

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 3rd October 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/227. 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.*
- 17/228. 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).*
- 17/229. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 5th September 2017 be signed as a correct record.
- 17/230. 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.
- 17/231. 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
 - **Update on Highways projects** – Cllr McCarthy
- 17/232. CiLCA qualification** – Consider Clerk and RFO undertaking CiLCA qualification at a cost of £250 each for registration plus an allocation of additional hours and attendance of up to 6 training modules @ £70 each per person – Clerk
- 17/233. Reference books** – Consider purchase of reference books necessary for CiLCA course – Charles Arnold Baker (£73.60 – SLCC member rate) and The Parish Councillors Guide (£25) – Clerk
- 17/234. Mobile Goalpost specification** – Consider improving the specification of posts to be purchased under resolution 17/186 – Cllr Morris
- 17/235. Land purchase and preparation** – Consider authorising a £15,000+VAT project to purchase and bring into use land adjacent to the Recreation ground to improve corner visibility (from OS reserve) – Cllr Morris
- 17/236. BGW Treeworks** – Consider quotes for works to 4x pines, 1x ash, 1x birch – Clerk
- 17/237. Neighbourhood Plan** – Consider appointing Ann Skipper as planning consultant to the NP Working Party for a fee not to exceed £5,000+VAT – Cllr Morris
- 17/238. Rubbish bins** – Consider quotes for additional rubbish bins (up to 5) as required for Rec Ground and other areas of the village at cost not to exceed £900+VAT – CALF
- 17/239. Village Hall** – Consider appointing architects to prepare documentation and apply for a pre-application report on a smaller Village Hall, cost not to exceed £5,000 +VAT (from CF reserve) – Cllr Morris
- 17/240. Nursery** – Consider appointing architects to prepare documentation and apply for a pre-application report on a stand-alone Early Years Nursery, cost not to exceed £3,000 +VAT (from CF reserve) – Cllr Morris
- 17/241. Groundsman** – Consider authorising Cllr Morris and the Clerk to agree scope of Groundsman contract from start of January 2018 to end December 2020, following FLAC recommendation of overall fee – Cllr Morris
- 17/242. Cottenham Feast** – Consider display materials and manning of stall for event on 15th October – Clerk
- 17/243. Cambridgeshire Parish Council Conference** – Consider attending event on 17th November – Clerk

17/244. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	Invoice payment	£ 14.00	£ 16.80	
William Prideax-Brune	Invoice payment	£ 98.00	£ 117.60	
Jane Williams	Invoice payment	£ 34.50	£ 41.40	
Day Centre	Invoice payment	£ 150.00	£ 180.00	
Skatepark	Annual invoice payment	£ 100.00	£ 120.00	
HMRC	VAT payment	-	£ 1,780.35	
SCDC	Precept (50%)	£ 162,144.50	£ 162,144.50	
		£ 163,414.92	£ 165,449.35	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for October 17	£ 3,622.63	£ 3,622.63	
HMRC	Tax and NI for September 17 (month 6)	£ 706.23	£ 706.23	
Connections Bus	12 visits by the Connections Bus to Cottenham	£ 1,235.00	£ 1,235.00	943
Essex Chambers	Settling detailed statement of Facts and Grounds	£ 5,000.00	£ 6,000.00	944
AJ King	Extra work re Cricket Squares	£ 325.00	£ 390.00	951
AJ King	Extra work re Tenison Manor Ditch	£ 150.00	£ 180.00	952
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	970
Alan Mappedoram	For fitting and wiring cabinet on green	£ 1,148.19	£ 1,377.82	960
Matta Products	To supply & install safety Matta to slide in play area	£ 3,739.00	£ 4,486.80	968
Arthur Peacock	Vertidrainng of 3 pitches on 3 rd field at Rec	£ 560.00	£ 672.00	969
		£ 19,022.29	£ 21,713.96	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for October 17 (DD)			
Debbie Seabright	Expenses re sim card at the Pavilion	£ 8.31	£ 9.97	945
Debbie Seabright	Mileage costs for Peterborough Conference	£ 25.20	£ 25.20	946
Debbie Seabright	2 x realms of paper	£ 4.98	£ 5.98	947
PHS Group	Annual duty of care re Sanitary waste at Village Hall	£ 73.40	£ 88.08	948
Green and Purple	Monthly support for RFO	£ 50.00	£ 60.00	949
PHS Group	3 sanitary disposal 12/10/17 - 11/10/18	£ 673.53	£ 808.24	950
Business Consultancy Services	Payroll Processing for August 17	£ 28.00	£ 33.60	953
Sam McManners	Phone top-up	£ 5.00	£ 5.00	954
Sam McManners	McAfee renewal	£ 74.99	£ 89.99	955
Start Traffic	Road signs	£ 379.35	£ 497.22	956
Fen Edge Plumbing & Heating	Replacement ballvalve on expansion tank	£ 39.00	£ 39.00	957
SSE Southern Electric	Electricity bill for the Pavilion	£ 260.86	£ 313.03	958
CSA	Cleaning materials & toilet rolls for the Village Hall	£ 107.59	£ 129.12	959
Cambridge Web Solutions	Updates to website booking form	£ 35.00	£ 35.00	961
Debbie Seabright	Expenses re annual charge for dropbox	£ 79.99	£ 79.99	962
Cambs County Council	Highways and Transport pre-application advice	£ 275.00	£ 330.00	963

Sam McManners	Stationery & Biscuits for Traffic & Transport mtg	£ 4.69	£ 4.69	964/ 965
Jo Brook	Expenses re HP Land Registry searches	£ 6.00	£ 6.00	966
Harlequin Woodcraft	for Glass fronted notice board for Coolidge Garden	£ 475.00	£ 570.00	967
Cottenham Primary School	Advert for school magazine	£ 50.00	£ 50.00	971
		£ 2,655.89	£ 3,180.11	

Resolution to pay these invoices

- 17/245. Management accounts** – to review the monthly management accounts - FLAC
- 17/246. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/247. Matters for consideration at the next meeting**
- 17/248. Dates of next meetings** – Planning 7th Oct, Standards 11th Oct, CALF 17th Oct, Planning 19th Oct, FLAC 23rd Oct, Full 7th Nov
- 17/249. 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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28th September 2017