

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 1<sup>st</sup> December 2015 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

**15/287. Chairman's Introduction and Apologies for absence**

**15/288. 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.*

**15/289. 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.**

**15/290. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 3<sup>rd</sup> December be signed as a correct record.**

**15/291. 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
- **Neighbourhood Plan update** – report circulated prior to the meeting - Cllr Morris
- **Carol Concert** – report circulated prior to the meeting
- **Major development applications** - update on current and imminent planning applications – Cllr Morris
- **Northstowe Parish Forum** – report circulated prior to the meeting

**15/292. Finance**

Income	Description	Net	Gross	
Jane Williams	October invoice	£ 184.00	£ 220.80	
Day Centre	October invoice	£ 200.00	£ 240.00	
Kids Only	June & July 15 invoice payments	£ 1,890.00	£ 2,268.00	
Mr Gawthrup	Town Ground Rent	£ 245.00	£ 245.00	
HMRC	VAT payment September 15	-	£ 16,627.40	
Lawsons circus	Rent for the Village green	£ 162.50	£ 195.00	
Sports & Social Club	Quarterly rent	£ 2,683.33	£ 3,220.00	
Malary Ltd	Donation towards Christmas tree	£ 80.00	£ 80.00	
		<b>£ 5,444.83</b>	<b>£ 23,096.20</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 15	£ 3,435.46	£ 3,435.46	
HMRC	Tax and NI for December 15	£ 701.20	£ 701.20	
Connections Bus	Rent from July 22nd to August 26th 2015	£ 1,452.00	£ 1,452.00	401
BC Group Trust	Invoice for work at Crowlands manor	£ 743.00	£ 743.00	414
CJ Murfitt	Interim Certificate no. 6	£65,575.95	£78,691.14	
		<b>£71,907.61</b>	<b>£85,022.80</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
Green and Purple	Monthly accountancy support	£ 50.00	£ 60.00	402
Staples	Stationery and Ink cartridges	£ 51.06	£ 61.27	403
Debbie Seabright	Paper and envelopes	£ 9.50	£ 9.50	404

CSA	Hire of Scrubber drier 1/2 day & floor cleaner for VH- inv 93968	£ 62.40	£ 74.88	405
CSA	Soap dispenser x11 & misc cleaning materials for Pavilion inv 94041	£ 492.47	£ 590.96	406
CSA	Baby changer for Pavilion	£ 169.77	£ 203.72	407
CSA	Misc cleaning equipment/Sanitary bins/bins for Pavillion inv94053	£ 148.59	£ 178.30	408
CSA	Cleaning equipment for Pavilion inv 94052	£ 164.26	£ 197.13	409
CSA	Toilet rolls and mop refills VH inv 94081	£ 56.80	£ 68.16	410
Mark Weatherhead	2 x combi padlocks & 1 x padlock combi for Gas tank/gate - Pavilion	£ 77.56	£ 92.62	411
Calor Gas Ltd	Standing charge from Oct - Dec 15 - DD	£ 17.75	£ 18.64	412
CSA	Lid for baby change bins & Rubber gloves	£ 19.93	£ 23.92	413
Debbie Seabright	Stamps	£ 19.44	£ 19.44	415
CSA	Mop kit/Bin liners/cloths/toilet fresheners for Pavilion	£ 63.51	£ 76.22	416
Jo Brook	Mileage costs (14 miles)	£6	£ 6.30	
Sam Mcmanners	Expenses re postage/phone/solar lights	£ 29.89	£ 29.89	417
Kramp UK Ltd	Padlock and 12 keys	£ 121.44	£ 145.73	418
Dean Minter	Sounds/lights for Carol Concert	£ 250.00	£ 300.00	
		<b>£ 1,810.67</b>	<b>£ 2,156.68</b>	

Resolution to pay these invoices

- 15/293. Management accounts** – to review the monthly management accounts - FLAC
- 15/294. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/295. Parking at Recreation Ground** – to consider car parking arrangements – Cllr Morris
- 15/296. Additional recreation land** – to consider the possible purchase of additional recreational land – Cllr Morris
- 15/297. Village Hall replacement** – to consider appointment of architect – VH working party
- 15/298. Youth provision (babysitting)** – to consider CALF recommendation to hold a babysitting course for young Cottenham residents at a cost of £1576.92 – CALF
- 15/299. Youth provision (self-defence)** – to consider payment of hall hire for a 6 week self-defence course for young Cottenham residents at Cottenham Community Centre at £27.75 per session (£166.50)
- 15/300. S106 indemnity** – to consider signing indemnity for £3104.38 public open space & £513.04 community facility space (land at 88 Rampton Road) – Clerk
- 15/301. Office space** – to consider office space – FLAC
- 15/302. S137 applications** – to consider S137 applications received – FLAC
- 15/303. Sports club agreements** – to consider wording and fees for use of pitches and the new Pavilion – FLAC
- 15/304. TTRO for Remembrance Sunday** – to consider taking over responsibility for the TRO and road closures for annual Remembrance Sunday event – Cllr Morris
- 15/305. Tree maintenance** – to consider quotes for tree work on the Village Green – Assistant Clerk
- 15/306. Gym equipment** – to consider quotes for one piece of outdoor exercise equipment to be sited on Tenison Manor – Clerk
- 15/307. Community Awards 2016** – to consider nominations for the SCDC annual Community Awards (deadline 15<sup>th</sup> January) – Clerk
- 15/308. CALF Terms of Reference** – to consider modifying CALF's terms of reference to increase level of delegated authority over quarterly expenditure – Cllr Morris
- 15/309. Playground embankment** – to consider installation of embankment climbing wall to alleviate issues highlighted in H&S inspection report – Cllr Mudd
- 15/308. County Farms consultation** – to consider strategic review consultation by Savills (close 20<sup>th</sup> Dec) - Clerk
- 15/310. Matters for consideration at the next meeting**
- 15/311. Dates of next meetings** – Planning 3<sup>rd</sup> December, Highways 8<sup>th</sup> Dec, Nov, CALF 14<sup>th</sup> Dec, Planning 17<sup>th</sup> Dec, FLAC 5<sup>th</sup> Jan 2016, Full 12<sup>th</sup> Jan.
- 15/312. Close of Meeting**



Jo Brook - Clerk

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

[clerk@cottenhampc.org.uk](mailto:clerk@cottenhampc.org.uk)

25<sup>th</sup> November 2015