

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 **1st August 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/166. 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.*
- 17/167. 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).*
- 17/168. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 4th July 2017 be signed as a correct record.
- 17/169. 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.
- 17/170. Reports**
- **SCDC** – report circulated prior to the meeting
 - **CCC** – report circulated prior to the meeting
 - **Clerk** – report circulated prior to the meeting
 - **Neighbourhood Plan** – NP Working Party
 - **Update on Highways projects** – Cllr McCarthy
 - **Standards Committee** – confidential report circulated separately
- 17/171. Facilities Committee** – to consider Andrew King (Groundsman) joining the Facilities Committee (CALF) as a representative – Clerk
- 17/172. Highways Committee** – to consider Cllr Dewey joining the Highways Committee – Highways
- 17/173. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson
- 17/174. Mental Wellbeing in the Community** – Consider attendance at workshop on 9th October – Clerk
- 17/175. Play area roundabout surfacing repairs** – to consider quotes for repairs to roundabout surfacing following RoSPA inspection – Asst Clerk
- 17/176. Play area multi-swing surfacing repairs** – to consider quotes for repairs to multi-swing surfacing following RoSPA inspection – Asst Clerk
- 17/177. Play area slide mound repairs** – to consider quotes for improvement works to slide mound following RoSPA inspection – Asst Clerk
- 17/178. Budget** – to consider transferring £1000 or more from the CALF budget of £30,000 to maintenance of the Play area – RFO
- 17/179. Tennis net winder handles** – to consider purchase of 2 winder handles for the tennis nets – Asst Clerk
- 17/180. New Life on the Old West** – to consider whether to support the Cambridgeshire ACRE-led 'New Life on the Old West' project's ambitions to improve conditions for the Cambridgeshire Fens' wildlife and to suggest possible sites within Cottenham for enhancement – Cllr Morris
- 17/181. Summer Reading Challenge** – to consider representative to attend event on 12th September – Asst Clerk
- 17/182. Village Green electricity box** – to consider replacement of electricity box on safety grounds– Asst Clerk
- 17/183. Village Hall** - to consider next steps recommended by Working Party – Cllr Morris
- 17/184. Data Protection** – to consider Clerk and RFO participation in Data Protection update webinar - RFO

- 17/185. Second field** - to consider measures to rectify compaction of the playing surface – Cllr Morris
- 17/186. Portable goalposts** - to consider purchase of a pair of portable football goalposts to enable more intensive use to be made of the pitches, especially for training – Cllr Morris
- 17/187. Local Highways Initiative** – to consider participating in the competition for grant assistance with a 2018/9 project – Cllr Morris
- 17/188. Major developments** – to consider current position – Cllr Morris
- 17/189. Public art** – to consider extension of time for completion of the All Saints’ Church public art project – Cllr Morris
- 17/190. Remembrance Day** – to consider purchase of road diversion/closure signs purchase at a cost of £397.85 + VAT, to be stored in CPC container – Highways resolution 17H/048
- 17/191. s.106 agreement** – to consider signing indemnity related to payments of £3,131.78 (Open Space) and £528.55 (Community Facilities) due under usual covenants on planning application S/0101/11 related to Oxholme Farm, CB24 8PU
- 17/192. Finance**

Income	Description	Net	Gross
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70
Debbie Prince	Invoice payment - June 17	£14.00	£16.80
Jane Williams	Invoice payment - June 17	£92.00	£110.40
Day Centre	Invoice payment - May and June 17	£225.00	£270.00
Cottenham United Football Club	Annual invoice payment	£1,400.00	£1,680.00
Ladybirds	Quarterly payment	£1,554.95	£1,554.95
Katherine Barnwell	Rent of Village Hall	£150.00	£180.00
Vodafone	Rebate of monies due	£17.53	£17.53
HMRC	VAT payment	-	£4,182.21
Debbie Wiltshire	Rent of Village Hall	£25.00	£30.00
Lucy Dumbrell	Rent of Pavilion	£30.00	£36.00
Gerald Brown	Rent of Pavilion	£30.00	£36.00
Baby Clinic	Rent of Pavilion for Clinic sessions	£103.50	£124.20
		£4,515.90	£9,286.79

Expenses over £500

Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for August 17	£3,454.35	£3,454.35	
HMRC	Tax and NI for July 17 (month 4)	£856.50	£856.50	
British Gas	Electric Bill for the Recreation ground	£657.52	£789.02	900
Birketts	Professional advice re Judicial review	£859.98	£1,031.98	903
Beacon Planning Ltd	Heritage report for Gladman appeal	£1,862.00	£2,234.40	904
Cottenham United Sports and Social Club	Contract services from Apr - June 2017	£1,130.00	£1,130.00	905
H&H Acoustic Technologies	Environmental noise assessment	£1,050.00	£1,260.00	907
AJ King	Crowlands Moat Maintenance (3 months)	£500.00	£600.00	911
Connections Bus Project	Cost of 10 week babysitting course in Cottenham	£1,000.00	£1,000.00	914
Birketts	Planning advice to date	£2,225.00	£2,716.44	917
MTC Engineering	Survey Costs - re Village Hall	£490.00	£588.00	918
Nick West	Cleaning costs June 17	£621.00	£621.00	922

Nick West	Cleaning costs July 17	£536.63	£536.63	923
AJ King	Monthly contract cost	£2,536.24	£3,043.48	924
		£17,779.22	£19,861.8	

Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for August 17 (DD)	£35.92	£35.92	
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	897
Debbie Seabright	Expenses re sim card at the Pavilion	£8.31	£9.97	898
Sam McManners	Expenses re refreshments for T&T meeting	£2.82	£2.82	899
Anglian Water Business	Sewerage charges for Sports and Social Club (6 monthly)	£324.58	£324.58	902
Business Consultancy Services	Payroll Processing	£28.00	£33.60	906
SSE - Southern Electric	Electricity at the Pavilion (DD)	£246.58	£295.89	908
Debbie Seabright	Expenses re subscription for Office 365	£79.99	£79.99	909
AJ King	Work at the Play area of the Rec ground	£30.00	£36.00	910
Debbie Seabright	Stamps	£6.72	£6.72	912
CamAlarms Ltd	Service of doors in the Pavilion	£70.00	£84.00	913
SLCC	Annual membership	£177.00	£177.00	915
Sam McManners	Energy saving light bulbs for Pavilion x 6	£14.28	£17.10	916
British Gas	Electric bill for the green	£123.23	£129.39	919
Debbie Seabright	Paper	£4.00	£4.00	920
DRE - Pest Control	Control of wasp's nest on playing field	£60.00	£72.00	921
		£1,261.43	£1,368.98	

Resolution to pay these invoices

- 17/193. Management accounts** – to review the monthly management accounts - FLAC
- 17/194. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/195. Matters for consideration at the next meeting**
- 17/196. Dates of next meetings** – Planning 3rd Aug, Planning 17th Aug, Full 5th Sept.
- 17/197. 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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27th July 2017