

# **COGENHOE & WHISTON PARISH COUNCIL**

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## **To members of the Village Hall Committee**

You are hereby summoned to attend the **Meeting** of Cogenhoe & Whiston Parish Council-**Village Hall Committee** to be held on **Wednesday 20<sup>th</sup> October 2021, 7.30pm at Cogenhoe & Whiston Village hall, York Avenue, Cogenhoe, NN7 1NB** for the purpose of transacting the following business;

**Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.**

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

## **A G E N D A**

<b>55.21</b>	<b>Open forum</b>
<b>56.21</b>	<b>To receive and accept apologies for absence.</b>
<b>57.21</b>	<b>To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda.</b>
<b>58.21</b>	<b>To sign the minutes of the meeting held on 15<sup>th</sup> September 2021</b>
<b>59.21</b>	<b>Matters arising from previous minutes (for information only)</b> -Update on trees (TD). -Grit bin now received – to agree location

- Cooker now connected
- Outside lights upgraded to LED with dawn to dusk sensors.
- Sensor installed in rear corridor so that light does not get left on
- Plugs in York Room upgraded to double sockets with USB
- GG any funding options for changing room renovation

60.21

**Finances**

Income

22.9.21		B Hilton	Delapre FC picth 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		Chq No	Payee	Details	Amount	VAT	Payable under power
Date							
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

**Bank reconciliation**

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

61.21	<p><b>Update village hall re-development project</b></p> <ul style="list-style-type: none"> <li>-RJ Installations chased re half-term completion of works</li> <li>-Current spend £29,170.21 (against budget of £30k) potholes &amp; hinges still to pay for.</li> </ul>
62.21	<p><b>Play Area / playing field</b></p> <ul style="list-style-type: none"> <li>-<b>Fencing</b> complete</li> <li>To consider better surface for path from play area to hall</li> <li>Gap in fence of play area, left hand side to school – should we extend fencing?</li> <li>-To consider reversing gate</li> <li>-<b>Play area</b></li> <li>-Knocking on roundabout reported to Kompan – no fault found</li> <li>-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</li> <li>-Annual safety inspection booked for September 2021- completed report awaited</li> <li>-Quote received from Kompan possible other options for remaining grant monies</li> <li>-Mud Kitchen for play area (PF).</li>   <li>-<b>Hedges</b> – quote requested from PC grass contractor</li> <li>-<b>Grass</b>, quote from Cricket Cub for twice a month cut at cost of £150 per month.</li>   <li>-<b>KF16 ownership</b> – 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.</li> <li>-Request from Full Council to consider community orchard along KF16.</li> <li>Small area around bottom corner could be used with possibly some along poplar line (possible issue over watering).</li> </ul>
66.21	<p><b>Hall – other issues</b></p> <ul style="list-style-type: none"> <li>-Cleaning – new cleaner appointed wef 22.10.21</li> <li>10 hours per week.</li> <li>Pre-School cleaning arrangements reverting to pre-covid arrangement.</li> <li>-Website – need some up-to-date photos for website (JoG ?)</li> <li>-Xmas, to consider tree etc for hall.</li> </ul>

	<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).</p>
67.21	<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.</p> <p>-Request for VH committee to install small canopy over door to stop rain, cost £60 (fitting free).</p> <p>-Request to allow group exclusive use of the café on a Wednesday morning for a meeting.</p>
68.21	<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>
69.21	<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>-Lights upgraded to LED as above with sensor for back corridor.</p> <p>-Electrician obtaining some heating ideas &amp; calculations.</p> <p>-Quote received for upgrading lights in main hall &amp; York room to LED cost £1665.49</p>

70.21	<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</p>
71.21	<p><b>To review hire fees</b></p>
72.21	<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>
73.21	<p><b>Correspondence received</b></p> <p>-Complaint re football 26.9.21, advised to Delapre FC apology received.</p> <p>-Request from Heritage Society to erect green plaque ‘to commemorate the original pavilion constructed by Fred York.’</p> <p>-Request from resident to use hall for badminton.</p>
74.21	<p><b>Correspondence issued</b></p> <p>-Listed above</p>
75.21	<p><b>Information for the Chairman</b> (no legal decision can be made on this information).</p>
76.21	<p><b>Meeting closed &amp; Date of next meeting</b></p> <p>Wednesday 15<sup>th</sup> December 2021</p>

Deborah Rush

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Parish Clerk 11.10.21

**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 unpresented 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.