

# COGENHOE & WHISTON PARISH COUNCIL

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**Minutes** of the meeting of Cogenhoe & Whiston Parish Council- **Village Hall Committee** held on **Wednesday 20<sup>th</sup> October 2021, 7.30pm at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

<b>55.21</b>	<b>Open forum</b> -No members of the press or public attended the meeting.
<b>56.21</b>	<b>To receive and accept apologies for absence.</b> -Apologies for absence were received and accepted from John Grubb & Cllr Tessa Darby  Present; Cllr J Bailey, JB (Chairman), Tessa Bailey, TB (Women’s Institute), Cllr Jean Grubb (JG), Paula Foster, Mud Kitchen Café (PF), Cllr Gina Goddard (GiG), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship), MS, James Howes, JH (Cogenhoe Pre-School), Cllr Malcolm Scott (MS) & Gareth Goddard, GG (Cogenhoe Cricket Club) & the Clerk.
<b>57.21</b>	<b>To receive any declarations of disclosable pecuniary or non-statutory disclosable interests</b> for items on the agenda.  None
<b>58.21</b>	<b>To sign the minutes of the meeting held on 15<sup>th</sup> September 2021</b>  The minutes of the meeting held on the 15 <sup>th</sup> September 2021 were signed.
<b>59.21</b>	<b>Matters arising from previous minutes (for information only)</b> -Update on trees (TD).  TD had reported at the last full council meeting that these have now been planted. -Grit bin now received – to agree location  It was <b>agreed</b> that this should be located behind the noticeboard. <b>Action Clerk</b>  -Cooker now connected - NOTED  -Outside lights upgraded to LED with dawn to dusk sensors - NOTED

-Sensor installed in rear corridor so that light does not get left on

The Clerk reported that only one sensor had been installed due to the asbestos ceiling, the electrician had advised they could fit 2 bulkheads at a cost of £78 each to overcome this problem, it was **agreed** that this should be done. **Action Clerk**

-Plugs in York Room upgraded to double sockets with USB - NOTED

-GG any funding options for changing room renovation

Nothing appropriate identified to date, Clerk to keep looking. **Action Clerk**

60.21

**Finances**

Income

22.9.21		B Hilton	Delapre FC pitch hire	£25.00
22.9.21		Table tennis	Private hire	£12.00
24.9.21		K Johnson	Party deposit	£50.00
27.9.21		B Hilton	Delapre FC Pitch hire	£25.00
27.9.21		Heritage Society	Hire fees	£36.00
29.9.21		K Murphy	Party deposit	£50.00
1.10.21		A O'Neill	Deposit & fees	£77.50
1.10.21		Cullingford	Hire fees	£70.00
4.10.21		Mooring	Hire fees	£8.00
5.10.21		Cogenhoe Pre-School	Hire Fees September	£1,320.00
6.10.21		Chambers	Party deposit	£50.00
7.10.21		NDTC	Hire fees	£175.00
7.10.21		E Packer	Table tennis	£36.00
8.10.21		O'Neill	Deposit & field hire	£55.00
11.10.21		Cullis	Party deposit	£50.00
				£2,039.50

Expenditure

Village Hall						
Date	Chq No	Payee	Details	Amount	VAT	Payable under power
9.9.21	DDR	Plusnet	Phone & Wi-Fi	£22.99		Localism Act 2011 ss1-8
24.9.21	336310173		Wages	£629.35		Localism Act 2011 ss1-8
20.9.21	127140452	HMRC	PAYE	£135.20		Localism Act 2011 ss1-8
15.9.21	62922715	WNC	Waste services	£140.38		Localism Act 2011 ss1-8
30.9.21		Unity Trust	Bank charges	£28.00		Localism Act 2011 ss1-8
5.10.21		Harvest Print	Printing costs	£39.00		Localism Act 2011 ss1-8
11.10.21	DDR	Plus net	WiFi	£22.99		Localism Act 2011 ss1-8
20.10.21	TFR	PC	Credit card August	£568.13	£78.20	Localism Act 2011 ss1-8
20.10.21		D Rush	Expenses	£9.95		Localism Act 2011 ss1-8

For credit card expenditure see appendix 2

The balance in the current account stands at £13,176.11 when all invoices have been paid.

Balance in Business premium account £4000.00

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

**Bank reconciliation**

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

	It was <b>proposed</b> and <b>resolved</b> that this be <b>approved</b> .
61.21	<p><b>Update village hall re-development project</b></p> <p>-RJ Installations chased re half-term completion of works</p> <p>-Current spend £29,170.21 (against budget of £30k) potholes &amp; hinges still to pay for.</p> <p>The Clerk <b>reported</b> that RJ Installations had advised that the paint manufacturer had said that the paint would not stand up to cricket spikes &amp; football boots and had therefore suggested that the area be tiled instead, they would fit these free of charge, but the VHC would need to pay for the tiles (quotes awaited). It was <b>agreed</b> that this would be the best solution and the costs would be circulated by email as soon as received so that the work could be completed at half-term.</p> <p>EP requested that the floor levels between the new toilet area &amp; the York Room be levelled as it is a trip hazard. <span style="float: right;">Action Clerk</span></p>
62.21	<p><b>Play Area / playing field</b></p> <p><b>-Fencing complete</b></p> <p>To consider better surface for path from play area to hall</p> <p>It was <b>agreed</b> that a quote be obtained from the Parish Council's handyman to pave this area to ensure it was wheelchair &amp; pushchair friendly. <span style="float: right;">Action Clerk</span></p> <p>Gap in fence of play area, left hand side to school – should we extend fencing?</p> <p>It was <b>agreed</b> that the Parish Council's handyman be asked to fit a piece of the left over fencing to close this gap. <span style="float: right;">Action Clerk</span></p> <p><b>-To consider reversing gate</b></p> <p>JB advised that he had spoken to Phillip Hollowell about this and he and Sean Foster would take a look at what could be done.</p> <p><b>-Play area</b></p> <p>-Knocking on roundabout reported to Kompan – no fault found - NOTED</p> <p>-1 baby swings support snapped, second showing signs of wear so 2 new seats ordered.(Cost £268.62 + VAT) One flat swing shackle broken / vandalised, Kompan also asked to repair – completed - NOTED</p> <p>-Annual safety inspection booked for September 2021- completed report awaited – NOTED</p> <p>-Quote received from Kompan possible other options for remaining grant monies</p>

The Clerk advised that quotes had been received for the various pieces of equipment residents had suggested; unfortunately, the majority were outside of the £4000 budget remaining. It was **proposed** and **resolved** that the remaining budget be used to relocate the current basketball hoop to the area alongside the new play area (something residents asked for to keep the noise down) and a concrete pad be fitted around it at a cost of £1,363.64 + VAT and a thermoplastic bike track be installed on the concrete area with road safety markings etc. at a cost of £2,059.09 + VAT and freight. The replacement swing seats had cost £268 so this would leave approx. £250 for further maintenance work. **Action Clerk**

The other suggestions would be considered in the future, if further funds could be obtained.

-Mud Kitchen for play area (PF).

PF advised that the Mud Kitchen café would like to sponsor a mud kitchen for the play area. It was **proposed** and **resolved** that this be **approved**.

PF suggested that Cadent offered community volunteer time that could be used to help with maintenance issues / projects she will send the details to the Clerk.

**Action PF**

-**Hedges** – quote requested from PC grass contractor

The Clerk advised that the previous hedge cutter had since advised that he would complete the required works on Monday 25<sup>th</sup> November.

-**Grass**, quote from Cricket Cub for twice a month cut at cost of £150 per month.

It was **proposed** and **resolved** that this be **accepted**, and the CC were thanked for their efforts.

-**KF16 ownership** – definitive map is only map that shows boundary, not clear where boundary is? EP has provided maps confirming footpath does not sit on Village hall land.

-Request from Full Council to consider community orchard along KF16.

Small area around bottom corner could be used with possibly some along poplar line (possible issue over watering).

JB **reported** that he had spoken to the neighbouring landowner about this and he was able to offer advice of species and planting. Subject to a plan, this idea was agreed in principle. JB will report to full council on the 1<sup>st</sup> November.

The subject of outdoor seating with canopies was raised, it was **agreed** that the Clerk would obtain some prices and then full council be asked to fund from CIL monies as it was an infrastructure project.

	<p>(Cost for 2 benches subsequently obtained £1650).</p> <p><a href="https://www.recycledfurniture.co.uk/Picnic-Tables/Four-Seater-Canopy">https://www.recycledfurniture.co.uk/Picnic-Tables/Four-Seater-Canopy</a></p>
63.21	<p><b>Hall – other issues</b></p> <p>-Cleaning – new cleaner appointed wef 22.10.21 10 hours per week. Pre-School cleaning arrangements reverting to pre-covid arrangement. NOTED</p> <p>-Website – need some up-to-date photos for website (JoG ?) JoG had offered to take these and forward to the Clerk <b>Action JoG</b></p> <p>-Xmas, to consider tree etc for hall. It was <b>agreed</b> that this was a good idea and a budget of £200 was approved. JB to source. <b>Action JB</b></p> <p>-To consider upgrading equipment in new kitchen so that better equipped for parties etc. (Oven baking sheets &amp; utensils, glasses, large plates &amp; cutlery). It was <b>agreed</b> that this was a good idea and a budget of £100 was approved. Clerk to source.</p> <p>The Clerk <b>advised</b> that the tiles in the showers were falling off, it was <b>agreed</b> that the caretaker be asked if he could repair in the short-term. <b>Action Clerk</b></p>
64.21	<p><b>Mud Kitchen Cafe</b></p> <p>-Review meeting held with P Foster in accordance with tenancy agreement. Minor issues over tables / storage discussed but generally everything is going well. NOTED</p> <p>-Request for VH committee to install small canopy over door to stop rain, cost £60 (fitting free). Following some discussion, it was <b>agreed</b> that a slightly larger canopy would be more effective, and the budget was increased to £100 for this purpose. PF to advise Clerk of specification to order. <b>Action PF &amp; Clerk</b></p> <p>-Request to allow group exclusive use of the café on a Wednesday morning for a meeting.</p>

	<p>Following some discussion, it was <b>agreed</b> that this could take place in school holidays but not during term time, as the pre-school must have the option to use the York Room on a Wednesday morning (as per lease agreement).</p>
65.21	<p><b>-Community outreach plans – update from Clerk</b></p> <p>-M Adams employed for 3 hours per week wef 20.10.21</p> <p>-Flyer circulated with details of first events;</p> <p>fortnightly community coffee morning starting 14.10.21</p> <p>fortnightly community lunch with activity starting 20.10.21</p> <p>fortnightly storytime starting 21.10.21</p> <p>The Clerk <b>advised</b> that there had been 10 attendees at the Community Coffee morning with some useful conversations with residents and then a further 16 at the Community lunch which had been very well received, many residents had re-booked there and then which was very encouraging.</p>
66.21	<p><b>-Village Hall environmental plan / work</b></p> <p>From Mark Bird (CC)</p> <p>The judging criteria (here: Green Flag Award) is broken down in to eight sections covering the experience from start to finish. It is quite involved but you will find some areas bleed together and are already in-hand albeit not documented as such. For example Section 6 is community involvement – the Cricket Club looking after the grass and associated maintenance as a community club is a great example you have “baked in” not to mention that inherent community led nature of a Parish operated facility.</p> <p>I would recommend aligning the Parish / Village Hall management plan with the Green Flag management plan as this achieves Section 8 and saves on doubling up on work whilst making the greening of the Village Hall and Playing Fields inherently linked to business as usual. This way you are not adding to workload rather doing the same work in the greenest possible way.</p> <p>I am more than happy to advise on solutions to litter, waste management, managing environmental impact and supporting wild flora and fauna.</p> <p>It was <b>agreed</b> that this would be looked into further, TB &amp; Clerk to organise a conversation with Mark. <span style="float: right;">Action Clerk</span></p> <p>-Lights upgraded to LED as above with sensor for back corridor – NOTED</p> <p>-Electrician obtaining some heating ideas &amp; calculations – NOTED</p> <p>-Quote received for upgrading lights in main hall &amp; York room to LED cost £1665.49</p>

	<p>It was <b>proposed</b> and <b>resolved</b> that this be <b>approved</b>.</p> <p>Sensors for the toilets would also be installed as the lights keep being left on.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
67.21	<p><b>Bookings</b></p> <p>New bookings</p> <p>16.10.21 Birthday party</p> <p>16.10.21 Festival</p> <p>25/26/27 Oct Football course Main hall &amp; field</p> <p>Thursday 3.45-5pm Children's Drama class (6 weeks starting 4.11.21)</p> <p>6.11.21 Farmers Market</p> <p>27.11.21 Birthday party</p> <p>4.12.21 Birthday party</p> <p>5.12.21 Farmer's market</p> <p>19.12.21 Birthday party</p> <p>26.12.21 Mannie King Church meeting</p> <p>3.1.22 Party</p> <p>Val Ridgers Main Hall Sunday 2-5pm (agreed when no other bookings on month by month basis)</p> <p>Church booking 10-12 weekly when no other bookings (can do 9-11 am if required).</p> <p>6.5.22 Request from school to use field &amp; toilets for circus event – agreed</p>
68.21	<p><b>To review hire fees</b></p> <p>Due to timing this was carried forward to the December meeting</p> <p style="text-align: right;"><b>C/F</b></p>
69.21	<p><b>Long term development plan for the hall / playing fields</b></p> <p>-To consider long term development plan for the hall / playing fields. (see appendix 3)</p> <p>It was <b>agreed</b> that the Clerk would circulate the list, and everyone would select their top 3 priorities for the short / medium / long term development.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
70.21	<p><b>Correspondence received</b></p> <p>-Complaint re football 26.9.21, advised to Delapre FC apology received NOTED</p> <p>-Request from Heritage Society to erect green plaque 'to commemorate the original pavilion constructed by Fred York.'</p> <p>It was <b>proposed</b> and <b>resolved</b> that this be <b>approved</b>.</p>

	<p>-Request from resident to use hall for badminton.</p> <p>It was <b>agreed</b> that the previous way of marking (with tape) had not been satisfactory and that the lines really needed painting. Clerk to obtain some costings.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
71.21	<p><b>Correspondence issued</b></p> <p>-Listed above</p>
72.21	<p><b>Information for the Chairman</b> (no legal decision can be made on this information).</p> <p>JG asked if the charge to the Church coffee morning could be waived as it is a charitable event. It was confirmed that one-off charitable events are not charged for but regular bookings were as they needed to cover there costs and a precedence could not be set as other voluntary / charitable groups would all expect the same.</p> <p>JG asked if new tap middles could be fitted in the ladies. Clerk to check.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
73.21	<p><b>Meeting closed &amp; Date of next meeting</b></p> <p>There being no further business the <b>meeting closed at 9.15pm</b></p> <p><b>Date of next meeting</b></p> <p>Wednesday 15<sup>th</sup> December 2021, 7.30pm at the Village Hall.</p>

*Deborah Rush*

Deborah Rush  
Parish Clerk 22.10.21



**Appendix 1**

Cogenhoe & Whiston PC		11.10.21		
Bank Reconciliation	Village Hall			
Total receipts				£58,113.95
less				
Total payments				£87,681.02
Plus opening balances				£48,336.46
				<b>£18,769.39</b>
Bank accounts				
Current AC				£14,769.39
plus				
Business Prem AC				£4,000.00
				£18,769.39
Plus credits not yet showing				
Less unrepresented cheques				
				<b>£18,769.39</b>

**Appendix 2**

Aug-21		PC	VAT	Hopper	VAT	Vhall	VAT	
19.7.21	Viking	£100.78	£15.10			£82.78	£16.56	536153357
21.7.21	WNC planning fee					£115.50		
23.7.21	Noticeboard					£30.95	£5.16	973595664
23.7.21	Defib Pads	£31.90	£5.32					827639788
23.7.21	Shower curtain pole					£17.99	£3.00	LU19647148
23.7.21	Shower curtain					£13.99	£2.33	LU19647148
26.7.20	Defib battery	£92.40	£15.40					827639788
26.7.21	Cooker					£179.00	£29.83	945698169
29.7.21	Postage Ticket machine			£14.20				
30.7.21	Mop					£15.00	£2.50	887320890
30.7.21	Mop bucket					£16.22	£2.70	117893290
30.7.21	Sterilising bucket					£7.49	£1.25	178321791
31.7.21	Sign					£1.53	£0.26	493226241
3.8.21	Bags & bin					£43.53	£7.25	727255821
3.8.21	Noticeboard					£30.95	£5.16	973595664
3.8.21	Plans					£13.20	£2.20	369342765
17.8.21	Fee	£3.00						
		£228.08		£14.20		£568.13		£810.41
			£35.82				£78.20	

### Appendix 3

Village archive/display  
 Sound deadening in main Hall  
 Solar panels  
 Gas boiler and new heating system  
 Refurbish toilets  
 Redo main entrance  
 Mezzanine in main hall  
 Paint main hall  
 Lower main hall heaters or replace  
 Refurbish showers and changing rooms  
 Burglar alarm  
 Meeting room extension  
 LED lighting  
 AV system for York Room  
 Replace curtains in Main Hall  
 Adult exercise area  
 Tarmac car park  
 Orchard  
 Fix up the hall properly where the stage was.  
 Insulate everything.  
 heating get rid of the expensive electric / Consider alternatives.