

To: Members of Cottenham Parish Council  
 You are hereby summoned to attend a **Full Parish Council Meeting**  
 To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5<sup>th</sup> April 2016 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

- 16/073. Chairman’s Introduction and Apologies for absence**
- 16/074. Public participation – Standing Orders to be suspended**  
*Public question time is dealt with prior to the start of the meeting and doesn’t form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes in order to allow other people to also speak without the public session exceeding its allotted time. NB: Councillors will not be able to respond on items on the agenda, but will take notice of the views put forward.*
- 16/075. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.
- 16/076. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 1<sup>st</sup> March 2016 be signed as a correct record.
- 16/077. Reports**
- **SCDC** – report circulated prior to the meeting
  - **CCC** – report circulated prior to the meeting
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting
  - **Update on major developments** – Cllr Morris
  - **Update on Neighbourhood Plan** – Cllr Morris
  - **Update on Harradine traffic** – Cllrs Morris/Mudd
  - **Update on Remembrance Sunday** – Cllr McCarthy
- 16/078. Financial Regulations** – to consider revisions to Financial Regulations related to purchase authorisations on Trade Accounts and for low-cost proprietary items – FLAC
- 16/079. Incidental costs** – to consider a small allowance for incidentals at the Clerks discretion and amend financial regulations as necessary – FLAC
- 16/080. Village Hall** – consider broadening the WP remit to include one or more contracts for Car Park widening and provision of footpath to Sports Pavilion within a total £60K budget from “Open Space” reserves – VH Working Party
- 16/081. Queen’s Birthday Beacon** – to consider allocating a budget and approving appropriate arrangements for the event
- 16/082. Drainage/flooding** – to consider whether to set up a short-term working party to look at drainage and flooding challenges in the civil parish and whether CPC needs to take action to support residents – Cllr Ward
- 16/083. Sports & Social Club contract** – to consider recommendation by CALF for addition of a supplementary clause to the agreement with CUS&SC to add SIX free Village Hall hires to CUS&SC’s allocation for use during the period from 1<sup>st</sup> January 2016 to 31<sup>st</sup> March 2017 by member clubs with valid signed Partnership Agreements with the Parish Council. The free hires are only to be used by the member club to raise funds for its own use - CALF
- 16/084. CALF Terms of Reference** – to consider CALF recommendation for revisions to the CALF ToR’s related to the review of the risks for ad-hoc hiring requests and any possible discounts or waivers on CPC hiring fees - CALF
- 16/085. Finance**

Income	Description	Net	Gross	
Jane Williams	January 16 invoice			
Day Centre	February 16 invoice	£ 200.00	£ 240.00	
Michelle Plowman	January 16 invoice	£ 862.00	£ 1,034.40	
Sports & Social club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	

		£ 3,662.00	£ 4,394.40	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for April 16	£ 3,363.01	£ 3,363.01	
HMRC	Tax and NI for April 16	£ 721.16	£ 721.16	
Sovereign	Supply & installation of gym equipment - 20% deposit	£ 428.28	£ 513.94	495
SSE Southern Electric	Quarterly electricity bill for the Rec ground	£ 1,045.34	£ 1,254.40	505
Enventure Ltd	Neighbourhood plan survey - phase 2	£ 3,941.00	£ 4,729.20	510
Chubb Fire & Security Ltd	Annual Contract - £889.81 + Work to security system £232.20	£ 935.01	£ 1,122.01	511/ 512
SCDC	Rates 2015-16 Village Hall	£ 1,457.70	£ 1,457.70	513
SCDC	Rates 2015-16 Pavilion	£ 1,121.31	£ 1,121.31	514
The BC Group Trust	Work on Crowlands Manor site	£ 532.00	£ 532.00	518
SCDC	Annual trade waste collection cost	£ 832.00	£ 832.00	526
360 TSL Ltd	Traffic data collection	£ 1,025.00	£ 1,230.00	532
Nick West	Monthly cleaning cost for the village hall	£ 573.75	£ 573.75	531
AJ King	Monthly cost for the Groundsman	£ 2,536.24	£ 3,043.48	530
Community Centre	Six monthly rental cost for office	£ 1,300.00	£ 1,300.00	529
		<b>£ 19,811.80</b>	<b>£ 21,793.96</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Pension	Parish council pension costs - March & April DD	£ 51.90	£ 51.90	
Green and Purple Ltd	Monthly accountancy support of RFO (Jan 16)	£ 50.00	£ 60.00	496
Green and Purple Ltd	Monthly accountancy support of RFO (Feb 16)	£ 50.00	£ 60.00	515
Green and Purple Ltd	Payroll charge for March 16	£ 30.00	£ 36.00	527
Green and Purple Ltd	Monthly accountancy support of RFO (March 16)	£ 50.00	£ 60.00	528
Debbie Seabright	Stamps £20.52/O2 £9.60/printer ink £28.45 & Mileage £19.80	£ 78.37	£ 78.37	497
Bullfinch Ltd	Queen's 90th Birthday Beacon	£ 299.00	£ 358.80	498
Chris Richards	Pavilion cooker head (parts) From Screwfix (exps)	£ 1.34	£ 1.34	499
Chris Richards	Pavilion cooker head (parts) from Rideons (exps)	£ 9.96	£ 9.96	500
Chris Richards	Outside lock for tunnel doors from Howdens (exps)	£ 72.00	£ 72.00	501
Chris Richards	Keys cut for Tunnel doors (expenses)	£ 9.00	£ 9.00	503
Cambridge Water Co	Water charge for the War Memorial	£ 64.73	£ 64.73	502
SSE Southern Electric	Electricity bill for the Pavilion March 16	£ 231.98	£ 278.37	504
Sam McManners	Expenses: stationary/postage/phone top-up & printer cable	£ 11.43	£ 11.43	506- 509
Sam McManners	Expenses: No dogs signs for Les King Woods	£ 2.58	£ 2.58	516
Orchard Park Comm Council	Councillor Training sessions	£ 210.00	£ 210.00	517
PHS Group	DD and Portal admin charge	£ 20.00	£ 24.00	519
Debbie Seabright	Postage costs	£ 7.25	£ 7.25	520
Staples	Ink cartridges/Paper/Glue/Hole punch/tape dispenser	£ 76.86	£ 92.23	521

Jo Brook	Expenses re biodegradable paint and Stationary	£ 45.14	£ 45.14	522
Sam McManners	Expenses re Black ink Cartridge	£ 14.44	£ 14.44	523
SLCC	Online training course for Clerk	£ 99.00	£ 118.80	524
CSA	Toilet rolls/Bleach/Floor cleaner/Channel blocks	£ 147.76	£ 177.31	525
		<b>£ 1,632.74</b>	<b>£ 1,843.65</b>	
S137 grant	Cottenham Holiday club	£ 150.00	£ 150.00	
S137 grant	Cottenham United Sports and Social Club	£ 1,250.00	£ 1,250.00	
Donation	Cottenham Primary School	£ 2,000.00	£ 2,000.00	
S137 grant	Fen Edge Twinning Association	£ 500.00	£ 500.00	
S137 grant	Ladybird Pre-school	£ 900.00	£ 900.00	
S26 grant	Cottenham Mobile Warden Scheme	£ 1,500.00	£ 1,500.00	
		<b>£ 6,300.00</b>	<b>£ 6,300.00</b>	

Resolution to pay these invoices

- 16/086. Management accounts** – to review the monthly management accounts - FLAC
- 16/087. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 16/088. Reserves** – to consider a provisional allocation for inclusion in the Annual Accounts and Report – Cllr Morris
- 16/089. Matters for consideration at the next meeting**
- 16/090. Dates of next meetings** – Planning 7<sup>th</sup> April, CALF 19<sup>th</sup> April, Planning 21<sup>st</sup> April, Annual Parish Meeting 26<sup>th</sup> April, FLAC 28<sup>th</sup> April, Full 3<sup>rd</sup> May (annual meeting).
- 16/091. Close of Meeting**



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

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31<sup>st</sup> March 2016