

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 1st November 2016 at 7.15pm

16/237. Chairman’s Introduction and Apologies for absence

16/238. 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.

16/239. Minutes - To resolve that the minutes of the meeting of the Full Council meeting held on the 4th October 2016 and EOM held on the 20th October 2016 be signed as a correct record.

16/240. 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.

16/241. 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
- **Major developments** – Cllr Morris
- **Tenison Manor adoption & maintenance** – Cllr Morris
- **Update on Neighbourhood Plan** – Cllr Morris
- **Update on Remembrance Parade** – Cllr McCarthy
- **Waterbeach Community Liaison Group** – feedback from meeting – Cllr Mudd

16/242. S106 Indemnity – to consider signing indemnity re. land r/o 18 Lambs Lane for £2244.90 (public open space) and £371 (community facilities) – Clerk

16/243. Postbox – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris

16/244. Debts – to consider action to be taken regarding outstanding rent payments owed to the Parish Council by Michelle Plowman - FLAC

16/245. Phone box consultation – to consider response to draft decision regarding removal of BT phone boxes (closes 6th Nov) – Clerk

16/246. Childminders Big Breakfast – to consider request for grant towards event on 15th December - Clerk

16/247. WARG Field – to consider quote for £350 + VAT to various tree works/tidying - Clerk

16/248. Yesteryear Road Run 2017 – to consider request for use of the Village Green on 23rd April 2017 for the annual road run event – Clerk

16/249. WWI Beacons of Light 11th November 2018 – to consider participating in beacon remembrance event - Clerk

16/250. Dog fouling – to investigate the appointment of an 'authorised officer' or PCSO to enforce dog fouling rules - Cllr Bolitho

16/251. Finance

Income	Description	Net	Gross	
Cottenham Day Centre	Invoice payment for September 16	£ 100.00	£ 120.00	
Debbie Prince	Invoice payment for September 16	£ 14.00	£ 16.80	
Jane Williams	Invoice payment for September 16	£ 69.00	£ 82.80	
Ladybirds pre-school	Recharged utility costs	£ 115.79	£ 115.79	
Baby Clinic	Rent of village hall for clinic	£ 69.00	£ 82.80	
Cambridge Kids Club	Rent for October 16 (in advance)	£ 873.92	£ 1,048.70	
Thurstons Fair	Rent for the Green	£ 700.00	£ 840.00	
HMRC	VAT payment from HMRC	-	£ 3,720.24	

		£ 1,941.71	£ 6,027.13	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 16	£ 3,322.06	£ 3,322.06	
HMRC	Tax £294 & NI £392.09 Oct 16 (month 7)	£ 686.09	£ 686.09	
SSE Southern Electric	Electricity bill for the Green	£ 552.67	£ 663.20	695
Community Centre	Six monthly fee 31/3/17 for office rent	£ 1,300.00	£ 1,300.00	696
360 TSL Traffic Data Collection	Traffic survey in Cottenham Sept 16	£ 960.00	£ 1,152.00	698
MTC Engineering	Professional charges re. Village Hall	£ 2,000.00	£ 2,400.00	701
The BC Group Trust	Maintenance work at Crowlands Manor	£ 620.00	£ 620.00	703
Hodgson & Hodgson	Noise impact assessment for Village hall	£ 1,350.00	£ 1,620.00	706
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	708
AJ King	Extra work - Third field BBQ pit & move water supply re Cricket Club	£ 600.00	£ 720.00	709/710
		£ 13,927.06	£ 15,526.83	
Expenses under £500				
	Description	Net	Gross	code
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	697
Debbie Seabright	Expenses re Dropbox (£79) & Sim card for the Pavilion (£9.72)	£ 88.72	£ 88.72	699
Business Consultancy Servs	Payroll processing & back dated pension paperwork updated	£ 126.67	£ 152.00	700
Travis Perkins	Pipes and Pipe liner	£ 48.13	£ 57.75	702
Peter Boyden	Expenses re Light bulbs for the Pavilion	£ 42.00	£ 42.00	704
SSE - Southern Electric	Electricity bill for the Pavilion	£ 206.15	£ 247.38	705
DRE Pest Control Ltd	Control of Wasps next at the Village hall	£ 60.00	£ 72.00	707
Calor Gas	Standing charge (DD)	£ 17.13	£ 17.99	711
HFE Signs	5 signs and sign post clip	£ 211.75	£ 254.10	712
		£ 899.28	£ 1,040.67	

Resolution to pay these invoices

16/252. Management accounts – to review the monthly management accounts - FLAC

16/253. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/254. Matters for consideration at the next meeting

16/255. Dates of next meetings – Planning 3rd November, Highways 8th November, CALF 15th November, Planning 17th November, FLAC 21st November (office), Full 6th December.

16/256. Close of Meeting



Jo Brook - Clerk

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27th October 2016