

**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 6<sup>th</sup> March 2018 at 7.15pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 18/045. 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.*
- 18/046. 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).*
- 18/047. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> February 2018 be signed as a correct record.
- 18/048. 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.*
- 18/049. 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
  - **Highways Improvements update** – Highways
  - **High Street Post Box update** – Cllr Collinson
- 18/050. Neighbourhood Plan** – Consider approval of key policies outlined in the draft Neighbourhood Plan – Cllr Morris
- 18/051. Annual Parish Meeting** – Consider arrangements in support of the Annual Parish Meeting – Cllr Morris
- 18/052. Communications Policy** – Consider adopting the proposed Communication Policy and appoint a Communication Officer accordingly – Cllr Smith
- 18/053. Holiday Club grant application** - Consider grant application for £250 to be used for one-week holiday club in summer 2018 – FLAC
- 18/054. Office licence** – Consider whether to renew the license period for use of shared office and storage at the Community Centre which is due to expire on 31st March 2018 - FLAC
- 18/055. Tree survey** – Consider quote the provision of a tree health & safety survey for The Green and Recreation Ground - Clerk
- 18/056. Rec Ground benches** – Consider quotes for maintenance of benches – Clerk
- 18/057. Village Hall** – Consider quotes for deep clean of the kitchen, toilets and hallway – Clerk
- 18/058. Anti-climb paint** – Consider quotes for application of anti-climb paint to the Village Hall and Pavilion – Clerk

**18/059. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
HMRC	Vat payment	-	£ 732.92	
Cottenham United FC	Monies in re goalposts	£ 1,400.00	£ 1,400.00	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Overpower Fitness	Hire of the Rec ground for fitness classes	£ 36.00	£ 43.20	
Hire of Village Hall (ER)	Hire of Village Hall (ER)	£ 95.00	£ 114.00	
Cottenham United Sports & Social Club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	
Frimstone	Hire of Village Hall	£ 62.50	£ 75.00	
South Cambs District Council	Monies belonging to the Community Land Trust	£ 4,500.00	£ 4,500.00	
		<b>£ 5,073.92</b>	<b>£11,116.62</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for March 18	£ 3,448.74	£ 3,448.74	-
HMRC	Tax and NI for February 18 (month 11)	£ 796.31	£ 796.31	-
Wilby and Burnett	Services for pre-application for new village hall/ Nursery	£ 3,825.00	£ 4,590.00	1079
Browns of Burwell	Oil for the recreation ground	£ 794.70	£ 834.44	1083
SSE - Southern Electric	Electric bill for the Green (DD)	£ 457.66	£ 549.19	1088
Cottenham Community Centre	Rent for the Parish Office	£ 1,300.00	£ 1,300.00	1089
AJ King	Monthly cost for Groundsman	£ 3,166.67	£ 3,800.00	
		<b>£13,789.08</b>	<b>£15,318.68</b>	
<b>Expenses under £500</b>				
<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>	
Legal and General	Pension costs for March 18 (DD)	£ 35.57	£ 35.57	-
Debbie Seabright	Costs re Sim card for the Pavilion	£ 8.31	£ 9.97	1080
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	1081
Calor Gas	Delivery charge	£ 17.13	£ 17.99	1082
AJ King	Extra work after storm damage	£ 125.00	£ 150.00	1084
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1085
Debbie Seabright	Stationery items	£ 7.25	£ 7.25	1086
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 270.96	£ 325.15	1087
		<b>£ 542.22</b>	<b>£ 639.53</b>	

Resolution to pay these invoices

**18/060. Management accounts** – to review the monthly management accounts - FLAC

**18/061. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**18/062. Matters for consideration at the next meeting**

**18/063. Dates of next meetings** – Planning 8<sup>th</sup> March, CALF 20<sup>th</sup> March, Planning 22<sup>nd</sup> March, Highways 27<sup>th</sup> March, FLAC 29<sup>th</sup> March, Full 3<sup>rd</sup> April

**18/064. 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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1<sup>st</sup> March 2018