

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 4th September 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/171. 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.*
- 18/172. 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).*
- 18/173. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 7th August 2018 be signed as a correct record.
- 18/174. Presentation: Timebanking** – Jay Clarke, SCDC
- 18/175. 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.
- 18/176. 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
- 18/177. Timebanking** – Consider non-financially binding support in principle for setting up a Cottenham Timebank – Cllr Ward
- 18/178. Picnic tables/benches** – Consider quotes for 2 additional picnic tables (£399 + VAT each) and 2 additional benches (£375+ VAT each) for the Recreation Ground (CALF project) – Cllrs Mudd and Nicholas
- 18/179. BGW fibre cable installation** – Consider request from SSE Telecommunications Limited (SSET) to run cable in parish-owned land - Clerk
- 18/180. Cottenham Charities** – Consider the blocking up of the gap in the fencing between the allotments and the Recreation Ground – Cllr Mudd
- 18/181. Carols on the Green** – Consider holding event on 11th December, allocating budget and setting up working party - Clerk
- 18/182. Highways Terms of Reference** – Consider amendment to Highways Committee's Terms of reference item 3: Frequency of meeting (Highways recommendation) – Cllr McCarthy
- 18/183. Summer Reading Challenge** – Consider representative to attend event on 27th September to help present awards - Clerk
- 18/184. Remembrance Day Parade** – Consider Cllr Dewey undertaking a traffic management course, providing a qualification to close sections of the public highway for pre-planned events – Asst Clerk
- 18/185. Cambridgeshire ACRE conference** – Consider attendance at Local Council's conference on 23rd November - Clerk

- 18/186. CAPALC AGM** – Consider attendance at CAPALC AGM on 11th October - Clerk
18/187. Cottenham Feast – Consider holding exhibition stall/display at event on 14th October - Clerk
18/188. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Sports & Social Club	Quarterly invoice payment	£2,600.00	£3,120.00	
Cottenham Primary School	Unspent grant monies	£5,000.00	£5,000.00	
South Cambs District Council	Refund of duplicate payment re street lights	£1,129.85	£1,129.85	
Groundwork UK	Grant towards Neighbourhood plan	£6,500.00	£6,500.00	
		£16,103.77	£16,798.55	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 18	£3,618.51	£3,618.51	-
HMRC	Tax and NI for August 18 (month 5)	£844.62	£844.62	-
Glasdon UK Ltd	Litter bins and installation materials	£928.46	£1,114.15	1234
FLP Outdoor Play Solutions	Playground equipment - zip wire repair	£836.11	£1,003.33	1235
Greenlight Environmental	Preliminary Ecological Appraisal - Rec Ground	£570.00	£684.00	1236
SSE - Southern Electric	Electric bill for the Green	£448.41	£538.09	1237
SSE - Southern Electric	Electric bill for the Pavilion	£279.32	£335.18	1238
Collier Turf Care Ltd	Materials for the grass at the rec ground	£860.18	£1,032.22	1239
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1240
Zurich	Annual insurance cost	£3,527.49	£3,527.49	1243
Community Heartbeat Trust	Semi auto defibrillator and cabinet	£1,775.00	£1,775.00	
		£16,854.77	£18,272.59	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September 18)	£142.63	£142.63	-
RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1228
Atlas Tree Surgery Ltd	Tree work on the village green	£650.00	£780.00	1229
Aquarius Liquid Engineering	Callout to pavilion for alarm	£242.00	£290.40	1230
DRE Pest Control Ltd	For control of Wasps nest on Play area	£60.00	£72.00	1232
Business Consultancy Services	Payroll processing	£47.30	£56.76	1233
Aquarius Liquid Engineering	Callout to pavilion.	£308.00	£369.60	1241
Bridgeman Maintenance	Demolish bus shelter on Lambs Lane	£460.00	£460.00	1242
CSA	Cleaning equipment and Toilet rolls	£102.95	£123.55	1244
FLP Outdoor play solutions	Torx Drive Socket	£23.00	£27.60	1245
Community Heartbeat Trust	Defibrillator annual support cost - year 1	£135.00	£162.00	
		£2,179.52	£2,494.91	

Resolution to pay these invoices

- 18/189. Matters for consideration at the next meeting**
18/190. Dates of next meetings – Planning 6th Sept, CALF 18th Sept, Planning 20th Sept, FLAC 27th Sept, Full 2nd October
18/191. Close of Meeting

