

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 3rd May 2016 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 15/092. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 15/093. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 16/094. Chairman's Introduction and Apologies for absence**
- 16/095. 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.
- 16/096. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 5th April 2016 be signed as a correct record.
- 15/097. 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 Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- 15/098. 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)
- 15/099. Endorse status "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford)
 - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd)
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward)
 - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris)
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & Clerk)
- 15/100. 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 Village College (Governor, currently Cllr Collier)
 - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
 - Ladybird Pre-School (Trustee, currently Cllr Collier)
- 15/101. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho & Cllr McCarthy)
 - Playground Inspectors (Cllrs Mudd and Nicholas)
- 15/102. 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 1st March 2016) consider recommendations by FLAC
 - Health & Safety (adopted October 2014)
 - IT & Communications (adopted October 2015)
 - Procedure for handling FOI requests (adopted March 2013)

- Risk Assessment; to consider recommendations by FLAC
- Standing Orders (adopted July 2012; amended May 2015) to consider recommendations by FLAC

16/103. 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.

16/104. 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
- RFO – New audit regime
- CALF – report circulated prior to the meeting
- FLAC – report circulated prior to the meeting
- Highways Committee – report circulated prior to the meeting
- Planning Committee – report circulated prior to the meeting
- Standards – report circulated prior to the meeting
- Update on major developments – Cllr Morris
- Update on Neighbourhood Plan – Cllr Morris

16/105. FECA Membership – to consider renewal of membership to FECA – Clerk

16/106. Clerk Resources – to consider purchase of reference books (Minute taking, Risk Management, Meetings) from the SLCC at a cost of £31.78 inc. delivery – Clerk

16/107. Annual Governance Statement – to consider approval of the annual governance statement 2015-16 - FLAC

16/108. Accounting Statement – to consider approval of the Accounting statement 2015-16 - FLAC

16/109. Cottenham Guiding picnic – to consider request to hold a picnic on the Village Green on 12th June 3-5pm - Clerk

16/110. Community Land Trust – to consider supporting an initiative to create Cottenham Community Land Trust – Cllr Morris

16/111. Playhouse – to consider CALF recommendation to purchase replacement playhouse at a cost of £1543 + £637 installation + VAT & delivery – CALF

16/112. Litter picking equipment – to consider the purchase of 15 litter pickers at a cost of £192.46 inc VAT & delivery – Cllr Ward

16/113. August meeting schedule – to consider cancellation of committee meetings during August – Clerk

16/114. Connections Bus – to consider hosting events during the school summer holidays – Clerk

16/115. Colts 5 a-side – consider access and parking arrangements for Colts 5-a-side tournament on Sunday 29th May – CALF

16/116. Finance

Income	Description	Net	Gross	
Jane Williams	February 16 invoice	£ 207.00	£ 248.40	
Day Centre	March 16 invoice	£ 250.00	£ 300.00	
Debbie Prince	March 16 invoice	£ 21.00	£ 25.20	
Michelle Plowman	March 16 invoice	£ 862.00	£ 1,034.40	
Bowls Club	Rent and Water costs	£ 100.00	£ 100.00	
Cott Festival				
Adele Kitching	For stall at the festival	£ 20.00	£ 20.00	
		£ 1,460.00	£ 1,728.00	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for May 16	£ 3,481.66	£ 3,481.66	
HMRC	Tax (£358.20) and NI (£418.92) for May 16	£ 777.12	£ 777.12	
Legal and General	Pension cost for May 16 DD	£ 48.73	£ 48.73	
Connections Bus	Connection bus visits for Jan 16 to Mar 16	£ 2,178.00	£ 2,178.00	534

Sports & Social Club	Contract services from Jan - Mar 16	£ 1,080.00	£ 1,080.00	535
Green and Purple	Year end accounts 2015-16	£ 800.00	£ 960.00	538
Sovereign	Balance 80% for gym equipment	£ 1,713.13	£ 2,055.76	545
360 TSL	Traffic data collection	£ 1,025.00	£ 1,230.00	546
A J King	Monthly contract costs & Verti-drain of Football pitch	£ 2,786.24	£ 3,343.48	552/553
		£ 13,889.88	£ 15,154.75	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
SLCC	Regional roadshow for Clerks and RFO	£ 138.00	£ 165.60	533
Southern Electric	Electricity bill for the Green	£ 49.93	£ 52.42	536
Southern Electric	Electricity bill for the Pavillion	£ 252.40	£ 302.88	540
Debbie Seabright	Expenses re O2 sim card and stationary	£ 39.17	£ 39.17	537
Zurich	Cover for the Queens birthday Beacon event	£ 60.00	£ 65.70	539
Travis Perkins	3 x Vandalene black (anti-climb paint)	£ 101.97	£ 122.36	541
Chubb	25% deposit for work on security system in Village Hall	£ 223.50	£ 268.20	542
Jo Brook	Exp re Mileage to SLCC roadshow in P'boro	£ 33.30	£ 33.30	543
Sam McManners	Exps re spoons/clock/mouse/mileage/fire extinguisher	£ 43.76	£ 43.76	544
Jo Brook	Exps for APM	£ 3.53	£ 3.53	
Debbie Seabright	Exps for stamps/envelopes	£ 15.69	£ 15.69	
Travis Perkins	Redwood planed timber	£ 49.20	£ 59.04	547
BC Group Trust	Work on Crowlands manor site	£ 360.00	£ 360.00	548
Calor gas	Standing charge	£ 17.13	£ 17.99	549
Fen Edge Community Assoc	Annual membership for FECA	£ 15.00	£ 15.00	550
Chris Richards	Expenses re cupcakes for Queens birthday event	£ 99.00	£ 99.00	551
Cromwell Fire Ltd	Dry powder fire extinguisher - Queens Beacon event	£ 76.50	£ 91.80	554
Chris Richards	Gas for the Queens Birthday Beacon	£ 40.29	£ 40.29	555
		£ 1,618.37	£ 1,795.73	
Transfer cheques				
Transfer	Half the precept from Lloyds to Unity Trust current account	£ 103,469.50	£ 103,469.50	

Resolution to pay these invoices

16/117. Management accounts – to review the monthly management accounts - FLAC

16/118. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/119. Matters for consideration at the next meeting

16/120. Dates of next meetings – Planning 5th May (Office), CALF 17th May, Planning 19th May, FLAC 24th May, Full 7th June.

16/121. 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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27th April 2016