Board & Cogenhoe Cricket Club. At this meeting it had been agreed that the Parish Council would apply for the grant funding and the asset would be registered in their name as it is on parish council land. At the second meeting with just the Cricket Club details of the proposed Service Level Agreement had been ironed out, this was now with the Cricket Club for approval by their committee. It is hoped it will go to full council on the 4th January 2021 to be approved and signed.</p> <p>-Update relocation of football pitch – no further action until the new year. JW obtaining quote for new goal posts – no update</p> | |
| 39 | <p>Village Hall Re-Development</p> <p>-Plans approved by full council, approval to obtain architect plans -Update Chairman conversations with pre-school -Update Chairman conversation with builder</p> <p>Following consultation with the Pre-School some minor amendments had been made which were approved by the Village Hall Committee. A meeting had taken place with a local builder for a ‘ball-point’ figure for the costs so that a decision could be made as to if grant funding needed to be sought. Once this was known the contract would go to tender in accordance with the Parish Council’s tender process. Full architect plans would now be organised.</p> | Action Clerk |
| 40 | <p>Play Area</p> <p>-Expenditure of £380 approved by full council for re-painting of basket ball backboard & benches. The Clerk advised that she had instructed the Parish Council’s handyman to carry out these works.</p> <p>-Recycling bin in place TB asked if some stickers could be added advising what could be put in the bin. Clerk to order.</p> <p>-Skate park redevelopment – quote obtained for revised plan Cost £9645.56 + VAT to install flat swing & basket swing in over 8’s area, bike track & outdoor table tennis table in skate park. The revised quote was considered and approved. It will now go to full council for approval.</p> | Action Clerk Action Clerk |

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| | <p>Some discussion took place about the ongoing dog problem, the Clerk will look into a Dog Protection Order for the area which would make it a prosecutable offence not to comply with the request to keep dogs on leads until through the play area.</p> <p>The Clerk also advised that one of the bollards had been knocked out by a car & the emergency vehicles sign broken. Caretaker asked to fix the bollard & Clerk to order replacement sign.</p> | <p>Action Clerk</p> <p>Action Clerk</p> |
| 41 | <p>Hall – maintenance issues</p> <p>-Fuse for ladies water heater not working & element on wall heater not working – electrician contacted - FIXED</p> <p>-Guttering broken in places – FIXED (Caretaker additional ½ hour overtime).</p> <p>-Switch in Main Hall for heater FIXED</p> <p>The Clerk also reported that the sink in the ladies toilet appears loose & the light in the garage is not working. Caretaker to be asked to look at these.</p> <p>JB also reported that the lending library had become rather untidy and it was felt that proper shelving was needed. The caretaker had quoted £100 to fit these, this was approved. A replacement hand sanitiser dispenser was also required.</p> | <p>Action Clerk</p> |
| 42 | <p>Users</p> <p>-Slimming World resuming classes from Mon 7th Dec in York Room, covid risk assessment seen - NOTED</p> <p>-Mature Movers reviewing after Xmas - NOTED</p> <p>-Tumble Tots reviewing after Xmas – NOTED</p> <p>Top Knot Dogs – garage mostly emptied, rubbish left behind, asked to remove.</p> <p>The Clerk advised that JW had offered to sweep the garage and had now moved the football club’s equipment into there. He had been issued with a key.</p> | |
| 43 | <p>Correspondence received</p> <p>None</p> | |
| 44 | <p>Correspondence issued</p> <p>-19.11.20 Letter to Cogenhoe Sports & Social Club re use of football pitch</p> | |
| 45 | <p>Information for the Chairman (no legal decision can be made on this information)</p> <p>EP asked about the frequency of the checks on the risk assessment, the checklist had been circulated after last month’s meeting clarifying this.</p> | |
| 46 | <p>Meeting closed & Date of next meeting</p> <p>There being no further business the meeting closed at 8.45pm.</p> | |

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| <p>-Wednesday 20th January 2021 Dates for 2021 (if required) VHC 17th February 2021 VHC 17th March 2021 NO VHC in April VHC 19th May 2021 VHC 16th June 2021 VHC 21st July 2021 VHC 18th August 2021 VHC 15th September VHC 20th October 2021 VHC 17th November 2021 VHC 15th December 2021</p> | |
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Deborah Rush

Deborah Rush
Parish Clerk 17.12.20

Approved signed copy held on file

Appendix 1

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|------------------------------|--------------|---------|--|-------------------|
| Cogenhoe & Whiston PC | | 4.12.20 | | |
| Bank Reconciliation | Village Hall | | | |
| Total receipts | | | | £45,875.52 |
| less | | | | |
| Total payments | | | | £3,373.20 |
| Plus opening balances | | | | |
| | | | | £42,502.32 |
| Bank accounts | | | | |
| Current AC | | | | £12,303.66 |
| plus | | | | |
| Business Prem AC | | | | £30,000.00 |
| | | | | £42,303.66 |
| Plus credits not yet showing | | | | £ 198.66 |
| Less unresented cheques | | | | NIL |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | £42,502.32 |