

COTTENHAM PARISH COUNCIL

To: Members of Cottenham Parish Council
 You are hereby summoned to attend a **Full Council Meeting**
 To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 13th January 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15/001. Chairman's Introduction and Apologies

15/002. 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.

15/003. To accept Declarations of Interest and Dispensations – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is pecuniary. An interest is pecuniary if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

15/004. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th November be signed as a correct record

15/005. Reports

- **SCDC** – report circulated prior to the meeting
- **CCC** – report circulated prior to the meeting
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting
- **Police** – update from PCSO James Fuller

15/006. Finance

Income	Description	Net	Gross
Debbie Prince	Use of Recreation ground (November)	£ 24.00	£ 24.00
Michelle Plowman	Rent of village hall (October)	£ 965.00	£ 965.00
Day centre	Rent of village hall (Nov)	£ 560.00	£ 560.00
C.F Gawthroup	Town Ground Rent	£ 245.00	£ 245.00
Toy Library	Donation from the Toy Library from Toy sale	£ 27.50	£ 27.50
CUSSC	Donation from quiz night towards changing rooms	£ 747.00	£ 747.00
Curry Palace	Donation towards the Christmas tree	£ 100.00	£ 100.00
Jane Williams	Rent November	£ 130.00	£ 130.00
		£ 2,798.50	£ 2,798.50
Expenses	Description	Net	Gross
Salaries	Salaries	£ 3,996.83	£ 3,996.83
HMRC	Tax and NI	£ 1,469.84	£ 1,469.84
A Mappledoram	Checking of lights at village hall & sensor light	£ 39.95	£ 47.10
CAPALC	Outreach training Courses x 3	£ 1,050.00	£ 1,050.00
Open Spaces Society	Annual subscription	£ 45.00	£ 45.00
Travis Perkins	Rope coils for Carol banner on green	£ 7.41	£ 8.89

Andrew King	Mileage costs to end of November	£ 4.80	£ 4.80
Green and Purple Ltd	Accountancy support re Changing rooms (Nov 14)	£ 250.00	£ 300.00
The BC Group Trust	Crowlands Manor site	£ 245.00	£ 294.00
Debbie Seabright	Stamps and Envelopes	£ 14.72	£ 14.72
The BC Group Trust	Crowlands Manor site	£ 412.50	£ 495.00
Andrew King	Reimbursement for inv for reindeers at carol concert	£ 420.00	£ 420.00
Sarah Berenger	Expenses re Sweets for the Carol concert	£ 55.54	£ 55.54
CSA	Bucket and mop and Zip Strip & Toilet rolls (at £39.90)	£ 153.35	£ 184.02
Jo Brook	Expenses re Carol concert and Stationary	£ 102.70	£ 102.70
Alex Collier	Expenses re the sound man at the Carol Concert	£ 70.00	£ 70.00
Green and Purple Ltd	Accountancy support re Changing rooms (Dec 14)	£ 250.00	£ 300.00
JK & GA Agnew Woods	Christmas tree for the green	£ 425.00	£ 510.00
Atlas Tree Surgery Ltd	Phase 1 work on Tenison Manor	£ 400.00	£ 480.00
Nick West	Cleaning of the Village hall (labour)	£ 610.88	£ 610.88
Nick West	Keys cut	£ 150.00	£ 150.00
Nick West	Air freshner/ Duracel batteries/ Cleaning equipment	£ 87.28	£ 87.28
Southern Electric	Electricity on the Green DD	£ 21.35	£ 22.41
Andrew King	Inv for Dec 2014 Labour £2083 Materials £383.33	£ 2,466.33	£ 2,950.60
A Mappedoram	Erection of the christmas lights on the green	£ 488.95	£ 586.74
Connections Bus	Sept-Dec (14 visits)	£ 3,318.00	£ 3,318.00
		£ 16,535.43	£ 17,583.35

Resolution to pay these invoices

- 15/007. Election of Vice Chairman** – appointment of Vice Chair following resignation from the post - Clerk
- 15/008. CVC Governor** – appointment of College Governor following resignation from the post - Clerk
- 15/009. Appointment of members to Traffic Committee** – appointment of 2 members following resignations from the Committee - Clerk
- 15/010. Budget setting and Precept 2015/16** – to consider Finance Committee recommendation of setting an expense budget for 2015/16 of £239,314 – Cllr Young
- 15/011. Finances** – to consider Finance Committee recommendation of viring of historic reserves into a general reserve, capital fund and loan fund plus an annual review of budget allocations and reserves already made – Cllr Young
- 15/012. Changing Rooms** – To receive an update on the project - Cllrs Morris & Mudd
- 15/013. Skatepark** – To receive an update on the project - Cllrs Morris & Berenger
- 15/014. Tenison Manor adoption** – to consider setting up a meeting with Sue Reynolds (County), Persimmon and Anglian Water to progress adoption of the estate - Clerk
- 15/015. Verti-draining** – to consider CALF recommendation (resolution 14L/120) of deep-tine aeration at rec ground at a cost of up to £220+VAT per pitch (2 pitches) – Cllr Mudd
- 15/016. Facilities Committee** – to consider a delegated budget for CALF covering Open Spaces, Village Hall and Changing Rooms (resolution 14L/122) – Cllr Morris
- 15/017. Fen Reeves** – To consider quote for cutting back of small branch growth to clear pathways at a cost of £210 inc VAT (using handheld tools) or £90 inc VAT (using tractor and flail) - Clerk
- 15/018. Narrow Lane** – To consider quote for spraying of weeds at High St end of path and removal of weeds from Telegraph St end £120 inc VAT - Clerk
- 15/019. Office shredder** – To consider purchase of a new shredder at a cost of up to £200 + VAT as recommended by FLAC – Clerk
- 15/020. Laminator** – To consider purchase of a laminating machine at a cost of up to £50 + VAT as recommended by FLAC - Clerk
- 15/021. Display boards** – To consider purchase of exhibition display boards at a cost of up to £83 + VAT as recommended by FLAC - Clerk
- 15/022. Neighbourhood Planning working party** – to consider setting up a working party comprising Cllrs Morris and Nicholas with SCDC Cllr Harford

- 15/023. Scrutiny Committee** – To consider setting up a Scrutiny Committee – Cllr Leeks
- 15/024. August Full Council meeting** – To consider that no full Council meeting is held during August - Clerk
- 15/025. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed.
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.
- 15/026. Sale of grounds equipment (closed item)** – To consider the best method of selling all unwanted machinery equipment – Cllr Mudd
- 15/027. Matters for consideration at the next meeting**
- 15/028. Dates of next meetings** – Facilities 20th January, Planning 22nd January, Standards 27th January, Finance 29th January, Full Council 3rd February
- 15/029. Close of Meeting**

Jo Brook - Clerk

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7th January 2014