

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 2nd August 2016 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 16/170. Chairman’s Introduction and Apologies for absence**
- 16/171. 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.
- 16/172. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 5th July 2016 be signed as a correct record.
- 16/173. 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.
- 16/174. 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
 - **Update on Neighbourhood Plan** – Cllr Morris
 - **Major developments** – Cllr Morris
 - **Village Hall** – update on plans - Cllr Morris
 - **Tenison Manor adoption & maintenance** – Cllr Morris
 - **Amey Cespa community liaison group** – notes from meeting – Cllr Mudd
- 16/175. Electricity contract** – to consider quotes from LSI for renewal of electricity supplier – RFO
- 16/176. Summer Reading Challenge** – to consider representative to attend presentation ceremony on 22nd September - Clerk
- 16/177. City Deal** – to consider response to correspondence regarding potential sites for transport ‘hubs’ - Clerk
- 16/178. Traffic monitoring** – consider additional real-time traffic measurements at three locations to support the sustainability arguments against large-scale planning applications (cost around £1,000) – Cllr Morris
- 16/179. Feast 2016** – to consider having a display stall at the event on 16th October - Clerk
- 16/180. Litter pickers** – to consider the ability to lend litter pickers to other community groups – Cllr Ward
- 16/181. BBQ pit** – to consider quote for the installation of a BBQ pit at the Recreation Ground – Cllr Richards
- 16/182. S137 requests** – to consider deadline for applications for grant funding - RFO
- 16/183. Laptop** – to consider purchase of new laptop for Assistant Clerk – Clerk
- 16/184. Waste shredding** – to consider obtaining quotes for the secure disposal of documents – Clerk/RFO
- 16/185. Dropbox** – to consider the purchase of additional Dropbox capacity for the storage of electronic documents - Clerk
- 16/186. Finance**

Income	Description	Net	Gross	
Day Centre	June 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	June 16 invoice payment	£ 7.00	£ 8.40	
Jane Williams	March - June 16 invoice payment	£ 368.00	£ 441.60	
HMRC	VAT payment	-	£ 949.52	
CUFC	Annual invoice payment	£ 1,041.67	£ 1,250.00	
Festival				
Band ticket sales	Ticket sales for band in the evening	£ 120.00	£ 120.00	
Kids Only	Stall at the festival	£ 16.67	£ 20.00	

Fair	Donation to the PC from the fair at the festival	£ 25.00	£ 25.00	
		£ 1,678.34	£ 2,934.52	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs	£ 3,292.84	£ 3,292.84	
HMRC	Tax £278 and NI £370.41 (Cheque)	£ 648.41	£ 648.41	
Legal and General	Pension cost for August 16 (DD)	£ 48.73	£ 48.73	
Sports & Social Club	Quarterly invoices for contract services Apr-June 16	£ 1,230.00	£ 1,230.00	612
Andy Ward	Reimburse band fee for Festival (£250 online payment/£500 cheque)	£ 750.00	£ 750.00	617
A J King	Monthly contract costs plus additional work on Zip wire & Tenison Manor	£ 2,796.24	£ 3,355.48	622-624
Nick West	Village Hall cleaning for June & July 16	£ 1,171.13	£ 1,171.13	625-626
Nick West	Air fresheners x7, batteries x3 & Light bulbs x20	£ 58.76	£ 58.76	627
		£ 9,996.11	£ 10,555.35	
Expenses under £500				
	Description	Net	Gross	code
Green and Purple Ltd	Monthy support of RFO	£ 50.00	£ 60.00	608
Chris Richards	Tableware for festival	£ 24.90	£ 24.90	606
Sam McManners	Mobile phone top-up	£ 8.84	£ 8.84	607/613
Debbie Seabright	O2 sim card for pavilion alarm system	£ 9.72	£ 9.72	609
Dealership Events	PA system for Cottenham Festival	£ 202.50	£ 243.00	610
Southern Electric	Electric bill for the Green	£ 50.89	£ 53.43	611
Business Consultancy Services	Payroll cost	£ 28.00	£ 33.60	614
The BC Group Trust	Work at Crowlands Manor Site	£ 360.00	£ 360.00	615
Cromwell Fire Ltd	Fire alarm and Emergency Lighting service	£ 103.63	£ 124.26	616
Staples	Ink Cartridge	£ 45.83	£ 55.00	618
Southern Electric	Electric bill for the Pavilion (DD)	£ 235.90	£ 283.00	619
Bridgeman Maintenance	Renew picnic tables and treat wood/Clean mildew and remove graffiti	£ 285.00	£ 285.00	620
Survey solutions	Topographical Survey re Village Hall	£ 575.00	£ 690.00	621
AC Leigh	Sigma Cylinder keys and postage	£ 197.75	£ 237.30	628
		£ 2,177.96	£ 2,468.05	

Resolution to pay these invoices

- 16/187. Cottenham Festival** – to review finance report from the Festival 2016 - FLAC
- 16/188. Management accounts** – to review the monthly management accounts - FLAC
- 16/189. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 16/190. Matters for consideration at the next meeting**
- 16/191. Dates of next meetings** – Planning 4th August, Planning 18th August, Full 6th September.
- 16/192. 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

28th July 2016