

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
07512 045418

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www.cogenhoeandwhiston-pc.gov.uk

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 was held by video conference call.

Minutes of the Meeting of Cogenhoe & Whiston Parish Council- Village Hall Committee held on Wednesday 21st April 2021, 7.30pm by video conference call.

94	Open forum 2 residents attended the meeting to explain their idea for a community café/ shop in the village hall. They had looked at other similar community projects and done some research around how they operate etc. The current kitchen that adjoins the York room is not suitable for this purpose and would therefore need to be replaced with a commercial kitchen at an approx. cost of between £5-£10k. There was much discussion around the idea, but it was agreed that in principal it was a good idea and that the Clerk and Chairman would work with the residents to explore the idea further and to bring back a proposal to the next meeting. Action JB & Clerk
95	To receive and accept apologies for absence. Present; Cllr J Bailey, JB (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, MS, James Howes, JH (Cogenhoe pre-School) & Mark Bird, MB (Cogenhoe Cricket Club) . Cllr Tessa Darby, TD & Josh Wynne JW (Delapre FC), did not attend.
96	To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda. None
97	To sign the minutes of the meeting held on 17th March 2021 The minutes of the meeting held on the 17 th March 2021 were signed .

98	<p>Matters arising from previous minutes (for information only)</p> <p>-Expenditure for Picnic benches approved, now ordered - NOTED</p> <p>-Hole filled in play area - NOTED</p> <p>- Swings ordered – NOTED</p> <p>EP asked if there had been any progress on finding a home for the old goalposts. This was being advertised by both the cricket & football clubs but there were no takers to date. If a home cannot be found they will be cut up for scrap metal.</p>																																																																																																																																																																																						
99	<p>99.1 Finances</p> <p>Income</p> <table border="1" data-bbox="300 685 1383 927"> <tr> <td>24.3.21</td> <td></td> <td>SNC</td> <td>Covid Support gran</td> <td>£2,096.00</td> </tr> <tr> <td>26.3.21</td> <td></td> <td>Pre-School</td> <td>Hirers fees</td> <td>£720.00</td> </tr> <tr> <td>8.3.21</td> <td></td> <td>Closing bal VHMC</td> <td></td> <td>£0.26</td> </tr> <tr> <td>16.3.21</td> <td></td> <td>Josh Wynne Delapre FC</td> <td>Hirers fees</td> <td>£150.00</td> </tr> <tr> <td>31.3.21</td> <td></td> <td>British federation</td> <td>Covid grant cinema</td> <td>£133.00</td> </tr> <tr> <td>6.4.21</td> <td></td> <td>Cogenhoe CC</td> <td>rent</td> <td>£1,000.00</td> </tr> </table> <p>99.2 Expenditure</p> <table border="1" data-bbox="300 1050 1383 1469"> <thead> <tr> <th>Village Hall</th> <th></th> <th>21.4.21</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>Date</th> <th></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>24.3.21</td> <td>549565122</td> <td></td> <td>Mark Harrod</td> <td>Goal posts</td> <td>£2,436.00</td> <td>£406.00</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>24.3.21</td> <td></td> <td></td> <td>Entlebauc Dogs</td> <td>Refund deposit</td> <td>£50.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td></td> <td>414635918</td> <td></td> <td>ACRE renewal</td> <td>subscription</td> <td>£40.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>26.3.21</td> <td>DDR</td> <td></td> <td>Everflow</td> <td>water</td> <td>£2.75</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>31.3.21</td> <td>DDR</td> <td></td> <td>British Telecom</td> <td>Phone</td> <td>£12.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>31.3.21</td> <td></td> <td></td> <td>Unity Bank</td> <td>Service charge</td> <td>£18.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>12.4.21</td> <td>21280276</td> <td></td> <td>RJ Installations</td> <td>Payment 1</td> <td>£6,206.57</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>12.4.21</td> <td>448433342</td> <td></td> <td>M Barden</td> <td>Tree work</td> <td>£210.00</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>12.4.21</td> <td>757636340</td> <td></td> <td>Phoenix Fire</td> <td>Fire alarm upgrade</td> <td>£629.70</td> <td>£104.95</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>21.4.21</td> <td>TFR</td> <td></td> <td>PC Feb</td> <td>Credit card 1</td> <td>£88.44</td> <td>£4.99</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>21.4.21</td> <td>TFR</td> <td></td> <td>PC March</td> <td>Credit card 2</td> <td>£13.98</td> <td>£2.33</td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td>30.4.21</td> <td></td> <td></td> <td>Wages</td> <td></td> <td>£387.45</td> <td></td> <td>Localism Act 2011 ss1-8</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Credit card 1</td> <td>First aid items</td> <td>£5.19</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Planning fee</td> <td>£58.50</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>key safe</td> <td>£24.75</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£88.44</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Credit card 2</td> <td>String for pitch marking</td> <td>£13.98</td> <td></td> <td></td> </tr> </tbody> </table> <p>The balance in the current account stands at £12,190.46 when all invoices have been paid.</p> <p>Balance in Business premium account £30,000</p> <p>It was proposed and resolved that all invoices as listed should be paid. Action Clerk</p> <p>99.3 Bank reconciliation</p> <p>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>99.4 End of Year accounts</p> <p>To approve draft end of year accounts ye 31.3.21(Appendix 2) awaiting checking by Internal Control Officer</p>	24.3.21		SNC	Covid Support gran	£2,096.00	26.3.21		Pre-School	Hirers fees	£720.00	8.3.21		Closing bal VHMC		£0.26	16.3.21		Josh Wynne Delapre FC	Hirers fees	£150.00	31.3.21		British federation	Covid grant cinema	£133.00	6.4.21		Cogenhoe CC	rent	£1,000.00	Village Hall		21.4.21						Date		Chq No	Payee	Details	Amount	VAT	Payable under power	24.3.21	549565122		Mark Harrod	Goal posts	£2,436.00	£406.00	Localism Act 2011 ss1-8	24.3.21			Entlebauc Dogs	Refund deposit	£50.00		Localism Act 2011 ss1-8		414635918		ACRE renewal	subscription	£40.00		Localism Act 2011 ss1-8	26.3.21	DDR		Everflow	water	£2.75		Localism Act 2011 ss1-8	31.3.21	DDR		British Telecom	Phone	£12.00		Localism Act 2011 ss1-8	31.3.21			Unity Bank	Service charge	£18.00		Localism Act 2011 ss1-8	12.4.21	21280276		RJ Installations	Payment 1	£6,206.57		Localism Act 2011 ss1-8	12.4.21	448433342		M Barden	Tree work	£210.00		Localism Act 2011 ss1-8	12.4.21	757636340		Phoenix Fire	Fire alarm upgrade	£629.70	£104.95	Localism Act 2011 ss1-8	21.4.21	TFR		PC Feb	Credit card 1	£88.44	£4.99	Localism Act 2011 ss1-8	21.4.21	TFR		PC March	Credit card 2	£13.98	£2.33	Localism Act 2011 ss1-8	30.4.21			Wages		£387.45		Localism Act 2011 ss1-8				Credit card 1	First aid items	£5.19							Planning fee	£58.50							key safe	£24.75								£88.44						Credit card 2	String for pitch marking	£13.98		
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99.5	<p>The Clerk advised that these have now been checked by the council's internal control officer. It was proposed and resolved that these be approved.</p> <p>To approve end of year bank reconciliation 31.3.21(Appendix 3) It was proposed and resolved that this be approved.</p> <p>The accounts will now be submitted for audit as part of the parish council's audit process.</p>
100	<p>Cricket Club use of playing field</p> <p>-wicket now fully installed. The Chairman advised that a sign-off is due to take place on Friday with the cricket club also present, there are a couple of remedial actions that need attention. The invoice has been received which the PC needs to pay and then reclaim from the ECB.</p> <p>The Cricket Club were thanked for putting up one set of the goalposts and taking out the old ones.</p> <p>Fred Markel was also thanked for helping to remark the football pitch.</p> <p>MB reported that the field had now been cut and was being rolled to smooth out some of the ruts in preparation for the first match on 25th April.</p> <p>-new goal posts received, pitch re-marked. Tree work completed to cut back overhanging vegetation (approved by Clerk & Chairman as emergency works at a cost of £210) - NOTED</p> <p>-Bunds re-shaped - NOTED</p> <p>-To consider additional trees along York Avenue</p> <p>Some discussion took place about this idea to help mitigate the risk of cricket balls heading towards York Avenue. It was also felt this could be tied together with the idea of acknowledging the pandemic which is something the Parish Council has been discussing. This would be discussed further at the Annual Parish Meeting.</p>
101	<p>Update village hall re-development project</p> <p>Certificate of Lawfulness received 19.3.21</p> <p>Suggests handwashing sink in kitchen, builders asked to do this, Additional cost to date – water heaters £81.57 Stable door for kitchen as requested by pre-school £100 First payment made of £6206.57 in accordance with payment schedule. The Clerk advised that the second payment has now also been made of £6206.57.</p> <p>Builders also asked to fill pot-holes in car park, remove sink in committee room, repair light in garage, new hinges to doors in external doors in Main Hall & quote for folding partition for Main Hall – NOTED</p> <p>The Chairman reported that the builders were doing an excellent job to date, working very flexibly around the pre-school and the work was expected to be</p>

	<p>finished w/c 3/5/21. This would enable the York Room to be cleared for the elections. The Pre-School will be meeting on the Friday instead of the Thursday 6th because of the elections.</p> <p>It was agreed the front gate needs repainting and once the sink has been removed from the committee room it should also be re-painted before the storage etc was re-organised. The heater needs checking. The pool table which was donated to the Village Hall also needs a new home, Clerk to contact Youth Club association to see if they know of anywhere that might use it. Action Clerk</p>
102	<p>Play Area</p> <p>-Swings ordered - NOTED</p> <p>-Picnic benches ordered - NOTED</p> <p>-Kompan asked for ideas for remaining budget of £4500 – NOTED</p> <p>It was agreed that using the fencing taken from around the skate park to put along the car park boundary of the new play area would be better than the current posts. Clerk to look into this. Action Clerk</p>
103	<p>Hall – maintenance issues</p> <p>-New fire alarm installed - NOTED</p> <p>-Grant applied for & received for PPE for Rural Cinema £133 - NOTED</p>
104	<p>To discuss possible café facility for hall – see open forum minute above.</p>
105	<p>Re-opening following lifting of restrictions.</p> <p>To discuss re-opening and when to allow different users to re-start.</p> <p>Private booking request 18th September 2021</p> <p>Possible yoga class in Main hall, Tuesday evenings</p> <p>Possible Embroiders Guild meeting 1st Saturday of month, York room until cricket finishes then Main Hall</p> <p>It was agreed that new bookings should be encouraged subject to usual booking terms & conditions. It was agreed that organised user groups (including the school) using the playing fields must also book to avoid double booking and to ensure there was a risk assessment in place and public liability insurance. Clerk to contact school to advise of this requirement. Action Clerk</p> <p>JB advised that it was hoped (subject to restrictions being lifted) that the rural cinema could recommence in July.</p>
106	<p>To consider installation of WiFi at Village Hall</p> <p>JB agreed to look into this. Action JB</p>

107	Correspondence received Various letters / email, Facebook posts both in support and against cricket relocation etc. - NOTED
108	Correspondence issued Responses to above - NOTED
109	Information for the Chairman (no legal decision can be made on this information) The Clerk advised that she had been approached about borrowing tables and chairs for a private event. It was agreed that this would be permitted. Action Clerk
110	Meeting closed & Date of next meeting Wednesday 2 nd June 2021

Deborah Rush

Deborah Rush
Parish Clerk 22.4.21

Appendix 1

Cogenhoe & Whiston PC		13.4.21		
Bank Reconciliation	Village Hall			
Total receipts				£1,000.00
less				
Total payments				£7,901.27
Plus opening balances				£48,336.46
				£41,435.19
Bank accounts				
Current AC				£18,601.95
plus				
Business Prem AC				£30,000.00
				£48,601.95
Plus credits not yet showing				
Less unrepresented cheques				
1.4.21	TFR	PC		£120.49
12.4.21	21280276	RJ Installations		£6,206.57
12.4.21	448433342	M Barden		£210.00
12.4.21	757636340	Phoenix Fire		£629.70
				£7,166.76
				£7,166.76
				£41,435.19

Appendix 2 Draft accounts ye 31.3.21

End of year accounts 31.3.21					
Income	Village Hall				
From VHMC	£45,777.78	Income (inc VAT)			£60,469.94
Hirers fees	£3,617.00				
Donations	£40.00	Less expenditure (inc VAT)			£12,133.48
Other (grants & refunds)	£11,035.16				£48,336.46
	£60,469.94				
		Represented by current ac closing balance 31.3.21			£18,336.46
		Current Account as per bank reconciliation			
Expenditure		Bus premium			£30,000.00
Hygiene services	£156.00				
Elec	£2,790.56				£48,336.46
Cleaning	£540.00				
Telephone	£48.00				
Water	£193.68				
Grass	£90.00				
Insurance	£1,553.03				
Supplies / Maint	£360.31				
Staff costs	£1,502.87				
Other	£2,614.50				
Playground	£1,136.91				
	£10,985.86				
VAT	£1,147.62				
	£12,133.48				
Surplus	£48,336.46				

Appendix 3

Cogenhoe & Whiston PC		31.3.21		
Bank Reconciliation	Village Hall			
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