

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 6th February 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/025. 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.*
- 18/026. 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).*
- 18/027. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 9th January 2018 be signed as a correct record.
- 18/028. 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.
- 18/029. 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
 - **Highways Improvements update** - Highways
- 18/030. CAPALC AGM EOM** – To consider attendance at meeting on 22nd March - Clerk
- 18/031. Northstowe public consultation** – To consider attendance at Northstowe Education Campus consultation event on 21st February – Clerk
- 18/032. Rec Ground maintenance** – To consider CALF recommendation that we shockwave and sand slit the two pitches on the 2nd field plus the training area in autumn 2018 up to a value of £9k + VAT – CALF
- 18/033. County Council Planning Appeal** – To consider applying for Rule 6 status for appeal hearing on 14th March 2018 – Cllr Morris
- 18/034. Land adjacent to Dissenters Cemetery** – consider accepting the gift of land between Pelham Way and the rear of the cemetery to facilitate creation of a rear entrance – Cllr Morris
- 18/035. Financial Regulations** – Consider an amendment to Financial regulations sections 10.1 and 10.5 which deal with the need for an order system for items over £25. The recommendation from FLAC is that this figure is increased to £100 – FLAC
- 18/036. SCDC Consultation** – Consider response to consultation on District Councillor engagement with Parish
- 18/037. Play spaces on new developments** – consider whether we insist on on-site provision of play space for developments beyond 450 metres from the Recreation Ground – Cllr Morris
- 18/038. Village Hall hire** – Consider request by Sunflowers Care to hold a quiz night for their charity Support 4 Sunflowers, on Friday 23rd March 2018 in the Village Hall – Asst Clerk

18/039. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Aerobics instructor	Hire of the green for one session	£ 7.00	£ 8.40	
HMRC	VAT repayment	-	£ 1,333.91	
Aerobics instructor	Hire of the Village Hall	£ 35.00	£ 42.00	
Ladybirds	Quarterly payment	£ 1,554.75	£ 1,554.75	
Village Hall hire	Invoice payment for hire of Village hall	£ 30.00	£ 36.00	
Donations	From local businesses towards Christmas lights	£ 587.99	£ 587.99	
		£ 3,088.66	£ 4,611.75	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for February 18	£ 3,441.19	£ 3,441.19	-
HMRC	Tax and NI for January 18 (month 10)	£ 864.50	£ 864.50	-
Sports & Social club	Quarterly charge for contract Oct-Dec 17	£ 1,080.00	£ 1,080.00	1058
A Mappedoram	for putting up lights on the Green	£ 514.50	£ 617.40	1059
CB Creative	Expenses re Lights for the green	£ 96.99	£ 96.99	1062
Alliance Construction Solutions	Completion of phase 1 Option A (Path the Pavilion)	£ 2,137.54	£ 2,565.05	1063
Lowther	Phase 3 clearance at Kingfisher Way	£ 2,075.00	£ 2,490.00	1064
Calor Gas	Delivery of Gas to the Pavilion	£ 938.31	£ 985.23	1065
AJ King	Monthly groundsman cost	£ 3,166.67	£ 3,800.00	1074
Brown and Ralph	Work on War Memorial to replace slab	£ 433.20	£ 519.84	1075
		£ 14,747.90	£ 16,460.20	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for February 18 (DD)	£ 37.28	£ 37.28	-
Birketts	Professional fee re Gladman appeal (Final invoice)	£ 467.20	£ 467.20	1057
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	1060
Wave	Sewerage charges for the Village Hall	£ 153.34	£ 153.34	1061
PPL	Annual licence for public performance (VH)	£ 208.55	£ 250.26	1066
Alan Mappedoram	Work done on Pavilion lighting	£ 237.70	£ 285.24	1067
Southern Electric	Electricity bill for the Pavilion	£ 278.91	£ 334.69	1068
Debbie Seabright	Stationery (paper/stapler/folder)	£ 13.97	£ 16.76	1069
Barton Oil Burner Services Ltd	Replacement of dirty nozzle and oil pump in VH Boiler	£ 159.00	£ 190.80	1070
Aquarius Liquid Engineering	Routine inspection of the pumps at rec ground	£ 260.00	£ 312.00	1071
AJ King	Work done & supply of security cables re goals & hose clips re dog bins	£ 26.42	£ 31.70	1072
Assistant Clerk	Expenses re Key cutting and telephone	£ 8.54	£ 9.25	1073
Alan Mappedoram	Work on village hall after high winds	£ 135.99	£ 163.18	1074
Assistant Clerk	Expenses re teabags/coffee/sugar	£ 7.48	£ 7.48	1076
ICO	Data Protection renewal payment (DD)	£ 35.00	£ 35.00	1077
Clerk	Expenses re Dropbox renewal	£ 79.00	£ 79.00	1078
		£ 2,136.38	£ 2,406.78	

Resolution to pay these invoices

- 18/040. Management accounts** – to review the monthly management accounts - FLAC
- 18/041. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 18/042. Matters for consideration at the next meeting**
- 18/043. Dates of next meetings** – Planning 8th Feb, CALF 20th Feb, Planning 22nd Feb, FLAC 26th Feb, Full 6th Mar
- 18/044. Close of Meeting**



Jo Brook - Clerk

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1st February 2018