

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 2<sup>nd</sup> February 2016 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

**16/027. Chairman’s Introduction and Apologies for absence**

**16/028. 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.*

**16/029. 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.**

**16/030. Minutes - To resolve that the minutes of the meeting of the Full Council meeting held on the 12<sup>th</sup> January 2016 be signed as a correct record.**

**16/031. 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
- **Major development applications** - update on current and imminent planning applications – Cllr Morris
- **Neighbourhood Plan** – update on initial survey findings and next steps – Cllr Morris / NP WP
- **Northstowe public meeting** – Cllr Heydon

**16/032. Finance**

Income	Description	Net	Gross	
Jane Williams	November 15 invoice	£ 126.50	£ 151.80	
Cottenham Day Centre	December 15 invoice	£ 150.00	£ 180.00	
Debbie Prince	December 15 invoice	£ 14.00	£ 16.80	
HMRC	VAT payment for December 15	-	£ 1,743.31	
Michelle Plowman	November 15 invoice	£ 585.00	£ 702.00	
		<b>£ 875.50</b>	<b>£ 2,793.91</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for February 16	£ 3,224.99	£ 3,224.99	
HMRC	Tax and NI for February 16	£ 654.36	£ 654.36	
Cambridgeshire Cricket	Completed Grounds Work for 3 pitches	£ 750.00	£ 750.00	459
Nick West	Invoices for November 15 and December 15	£ 1,113.75	£ 1,113.75	464/465
Andrew King	January invoice	£ 2,536.24	£ 3,043.48	467
		<b>£ 8,279.34</b>	<b>£ 8,786.58</b>	
<b>Expenses under £500</b>				
Beneficiary	Description	Net	Gross	code
Debbie Seabright	Exps re Sim card for alarm system DD	£ 9.60	£ 9.60	456
CSA	Toilet rolls x 72 for the Village hall	£ 39.90	£ 47.88	457
Aquarius Engineering	Callout and repair to boiler pumps	£ 314.00	£ 376.80	458
The BC Group Trust	For work at Crowlands Manor site - Jan 16	£ 176.00	£ 176.00	460
Southern Electric	Electric bill for the Pavilion	£ 258.46	£ 310.15	462

Debbie Seabright	Stamps and stationary	£ 22.43	£ 22.43	463
Green & Purple Ltd	Monthly accountancy support	£ 30.00	£ 36.00	468
A Mappedoram	Work re Christmas lights on the green	£ 386.00	£ 463.20	469
Calor Gas Ltd	Gas for the Pavilion - Payment by DD	£ 257.00	£ 257.00	461
Nick West	Plastic shelving/Batteries/Cleaning items	£ 111.48	£ 111.48	466
Aquarius Engineering	Routine inspection of pumping station	£ 190.00	£ 228.00	468
Jo Brook	Exps – Kettle & glasses for sports pavilion	£ 22.00	£ 22.00	
		<b>£ 1,816.87</b>	<b>£ 2,060.54</b>	

Resolution to pay these invoices

- 16/033. Management accounts** – to review the monthly management accounts - FLAC
- 16/034. Pension scheme** – to consider Pension scheme arrangements for staff employed by CPC - FLAC
- 16/035. Architects for new Village Hall** – to consider appointment of architects to design new Village Hall building and take plans forward to outline permission stage – Cllr Morris
- 16/036. Police Panel meeting** – to consider representative attending meeting at CVC on 24<sup>th</sup> February – Clerk
- 16/037. Committee membership** – to consider filling of vacancies on various Committees – Clerk
- 16/038. Sandbags** – to consider purchase and storage of emergency sandbags – Cllr Ward
- 16/039. SLCC Roadshow** – to consider attendance at training seminar for Clerk/Asst Clerk/RFO on 20<sup>th</sup> April at a cost of £69+VAT per person – Clerk
- 16/040. Office space** – to receive update and consider next steps – Cllr Morris
- 16/041. Assets** – to consider arrangements for management of major assets (Village Hall & Sports Pavilion) – Cllr Morris
- 16/042. Remembrance Sunday** – Update on arrangements for the Remembrance Sunday parade – Highways
- 16/043. Consultation** – to consider response to consultation for changes to proposed scheme of delegation – Clerk
- 16/044. Matters for consideration at the next meeting**
- 16/045. Dates of next meetings** – Planning 4<sup>th</sup> Feb, CALF 16<sup>th</sup> Feb, Planning 18<sup>th</sup> Feb, FLAC 23<sup>rd</sup> Feb, Highways 25<sup>th</sup> Feb, Full 1<sup>st</sup> March.
- 16/046. Close of Meeting**



Jo Brook - Clerk

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28<sup>th</sup> January 2016