

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 7th August 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/148. 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.*
- 18/149. 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).*
- 18/150. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd July 2018 be signed as a correct record.
- 18/151. Presentation: Rural Travel Hubs and Greenways – Charlie Cook, Greenways (Rampton to busway), Jason Tyrell, Greenways (Cottenham to Oakington) and James Blacow, Rural Travel Hubs**
- 18/152. 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.
- 18/153. 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
 - **Cottenham Flood Risk Forum** – Cllrs Graves & Morris
 - **Brenda Gautrey Way ditch/trees** – Cllr Morris
- 18/154. Cricket nets** – Consider co-operation with Cottenham Cricket Club “practice nets” project - CALF
- 18/155. Picnic tables/benches** – Consider quotes for 2 additional picnic tables (£375 + VAT each) and 2 additional benches (£399+ VAT each) for the Recreation Ground (CALF project) – Cllrs Mudd and Nicholas
- 18/156. Insurance renewal** - To consider FLAC's recommendation that we renew our insurance with Zurich for one year at a cost of £3527.49 on existing grounds - FLAC
- 18/157. Annual Asset Inventory check** – Consider delegating two parish councillors to carry out an inventory of fixed assets valued above £1000 and report back to FLAC/Council
- 18/158. Document disposal** – for council to consider whether a small lockable bin for parish council documents for disposal be kept in the office and collected on a quarterly basis in line with GDPR - RFO
- 18/159. Financial Regulations** – amendment to Financial Regulations to allow the Parish council to apply for a Multipay card with our current bank for use by council staff with an individual transaction limit of £100 within a monthly limit of £300 - FLAC
- 18/160. Brenda Gautrey Way maintenance phase 1** – Consider quotes to clear drainage channels and improve access – Cllr Morris
- 18/161. The Pound** – Consider quote for Knotweed eradication in the Pound car park – Cllr Morris
- 18/162. Pitches on Recreation Ground** – Consider post-drought remedial actions for football pitches – Cllr Morris
- 18/163. Gambling consultation** – Consider response to Gambling (2005 Act) policy consultation (by 8th Oct) - Clerk

18/164. Licensing consultation – Consider response to Licensing (2003 Act) policy consultation (by 8th Oct) - Clerk

18/165. Finance

Income	Description	Net	Gross	
Ladybird Preschool	Quarterly payment	£ 1,554.95	£ 1,554.95	
Cambridge Kids Club	Monthly invoice payment	£ 873.92	£ 1,048.70	
Aerobics instructor	Monthly invoice payment	£ 57.50	£ 69.00	
Hire of the Village Hall	Invoice for hire of the Village Hall	£ 75.00	£ 90.00	
HMRC	VAT repayment	-	£ 1,270.93	
Aerobics instructor	Kettlebells on the Green	£ 21.00	£ 25.20	
		£ 2,582.37	£ 4,058.78	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 18	£ 3,712.51	£ 3,712.51	-
HMRC	Tax and NI for July 18 (month 4)	£ 1,162.40	£ 1,162.40	-
Cottenham Sports and Social Club	Contract Services April - June 2018	£ 1,080.00	£ 1,080.00	1203
CB Creative	Graphic design work on the Neighbourhood plan	£ 1,445.00	£ 1,734.00	1204
Target Print	Neighbourhood Plan Wirebound Booklets	£ 830.00	£ 830.00	1205
Nick West	Cleaning/Maintenance of the village hall June 18	£ 513.00	£ 513.00	1206
Hayden Arboricultural Consultants Ltd	Tree inspection with Picus Tomograph and Analysis	£ 515.50	£ 618.60	1207
Wilby and Burnett	Services re Planning applications for Village Hall and Nursery buildings	£ 14,646.00	£ 15,912.00	1211
Nick West	Cleaning/Maintenance of the village hall July 18	£ 519.75	£ 519.75	1212
Arbantia Fencing	Fencing for the driveway to the recreation ground	£ 880.00	£ 1,056.00	1215
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1216
Cowan Drilling Services	Soakaway testing re Village Hall	£ 2,960.00	£ 3,552.00	1218
Bikedock Solutions	for new bus shelter and installation	£ 2,450.00	£ 2,940.00	1222
Peter Dann Engineers	Professional services re Proposed Village Hall	£ 4,250.00	£ 5,100.00	1223
Peter Dann Engineers	Professional services re Proposed Nursery	£ 1,750.00	£ 2,100.00	1224
The Connections Bus Project	Nine visits to Cottenham	£ 2,244.60	£ 2,244.60	1225
		£ 42,125.43	£ 46,874.86	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August 18)	£ 147.53	£ 147.53	
Aquarius Liquid Engineering	To fix flashing light on alarm system at the Pavilion	£ 352.00	£ 422.40	1195
Aquarius Liquid Engineering	Routine inspection of the pumps at Village Hall/Ladybirds	£ 260.00	£ 312.00	1196
AJ King	To replace hangers on swings at the playground	£ 150.00	£ 180.00	1197
Assistant Clerk	Teabags and Biscuits for meeting refreshments	£ 4.00	£ 4.00	1198
RFO	Mileage costs for two training days (CILCA)	£ 27.90	£ 27.90	1199
RFO	Expenses re Sim card for the Pavilion	£ 8.64	£ 10.37	1200

Green and Purple Ltd	Monthly support for RFO (July 18)	£ 50.00	£ 60.00	1201
Business Consultancy Services	Payroll Processing	£ 47.30	£ 56.76	1202
RFO	Printing paper	£ 2.75	£ 2.75	1208
CAPALC	Finance for Councillor training x 5	£ 175.00	£ 175.00	1209
SSE - Southern Electric	Electric Bill for the Pavilion	£ 318.92	£ 382.70	1210
RFO	Expenses re Stamps	£ 6.96	£ 6.96	1213
AJ King	Reimburse payment that Groundsman made for a baseball ring	£ 240.30	£ 288.36	1214
Nick West	Expenses re light bulbs for Village Hall/Cleaning materials	£ 39.60	£ 44.80	1217
Calor	Standing charge for the Pavilion	£ 17.13	£ 17.99	1219
Staples	Ink cartridges and toner/Office chair for Jo	£ 230.48	£ 276.58	1220
Green and Purple Ltd	Monthly support for RFO (August 18)	£ 50.00	£ 60.00	1221
Assistant Clerk	Phone top-up	£ 5.00	£ 5.00	1226
AJ King	Purchase and assembly of baseball ring	£ 198.00	£ 237.00	1227
		£ 1,898.50	£ 2,228.99	

Resolution to pay these invoices

- 18/166. Management accounts** – to review the monthly management accounts - FLAC
18/167. Bank reconciliation – to review monthly bank reconciliation – FLAC
18/168. Matters for consideration at the next meeting
18/169. Dates of next meetings – Planning 9th Aug, Planning 23rd Aug, Full 4th September
18/170. 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

2nd August 2018