

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 4th April 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/062. 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.*
- 17/063. 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. (NB this does not preclude any later declarations).*
- 17/064. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 7th March 2017 be signed as a correct record.
- 17/065. 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.
- 17/066. 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** – NP Working Party
 - **Update on Village Hall Project** – Cllr Morris
- 17/067. SLCC Roadshow** – Consider Clerk, Assistant Clerk and RFO attending the SLCC Regional Training Seminar on 6th September at a cost of £79 + VAT (member) + £99 + VAT (non-member) - Clerk
- 17/068. Postbox** – Consider next steps regarding replacement for removed High Street box – Cllr Collinson
- 17/069. WARG Field** – Consider installation of pedestrian gate and reconfiguration of fencing to WARG Field at a cost of £220 + VAT – Clerk
- 17/070. Bowls Club** – Consider permission for Bowls Club to install 1x1m advertising boards along hedge line – Clerk
- 17/071. Pavilion hire** – Consider request from Cambridge Kettlebells to use club room for weekly sessions (in blocks of 12 weeks) and hire charges accordingly – Assistant Clerk
- 17/072. FEAG** – Consider retention of finds taken from Village Green archaeological test pits at 2009 and 2011 Fen Edge Festivals – Clerk
- 17/073. Community Payback** – Consider suitable village projects to nominate to Community Payback team - Clerk
- 17/074. Annual Parish Meeting** – Consider inviting representatives of Cottenham-based registered charities to attend and have a poster display at the Annual Parish Meeting – Cllr Morris
- 17/075. Horses** – Consider action regarding abandoned / fly-grazing horses on the Old Recreation Ground - Clerk
- 17/076. Motion to exclude press and public** – Consider the resolution to exclude press and public from the discussions related to items 17/077 and 17/078 – Cllr Morris
- It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) 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 Agenda items 17/077 and 17/078 namely legal action related to planning applications S/1818/15/OL and S/1411/16/OL it is advisable in the public interest that the Public and Press

be temporarily excluded from this meeting and they are herewith instructed to withdraw. Persons invited to remain Cottenham Parish Councillors and staff employed by Cottenham Parish Council.

- 17/077. Legal advice (1)** – Consider legal actions related to planning applications S/1818/15/OL – Cllr Morris
17/078. Legal advice (2) – Consider legal actions related to planning applications S/1411/16/OL – Cllr Morris
17/079. Finance

Income	Description	Net	Gross	
Day Centre	February 17 invoice payment	£ 100.00	£ 120.00	
Cambridge Kids Club	March 17 invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	February 17 invoice payment	£ 14.00	£ 16.80	
Jane Williams	February 17 invoice payment	£ 69.00	£ 82.80	
Hope not hate Ltd	Hire of village hall	£ 25.00	£ 30.00	
HMRC	VAT payment	-	£ 4,975.86	
SCDC	S106 monies (89 Coolidge gardens & 3 Histon Road)	-	£ 6,603.63	
		£ 987.92	£ 12,877.79	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for April 17	£ 3,329.14	£ 3,329.14	
HMRC	Tax and NI for March 17 (month 12)	£ 603.05	£ 603.05	
Calor Gas	Propane delivery on 18/02 (DD)	£ 679.00	£ 712.95	808
Chubb	Annual contract costs	£ 756.34	£ 907.61	810
Lowther Forestry Group Ltd	Clearance of Woodlark/Kingfisher Way tree belt	£ 7,120.00	£ 8,544.00	815
SCDC	Trade waste fees (Annual)	£ 2,512.00	£ 2,512.00	816
Nick West	Village hall cleaning costs (February 17)	£ 641.25	£ 641.25	817
Nick West	Village hall cleaning costs (March 17)	£ 617.63	£ 617.63	818
Andrew King	Contract costs (monthly) & repairs to paddock fence	£ 2,596.24	£ 3,115.48	819/ 820
CUSSC	Contract services Jan-March 2017	£ 1,130.00	£ 1,130.00	822
		£ 19,984.65	£ 22,113.11	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for April 17	£ 25.15	£ 25.15	
CamAlarms Ltd	Callout for alarm system at the Pavilion	£ 105.00	£ 126.00	803
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	804
Green and Purple Ltd	Accountancy support	£ 50.00	£ 60.00	805
Debbie Seabright	Expenses re Sim card for the Pavilion	£ 9.72	£ 9.72	806
SSE- Southern Electric	Electricity for the Pavilion (DD)	£ 255.11	£ 306.13	807
Sam McManners	Expenses re refreshments for public meeting	£ 11.76	£ 11.76	809
Debbie Seabright	Expenses re Stamps	£ 6.60	£ 6.60	811
Debbie Seabright	Expenses re stationary	£ 13.87	£ 13.87	812
Browns of Burwell	Oil delivery	£ 449.80	£ 472.29	813
Nick West	New front lock for the village hall	£ 42.00	£ 42.00	814
Pete Boyden	Expenses re Lightbulbs for the Pavilion	£ 14.97	£ 14.97	821
		£ 1,011.98	£ 1,122.09	
Donations				
FECA	Donation (Section 145) - Fen Edge Festival entertainment	£ 1,500.00	£ 1,500.00	
Cottenham Primary School	Donation - Swimming pool cover	£ 5,000.00	£ 5,000.00	
Mobile Warden Scheme	Donation (Section 106a) - transport costs	£ 1,500.00	£ 1,500.00	
		£ 8,000.00	£ 8,000.00	

Resolution to pay these invoices

- 17/080. Management accounts** – to review the monthly management accounts - FLAC
- 17/081. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/082. Matters for consideration at the next meeting**
- 17/083. Dates of next meetings** – Planning 6th April, CALF 18th April, Planning 20th April, FLAC 25th April, Full 2nd May.
- 17/084. 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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30th March 2017