

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 July 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/145. 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.
- 17/146. 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).
- 17/147. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6th June 2017 and the EOM held on 29th June 2017 be signed as a correct record.
- 17/148. 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.
- 17/149. 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 Highways projects** – Cllr McCarthy
- 17/150. Co-option** – to consider applications for co-option to the Council – Clerk
- 17/151. Finance Committee** – to consider Cllr Wilson joining the Finance Committee – Clerk
- 17/152. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson
- 17/153. SLCC membership** – to consider renewal of membership to the SLCC – Clerk
- 17/154. Electricity costs** – to consider passing on of electricity costs for use of Village Green during the FEF – RFO
- 17/155. Fly posting** – to consider undertaking weekly removal of posters on telegraph poles along the High Street (Conservation Area) – Cllr Morris
- 17/156. Village noticeboard** – to consider purchase and location of new village noticeboard – Cllr Morris
- 17/157. Freedom of Information requests** – to consider adoption of FLAC recommended revised policy – Cllr Morris
- 17/158. Equal Opportunities policy** – to consider adoption of FLAC recommended revised policy – Cllr Morris
- 17/159. Babysitting course** – to consider supporting babysitting course at a cost of £1,000 – Cllr Collier
- 17/160. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	June 17 invoice payment	£873.92	£1,048.70	
Debbie Prince	May 17 invoice payment	£14.00	£16.80	
Jane Williams	May 17 invoice payment	£69.00	£82.80	
Groundwork UK	Grant towards Neighbourhood plan	£4,200.00	£4,200.00	
SCDC	Hire of Village Hall as a Polling station	£165.00	£198.00	
Colts	Annual Fee plus 1 hour hire of the Pavilion	£1,615.00	£2,011.00	

		£6,936.92	£7,557.30	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for July 17	£3,673.37	£3,673.37	
HMRC	Tax and NI for June 17 (month 3)	£1,032.58	£1,032.58	
Collier Turf Care Ltd	Materials/Loams for recreation ground	£552.78	£643.14	873
AJ King	Monthly Contract cost	£2,536.24	£3,043.48	890
Eastern Landscape	Tree works on the Green	£600.00	£720.00	896
		£8,394.97	£9,112.57	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for July 17 (DD)	£40.59	£40.59	
Green and Purple	Monthly support for RFO	£50.00	£60.00	874
CSA	Toilet rolls and Hoover bags	£55.28	£66.34	875
Old West Internal Drainage Board	Agricultural Drainage Rates	£77.04	£77.04	876
Debbie Seabright	Expenses re Sim card for the Pavilion	£8.31	£9.97	877
Cambridge Water	Water services - Rec ground/Sports & Social club (DD)	£392.50	£392.50	878
Cambridge Water	Water services - Bowls club/Allotments/Pavillion (DD)	£308.92	£308.92	879
Mark Weatherhead	Combination padlock for tennis court	£28.68	£34.42	880
Target Print Ltd	Neighbourhood development Plan Booklets	£369.00	£369.00	881
Sam McManners	Expenses re Gazebo and Lanyards	£200.06	£238.39	882/ 883
Business Consultancy Servs	Payroll processing	£46.50	£55.80	884
A J King	Additional work re Metal post at Rec ground/Fence at WARG field & Broad Lane	£355.00	£426.00	885- 887
Southern Electric	Electric bill for the Pavillion (DD)	£269.97	£323.96	888
Staples	Stationary order	£45.43	£54.52	889
Staples	Ink cartridges	£83.73	£100.48	891
Sam McManners	Expenses re FEF (Sweets and board covering)	£13.95	£13.95	892/ 893
Kompan Ltd	New table for the playhouse at the playground	£134.00	£160.80	894
Sasm McManners	Expenses re Paper cups for public meetings	£5.70	£5.70	895
		£2,484.66	£2,738.38	

Resolution to pay these invoices

17/160. Management accounts – to review the monthly management accounts - FLAC

17/161. Bank reconciliation – to review monthly bank reconciliation – FLAC

17/162. Matters for consideration at the next meeting

17/163. Dates of next meetings – Planning 6th July, CALF 18th July, Planning 20th July, FLAC 24th July, Highways 25th July, Full 1st Aug.

17/164. Close of Meeting



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

clerk@cottenhampc.org.uk

29th June 2017