

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
07512 045418

Email; clerk@cogenhoeandwhiston-pc.gov.uk

www.cogenhoeandwhiston-pc.gov.uk

Minutes of the Meeting of Cogenhoe & Whiston Parish Council- Village Hall Committee held on Wednesday 15th June 2022, 7.30pm at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.

41.22 Open forum

No members of press or public attended the meeting.

42.22 To receive and accept apologies for absence.

-Apologies for absence were received and accepted from Cllr Tessa Darby (TD), Cllr Jean Grubb (JG), John Grubb, JoG (St Peter's Church) & James Howes, JH (Cogenhoe Pre-School).

Present; Cllr J Bailey, JB (Chairman), Tessa Bailey, TB (Women's Institute), Cllr Gina Goddard (GiG), Paula Foster, Mud Kitchen Café (PF), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship), MS, Cllr Malcolm Scott (MS), Gareth Goddard, GG (Cogenhoe Cricket Club) & the Clerk.

EP joined the meeting at 8pm

43.22 To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda.

None

44.22 To sign the minutes of the meeting held on 20th April 2022

The **minutes** of the meeting held on 20th April 2022 were **signed**.

45.22 Matters arising from previous minutes (for information only)

-Playing Field Association is now known as Fields in Trust- NOTED
-Hungarian Community event cancelled- NOTED

46.22 Finances

46.22.1 Income

19.4.22	V Ridgers	fees	£240.00
19.4.22	Table tennis private hire	fees	£13.50
22.4.22	L O'Neill	fees	£225.00
25.4.22	Mud Kitchen (April)	fees	£679.26
25.4.22	P Shah	deposit	£50.00
25.4.22	MK Falcons	deposit	£50.00
28.4.22	K Lynch	fees	£96.00
29.4.22	Church coffee	fees	£30.00
29.4.22	D M Dogs	fees	£96.00
3.5.22	D Trezona	fees	£56.25
5.5.22	cricket Club	fees (less grass cutting)	£250.00
5.5.22	S iliff	deposit	£50.00
5.5.22	Pre-school	fees	£576.00
5.5.22	Heritage Society	fees	£31.50
5.5.22	NDTC Dogs	fees	£150.00
6.5.22	J Boyce	deposit	£50.00
9.5.22	E Packer	table tennis fees	£36.00
9.5.22	Get fit today	fees	£65.00
9.5.22	Maretu Ltd	fees	£60.00
10.5.22	H Cheadle	fees	£50.00
10.5.22	Grendon PCC	fees	£54.00
11.5.22	B Hilton	pitch fees	£50.00
16.5.22	M Pink	fees	£135.00
18.5.22	Refund Mud Kitchen	paid twice in error	£63.00
18.5.22	Mud Kitchen	fees	£679.26
24.5.22	P Tompkins	fees	£45.00
26.5.22	Zozimus Drama	fees	£112.50
30.5.22	S Iliff	fees	£34.00
1.6.22	Heritage Society	fees	£18.00
1.6.22	Vals pals	fees	£382.50
6.6.22	NDTC Dogs	fees	£150.00
6.6.22	E Packer table tennis	fees	£36.00
6.6.22	Pre-School	fees	£1,298.00
			£5,911.77

46.22.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
11.4.22	DDR	Plusnet	phone & internet	£25.27		Localism Act 2011 ss1-8
14.4.22		A Moore	deposit refund	£50.00		Localism Act 2011 ss1-8
20.4.22		M Adams	community activity exp	£20.00		Localism Act 2011 ss1-8
20.4.22		WNC	waste services	£178.75		Localism Act 2011 ss1-8
23.4.22	DDR	D'Energi	electricity March	£937.53	£156.25	Localism Act 2011 ss1-8
26.4.22	343887447	Hungarian CCN	refund deposit	£50.00		Localism Act 2011 ss1-8
26.4.22	DDR	E Flow	water	£60.46		Localism Act 2011 ss1-8
27.4.22	651910704	K Mcneil-Brawn	deposit refund	£50.00		Localism Act 2011 ss1-8
29.4.22			wages	£963.22		Localism Act 2011 ss1-8
4.5.22			Unpaid chq	£48.00		Localism Act 2011 ss1-8
			Unpaid chq fee	£6.00		Localism Act 2011 ss1-8
5.5.22	414653964	D Trezona	refund deposit	£50.00		Localism Act 2011 ss1-8
5.5.22	968302555	Brightest Fuels	EPC report	£600.00	£100.00	Localism Act 2011 ss1-8
10.5.22	268907050	J Boyce	refund deposit	£50.00		Localism Act 2011 ss1-8
10.5.22	DDR	Plusnet	phone & internet	£25.13		Localism Act 2011 ss1-8
21.5.22	941193103	M Pink	refund deposit	£50.00		Localism Act 2011 ss1-8
24.5.22	DDR	D'Energi	electricity April	£489.77	£81.63	Localism Act 2011 ss1-8
26.5.22	DDR	E Flow	water	£117.23		Localism Act 2011 ss1-8
27.5.22			wages	£816.68		Localism Act 2011 ss1-8
1.6.22	344828895	G P Knight	paint etc	£49.36		Localism Act 2011 ss1-8
1.6.22	123025432	P R Tompkins	refund deposit	£50.00		Localism Act 2011 ss1-8
15.6.22		PC re credit card Mar		£42.99	£7.40	Localism Act 2011 ss1-8
15.6.22		PC re credit card Apr		£314.96	£52.50	Localism Act 2011 ss1-8
15.6.22		D Rush	expenses	£65.59		Localism Act 2011 ss1-8
				£5,110.94		

For credit card expenditure see appendix 2

The balance in the current account stands at £12,404.75 when all invoices have been paid.

To be banked £341.50
 Invoices o/s Mud kitchen £168
 Get Fit Today £65.00
 VAT claim submitted £971.77

Balance in Business premium account £4000.00

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

Action Clerk

46.22.3 Bank reconciliation

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

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

47.22 Update village hall re-development project o/s items

-Gareth & Dan have replaced door hinges.

Gareth & Dan were thanked most sincerely for doing this.

-Locking mechanism failed on centre doors, temporary fix whilst replacement part is ordered - NOTED

48.22 Play Area / playing field

-Update on gate JB

JB advised that the gate will be relocated sometime in July and the cost of materials will be max £200 with no labour charges, Phillip Hollowell is thanked most sincerely for this.

-Order placed for moving basketball hoop & installing the thermoplastic track- being completed on 8.4.22

-Thermoplastic track fitted, update from Clerk re basketball hoop
Relocation of the basketball hoop is being chased regularly.

-Path has been laid. (£1800 to pay)

The Clerk reported that there had been some additional materials required to complete this job, so the cost had increased to £2270.60.

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

Action Clerk

49.22 Hall

Suggest second sounder circuit & detection quote £807.50 + VAT – quote accepted date awaited- NOTED

-To consider further outside light by main door.

The Clerk reported that she is still looking at options for this.

-Back corridor is marking -consider Perspex / washable paint – now done - NOTED

-To consider foam chair feet – sample ordered & fitted, further feet ordered- NOTED

-Business waste services, increase in recycling cost of £13pa - NOTED

-EVCP – grants available for up to 75% of cost of installing points (max £350 per socket)
Should we consider installing?

<https://www.gov.uk/guidance/workplace-charging-scheme-guidance-for-applicants#about-the-scheme>

Following some discussion, it was **agreed** that this isn't appropriate at this time.

50.22 Mud Kitchen Café

-Update PF

PF **reported** that they have been very busy especially at weekends and they have lots of events planned for the rest of the year.

-Request to use field for birthday event

PF asked if she could hire the field for some sort of birthday event, this was agreed at the usual charge of £5 per hour.

51.22 Community outreach – update from Clerk

-Dementia Lunch be considered, full council have agreed to finance additional staff time – meeting held with Living Well project, update Clerk.

The Clerk **reported** that this is moving forwards following these meetings.

-To consider additional storage cupboard for rear corridor to store outreach equipment at cost of £200 approx.

Cupboard donated by Open University, received - NOTED

-To consider purchasing 24 new matching mugs for community lunch & coffee mornings max cost £75

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

-No story time during August - NOTED

-Request for outing from Community Lunch group - NOTED

-Youth group – meeting held with NAYC, some sort of info gathering event to be organized - NOTED

52.22 Cricket Club

-Goal mouth area, no advice from Moulton College

As the Clerk had not been able to get any advice about this GG agreed to take it back to the club for further discussion. Action GG

-Request for locks on changing room doors

It was **agreed** that the caretaker would be asked to fit these. Action Clerk

53.22 -Village Hall environmental plan / work

NDEA Energy Performance Certificate report

Carried out 11.4.22, report awaited, received error, sent back for correction – NOTED will be circulated once corrected version received.

54.22 Long term development plan for the hall / playing fields

2 companies contacted re baffle board costs; quotes awaited -1 quote received

The quote for this was £6448 + VAT, alternatives will be investigated.

It was agreed that this needs insulating & plaster boarding, Clerk to obtain quotes.
3 builders met with (2 quotes received)

3 quotes had now been received ranging from £4500 to £7615.

It was **proposed** and **resolved** that the quote for £4500 be accepted.

55.22 Terms of Reference

-Update from Clerk re committee requirements for members with voting rights.

Code of Conduct and Disclosable pecuniary or non-pecuniary interests.

The Clerk **advised** that all members with voting rights needed to complete a DPI form and be aware of the Code of Conduct, link to be forwarded to all.

56.22 Asset Register

-to review asset register (see appendix 3)

No handover asset register received.

It was **agreed** that this needs some further reviewing, JB & Clerk to look at. **Action Clerk & JB**

57.22 Bookings - NOTED

25.6.22 Party

3.7.22 Pre-School event

10.7.22 Farmers market

16.7.22 Party

24.7.22 MK Falcons Ice Hockey end of season awards & BBQ (Martin Waters)

14.8.22 Farmers market

7.8.22 Party

20.8.22 Party

26-28/8/22 Wedding

11.9.22 Farmers market

18.9.22 Birthday party

31.10.22 TR3OC

58.22 Cleaning

-Update clerk on new arrangements

The Clerk advised that a new company had started on the 15.6.22 at a comparable cost to before, feedback / review was awaited.

59.22 Correspondence received

None

60.22 Correspondence issued

Resident re CCTV – NOTED

61.22 Information for the Chairman (no legal decision can be made on this information).

None

62.22 Meeting closed & Date of next meeting

Date of Next meeting - request from Mud Kitchen to move to Monday meetings

Wednesday 17th August 2022 or Monday 15th August 2022

Following some discussion, it was **agreed** that meetings would need to remain on a Wednesday, date of next meeting Wednesday 17th August.

Note date for October meeting will be Wednesday 26th October due to Chairman's holiday.

There being no further business the **meeting closed at 8.40pm**

Deborah Rush

Deborah Rush
Parish Clerk
16.6.22

Appendix 1

Cogenhoe & Whiston PC		8.6.22		
Bank Reconciliation	Village Hall			
Total receipts				£8,772.28
less				
Total payments				£5,239.38
Plus opening balances				£13,295.39
				£16,828.29
Bank accounts				
Current AC				£12,828.29
plus				
Business Prem AC				£4,000.00
				£16,828.29
Plus credits not yet showing				
Less unrepresented cheques				
				£16,828.29

Appendix 2

Mar-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
19.2.22	Walkie Talkies for jubilee	£45.82	£9.17						375457660
25.2.22	Floor cleaner						£6.00		727255821
9.3.22	Blue rolls						£36.99	£7.40	789261284
15.3.22	Mobile phone	£14.49							
17.3.22	Admin fee	£3.00							
		£63.31	£9.17				£42.99	£7.40	£122.87
Apr-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
21.3.22	guards & bone meal orchard	£31.86	£5.31						336360074
21.3.22	tree bands	£11.80	£1.96						195314790
21.3.22	tree labels	£21.09	£3.51						727255821
22.3.22	storage boxes						£15.99	£2.67	115974988
22.3.22	sticker removal kit						£3.99	£0.67	982460989
22.3.22	toys storytime					£15.95		£2.66	274242116
22.3.22	toys storytime					£27.96		£4.66	727255821
22.3.22	toys storytime					£9.90		£1.65	190023639
22.3.22							£53.81		
23.3.22	screwdrivers						£6.59	£1.10	727255821
23.2.22	hinges hall doors						£150.98	£25.16	
24.3.22	stake pocket park	£7.04	£1.17						336360074
4.4.22	seeds orchard	£122.00	£20.33						3919986681
6.4.22	cutlery						£9.95	£1.66	205259232
6.4.22	cutlery						£39.95	£6.65	190023639
7.4.22	hire vehicle				£480.00				144232541
13.4.22	cleaning supplies						£11.69	£1.95	228465393
13.4.22	cleaning supplies						£11.66	£1.94	349592651
13.4.22	xmas tree hole cover	£8.49	£1.42						373703983
14.4.22	cleaning supplies						£10.35	£1.73	727255821
19.4.22	monthly fee	£3.00							
		£205.28	£33.70	£0.00	£480.00		£314.96	£52.50	£1,000.24

Appendix 3

Village Hall & Playing Fields Asset register June 2022						
Ref No	Description/location	Date acquired	Purchase cost	Value	Custodian	Disposal/discharge
			(if known)			
1	Goal posts	2021	£1,295		VHC	
2	swings	2021	£4,062		VHC	
3	cricket wicket	2021	£24,704		VHC	
4	table trolleys	2021	£798		VHC	
5	outdoor benches	2021	£1,600		VHC	
6	screens	2021	£1,866		VHC	
7	upgraded lights	2021	£3,180		VHC	
8	sound system	2021	£250		VHC	
9	Hoover	2022	£120		vhc	
	Village Hall					
	Parish council acts as trustee for the building & land.					
	Appointed 15 th May 1951					
				£37,875		