

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 3<sup>rd</sup> November 2015 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

**15/263. Chairman's Introduction and Apologies for absence**

**15/264. 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.*

**15/265. 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.**

**15/266. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 6<sup>th</sup> October be signed as a correct record.**

**15/267. 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
- **Northstowe Community Forum** – report circulated prior to the meeting - Cllr Heydon
- **Histon Area Police Panel update** – report circulated prior to the meeting - Cllr Heydon
- **Connections Bus AGM update** – report circulated prior to the meeting - Cllr Heydon
- **Sports Pavilion** – update on contract and early user experience – Cllr Morris
- **Village Hall replacement** – update on user contracts and appointment of architects – Cllr Morris
- **Major development applications** - update on current and imminent planning applications – Cllr Morris

**15/268. Finance**

Income	Description	Net	Gross	
Jane Williams	Hall hire for September 15	£ 149.50	£ 179.40	
Cottenham Day Centre	Rent for September 15	£ 250.00	£ 300.00	
Debbie Prince	Rent for August 15	£ 21.00	£ 25.20	
UK Power Networks	Wayleave rent for cable at rec ground	£ 38.05	£ 38.05	
VAT payment	VAT payment for August 2015	-	£ 17,398.45	
Cricket Club	Annual invoice payment	£ 840.00	£ 1,008.00	
Cricket Club	Donation towards furniture in the Pavilion	£ 1,000.00	£ 1,000.00	
		<b>£ 2,298.55</b>	<b>£ 19,949.10</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 15	£ 3,076.70	£ 3,076.70	
HMRC	Tax and NI for November 15	£ 631.48	£ 631.48	
A Mappedoram	Work on Floodlights at Recreation ground	£ 683.00	£ 819.60	370
CUSSC	Contract services July-Sept 2015	£ 1,080.00	£ 1,080.00	371
Calor gas	Tank installation	£ 500.00	£ 525.00	375
Cottenham Primary School	S106 monies for Public Art project at the School	£ 8,000.00	£ 8,000.00	
The BC Group Trust	Monthly cost for work at Crowlands manor	£ 560.00	£ 560.00	379
Calor Gas Ltd	Bulk Propane delivery for Changing rooms	£ 659.65	£ 692.63	382
Collier Turf Care Ltd	Grass seed for new pavilion	£ 539.00	£ 539.00	384
Cottenham Community Centre	Six monthly fee to 31st March 2016 for Office space	£ 1,300.00	£ 1,300.00	385

Thomson, Webb & Corfield Solicitors	Advice re Settlement agreement with Groundsman	£ 500.00	£ 600.00	387
SCDC	Fly tipping removal and disposal costs	£ 700.00	£ 700.00	388
Northmore Associates	Two invoices - Building consultancy services	£ 1,990.00	£ 2,388.00	391
Nick West	Cleaning costs for the Village hall - Labour	£ 621.00	£ 621.00	393
Durman Stearn Ltd	Works carried out re Certificate no 5	£ 40,123.39	£ 48,148.07	396
AJ King	Monthly cost for Groundsman contract	£ 2,536.24	£ 3,043.48	399
		<b>£ 63,500.46</b>	<b>£ 72,724.96</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Goldfinch environmental	Visit and testing of soil by Engineer - NCR	£ 365.00	£ 438.00	372
Aquarius Liquid engineering	clear a blocked pipe at the recreation ground	£ 162.00	£ 194.40	373
Travis Perkins	Parts for dishwasher and sink - NCR	£ 13.62	£ 16.35	374
SSE - Southern Electric	Quarterly electric bill for the green DD	£ 51.60	£ 54.18	376
Cambs county council	For Traffic Regulation Order (TRO)	£ 250.00	£ 250.00	377
Sam McManners	Expenses re Ink cartridge and stamps	£ 4.43	£ 4.43	378
The BC Group Trust	Additional work - Clear trees within tree belt	£ 372.60	£ 372.60	380
Cutting Edge PC	Repair to Clerks Laptop	£ 40.00	£ 40.00	381
Scott's of Cambridge	Photography charge for opening event	£ 75.00	£ 75.00	383
Melsop Rare Breeds Farm Park	Reindeer for the carol concert	£ 350.00	£ 420.00	
BT Payphones	Adoption of phone box	£ 1.00	£ 1.00	
Debbie Seabright	Stamps	£ 12.96	£ 12.96	386
Cambridge Web Solutions	Online booking form and calendar setup	£ 180.00	£ 216.00	389
Cromwell Fire Ltd	Fire extinguisher for the Pavilion	£ 349.44	£ 419.33	390
SJB Electrical contracting	9 hand dryers for the Pavilion	£155	£ 185.51	392
Nick West	Toilet rolls/Batteries/Bleach/Cleaner/Air fresheners	£ 61.50	£ 61.50	394
Nick West	Light bulbs x 10	£ 11.00	£ 13.20	395
Fen Edge Plumbing & Heating	Fix water heater in Kitchen and new thermostat	£ 166.20	£ 166.20	397
The Chequers Catering Company	Catering for opening of Pavilion	£ 333.33	£ 400.00	398
Sam McManners	Stamps	£ 4.73	£ 4.73	400
Jo Brook	Mileage - 50miles (PC World, Hobbycraft, Tesco)	£ 22.50	£ 22.50	
Jo Brook	Red ribbon (£3.75), mugs/teaspoons (£34) - pavilion	£ 37.75	£ 37.75	
		<b>£ 3,019.25</b>	<b>£ 3,405.64</b>	

Resolution to pay these invoices

- 15/269. Management accounts** – to review the monthly management accounts - FLAC
- 15/270. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/271. Neighbourhood Plan** – to receive an update on area designation, agreement with SCDC, engagement with community and appointment of survey consultants – NP working party
- 15/272. Furniture for Pavilion** – to consider the purchase of two additional tables at a cost of £x – Cllr Morris
- 15/273. CPS Remembrance Project** – to consider allowing Primary School to place Remembrance stones (painted with poppies as part of whole school project) on the War Memorial – Clerk
- 15/274. Financial Regulations amendment** - consider proposed modification of Financial Regulations to cover governance of grants to third parties either in small amounts from Cottenham Chest or in larger amounts drawn from s106 or CIL receipts – FLAC
- 15/275. Connections Bus** – to consider provision of safe and appropriate parking for the Bus – Cllr McCarthy
- 15/276. Ladybirds fencing** – To consider CALF recommendation for acceptance of quote for replacement Ladybirds fence – Clerk
- 15/277. Account signatories** – to consider FLAC recommendation for additional account signatory – RFO

- 15/278. Racecourse View public space** – to consider whether to assume responsibility for on-going maintenance of site under s106 agreement – Clerk
- 15/279. BT phone box adoption** – to consider signing of contract for sale & purchase of phone box on High Street/Denmark Road – Clerk
- 15/280. Councillor training** – to consider attendance at CAPALC courses – Clerk
- 15/281. Gambling Act consultation** – to consider response to consultation (by 12<sup>th</sup> November) – Clerk
- 15/282. Northstowe Parish Forum Workshop** – to consider attendance at event on 18<sup>th</sup> November – Clerk
- 15/283. Caretaker appointment** – to consider HR working party recommendation for post of caretaker – HR party
- 15/284. Matters for consideration at the next meeting**
- 15/285. Dates of next meetings** – Planning 5<sup>th</sup> November, FLAC 10<sup>th</sup> Nov, CALF 17<sup>th</sup> Nov, Planning 19<sup>th</sup> Nov, FLAC 26<sup>th</sup> Nov, Full 1<sup>st</sup> December
- 15/286. Close of Meeting**



Jo Brook - Clerk

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28<sup>th</sup> October 2015