

To all 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 2nd October 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/192. Chairman's Introduction and Apologies for absence** - *Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*
- 18/193. 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. (NB this does not preclude any later declarations).*
- 18/194. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 4th September 2018 be signed as a correct record.
- 18/195. 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 asked to restrict their comments and/or questions to 3 minutes in order to allow other people to speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.
- 18/196. Reports**
- **SCDC** – report circulated prior to the meeting
 - **CCC** – report circulated prior to the meeting
 - **Clerk** – report circulated prior to the meeting
 - **Major developments** – Cllr Morris
 - **Village Hall & Nursery** – Cllr Morris
 - **Neighbourhood Plan** – Cllr Morris
 - **Armistice Centenary event on 11th November** – Cllr Morris
 - **Brenda Gautrey Way ditch/trees** – Cllr Morris
 - **Timebanking** – Cllr Ward
 - **Amey Waterbeach Community Liaison Group** – Cllr Morris
- 18/197. CALF Committee** – Consider membership of Committee – currently 3 vacancies - Clerk
- 18/198. External auditor report** – Review of annual external auditor report – RFO
- 18/199. Environment Agency 'bushing programme' consultation** – Consider response to consultation (by 10th Oct) – Clerk
- 18/200. New Life on the Old West** – consider proposals for potential improvements to community green spaces in Cottenham that could be funded by New Life on the Old West - Clerk
- 18/201. Connections AGM** – Consider attendance at Connections Bus AGM on 22nd October - Clerk
- 18/202. Fen Edge Festival** – Consider granting permission to use the village green during the Fen Edge Festival weekend (21st-23rd June 2019) - Clerk
- 18/203. Cottenham Feast** – Consider materials to exhib at event on 14th October – Clerk
- 18/204. Cllr Nicholas** – Consider formally granting Cllr Nicholas long-term absence, to be reviewed after 3 months – Cllr Morris
- 18/205. Church & Causeway Charity** – Consider trustee for Church & Causeway Charity (legal requirement) – RFO
- 18/206. Pavilion Club Room hire** – Consider a reduction in rates to hire the Pavilion Club Room on a weekly basis for baby yoga classes – Asst Clerk

18/207. Finance

Income	Description	Net	Gross	
SCDC	2nd half of precept (50%)	£164,417.00	£164,417.00	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics class	Monthly invoice payment	£80.50	£96.60	
HMRC	VAT payment	-	£6,488.58	
Community Land Trust	Invoice payments for room rental	£275.00	£330.00	
Church and Causeway	Annual pay-out from Church & Causeway Estate charity	£3,000.00	£3,000.00	
Ploughing Society	Invoice payment for hire of the Village Hall	£75.00	£90.00	
		£168,721.42	£175,470.88	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 18	£4,021.04	£4,021.04	-
HMRC	Tax and NI for September 18 (month 6)	£816.54	£816.54	-
SSE- Southern Electric	Electric bill for the recreation ground (Quarterly) DD	£2,314.12	£2,776.94	1249
Goode Bequest	Annual payment	£1,500.00	£1,500.00	
Dissenters Cemetery	Annual payment	£1,500.00	£1,500.00	
Connections Bus	Five visits during the summer holidays	£1,247.00	£1,247.00	1254
ECO Control Solutions	1st visit - re Work in the Car Park	£1,120.00	£1,344.00	1255
PKF Littlejohn	Invoice for External audit	£800.00	£960.00	1256
King & Co Solicitors	Transfer of land at Harlestons Rd	£739.00	£739.00	1257
PHS	Annual cost for sanitary waste collection	£740.04	£888.05	1263
John Slater Planning	Support re Neighbourhood plan	£560.00	£672.00	1265
AJ King	Monthly contract costs	£3,166.67	£3,800.00	1270
AJ King	Additional work - Hire of Verti Drainer for 2 x football pitches	£500.00	£600.00	1271
AJ King	Additional work - Tipping charge for waste generated (Lambs Lane)	£525.78	£630.94	1272
MTC Engineering	Charges re Access road to Village Hall	£888.00	£1,065.60	1275
Nick West	July & August cleaning of the village hall	£1,299.38	£1,299.38	1277/78
		£21,737.57	£23,860.49	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October 18)	£183.10	£183.10	-
Wilby and Burnett	Local Highway Authority pre-application transport statement	£270.00	£324.00	1248
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1250
PHS Group	Annual duty of care 2018	£75.25	£90.30	1251
RFO	Ink Cartridges for printer/Stamps/Sim card for Pavilion	£28.32	£28.32	1252
Staples	Stationary items	£24.39	£29.27	1253
Wright Mechanical	To service boiler & water heater & issue certificate (Pavilion)	£180.00	£216.00	1258
Business consultancy Servs	Payroll processing	£47.30	£56.76	1259
ILIFFE MEDIA	Publication of Advert - Neighbourhood Plan	£72.00	£86.40	1260
SLCC	CILCA registration for Clerk	£250.00	£250.00	1261
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.85	£307.02	1262
Clerk	Mileage - SLCC branch meeting on 14/9/18	£10.80	£10.80	1264

Assistant Clerk	Signage/Tube Light/Refreshments/Phone top up	£40.37	£44.12	1266 - 1269
AJ King	Additional work - Remove hedge & digger hire at the rec ground	£122.50	£147.00	1273
AJ King	Additional work - Tenison Manor/Kingfisher Way - tidy fallen trees & digger hire	£200.00	£240.00	1274
MTC Engineering	Professional services - Traffic survey on Histon Road	£315.00	£378.00	1276
RFO	Black ink cartridge	£8.27	£9.93	1279
		£2,133.15	£2,461.02	

Resolution to pay these invoices

- 18/208. Management accounts** – to review the monthly management accounts - FLAC
18/209. Bank reconciliation – to review monthly bank reconciliation – FLAC
18/210. Matters for consideration at the next meeting
18/211. Dates of next meetings – Planning 4th Oct, CALF 16th Oct, Planning 18th Oct, FLAC 23rd Oct, Highways 25th Oct, Full 6th November
18/212. Close of Meeting



Jo Brook - Clerk

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27th September 2018