

**To: 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 10<sup>th</sup> January 2018 at 7.15pm

- 17/001. Chairman’s Introduction and Apologies for absence**
- 17/002. 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.
- 17/003. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> December 2016 be signed as a correct record.
- 17/004. 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 entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes in order to allow other people to also speak without the public session exceeding its allotted time. NB: Councillors will not be able to respond on items on the agenda, but will take notice of the views put forward.*
- 17/005. 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
  - **Update on Neighbourhood Plan** – Cllr Morris
  - **Update on Village Hall Project** – Cllr Morris
- 17/006. Budget 2017/18** – Consider the FLAC recommended net budget of £206,289 based on expenses of £246,571 and expected income of £40,282 – FLAC
- 17/007. Village Hall ballot** – Consider the outcome of the village-wide ballot in which, from 445 votes counted, 270 voted “yes” and 175 voted “no” to financing the Village Hall from a precept increase of up to £1/wk on Band D Council Tax – Cllr Morris
- 17/008. Village Hall finance** – Consider, taking into account the village-wide ballot and available reserves, the FLAC recommendation to raise an additional sum equivalent to £51pa for each Band D property (based on borrowing between £2,000,000 and £2,100,000 over 25 years) - FLAC
- 17/009. Precept 2017/18** – Consider the FLAC recommended net precept for 2017-18 of £325,000 equivalent to £140pa per band D property – FLAC
- 17/010. Borrowing approval** – Consider applying to the Secretary of State for permission to borrow up to £2,200,000 – Cllr Morris
- 17/011. Local Green Space designation** – to consider attending/possible participation in Local Plan hearings from 18<sup>th</sup> – 20<sup>th</sup> Jan (2½ days) – Clerk
- 17/012. Planning Committee** – to consider adding Cllr Wilson to the membership for this Committee – Clerk
- 17/013. Buckingham Palace Garden Party** – to consider nominating a past Chairman to attend a Royal Garden Party at Buckingham Palace on 23 May 2017 – Clerk
- 17/014. Draft corporate energy strategy consultation** – to consider response to County consultation (due by 31<sup>st</sup> Jan) – Clerk
- 17/015. Letter from Heidi Allen MP** – to consider response to letter regarding public transport issues (due by 13<sup>th</sup> Jan) - Clerk
- 17/016. Finance**

Income	Description	Net	Gross	
Day Centre	November 2016 invoice payment	£ 100.00	£ 120.00	
Jane Williams	November 2016 invoice payment	£ 92.00	£ 110.40	
Cambridge Kids Club	December 2016 invoice payment (in advance)	£ 873.92	£ 1,048.70	
Cambridge Building Society	Donation towards the Christmas tree	£ 25.00	£ 25.00	
Rugby Club	Annual invoice	£ 333.33	£ 400.00	
Ladybirds	Recouped electricity costs	£ 462.40	£ 462.40	
Debbie Prince	November 2016 invoice payment	£ 14.00	£ 16.80	

<b>Total</b>		<b>£ 1,900.65</b>	<b>£ 2,183.30</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 January 17	£ 3,129.06	£ 3,129.06	
HMRC	Tax and NI for December 16 (month 9)	£ 679.59	£ 679.59	
Wilby and Burnett	Architectural & quantity surveying services	£ 23,250.00	£ 27,900.00	742
AJ King	Monthly cost + planting at WARG field & repair of fence (Tenison Manor)	£ 2,900.81	£ 3,480.96	743-745
Elveden Estate	Christmas tree for the Green	£ 432.00	£ 518.40	755
Peter Dann Ltd	Completion of drainage strategy document for submission	£ 1,750.00	£ 2,100.00	756
CUSSC	Quarterly invoice - contract services	£ 1,130.00	£ 1,130.00	765
Alan Mappedoram		£ 476.00	£ 571.20	
<b>Total</b>		<b>£ 33,747.46</b>	<b>£ 39,509.21</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Smith and Saunders	1 year renewal (Web hosting) 2016-17	£ 80.00	£ 96.00	740
Melsop Farm	Reindeer at the Carol concert	£ 350.00	£ 420.00	741
Target Print Ltd	New Village Hall & Nursery voting papers	£ 210.00	£ 210.00	746
Wright Mechanical	Service Boiler and water heater at the Pavillion	£ 180.00	£ 216.00	747
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	748
The BC Group Trust	Work on Crowlands Manor Site	£ 66.00	£ 66.00	749
Aquarius Liquid Engineering	Callout re Ladybirds boiler - Pumps de-ragged & float installed	£ 416.20	£ 499.44	750
Debbie Seabright	Sim card for Pavillion (Dec 16) & ink cartridges	£ 43.67	£ 43.67	751
Green and Purple	Monthly support of RFO (Dec 16)	£ 50.00	£ 60.00	752
Community Centre	Room Hire re Neighbourhood plan exhibition	£ 44.40	£ 44.40	753
Southern Electric	Electric bill for the Pavillion	£ 226.35	£ 271.62	754
Cromwell Fire Ltd	Fire extinguisher service charge	£ 166.20	£ 199.44	757
Jo Brook	Aerosol marker paint x 6	£ 36.54	£ 43.85	758
PPL	Yearly license for public performance at hall	£ 201.04	£ 241.25	759
Sam McManners	Phone Top up	£ 5.00	£ 5.00	760
Debbie Seabright	Sim card payment for the Pavillion (Jan 17)	£ 9.72	£ 9.72	761
Green and Purple Ltd	Monthly support of RFO (Jan 17)	£ 50.00	£ 60.00	762
Cromwell Fire Ltd	Fire alarm service charge	£ 103.63	£ 124.36	763
Tom of All Trades	Purchase parts and repair gutter on village hall	£ 39.00	£ 39.00	764
<b>Total</b>		<b>£ 2,305.75</b>	<b>£ 2,683.35</b>	

Resolution to pay these invoices

- 17/017. Management accounts** – to review the monthly management accounts - FLAC
- 17/018. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/019. Matters for consideration at the next meeting**
- 17/020. Dates of next meetings** – Planning 12<sup>th</sup> January, CALF 17<sup>th</sup> January, Highways 24<sup>th</sup> January, Planning 26<sup>th</sup> January, FLAC 31<sup>st</sup> January, Full 7<sup>th</sup> February.
- 17/021. 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](mailto:clerk@cottenhampc.org.uk)

5<sup>th</sup> January 2017