

**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 **Tuesday 2<sup>nd</sup> May 2017 at 7.15pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 17/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 17/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 17/087. 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.*
- 17/088. 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).*
- 17/089. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 4<sup>th</sup> April 2017 be signed as a correct record.
- 17/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opt)
  - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
  - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opt)
  - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
  - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- 17/091. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
  - HR (Cllrs Morris, Nicholas & Ward)
  - Sustainable Cottenham (Cllr Ward & Berenger)
  - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Richards Ward)
- 17/092. Endorse status "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford)
  - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward)
  - Public Art – bench (Cllrs Nicholas, Richards & Ward)
  - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk)
  - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & the Clerk)
  - Youth (CALF – Cllrs Berenger & Collier)
- 17/093. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustees, currently Cllr Mudd and DC Harford)
  - Church and Causeway Charity (Trustee, currently Cllrs Berenger & Collier)
  - Cottenham Community Centre (Trustee, currently Cllr Collier)
  - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
  - Cottenham Village College (Governor, currently Cllr Collier)
  - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
  - Ladybird Pre-School (Trustee, currently Cllr Collier)
  - VH Users – (Rep, currently Cllr Richards)
- 17/094. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho & Cllr McCarthy)
  - Playground Inspectors (Cllrs Mudd and Nicholas)
- 17/095. To review policy recommendations by Committees**
- Child Protection (adopted November 2013)
  - Code of Conduct (adopted July 2012); amended July 2015

- Complaints procedure (adopted August 2012); amended July 2015
- Equal Opportunities (adopted November 2013)
- Financial Regulations; (amended June 2016)
- Freedom of Information – Publication Scheme (adopted March 2013)
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Risk Assessment (amended September 2016)
- Standing Orders (adopted July 2012) amended June 2016

**17/096. 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.*

**17/097. 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
- **Neighbourhood Plan** – NP Working Party
- **Update on Village Hall Project** – Cllr Morris

**17/098. Internal audit** – Consider review of internal audit report – RFO

**17/099. Rule 6 status** – Consider applying for Rule 6 status at the Gladman Planning Inquiry – Cllr Morris

**17/100. Planning Application** - Consider response to application S/3163/16/FL - To demolish an existing single storey village hall and build a new two storey village hall in the same location. The adjoining existing nursery will not be affected by the development and will remain joined to the new proposed building but as a separate facility. The car park on the recreation ground, adjacent to the village hall, will be expanded also, providing more standard and disabled parking bays to accommodate the expansion of the village hall, King George V Playing Fields, Lambs Lane, Cottenham

**17/101. Grant requests** – Consider FLAC recommendations for grant requests of £200 from Cottenham Library Summer Reading Challenge; £200 Cottenham Holiday Club; £250 Cottenham Feast Committee towards insurance costs – FLAC

**17/102. CPS Grant** - Consider grant request of up to £1600 from Cottenham Primary School for Korfbal equipment – RFO

**17/103. Ponies** – Consider making a donation to Fenland Animal Rescue – Cllr Morris

**17/104. Cyclescheme** – Consider purchase of new bicycle for Assistant Clerk via Cyclescheme – Asst Clerk

**17/105. Salaries** - Consider staff pay for 2017/8 – HR

**17/106. CAPALC Training** – Consider attendance at Councillor training events – Clerk

**17/107. Parish Council Conference** – Consider attendance at event on 11<sup>th</sup> August hosted by Cambridgeshire and Peterborough Police and Crime Commissioner

**17/108. CPS magazine** – Consider advertising the summer Connections Bus sessions in the CPS magazine at a cost of £50 for a half page – Clerk

**17/109. Cricket square** – Consider installation of new water pipe to improve watering of the square - Clerk

**17/110. Annual Governance Statement** – Review and approve the Annual Governance Statement 2016/17 as part of the Annual return for the year ended 31st March 2017 - FLAC

**17/111. Accounting Statements** – Review and approve the Accounting statements 2016/17 as part of the Annual return for the year ended 31st March 2017 - FLAC

**17/112. Finance**

| Income              | Description              | Net      | Gross      |  |
|---------------------|--------------------------|----------|------------|--|
| Day Centre          | March 17 Invoice payment | £ 100.00 | £ 120.00   |  |
| Cambridge Kids Club | April 17 invoice payment | £ 873.92 | £ 1,048.70 |  |
| Debbie Prince       | March 7 Invoice payment  | £ 21.00  | £ 25.20    |  |

|                               |  |                    |                    |             |
|-------------------------------|--|--------------------|--------------------|-------------|
| Jane Williams                 | March 17 Invoice payment   | £ 92.00            | £ 110.40           |             |
| Bowls Club                    | Invoice payment  | £ 180.00           | £ 180.00           |             |
| Sharon Amiss-Gallant          | Hire of village hall   | £ 150.00           | £ 180.00           |             |
|                               |  | <b>£ 1,416.92</b>  | <b>£ 1,664.30</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 May 17  | £ 3,248.81         | £ 3,248.81         |             |
| HMRC                          | Tax and NI for April 17 (month 1)                                    | £ 699.45           | £ 699.45           |             |
| Connections Bus               | 10 visits from January 17 to April 17                                | £ 2,445.00         | £ 2,445.00         | 824         |
| CAPALC                        | Membership fee 2017-18   | £ 703.15           | £ 703.15           | 829         |
| Essex Chambers                | Preparation for and attendance at Planning Inquiry                   | £ 8,000.00         | £ 9,600.00         | 830         |
| Birketts                      | Professional charges re Planning advice up to 31st March             | £ 750.00           | £ 900.00           | 833         |
| Birketts                      | Professional charges re preparatory work & attendance at the inquiry | £ 2,250.00         | £ 2,700.00         | 834         |
| Green & Purple                | Year-end accounts 16-17 and Management accounts update               | £ 800.00           | £ 960.00           | 838         |
| British Gas                   | Electric bill for Recreation Ground Jan- April 17 DD                 | £ 1,378.79         | £ 1,654.54         | 839         |
| AJ King                       | Contract cost for April 2017   | £ 2,536.24         | £ 3,043.48         | 840         |
| AJ King                       | Crowland Moat Maintenance 1st Jan - 31st March 17                    | £ 500.00           | £ 600.00           | 841         |
|                               |  | <b>£ 23,311.44</b> | <b>£ 26,554.43</b> |             |
|                               |  |                    |                    |             |
| <b>Expenses under £500</b>    | <b>Description</b>   | <b>Net</b>         | <b>Gross</b>       | <b>code</b> |
| Legal and General             | Pension costs for May 17 (DD)  | £ 25.15            | £ 25.15            |             |
| Green and Purple              | Accounting support   | £ 50.00            | £ 60.00            | 823         |
| Business Consultancy Services | Payroll processing   | £ 28.00            | £ 33.60            | 825         |
| PHS Group                     | Admin charge   | £ 20.00            | £ 24.00            | 826         |
| Jo Brook                      | Black ink cartridge  | £ 16.00            | £ 16.00            | 827         |
| Debbie Seabright              | Expenses re Sim card for the Pavillion alarm system                  | £ 9.97             | £ 9.97             | 828         |
| Debbie Seabright              | Expenses re Paper  | £ 2.50             | £ 2.50             | 831         |
| Cheffins                      | Professionadvice re Lad adjacent to the Recreation ground            | £ 250.00           | £ 300.00           | 832         |
| Southern Electric             | Electricity bill for the Pavillion                                   | £ 279.72           | £ 335.66           | 835         |
| Heelis and Lodge              | Internal Audit cost for 16-17  | £ 410.00           | £ 410.00           | 836         |
| FECA                          | Membership renewal   | £ 15.00            | £ 15.00            | 837         |
| AJ King                       | Additional work re Fen Reeves (Repair of fence & post replacement)   | £ 140.00           | £ 168.00           | 842         |
| AJ King                       | Additional work re The Green (Cut down condemned tree)               | £ 110.00           | £ 132.00           | 843         |
| AJ King                       | Supply of Graffiti Chemical  | £ 180.00           | £ 216.00           | 844         |
| AJ King                       | Additional work re Spraying of Third Field - Rec ground              | £ 186.00           | £ 223.20           | 845         |
| Dom Sylvester                 | Redecoration of Interior and Exterior phonebox                       | £ 448.00           | £ 537.60           | 846         |
| Staples                       | Printer cartridge and black bin bags                                 | £ 32.32            | £ 38.78            | 847         |
| British Gas                   | Electric bill for the Green Jan- April 17 DD                         | £ 146.25           | £ 153.56           | 848         |
| Calor Gas                     | Standing charge - DD   | £ 17.13            | £ 17.99            |             |
|                               |  | <b>£ 2,366.04</b>  | <b>£ 2,719.01</b>  |             |

Resolution to pay these invoices

- 17/113. Management accounts** – to review the monthly management accounts - FLAC
- 17/114. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/115. Matters for consideration at the next meeting**
- 17/116. Dates of next meetings** – Planning 4<sup>th</sup> May (Pavilion), APM 9<sup>th</sup> May, CALF 16<sup>th</sup> May, Planning 18<sup>th</sup> May, Highways 23<sup>rd</sup> May, FLAC 25<sup>th</sup> May, Full 6<sup>th</sup> June.
- 17/117. 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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26<sup>th</sup> April 2017