

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 8th January at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/001. 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.*
- 19/002. 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).*
- 19/003. Minutes** - To resolve that the minutes of the Full Council meeting held on the 4th December 2018 be signed as a correct record.
- 19/004. 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.
- 19/005. 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
- 19/006. 2019/20 budget** - consider reducing the FLAC suggested net budget to £174,098, based on expenses of £205,500 and expected income of £28,402 – FLAC/RFO
- 19/007. Reserves** - consider our current estimated EOY reserves as adequate to cover project accruals and initial Village Hall and Nursery costs while retaining a General Reserve of £100,000 – FLAC/RFO
- 19/008. Village Hall/Nursery Finance** - consider, taking into account the need to finance the current project with a proposed Public Works Loan of around £2,800,000 over up to 30 years, the FLAC recommendation to continue raising the “supplementary precept” of £1/week per Band D home – equivalent to £123,058 p.a. – FLAC/RFO
- 19/009. 2019/20 Precept** - Consider reducing the net precept for 2019-20 by around 10% to £297,156 (equivalent to £125.60 Per Band D home) – FLAC/RFO
- 19/010. Neighbourhood Plan** - consider submitting the Neighbourhood Plan and related documentation to South Cambridgeshire District Council for consultation and independent examination under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – Cllr Morris
- 19/011. HR working group** - To consider membership of HR working party – Cllr Ward
- 19/012. Way leave agreement** - To consider allowing SSE Telecom to run underground fibre-optic cable across POS on Brenda Gautrey Way by signing agreement for income of approximately £200 p.a. – Cllr Morris
- 19/013. SLCC Regional Training Seminar** - To consider Clerks and RFO to attend event on 30th January at a cost of £230 + VAT (including discounts) - Clerk

19/014. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Rugby Club	Annual invoice	£150.00	£180.00	
Sports & Social club	Quarterly invoice	£2,600.00	£3,120.00	
Donations	For christmas lights	£35.00	£35.00	
Hirer of Village Hall	Hire of Village Hall	£75.00	£90.00	
Allotments	Water charges	£312.55	£312.55	
HMRC	VAT repayment	£588.99	£588.99	
HMRC	Vat repayment	£3,175.57	£3,175.57	
Aerobics instructor	Invoice payment	£80.50	£96.60	
Ladybirds	Quarterly repayment	£1,554.95	£1,554.95	
		£7,811.03	£10,202.36	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 19	£3,669.92	£3,669.92	-
HMRC	Tax and NI for December 18 (month 9)	£1,029.26	£1,029.26	-
Lanes Group PLC	CCTV condition survey (all foul & water drainage re Village Hall)	£650.00	£780.00	1333
Cambridgeshire Cricket Ltd	Grounds work at Rec ground - Sand/soil topdressing	£1,190.00	£1,190.00	1334
Glasdon Uk Ltd	Picnic table x 2 with fixing kit and Phoenix seat x 2 with fixing Kit for the rec ground	£1,982.02	£2,378.42	1337
Survey Solutions	Topographical Survey - above ground re Village Hall	£625.00	£750.00	1344
Elveden Estate and Farms	Christmas tree for the green	£594.00	£712.80	1346
Caprari Pumps	To supply & install two new pumps at Village Hall	£1,551.42	£1,861.70	1347
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1351
agb Environmental	40% of fee re completion of site works	£1,554.00	£1,864.80	1352
Calor Gas Ltd	Gas delivery	£647.78	£680.17	1354
Connections Bus Project	11 visits to Cottenham with the youth bus	£2,743.40	£2,743.40	1356
Old West IDB	Flailmowing/reedcutting Tenison Manor & Brenda Gautrey Way	£2,168.50	£2,168.50	1358
Old West IDB	Hire of Excavator and driver labour	£532.50	£532.50	1359
Nick West	Cleaning of the Village hall for Oct 18 & Nov 18	£1,268.90	£1,268.90	1360/ 1361
Sports & Social Club	Contract services Oct-Dec 2018	1080.00	1080.00	1363
		£24,453.37	£26,510.37	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January 19)	£153.14	£153.14	-
RFO	Expenses re sim card for the Pavilion (November)	£8.64	£10.37	1338
SLCC	Training day for Clerk and Assistant Clerk	£20.00	£20.00	1339
Shred Station	Bin collection and Shredding	£48.00	£48.00	1341
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1342
Clerk	Expenses re Village Hall meeting	£4.52	£4.52	1343
Melsop Farm Park	Cost of Reindeer for the Carol concert	£375.00	£450.00	1345
Green and Purple Ltd	Support for RFO (December)	£50.00	£60.00	1348
Caprari	Emergency callout fee - sewerage overflow at rec	£176.00	£211.20	1349
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.00	£306.00	1353
Staples	Colour toners for RFO	£127.47	£152.96	1357

Green and Purple Ltd	Support for RFO (January)	£50.00	£60.00	1358
RFO	Expenses re sim card for the Pavilion (December)	£9.70	£11.64	1359
Nick West	Filter for Henry vacuum cleaner and Light bulbs	£16.50	£19.80	1362
		£1,324.77	£1,564.39	
Multipay Card (payment in Dec by DD)				
Asda	Thank you gifts (carols)	£56.00	£56.00	C1340
Tesco	Computer Mouse for Assistant Clerk	£7.00	£7.00	C1335
Amazon	Memory Sticks	£13.99	£13.99	C1336
Corporate Card	Monthly fee	£3.00	£3.00	-
		£79.99	£79.99	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	C1355

Resolution to pay these invoices

19/015. Management accounts – to review the monthly management accounts - FLAC

19/016. Matters for consideration at the next meeting

19/017. Dates of next meetings – Planning 10th Jan, CALF 22nd Jan, Planning 24th Jan, FLAC 29th Jan, Full 5th Feb

19/018. 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

3rd January 2019