

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 5th July 2016 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 16/151. Chairman’s Introduction and Apologies for absence**
- 16/152. 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.
- 16/153. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 7th June 2016 be signed as a correct record.
- 16/154. 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.
- 16/155. 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
 - **Update on Neighbourhood Plan** – Cllr Morris
 - **Major developments** – Cllr Morris
 - **Public Art competition result** – Cllr Morris
 - **Remembrance parade** – Cllr McCarthy
 - **Tenison Manor adoption & maintenance** – Cllr Morris
- 16/156. Village Hall** – to consider choice of external design and planning permission (outline or full) – Cllr Morris
- 16/157. Community Right to Challenge** – to consider items suitable for 2017 Expression of Interest for the running of County services – Cllr Morris
- 16/158. Crowlands Moat** – to consider competitive re-tender of works at the Moat - Cllr Morris
- 16/159. SLCC** – to consider renewal of membership to the SLCC – Clerk
- 16/160. Church & Causeway** – to consider split of monies for Goode Bequest and Dissenters Cemetery – RFO
- 16/161. Star Council Awards** – to consider potential nominations to the Awards – Clerk
- 16/162. Colts Football** – to consider request to hold annual coaches bbq on the 3rd field at the Recreation Ground on 9th July from 5pm – Clerk
- 16/163. Document retention** – to consider FLAC recommendation to adopt NALC Legal topic note 40 dated January 2013 regarding the retention of councils’ documents and records – RFO
- 16/164. Finance**

Income	Description	Net	Gross	
Day Centre	Rent for May 16	£ 100.00	£ 120.00	
Michelle Plowman	May 16 invoice	£ 862.00	£ 1,034.40	
Debbie Prince	April/May 16 invoice	£ 35.00	£ 42.00	
Tara Penfold	Rent of VH on 8th July	£ 60.00	£ 72.00	
Sandra Archer	Rent of VH on 19th June	£ 110.00	£ 132.00	
Cambs football Association	Rent of VH on 16th May	£ 70.00	£ 84.00	
HMRC	VAT payment for April 16	-	£ 1,134.37	
South Cambs District Council	Rent of VH on the 23rd June	£ 91.67	£ 110.00	
Wiser Recycling	Recycling collection costs x 2	£ 376.76	£ 452.11	
Ladybirds	Recouped utility costs	£ 1,413.81	£ 1,413.81	

Cottenham Festival				
Maxine Roberts	Stall (Blind Veterans uk)	£ 8.34	£ 10.00	
Justine Goddard	Stall (Utility Warehouse)	£ 16.67	£ 20.00	
Ros Norman	Stall (Tourmaline Jewellery)	£ 16.67	£ 20.00	
Ms P Wedgbury	Stall (Festival All Saints)	£ 8.34	£ 10.00	
Michelle Plowman	Stall (Kids Only)	£ 20.00	£ 20.00	
Caroline Stevens	Stall (Sandy Smiles)	£ 20.00	£ 20.00	
		£ 3,209.26	£ 4,694.69	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for July 16	£ 3,303.42	£ 3,303.42	
HMRC	Tax £261 and NI £346.68 (Cheque)	£ 607.68	£ 607.68	
Legal and General	Pension cost for Apr - July 16 (£48.73 per month)	£ 194.92	£ 194.92	
Cambridge Water Company	6 monthly water bill for Rec ground (DD)	£ 839.07	£ 839.07	583
Browns of Burwell	Burning oil costs at Recreation ground	£ 759.60	£ 797.58	590
The BC Group Trust	Crowlands manor upkeep June 16	£ 532.00	£ 532.00	593
Calor Gas	Gas invoice for the Pavillion	£ 597.15	£ 597.15	595
A J King	Groundman contract monthly cost	£ 2,536.24	£ 3,043.48	601
Goode Bequest	Donation	£ 1,500.00	£ 1,500.00	
Dissenters Cemetary	Donation	£ 1,500.00	£ 1,500.00	
Kompan Ltd	Cost & Installation of playhouse	£ 3,321.49	£ 3,985.78	603
		£ 15,691.57	£ 16,901.08	
Expenses under £500	Description	Net	Gross	code
Green and Purple Ltd	RFO support June 16	£ 50.00	£ 60.00	582
Staples	Office stationary equipment	£ 62.51	£ 75.01	584
TJ Training	Basic first aid training and travel costs	£ 193.45	£ 232.14	585
Old West Internal Drainage Board	Drainage rate for Cottenham	£ 77.04	£ 77.04	586
Debbie Seabright	Expenses re Sim card for Pavillion & Stamps	£ 16.32	£ 16.32	587
Christine Ward	Expenses re Litterpickers x 15	£ 160.38	£ 192.46	588
Business Consultancy Services	Payroll charge for May 16	£ 28.00	£ 33.60	589
TJ Training Ltd	Providing Basic Emergency First Aid course	£ 200.00	£ 240.00	585
Cottenham Library	Donation to Summer reading Challenge (Chq)	£ 150.00	£ 150.00	
Central Source Ltd	Cones & Belt barriers for the rec ground	£ 200.00	£ 240.00	591
Barton Oil	Service of the boiler at the Village Hall	£ 82.00	£ 98.40	592
Southern electric	Electric bill for the Pavillion	£ 239.62	£ 287.54	594
CSA	Cleaning equip/ tea towels/loo rolls for Village Hall	£ 69.69	£ 83.63	596-598
Debbie Seabright	Expenses re 30 mph wheelie bin signs x 250	£ 135.00	£ 135.00	599
The BC Group Trust	Additional work Tree/Scrub work	£ 180.00	£ 180.00	600
Chris Richards	4 x bags plastic balls/bowls/space hoppers/balloons	£ 45.88	£ 45.88	602

Cottenham Primary School	Advertising costs in school magazine	£ 55.00	£ 55.00	604
CB Creative	Festival posters and invitations	£ 60.00	£ 72.00	605
		£ 2,004.89	£ 2,274.02	

Resolution to pay these invoices

- 16/165. Management accounts** – to review the monthly management accounts - FLAC
- 16/166. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 16/167. Matters for consideration at the next meeting**
- 16/168. Dates of next meetings** – Planning 7th July, Highways 14th June, CALF 19th July, Planning 21st July, Full 2nd August.
- 16/169. Close of Meeting**



Jo Brook - Clerk
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30th June 2016