

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 5th December 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/272. 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.*
- 17/273. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & other 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).*
- 17/274. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 7th November 2017 be signed as a correct record.
- 17/275. 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.
- 17/276. 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
 - **Neighbourhood Plan** – Cllr Morris
 - **Village Hall & Nursery** – Cllr Morris
 - **High Street Post box update** – Cllr Collinson
 - **Carols on the Green** - Clerk
- 17/277. Pavement project** – consider revised costs for pavement and crossing improvements - Highways
- 17/278. Community Fruit Trees** – consider offering micro-sites on Broad Lane Rec, WARG Field or other Public Open Space in Cottenham for Cottenham community groups wishing to apply for the Community Trees Fund scheme – Cllr Morris
- 17/279. Neighbourhood Plan** – consider change of Inspector from Skippers to Slater (retro) – Cllr Morris
- 17/280. Foot/cycle path between Rampton & Cottenham** – consider recommendation by Highways to contribute up to £2k towards Rampton Parish Council’s project for the installation of solar light studs on the cycle path between Rampton and Cottenham - Highways
- 17/281. PhoneBox** – consider placing a 24/7 publicly-accessible First Aid Kit and Defibrillator at a cost of up to £1,500 +VAT – Cllr Wilson
- 17/282. APM 2018** – consider date for the Annual Parish Meeting in 2018 – Clerk
- 17/283. Taxi policy consultation** – consider response to consultation regarding new licensing policy for Private Hire and Hackney Carriage drivers (by 5th Jan 2018) – Clerk
- 17/284. Dog bins** – consider request to SCDC for additional (replacement) dog bin on Beach Road – Clerk
- 17/285. Consultation on potential sale of land behind Orchard Close** – consider – Clerk
- 17/286. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	

Jane Williams	Invoice payment	£ 92.00	£ 110.40	
CUSSC	Invoice payment	£ 2,600.00	£ 3,120.00	
Village Hall Hire	Village Hall Hire on 2nd December	£ 82.50	£ 99.00	
Allotments	Annual charge for Water usage	£ 83.81	£ 83.81	
		£ 3,732.23	£ 4,461.91	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 17	£ 3,491.38	£ 3,491.38	
HMRC	Tax and NI for November 17 (month 8)	£ 799.15	£ 799.15	
John Slater Planning Ltd	Fees (Review of draft Neighbourhood plan)	£ 2,345.00	£ 2,814.00	1004
SSE - Southern Electric	Electric Bill for the Recreation ground	£ 424.96	£ 509.95	1014
AJ King	Groundsman contract costs	£ 2,536.48	£ 3,043.48	1020
Atlas	Tree works on BGW	£ 460.00	£ 552.00	1021
MH Goals Ltd	Freestanding Aluminium Goal (Colts)	£ 1,691.67	£ 2,030.00	1022
		£ 11,748.64	£ 13,239.96	
Expenses under £500				
	Description	Net	Gross	code
Legal and General	Pension costs for December 17 (DD)	£ 38.42	£ 38.42	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	1006
Debbie Seabright	Expenses re Sim card for Pavillion	£ 8.31	£ 9.97	1008
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1005
D & K Minter	Providing PA & lighting for carols on Green	£ 400.00	£ 400.00	1007
Travis Perkins	Toilet seat fittings for the VH	£ 7.46	£ 8.95	1009
Travis Perkins	Rodent trap for the VH	£ 5.31	£ 6.37	1010
Debbie Seabright	Expenses re Stamps and Envelopes	£ 11.70	£ 11.70	1011
Staples	Toner Cartridge	£ 84.99	£ 101.99	1012
SSE- Southern Electric	Electric bill for the Pavilion	£ 293.17	£ 351.80	1013
British Gas	Final Electric bill for Recreation ground	£ 374.46	£ 449.35	1015
British Gas	Final Electric bill for the Green	£ 21.76	£ 22.84	1016
AJ King	Maintenance of additional pitches	£ 270.00	£ 324.00	1017
AJ King	Crowlands Moat Maintenance	£ 333.33	£ 399.99	1018
AJ King	Work on trees on the Green	£ 100.00	£ 120.00	1019
Alan Mappedoram	Village Hall (light sensor & side light repairs)	£ 142.93	£ 171.51	1023
Jo Brook	Postage - NP/Christmas sponsorship letter	£ 33.60	£ 33.60	
		£ 2,203.44	£ 2,544.09	

Resolution to pay these invoices

17/287. Management accounts – to review the monthly management accounts - FLAC

17/288. Bank reconciliation – to review monthly bank reconciliation – FLAC

17/289. Matters for consideration at the next meeting

17/290. Dates of next meetings – Planning 7th Dec, FLAC 14th Dec, CALF 19th Dec, Planning 21st Dec, Full 9th Jan

17/291. Close of Meeting



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

clerk@cottenhampc.org.uk

30th November 2017