

**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 3<sup>rd</sup> April 2018 at 7.15pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 18/065. 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.*
- 18/066. Professor Stephen Hawking** – tribute to Professor Hawking, a former resident of Cottenham – Cllr Bolitho
- 18/067. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & other 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).*
- 18/068. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6<sup>th</sup> March 2018 be signed as a correct record.
- 18/069. 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.*
- 18/070. 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** – Cllr Morris
  - **Village Hall & Nursery** – Cllr Morris
  - **Highways Improvements update** – Highways
  - **High Street Post Box update** – Cllr Collinson
- 18/071. Street naming** – Consider proposed names for the Bellway Homes development – Clerk
- 18/072. Summer Reading Challenge** – Consider grant request from Cottenham Library for the Summer Reading Challenge – RFO
- 18/073. Cottenham Fun Run stall** – Consider hosting an information stall at the Fun Run on 5<sup>th</sup> May – Clerk
- 18/074. Training & Development policy** – Consider wording for Training and Development policy – Clerk
- 18/075. Year end** – Consider End of Year accounting issues, including likely balances and proposed viring between reserves – Cllr Morris
- 18/076. Tree survey report** – Consider findings of tree survey for Village Green and Recreation Ground and next steps – Clerk
- 18/077. Tree survey (2)** – Consider undertaking tree survey of Crowlands Moat, Tenison Manor, Brenda Gautrey Way and The Pond – Clerk
- 18/078. Fence repairs** – Consider quote provided by CPS for damage to fence between School and Recreation Ground a) caused by storm and b) from vehicles hitting the fence - Clerk

**18/079. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Town Ground Rent	Annual payment	£ 275.50	£ 330.60	
HMRC	VAT repayment	£ 2,069.95	£ 2,069.95	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Rampton Parish Council	Contribution to the cycleway lighting	£ 2,000.00	£ 2,000.00	
		<b>£ 5,288.37</b>	<b>£ 5,532.05</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for April 18	£ 3,501.27	£ 3,501.27	
HMRC	Tax and NI for March 18 (month 12)	£ 731.16	£ 731.16	-
Chubb	Charge for annual contract	£ 771.46	£ 925.75	1096
Agenta tree surveys	Plotting of trees on digital map and maps for the green & rec ground	£ 521.40	£ 521.40	1097
Browns of Burwell	Oil for the recreation ground	£ 1,259.60	£ 1,322.58	1098
Rampton Parish Council	Contribution towards reflective cycle studs in the cycleway	£ 2,000.00	£ 2,000.00	1099
South Cambs District Council	Annual trade waste bill	£ 2,499.00	£ 2,499.00	1107
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1108
		<b>£ 14,450.56</b>	<b>£ 15,301.16</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs (April 18)	£ 138.81	£ 138.81	
CSA	Toilet rolls (72)	£ 39.90	£ 47.88	1090
RFO	Expenses re Sim Card for the Pavilion	£ 8.31	£ 9.97	1091
Green and Purple	Accounting support for the RFO	£ 50.00	£ 60.00	1092
Assistant Clerk	Batteries/refreshments for office/Phone top-up	£ 9.99	£ 9.99	1093
John Slater Planning Ltd	Professional Services re Neighbourhood plan	£ 350.00	£ 420.00	1094
Staples	Stationary and ink cartridges	£ 103.80	£ 124.56	1100
SSE - Southern Electric	Electric bill for the Pavilion	£ 311.55	£ 373.86	1101
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1102
Bridgeman Maintenance	Painting at the Village hall and Pavilion	£ 285.00	£ 285.00	1103
Travis Perkins	Water softener salts for the pavilion	£ 55.44	£ 66.53	1104
Cambridge Water Business	Annual water charge for the memorial	£ 68.13	£ 68.13	1105
Clerk	Sign re anti climb paint	£ 2.58	£ 2.58	1106
AJ King	Stump grinding at the rec ground	£ 100.00	£ 120.00	1109
MD Contracting & Farming	Digger and driver hire	£ 300.00	£ 360.00	1110
CB Creative	Neighbourhood Plan exhibition materials	£ 390.00	£ 468.00	1111
		<b>£ 2,102.70</b>	<b>£ 2,450.10</b>	
<b>Agreed grants for 18-190</b>				
Cottenham Holiday Club	Holiday club in August 18		£ 250.00	
CUFC	Cottenham United Football club		£ 250.00	
Cottenham Junior Brass	Music folders		£ 150.00	
FETA	Twining weekend		£ 800.00	
Mobile Warden Scheme	Running costs for the project		£ 1,500.00	

Resolution to pay these invoices

- 18/080. Management accounts** – to review the monthly management accounts - FLAC
- 18/081. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 18/082. Matters for consideration at the next meeting**
- 18/083. Dates of next meetings** – Planning 5<sup>th</sup> April, CALF 17<sup>th</sup> April, Planning 19<sup>th</sup> April, FLAC 24<sup>th</sup> April, Planning 1<sup>st</sup> May, Full 8<sup>th</sup> May, APM 10<sup>th</sup> May
- 18/084. 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](mailto:clerk@cottenhampc.org.uk)

27<sup>th</sup> March 2018