

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> March 2016 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

- 16/047. Chairman’s Introduction and Apologies for absence**
- 16/048. 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.*
- 16/049. 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.
- 16/050. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 2<sup>nd</sup> February 2016 be signed as a correct record.
- 16/051. Neighbourhood Plan presentation** - presentation by Enventure plus time for Q&A (20 minutes)
- 16/052. 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
  - **Office Move** – update on status – Cllrs Morris & Mudd
  - **Remembrance Sunday** – update on arrangements – Cllr McCarthy
  - **Update on major developments not yet submitted to SCDC** – Cllr Morris
  - **Police Panel** – report from meeting – Cllr Nicholas
- 16/053. Neighbourhood Plan** – update on next steps – NP working party
- 16/054. Youth Provision** – to consider setting up a working party to take forward youth projects – Cllr Mudd
- 16/055. Major Developments** – to consider that CPC makes further written representation to SCDC in relation to major planning applications submitted, but not yet determined by SCDC, relating to the new information received since CPC earlier submissions – Cllr Young
- 16/056. VH hire requests** – to consider requests for Village Hall hire – Assistant Clerk
- 16/057. Festival** – to consider CALF request for £1200 for running of the Festival on 2<sup>nd</sup> July – CALF
- 16/058. S106 agreement** – to consider signing indemnity for development of land at Rosemary Farm, Long Drove (£3104.38 public open space and £513.05 community facility space) – Clerk
- 16/059. Councillor training** – to consider attendance at 3 outreach training sessions (for new Cllrs) and sessions to complete training (existing Cllrs) @ £35 per session – Clerk
- 16/060. Clerk training** – to consider the Clerk taking the iLCA online course at a cost of £99 + VAT – HR Working Party
- 16/061. WARG Field** – consider fencing off the WARG field at a cost, including proprietary materials and labour, of up to £1,000 from reserves – Cllr Morris
- 16/062. RoSPA Inspection** – to consider accompanying Inspector during annual playground/skatepark inspection at a cost of £42 + VAT – Cllrs Mudd & Nicholas
- 16/063. Village Green** – to consider permission for a commercial advertising sign for Speed Taxis on the Village Green (subject to Advertising Planning Permission) - Clerk
- 16/064. Dissenters Cemetery** – to consider possible grant and associated conditions for renovation work in the Dissenters Cemetery, to be funded from Open Space reserves - Clerk
- 16/065. Finance**

Income	Description	Net	Gross	
Jane Williams	December 15 invoice payment	£ 126.50	£ 151.80	
Cottenham Day Centre	January 16 invoice payment	£ 200.00	£ 240.00	

Debbie Prince	January 16 invoice payment	£ 28.00	£ 33.60	
Michelle Plowman	December 15 invoice payment	£ 585.00	£ 702.00	
		<b>£ 939.50</b>	<b>£ 1,127.40</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for March 16	£ 3,204.44	£ 3,204.44	
HMRC	Tax and NI for March 16	£ 618.76	£ 618.76	
Eight Associates	"as built" energy modelling & EPC Lodgement	£ 420.00	£ 504.00	477
Cambs County Council	Street lighting energy Oct 14 - Sept 15	£ 940.66	£ 940.66	481
Browns of Burwell	2000 litres of burning oil	£ 579.60	£ 608.58	486
Nick West	Cleaning costs for VH & cleaning materials	£ 623.70	£ 623.70	488-490
A J King	Groundsman contract costs for Feb 16	£ 2,536.24	£ 3,043.48	492
		<b>£ 8,923.40</b>	<b>£ 9,543.62</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Travis Perkins	Overhead heater	£ 149.55	£ 179.46	472
Browns of Burwell	Oil delivery	£ 319.80	£ 335.79	473
Cromwell Fire Ltd	Fire alarm service charge	£ 98.70	£ 118.44	474
Debbie Seabright	Expenses re Sim charge for the Pavilion	£ 9.60	£ 9.60	475
The BC Group Trust	Maintainance of Crowland Manor site	£ 362.00	£ 362.00	476
Cromwell Fire Ltd	Fire alarm call out fee (to be recharged)	£ 75.00	£ 90.00	478
Travis Perkins	Toilet seat fittings	£ 3.73	£ 4.48	479
Travis Perkins	Pair of basin taps	£ 39.95	£ 47.94	480
SSE Southern Electric	Electricity bill for the Pavilion - Jan 16	£ 242.53	£ 291.03	482
CSA	Floor gel/Gloves/Protective glasses for Pavilion	£ 20.64	£ 24.77	483
Travis Perkins	Sealant and Sealant gun and tap connector/valve	£ 26.17	£ 31.41	484
Acacia tree surgery Ltd	Treework on the Green	£ 375.00	£ 450.00	485
Cambs County Council	TRO for Twenty Pence Road Layby	£ 250.00	£ 250.00	
Cambs County Council	TRO for High street parking restrictions	£ 250.00	£ 250.00	
Cambs Glass and Glazing	Supply & fit safety glass to bus shelter	£ 148.00	£ 177.60	487
Green and Purple Ltd	Payroll and Accountancy services Feb 16	£ 30.00	£ 36.00	491
A J King	Tidy up Fen Reeves,remove bench & attach fence	£ 45.00	£ 54.00	493
A J King	To wash down inside/outside 5 bus shelters	£ 100.00	£ 120.00	494
		<b>£ 2,545.67</b>	<b>£ 2,832.52</b>	
<b>Charity donations from Neighbourhood plan</b>				
Cottenham Charities	Charity donation from the NP	£ 82.50	£ 82.50	
Community Centre	Charity donation from the NP	£ 80.00	£ 80.00	
CPS PTCA	Charity donation from the NP	£ 70.00	£ 70.00	
Cottenham Day Centre	Charity donation from the NP	£ 60.00	£ 60.00	
Mobile Warden Scheme	Charity donation from the NP	£ 51.50	£ 51.50	
The Ladybird Pre-School	Charity donation from the NP	£ 39.50	£ 39.50	
FECA	Charity donation from the NP	£ 29.00	£ 29.00	
Dissenters Cemetery	Charity donation from the NP	£ 21.50	£ 21.50	

British School Trust	Charity donation from the NP	£ 19.00	£ 19.00	
Cottenham Toy Library	Charity donation from the NP	£ 18.50	£ 18.50	
		<b>£ 471.50</b>	<b>£ 471.50</b>	
<b>Movement of funds</b>				
Transfer of monies from Lloyds	Money into Unity Trust to open current account	-	£ 50,000.00	
Transfer of monies from Lloyds	Money into Unity Trust to open savings account	-	£ 50,000.00	
Transfer of monies from Lloyds	Cambridge Building Soc (S106 monies from Beach Rd)	-	£ 173,763.51	

Resolution to pay these invoices

- 16/066. Management accounts** – to review the monthly management accounts - FLAC
- 16/067. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 16/068. Financial Regulations** – to consider revisions to Financial Regulations related to purchase authorisations on Trade Accounts and for low-cost proprietary items – FLAC
- 16/069. Incidental costs** – to consider a small allowance for incidentals at the Clerks discretion and amend financial regulations as necessary – FLAC
- 16/070. Matters for consideration at the next meeting**
- 16/071. Dates of next meetings** – Planning 3<sup>rd</sup> March, CALF 15<sup>th</sup> March, Planning 17<sup>th</sup> March, FLAC 22<sup>nd</sup> March, Full 5<sup>th</sup> April.
- 16/072. 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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25<sup>th</sup> February 2016