

# 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 3<sup>rd</sup> February 2015 at 7.15pm

## AGENDA

The Public and Press are invited to attend

**15/030. Chairman’s Introduction and Apologies**

**15/031. 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.*

**15/032. To accept Declarations of Interest and Dispensations –** i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate.

*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.*

**15/032. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 13<sup>th</sup> January be signed as a correct record

**15/034. 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
- **Police** – update from PCSO James Fuller
- **Northstowe** – report circulated prior to the meeting

**15/035. Finance**

Income	Description	Net	Gross
Day centre	Rent of village hall Dec 2014	£ 180.00	£ 180.00
Jane Williams	Rent December	£ 170.00	£ 170.00
Cottenham Church & Causeway	Annual pay-out from Church & Causeway Charity	£ 3,000.00	£ 3,000.00
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95
Michell Plowman	Rent of village hall November 2014	£ 945.00	£ 945.00
Michelle Antill	Casual hire of village hall	£ 45.00	£ 45.00
CUSSC	Quarterly rent and hall bookings	£ 2,175.00	£ 2,175.00
		<b>£ 8,069.95</b>	<b>£ 8,069.95</b>
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,369.55	£ 2,369.55
HMRC	PAYE and NI	£ 598.21	£ 598.21
Goode Bequest /Dissenters donation	£1500 each	£ 3,000.00	£ 3,000.00
ABCO construction	Clean and repair guttering at the village hall	£ 142.00	£ 170.40
Nick West	Labour cost for cleaning village hall	£ 567.00	£ 567.00

Nick West	Cleaning materials - Air Fresheners x 6	£ 34.00	£ 34.00
PPL	For entertainment license	£ 196.01	£ 235.21
Cambridge Sound	Lighting for carols on the village green	£ 250.00	£ 300.00
Jo Brook	Expenses re Ink Cartridge	£ 16.00	£ 16.00
The BC Group Trust	Monthly groundworks to the Crowlands manor site	£ 420.00	£ 504.00
The BC Group Trust	Dismantling of the roadside fence	£240.00	£288.00
Travis Perkins	Lever basin tap and Celmac Seat and cover	£ 41.88	£ 50.26
Staples	Stationary items	£ 97.48	£ 116.98
Debbie Seabright	Stationary items and Stamps	£ 17.80	£ 17.80
Andrew King	Monthly invoice	£ 2,536.24	£ 3,043.48
Andrew King	Extra work - Narrow lane	£ 100.00	£ 120.00
Andrew King	Extra work - Fen Reeves woodland	£ 80.00	£ 96.00
Wilby and Burnett	Architectural & QS services up to commencement on site	£ 8,432.43	£ 10,118.92
		<b>£ 19,138.60</b>	<b>£ 21,645.81</b>

Resolution to pay these invoices

- 15/036. Changing Rooms** – To receive an update on the project - Cllrs Morris & Mudd
- 15/037. Skatepark** – To receive an update on the project - Cllrs Morris & Berenger
- 15/038. Scrutiny Committee** – To consider setting up a Scrutiny Committee (item deferred from January) – Cllr Leeks
- 15/039. August Full Council meeting** – To consider that no full Council meeting is held during August (item deferred from January) - Clerk
- 15/040. Beach Road speed limit changes** – to consider County plan for location of speed limit changes on Beach Road as part of the Pelham Grange development S106 agreement
- 15/041. Grant applications** – to consider recommendations regarding applications received outside of the S137 guidelines – Finance Committee
- 15/042. Church and Causeway Estate** – to agree division of monies received from the charity - RFO
- 15/043. Refurbishment of village sign** – to consider using the money received from WISER for the refurbishment of the painting (NB: the money must be used for a community project) – Clerk
- 15/044. Committee Terms of Reference** – to consider amending ToR's FROM Membership is N members of the Parish Council + ExOfficio TO Membership is N+2 members of the Parish Council, including Chair and Vice Chair "ex-officio" - Cllr Morris
- 15/045. Standards Committee** – to consider the appointment of 2 further members to the Committee – Cllr Morris
- 15/046. Dissenters Cemetery** – to consider usage of the layby for cemetery business – Cllr Berenger
- 15/047. 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.*
- 15/048. Sale of grounds equipment (closed item)** – To consider update on the sale of all unwanted grounds equipment – Cllr Mudd
- 15/049. Matters for consideration at the next meeting**
- 15/050. Dates of next meetings** – Planning 5<sup>th</sup> February, Highways 10<sup>th</sup> February, Facilities 17<sup>th</sup> February, Planning 19<sup>th</sup> February, Finance 26<sup>th</sup> February, Full Council 3<sup>rd</sup> March
- 15/051. Close of Meeting**

Jo Brook - Clerk

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28<sup>th</sup> January 2015