

# 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 18<sup>th</sup> November 2020, 7.30pm by video conference call.**

<b>16.</b>	<p><b>Open forum</b></p> <p>No members of the press or public attended the meeting.</p>	
<b>17.</b>	<p><b>To receive and accept apologies for absence.</b></p> <p><b>Present;</b> Cllr J Bailey (Chairman), Tessa Bailey, TB (Women’s Institute), Cllr Tessa Darby TD, Cllr Jean Grubb JG, John Grubb, JoG (Heritage Society), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship), Cllr Malcolm Scott &amp; Josh Wynne JW (Delapre FC)</p> <p>Matthew King (Pre-School) did not attend.</p> <p>JW left the meeting at 8.10pm</p>	
<b>18.</b>	<p><b>To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda.</b></p> <p>JB &amp; TB declared an interest in item 25 – repainting of benches etc. They were permitted to remain in the room during its discussion.</p>	
<b>19.</b>	<p><b>To sign the minutes of the meeting held on 21<sup>st</sup> October 2020.</b></p> <p>The <b>minutes</b> of the meeting held on 21<sup>st</sup> October 2020 were <b>signed</b>.</p>	
<b>20.</b>	<p><b>Matters arising from previous minutes (for information only)</b></p> <p>-None that aren’t covered elsewhere - NOTED</p>	
<b>21.</b>	<p><b>Matters arising from transfer of day to day management to PC</b></p>	

	<p>21.1 Bank account – now fully set-up, balance of old current account still to be transferred.</p> <p>EP to close existing account once BT &amp; EON have been sorted and outstanding invoices settled.</p> <p>21.2 VH signage</p> <p>Updated signage needed for contacts – telephone &amp; email – ordered - NOTED</p> <p>21.3 Insurance</p> <p>Quote for new policy received; £1583.53 through Allied Westminster, existing insurers (1 year agreement) reduces if 3 year or 5 year agreement signed.</p> <p>Insurance questions has cladding been treated to make fire retardant? No but checked as part of fire inspection</p> <p>Any claims in last 5 years? Yes, streetlight, JG to forward details to Clerk</p> <p>Is the flat roof regularly checked? No</p> <p>This will be organised going forward.</p> <p>It was <b>agreed</b> that a 3 year agreement at a cost of £1,553.03 inclusive of 12% insurance premium tax and £20 admin fee be <b>approved</b>.</p> <p>21.4 Policies &amp; procedures</p> <p>Clerk to review all policies, procedures, asset register, safety inspection requirements etc.</p> <p>-Majority reviewed, still need an asset register?</p> <p>Members confirmed there is no asset register in place, Clerk to organise.</p> <p>-Risk assessment attached for approval (appendix 3) (this has formed the basis for caretaker’s regular checks &amp; duties).</p> <p>Subject to some formatting this was <b>approved</b>.</p> <p>Clerk to forward caretakers checklist to show frequency of checks.</p> <p>Clerk to check ingredients on cleaning materials</p>	<p>Action EP</p> <p>Action JG</p> <p>Action Clerk</p> <p>Action Clerk</p> <p>Action Clerk</p> <p>Action Clerk</p>
<p>22.</p>	<p>. <b>Finances</b></p> <p>22.1 <b>Income</b> £247.17</p>	

4.11.20		Rural Cinema	Refreshments donations	£10.00
4.11.20		Rural Cinema	Refreshments donations	£30.00
4.11.20		Cash balance	Cash banked	£96.51
5.11.20		Cash balance	Cash banked	£110.66

## 22.2 Expenditure

30.10.20	232343107		Clerk	Wages (oct)	£172.12
21.11.20	386214416		Sign & Graphics	Signage	£216.00
21.11.20	401859832		Park Landscapes	Grass 22/10/20	£108.00
27.11.20	137668779		Clerk	Wages (Nov)	£172.12
27.11.20	793471314		Caretaker	Wages	£82.33
27.11.20	762042232		Clerk	Playground project	£529.60

The balance in the current account stands at £ 11,525.08 once all invoices have been paid.

Balance in Business premium account £30,000

Action  
Clerk

It was **proposed** and **resolved** that all **invoices** as listed should be **paid**.

Action EP

EP advised that the accounts to 30.9.20 had been returned by the auditor she would now complete the charity commission return.

JB thanked EP for her work on the accounts.

Action JG

It was agreed a letter of thanks be sent to the auditor.

## 22.3 Bank reconciliation

To approve bank reconciliation (to be checked by Parish Council internal control councillor) (Appendix 1)

It was **proposed** and **resolved** that this be **approved**.

## 22.4 Budget 2021/22

To approve draft budget (appendix 2) for submission to parish council finance working party.

It was **proposed** and **resolved** that this be **approved**.

Action  
Clerk

Clerk to forward to Parish Council Finance working party for inclusion in 2021/22 budgeting process.

## 22.5 Electricity

To consider switching supplier, potential saving of £1000+ per year.

The Clerk advised that a new 2 year fixed agreement with Denergy reduces costs from 16.9p normal to 14.82p, 15.58p evening & weekend to 13.76p & the standing charge from 30p to 25p daily.

Action  
Clerk

	It was <b>proposed</b> and <b>resolved</b> that this be <b>approved</b> .	
23.	<p><b>Cricket Club use of playing fields</b></p> <ul style="list-style-type: none"> <li>-To approve draft lease – not yet received C/F</li> <li>-Update Chairman</li> <li>-Update relocation of football pitch.</li> </ul> <p>The Chairman advised that a Certificate of Lawfulness had been submitted to SNC, outcome should be within 3 weeks. He also advised that he , MJ &amp; JW had worked out how the football pitch could be rotated slightly to accommodate the cricket wicket (subject to slight movement on their behalf also). This would still give a playing area that falls within standard measurements. JW was thanked by MJ &amp; JB for his flexibility and support in helping to make the playing fields usable both football &amp; cricket teams.</p> <p>MJ suggested a quote be obtained for replacement goal posts. JW to obtain quote.</p> <p>Goalposts will be moved &amp; groundworks completed in March 2021.</p> <p>It was noted that storage will also be required for the Cricket Club lawn mower.</p>	<p>C/F</p> <p>Action JW</p>
24.	<p><b>Village Hall Re-Development</b></p> <ul style="list-style-type: none"> <li>-Working party met to agree new plan on 3<sup>rd</sup> November, proposal attached appendix 4</li> </ul> <p><b>Phase 1</b> of the redevelopment project aims to make the pre-school self-contained &amp; secure with their own toilet &amp; kitchen facilities and entrance. They would also store all of their equipment in one place freeing up storage areas in the building. This would enable other users to run clubs etc in the York Room when the pre-school was open.</p> <p>Following discussion, it was <b>agreed</b> that the plan in appendix 4 achieves this.</p> <p>Clerk to move project forwards by getting architect to draw up full plans to be used for tender purposes. Approx. cost £450</p> <p><b>Phase 2</b> would give consideration to;</p> <ul style="list-style-type: none"> <li>-Bar area for evening hire &amp; entrance for evening hire to reduce noise at front of building.</li> <li>-Better use of the committee room</li> <li>-Easy chairs in the York room.</li> <li>-Noise buffering in Main Hall</li> <li>-PIN entrance lock to avoid need for keys.</li> </ul>	<p>Action Clerk</p>

<p>25.</p>	<p><b>Play Area</b>          -Further ‘no dogs sign’ ordered (Chairman authorised) following comments from public - NOTED</p> <p>-To consider repainting benches &amp; backboard of basket ball hoop – quote requested.          The Clerk <b>advised</b> that a quote of £380 from council handyman had been received for this work, it was <b>agreed</b> that this be accepted and forwarded to full council for approval. (JB &amp; TB had declared an interest in this item and therefore did not take part in the vote).</p> <p>-Skate Park – initial drawing received from Kompan (appendix 5), to receive comments.          Cost £9980 + VAT.</p> <p>Also asked to quote for swings for new area. – quote awaited.</p> <p>The Clerk <b>advised</b> that the quote for the swings had been received for £4823.87 + VAT (2 swings &amp; nest swing).</p> <p>Following discussion, it was <b>agreed</b> that the clerk obtain a revised quote for -          Single swing &amp; nest to go alongside new 8+ play area (not sufficient room for double swing &amp; nest due to cricket boundary)          Outdoor table tennis table &amp; en-uniplay bike track for skate park.</p> <p>-Quote obtained for recycling bin £247.68  <a href="https://uk.glasdon.com/recycling-bins/outdoor-recycling-bins/c-thru-180/c-thru-tm-180-trio-hooded-recycling-station">https://uk.glasdon.com/recycling-bins/outdoor-recycling-bins/c-thru-180/c-thru-tm-180-trio-hooded-recycling-station</a></p> <p>-To approve purchase          It was <b>proposed</b> and <b>resolved</b> that this be <b>approved</b>.</p> <p>-Report of children falling on trampoline, reported for Kompan for opinion - NOTED</p>	<p>Action Clerk</p> <p>Action Clerk</p> <p>Action Clerk</p>
<p>26.</p>	<p><b>Hall – maintenance issues</b>          -Fuse for ladies water heater not working &amp; element on wall heater not working – electrician contacted - NOTED</p> <p>-Guttering broken in places – Caretaker looking at this</p> <p>-Fire inspection (extinguishers) last carried out July 2019 so now overdue – NOTED Clerk to organise inspection</p>	

	<p>-Asbestos inspection carried out Nov 2018, recommendation was for annual inspection of walls containing asbestos (York room &amp; kitchen) It was <b>agreed</b> that the visual check the caretaker was carrying out was sufficient for this.</p> <p>-Car Park, to consider what to do about potholes. It was <b>agreed JB &amp; Clerk</b> would look into repairs for this.</p>	<p>Action Clerk</p> <p>Action JB &amp; Clerk</p>
26.	<p><b>Correspondence received</b></p> <p>-17.10.20 Cogenhoe Sports &amp; Social Club Request to use football pitch for Cogenhoe Sports &amp; Social Football Club It was <b>agreed</b> that the pitch cannot cope with 2 teams playing on it. Clerk to advise Sports &amp; Social club</p> <p>-26.10.20 Kathie Lynch request to revert to Wednesday booking when things return to normal.- NOTED The Clerk <b>advised</b> that Tumble Tots had also asked to resume in January if restrictions permitted.</p>	<p>Action Clerk</p>
27.	<p><b>Correspondence issued</b></p> <p>-Grass contractors contacted x2 re new management The Clerk <b>advised</b> that the man who had previously done the play area would not be able to continue with this next year.</p> <p>-Cleaner contacted re new management The Clerk <b>advised</b> that the cleaners had been suspended due to current situation with usage, the pre-school were doing their own cleaning (fees reduced by £6 per session accordingly). To ensure their areas &amp; equipment stay covid-secure key holders had been advised that they must seek permission to enter the hall from either JB or the Clerk.</p> <p>-All utility companies contacted re new management- NOTED -ACRE advised of new management- NOTED</p>	
28.	<p><b>Information for the Chairman</b> (no legal decision can be made on this information)</p>	

	<p>The Clerk <b>advised</b> that Top Knot Dogs had been given 4 weeks notice to empty the garage and of non-renewal of their user agreement for 2021.</p> <p>Comment was made that if Top Knot Dogs were not using the field there shouldn't be any vehicles on the field causing damage. It was <b>agreed</b> that the lock on the gate would be changed at the end of the 4-week period (14/12/20) &amp; users agreements for vehicles on the field be considered for 2021.</p>	<p>Action Clerk</p>
<p>29.</p>	<p><b>Meeting closed &amp; Date of next meeting</b></p> <p>There being no further business the meeting closed at 9.10pm</p> <p>Date of next meeting</p> <p><b>-Wednesday 16<sup>th</sup> December 2020</b></p>	

*Deborah Rush*

Deborah Rush  
Parish Clerk 19.11.20

Approved signed copy held on file

## Appendix 1

Cogenhoe & Whiston PC	18.11.20		
Bank Reconciliation	Village Hall		
Total receipts			£247.17
less			
Total payments			£1,280.17
Plus opening balances			£42,558.08
			<b>£41,525.08</b>
Bank accounts			
Current AC			£12,448.59
plus			
Business Prem AC			£30,000.00
			£42,448.59
Plus credits not yet showing			£ 140.66
Less unpresented cheques			
232343107 Clerk	Wages (oct)	£172.12	
401859832 Park Landscapes	Grass 22/10/20	£108.00	
137668779 Clerk	Wages (Nov)	£172.12	
793471314 Caretaker	Wages	£82.33	
762042232 Clerk	Playground project	£529.60	
		£1,064.17	£1,064.17
			<b>£41,525.08</b>



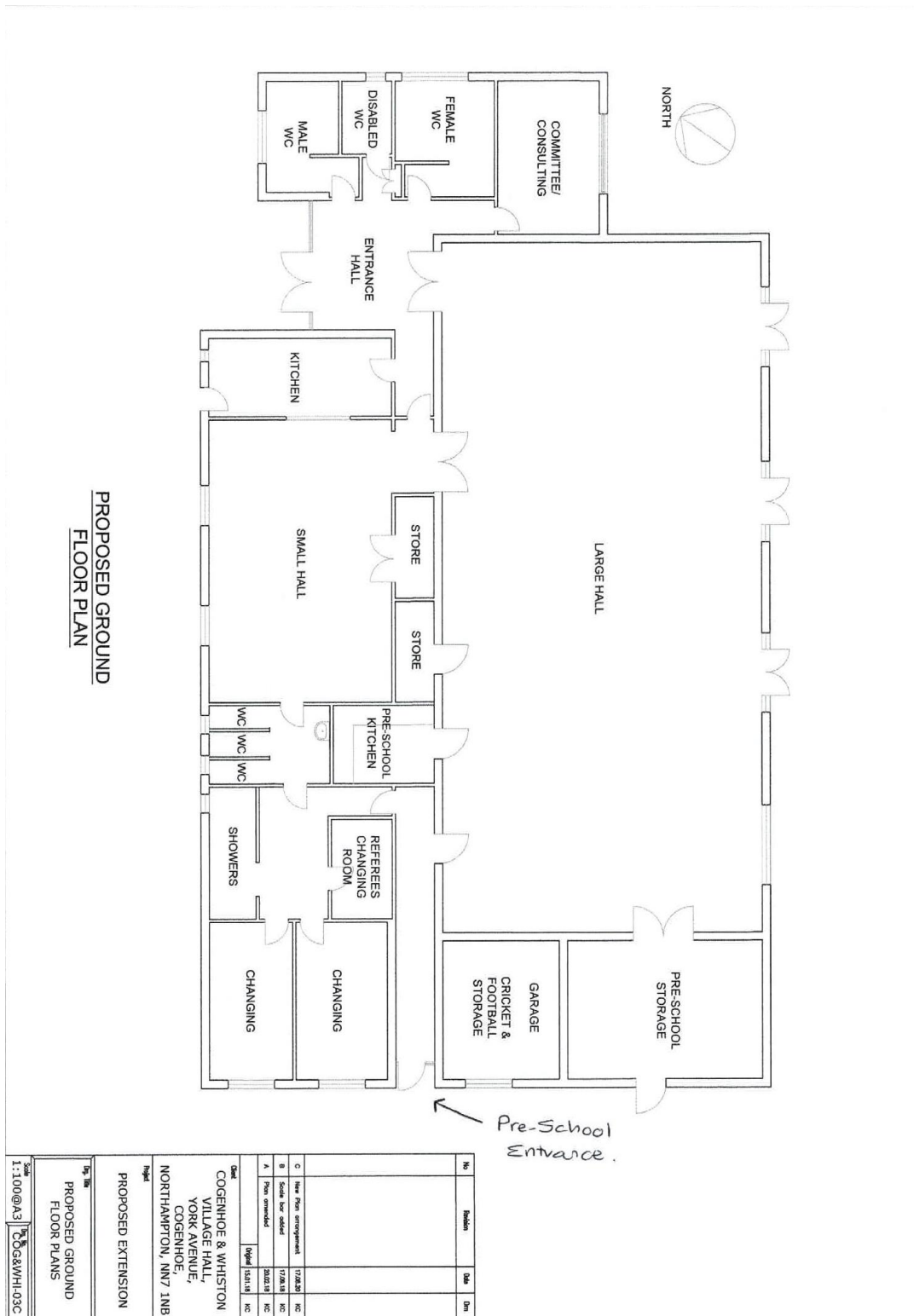
## Appendix 2

Village hall budget 2021/22				
		2020	2021	
<b>Income</b>				
Pre-school & tumble tots		£7,333.00	£7,000.00	
Dog classes		£5,453.00	£4,450.00	No Saturday Top Knot Dogs
Field hire		£320.00	£320.00	
Cricket club			£2,000.00	Plus storage & training hire
Regular bookings		£2,664.00	£2,500.00	
Casual bookings		£1,227.00	£1,000.00	
Cineam		£592.00	£500.00	
		£17,589.00	£17,770.00	
<b>Expenditure</b>				
Cleaning		£3,389.00	£3,590.00	6 hours @ £11.50
Insurance		£1,545.00	£1,475.00	
Electricity		£4,469.00	£3,500.00	VAT saving & new contract
Water		£309.70	£310.00	
Telephone		£96.71	£62.00	
Cinema		£690.00	£690.00	
Caretaker			£1,000.00	
Clerk			£2,010.00	
General maintenance		£1,003.00	£2,000.00	
Grass cutting			£1,300.00	can't tell what cost was in 2020 saving if CC cuts grass (10 cuts)
		£11,502.41	£15,937.00	

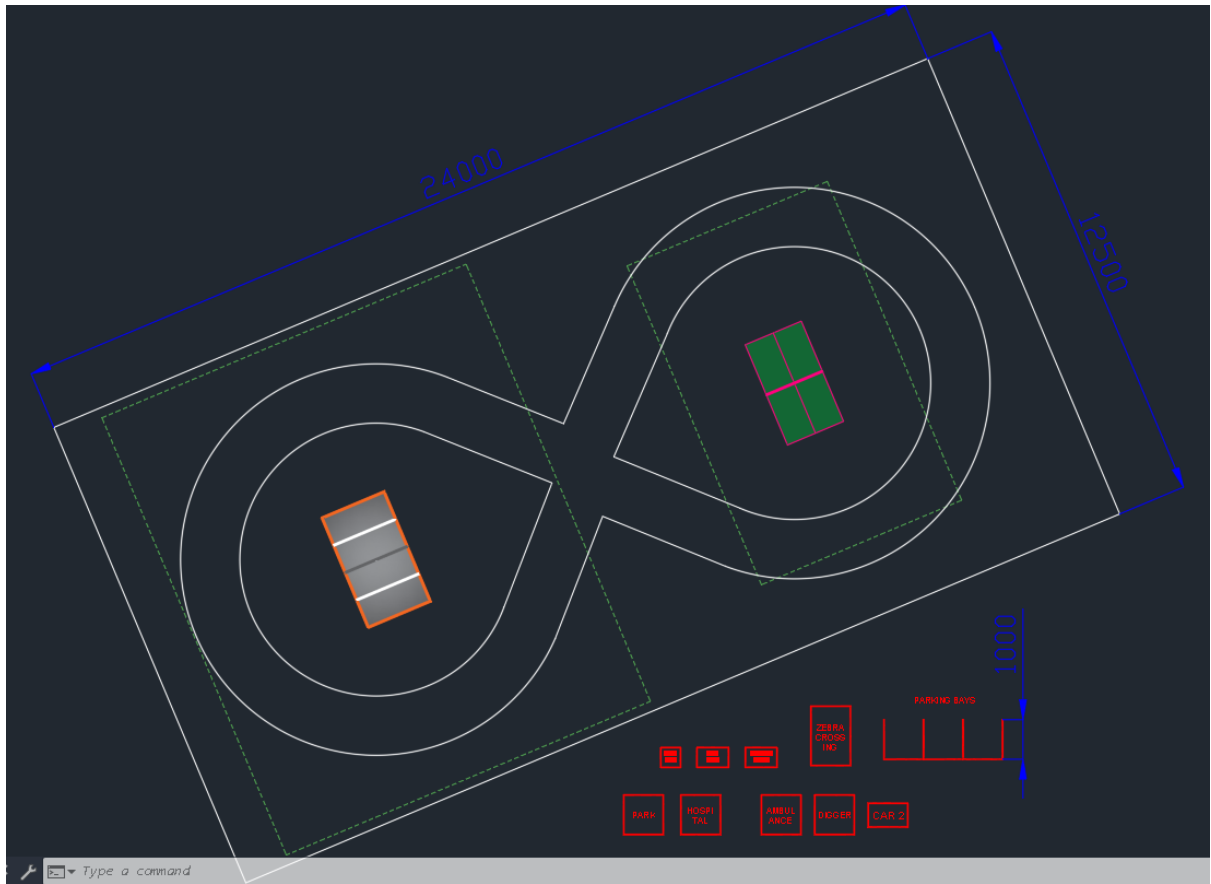
## Appendix 3

Village hall & playing fields risk assessment	Who might be harmed ?	Why?	What is already being done to control the risk?	Further action needed to control the risks?	Who needs to carry out the action?
<b>What are the hazards?</b>					
<b>Outside area</b>					
<b>Car Park</b>					
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slip/trips	Regular checks	None	N/A
Slip / trips due to ice	Staff / Visitors	Injury from slip/trips	Grit if required	None	N/A
Are pedestrian routes / flows and site entrances/exits clear?	Staff / Visitors	Injury from moving vehicles	Regular checks	None	N/A
Can emergency vehicles gain access?	Staff / Visitors	Delayed treatment if access can't be gained	Regular checks	None	N/A
<b>Play area (see separate risk assessment)</b>					
<b>Playing Field</b>					
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slips/trips	Regular checks	None	N/A
Check trees for fallen branches	Staff / Visitors	Injury from falling branches	Regular checks	None unless hazard present	N/A
Check area for litter / hazards	Staff / Visitors	Injury from glass / needles etc	Regular checks	None unless hazard present	N/A
<b>Village Hall</b>					
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slip/trips	Regular checks for hazards / flooring. In good condition. Check equipment stored safely	None	N/A
Movement around the building	Staff / Visitors	Injury from falls	Regular checks for clutter/hazards. Check lighting working / trailing wires / permanent fixtures in good condition	None	N/A
<b>Fire</b>					
	Staff / Visitors	Risk from burns etc	Annual fire risk assessment		
			Regular fire drills		
			Combustible substances stored correctly.		
Check fire doors are working correctly	Staff / Visitors	Injury from door / not being able to leave the building	Regular checks	None	N/A
Fire extinguishers in good working order	Staff / Visitors	Injury from not working in emergency situation	Regular checks & annual check	None	N/A
Fire alarm in good working order	Staff / Visitors	Injury from not working / not knowing of fire	Regular checks & annual check	None	N/A
Emergency lighting in good working order	Staff / Visitors	Injury from not working when needed for evacuation	Regular checks & annual check (including switch in Main Hall)	None	N/A
Electrical Equipment & supply	Staff / Visitors	Electric shocks/ burns from faulty electrical equipment			
		Electrical faults can lead to fires	Regular checks & PAT testing	None	N/A
<b>Other hazards</b>					
Cleaning materials	Staff / Visitors	Poisoning / inhalation	Stored in locked cupboard	None	N/A
Asbestos	Staff / Visitors	Fibres released into air & inhaled	Asbestos annual check	None unless inspection identifies new hazards	N/A
		Check no obvious damage to walls	Regular check	None	N/A
Legionnaires disease	Staff / Visitors	Possible transmission from spraying water (showers)			
		legionella bacteria	Showers & taps turned on regularly	None	
Accident	Staff / Visitors	First aid box stocked & checked	Regular checks of contents	None	N/A
Phone	Staff / Visitors	Not being able to call emergency services	Phone available to call emergency services	None	N/A
			Check for ring tone weekly	None	N/A

# Appendix 4



# Appendix 5



Approved