

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 3rd September 2014 at 7.15pm

AGENDA

The Public and Press are invited to attend

14/250. Chairman’s Introduction and Apologies

14/251. 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.

14/252. To accept Declarations of Interest - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting.

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.

14/253. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 1st July be signed as a correct record

14/254. Reports

- **SCDC** – report circulated prior to the meeting
- **CCC** – report circulated prior to the meeting
- **Clerk** – report circulated prior to the meeting
- **Police** – update from PCSO James Fuller

14/255. Finance

Income	Description	Net	Gross
SCDC	S106 monies	£8,595.10	£8,595.10
Jane Williams	Rent - July	£160.00	£160.00
Day Centre	Rent - July	£300.00	£300.00
HMRC	Vat repayment	£12,564.31	£12,564.31
BV Services	Community Sponsorship	£150.00	£150.00
EON	In credit re Electricity used on the Green	£139.89	£139.89
		£21,909.30	£21,909.30
Expenses	Description	Net	Gross
Cottenham Primary	S137 grant towards Tour de Cottenham	£500.00	£500.00
Rampton Motors	For Petrol costs	£100.00	£100.00
Staples	Ink cartridge x 2 for office printer	£107.28	£128.74
Travis Perkins	4 Brass hinges and screws	£31.52	£37.83
Cambs CC	2013-14 Local Highway improvement contribution	£61.03	£61.03
Fleet	Pitchmarker 15 Ltr and postage	£235.45	£282.54
Salaries	Salaries September	£3,806.07	£3,806.07
HMRC	HMRC - Tax and NI September	£1,061.65	£1,061.65
Jo Brook	Exps re postage (Special delivery)	£11.00	£11.00
EON	Electricity for the Recreation Ground	£130.26	£143.53

Collier Turf Care	Loam and Turf	£596.80	£694.56
BC Group Trust	Upkeep of Crowlands manor site	£760.00	£912.00
Travis Perkins	Sand/ Cement Mortar	£7.25	£8.70
Staples	Ink Cartridges	£101.23	£121.48
A J King	Invoices - re hire of equipment	£385.00	£462.00
A J King	Mileage expenses	£9.60	£9.60
Nick West	Cleaning services & exps re toilet rolls (£21.97) - June	£693.60	£693.60
Nick West	Cleaning services & exps re materials/air freshener - July	£712.81	£712.81
		£9,310.55	£9,747.14

Resolution to pay these invoices

- 14/256. Removal of Lime trees** – To consider responses from SCDC and County to questions submitted following the removal of trees from outside 333 High Street – Clerk
- 14/257. Minor Highways Improvement grant** – to consider proposals re: County Council ‘Local Highways Improvements’ grant (3 proposals circulated prior to the meeting) – Cllr Morris
- 14/258. Summer Reading Challenge** – to consider representative at the Library Summer Reading Challenge awards ceremony to be held on 11th September – Clerk
- 14/259. Changing rooms (stages)** – CALF recommends that the Changing Rooms project, contrary to previous motions, be progressed as four lots to achieve best value for money while ensuring a timely start to the work on-site – Cllr Beckford
- 14/260. Changing rooms (Standing Orders)** – CPC, in the interests of achieving best value for money and earliest project commencement, suspends Standing Order 30c(i) to enable negotiations on a non-competitive basis for the procurement of preparatory groundworks and substructure up to damp-proof course for the new changing rooms – Cllrs Morris and Mudd
- 14/261. Changing rooms (tenders)**– Following legal advice, CPC instruct W&B to return unopened all tenders received under the recent round with an accompanying letter thanking bidders for responding, explaining that the Parish Council can no longer pursue this procurement as specified and is therefore returning all bids unopened. CPC hope that bidders will participate in a revised invitation to tender which will be issued in the next few months – Cllr Morris
- 14/262. Electricity renewal** – to consider renewal quote from EON or alternative suppliers prior to renewal date of 26th September- RFO
- 14/263. Amey Cespa grant application** – to consider signing of the grant application towards funding for the new skatepark – Cllr Collier
- 14/264. 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.
- 14/265. Clerk/RFO salaries (closed item)** – to approve salary increases as per guidance from CAPALC – Cllr Young & Beckford
- 14/266. Contract for grounds maintenance (closed item)** – to progress contract – Finance Committee
- 14/267. Reserved matters (closed item)** – Cllr Leeks
- 14/268. Matters for consideration at the next meeting**
- 14/269. Dates of next meetings** – Planning 4th September, Facilities 16th September, Planning 18th September, Finance 26th September, Full Council 7th October.
- 14/270. 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

27th August 2014