

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 4th October 2016 at 7.15pm

- 16/215. Chairman's Introduction and Apologies for absence**
- 16/216. 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.
- 16/217. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6th September 2016 be signed as a correct record.
- 16/218. 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.
- 16/219. 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 developments** – Cllr Morris
 - **Tenison Manor adoption & maintenance** – Cllr Morris
 - **Update on Remembrance Parade** – Cllr McCarthy
- 16/220. Co-option** – to consider applications for co-option to the Council – Clerk
- 16/221. Public art** – to consider using some Public Art funding to commission up to three bespoke “Cottenham Parish Council” design rustic benches for installation on WARG field and other public open spaces in Cottenham – Cllr Morris
- 16/222. County Council** – to consider inviting CCC Cllr Hickford to a meeting to discuss alternatives to the proposed development on Rampton Road – Cllr Morris
- 16/223. Kids Only** – to consider the financial relationship with Kids Only and Cambridge Kids Club – FLAC
- 16/224. Child-designed road signs** – to consider quotes for enlarging existing signs to A2 – Highways
- 16/225. LHI Bid** – to consider 4 schemes for submission for the Local Highways Initiative bid – Highways
- 16/226. Neighbourhood Plan** – to consider current progress and next steps including authorising a budget for printing hard copies of the draft plan when put to local consultation – Cllr Morris
- 16/227. Village Hall** – to consider next steps on Village Hall design – Cllr Morris
- 16/228. National Tree Planting Week** – to consider holding an event to coincide with hedge planting at WARG Field – Clerk
- 16/229. Feast** – to consider display materials for the Feast on 16th October – Clerk
- 16/230. Meeting dates 2017** – to consider dates for January 2017 meetings – Clerk
- 16/231. Finance**

| Income | Description | Net | Gross | |
|-----------------------------|---------------------------------------|---------------------|---------------------|--|
| Cottenham Day Centre | August invoice payment | £ 125.00 | £ 150.00 | |
| Debbie Prince | August invoice payment | £ 21.00 | £ 25.20 | |
| Jane Williams | August invoice payment | £ 34.50 | £ 41.40 | |
| HMRC | Vat payment x 2 months | - | £ 1,678.31 | |
| Cottenham Ploughing Society | Rent of village hall for dinner dance | £ 150.00 | £ 180.00 | |
| SCDC | Second half of the Precept | £ 103,469.50 | £ 103,469.50 | |
| Cottenham Cricket Club | Annual Cricket club invoice | £ 1,020.00 | £ 1,224.00 | |
| Roy James | Rent of village hall | £ 25.00 | £ 30.00 | |
| | | £ 104,845.00 | £ 106,798.41 | |

| Expenses over £500 | | | | |
|--------------------------------------|---|--------------------|--------------------|-------------|
| Beneficiary | Description | Net | Gross | code |
| Salaries | Salary costs for October 16 | £ 3,456.57 | £ 3,456.57 | |
| HMRC | Tax £294 & NI £392.09 for Oct 16(Chq) | £ 686.09 | £ 686.09 | |
| Southern Electric | Quarterly electric bill - Village hall (DD) | £ 1,045.83 | £ 1,254.99 | 655 |
| Connections Bus project | Six visits from July to August 2016 | £ 1,467.00 | £ 1,467.00 | 656 |
| Wilby & Burnett | Architectural & quantity surveying servs | £ 5,000.00 | £ 6,000.00 | 657 |
| PHS Group | Sanitary disposal (Oct 16 -Oct 17) | £ 673.53 | £ 808.24 | 658 |
| Nick West | Cleaning of the village hall - August | £ 624.38 | £ 624.38 | 663 |
| Greenlight Environmental Consultancy | Ecology survey, data search and report | £ 520.00 | £ 624.00 | 664 |
| Bury Turfcare | Installation of 5 new cricket wickets | £ 9,296.00 | £ 11,155.20 | 665 |
| Hanson Aggregates | Sand for the recreation ground | £ 864.00 | £ 1,036.80 | |
| Cottenham Sports & Social Club | Contract Services July - September 16 | £ 1,130.00 | £ 1,130.00 | 668 |
| AJ King | Groundmans contract cost | £ 2,536.24 | £ 3,043.48 | 671 |
| Nick West | Cleaning of the village hall - September | £ 695.25 | £ 695.25 | 672 |
| HMRC | Clearance of pre-2013 underpayment | £ 854.56 | £ 854.56 | |
| | | £ 28,849.45 | £ 32,846.56 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension cost for October 16 (DD) | £ 48.73 | £ 48.73 | |
| Green and Purple Ltd | Monthy support of RFO - September 16 | £ 50.00 | £ 60.00 | 650 |
| Screens and Graphics | BBQ sign for the Recreation ground | £ 48.85 | £ 58.62 | 651 |
| PHS Group | Annual Duty of Care charge | £ 73.40 | £ 88.08 | 652 |
| CSA | Floor cleaner for the Pavillion | £ 20.72 | £ 24.86 | 653 |
| Debbie Seabright | O2 bill re sim card for Pavillion alarm | £ 9.72 | £ 9.72 | 654 |
| BCS | Payroll processing invoice | £ 28.00 | £ 33.60 | 659 |
| Debbie Seabright | Excel course | £ 40.00 | £ 40.00 | 660 |
| Travis Perkins | Water softener tablets | £ 38.76 | £ 46.51 | 661 |
| SSE Southern Electric | Electricity bill for the Pavillion | £ 226.41 | £ 271.69 | 662 |
| Aquarius Liquid Engineering | Routine inspection of pumping station | £ 190.00 | £ 228.00 | 666 |
| The BC Group Trust | Work at Crowlands Manor Site for Sept | £ 404.00 | £ 404.00 | 667 |
| Debbie Seabright | Computer paper expenses | £ 7.98 | £ 7.98 | 669 |
| Sam McManners | McAfee computer virus protection | £ 18.33 | £ 21.99 | 670 |
| Peter Boyden | Expenses re a ladder for the Pavilion | £ 72.00 | £ 72.00 | 673 |
| Jo Brook | Expenses re. work mobile | £ 20.28 | £ 20.28 | |
| | | £ 1,297.18 | £ 1,436.06 | |

Resolution to pay these invoices

16/232. Management accounts – to review the monthly management accounts - FLAC

16/233. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/234. Matters for consideration at the next meeting

16/235. Dates of next meetings – Planning 6th October, CALF 18th October, Planning 20th October, FLAC 25th October, Full 1st November, Planning 3rd November, Highways 8th November.

16/236. 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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29th September 2016