

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 3rd July 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

18/134. 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.*

18/135. 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).*

18/136. Minutes - To resolve that the minutes of the meeting of the Full Council meeting held on the 5th June 2018 be signed as a correct record.

18/137. 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.

18/138. 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**
- **Neighbourhood Plan**
- **Cottenham Flood Risk Forum** – Cllrs Graves & Morris
- **Brenda Gautrey Way ditch/trees** – Cllr Morris

18/139. SLCC membership – Consider renewal of SLCC membership at a cost of £185 – Clerk

18/140. Tree surveys – Review of surveys carried out on WARG Field, BGW, Tenison Manor, Moat, Pond and Old Recreation Ground – Clerk

18/141. Highways Improvements update – Consider applying for Histon Road speed control measures – Cllr Morris

18/142. Finance

Income	Description	Net	Gross	
Aerobics instructor	Invoice payment for April and May 2018	£103.50	£124.20	
Kids Club	Invoice payment	£898.92	£1,078.70	
Whyatts	Invoice payment	£593.70	£712.44	
HMRC	Vat payment	-	£3,082.93	
Overpower Fitness	Invoice payment	£45.00	£54.00	
King and Co	Return of duplicate payment re Fencing from the purchase of 60 Lambs Lane	£2,406.00	£2,406.00	
		£4,047.12	£7,458.27	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 18	£4,186.06	£4,186.06	-

HMRC	Tax and NI for June 18 (month 3)	£1,115.55	£1,115.55	-
C'ham Community Centre	Six months rent to September 2018	£1,300.00	£1,300.00	1170
Shire Trees Ltd	Tree works Broad Lane/Dunlocks/Moat	£1,615.00	£1,938.00	1181
AGB Environmental	Environmental study and method statement for Decommissioning of fuel tank	£1,050.00	£1,260.00	1185
Argenta Tree Surveys	Tree survey and plotting on a digital map	£701.46	£701.46	1186
Online Playgrounds	7 X Swing hangers for 4-bay swings + tool for fitting	£478.50	£574.20	1188/ 1189
Road Data Services	Traffic survey – Histon Road	£590.00	£708.00	
		£11,036.57	£11,783.27	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (July 18)	£193.01	£193.01	
AJ King	Additional work - Cricket Square on the Rec ground	£40.00	£48.00	1167
RFO	Expenses - Sim Card for the Pavilion	£8.64	£10.37	1168
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1169
Watchthedot	Premium hosting for our website	£120.00	£120.00	1171
CSA	Toilet rolls and Dispenser	£71.80	£86.16	1172
SCDC	Costs incurred in the administration of uncontested Parish election	£225.00	£225.00	1173
RFO	Ink Cartridge XL and stationary items	£62.47	£74.97	1174
CSA	Toilet Cleaner & Freshener x 6 for Pavilion	£11.82	£14.18	1175
FECA	Annual Membership fee	£15.00	£15.00	1176
Staples	Ink Cartridge for clerk	£26.57	£31.88	1177
SSE- Electric	Electric bill for the Sports Pavilion	£349.53	£419.43	1178
Cambridge Water Business	6 monthly water bill for the Bowls Club/Allotments.	£332.08	£332.08	1179
Cambridge Water Business	6 monthly water bill for the Sports and Social Club/VH	£475.98	£475.98	1180
Business Consultancy	Payroll processing	£65.80	£78.96	1182
Assistant Clerk	Phone topup and Ink Cartridge	£23.55	£23.55	1183/ 1184
SLCC	Annual Membership fee	£185.00	£185.00	1187
Clerk	Exps re Mileage (to/from CiLCA training) 31 miles	£13.95	£13.95	
Assistant Clerk	Replacement HP laptop battery	£34.99	£34.99	
		£2,305.19	£2,442.51	

Resolution to pay these invoices

18/143. Management accounts – to review the monthly management accounts - FLAC

18/144. Bank reconciliation – to review monthly bank reconciliation – FLAC

18/145. Matters for consideration at the next meeting

18/146. Dates of next meetings – Planning 5th July, CALF 17th July, Planning 19th July, FLAC 24th July, Highways 26th July, Full 7th August

18/147. 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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28th June 2018