

**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 5<sup>th</sup> June 2018 at 7.15pm**

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 18/113. 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.*
- 18/114. 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).*
- 18/115. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 8<sup>th</sup> May 2018 be signed as a correct record.
- 18/116. 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.*
- 18/117. 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
  - **Highways Improvements update** – Highways
  - **GDPR** – Cllr Morris
  - **Tenison Manor adoption**
- 18/118. Annual Governance Statement** – Review and approve the Annual Governance Statement 2017/18 as part of the Annual return for the year ended 31st March 2018 - FLAC
- 18/119. Accounting Statements** – Review and approve the Accounting statements 2017/18 as part of the Annual return for the year ended 31st March 2018 - FLAC
- 18/120. Year-end Accounts** – Consider the year-end accounts for 2017-2018 - FLAC
- 18/121. Consultation** – Consider response to government consultation on Powers for dealing with unauthorised development and encampments (by 15<sup>th</sup> June) - Clerk
- 18/122. Histon Road consultation** – Consider response to consultation on Histon Road improvements (by 2<sup>nd</sup> July) – Asst Clerk
- 18/123. Training** – Consider Cllrs attending CAPALC Chairmanship and Councillor Finance training courses – Clerk
- 18/124. Neighbourhood Plan** – consider publicising the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 – Cllr Morris
- 18/125. Village Hall** – consider applying for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £24,000+VAT) – Cllr Morris
- 18/126. Early Years Nursery** – consider applying for full planning permission to build a 50-place Early Years Nursery (architect and consultant costs not to exceed £10,000+VAT) – Cllr Morris
- 18/127. War Memorial** – consider applying for relevant planning permission to affix centenary commemorative plaque and four eye-bolts to war memorial - CALF

## 18/128. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70	
Ladybirds	Oil and Water payment	£1,308.06	£1,308.06	
Cottenham Colts	Annual invoice	£1,661.00	£1,993.20	
South Cambs District Council	Hire of Village Hall for Election	£137.50	£165.00	
Overpower fitness	Monthly invoice	£36.00	£43.20	
Sports & Social Club	Quarterly invoice	£2,600.00	£3,120.00	
HMRC	VAT payment	-	£1,312.62	
		<b>£6,616.48</b>	<b>£8,990.78</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 18	£4,192.26	£4,192.26	-
HMRC	Tax and NI for May 18 (month 2)	£915.10	£915.10	-
Dom Sylvester	Painting of 5 benches and a picnic table	£510.00	£612.00	1143
SSE Southern Electric	Electric bill for the green	£428.64	£514.36	1145
CAPALC	Annual Membership	£724.19	£724.19	1146
Calor	Gas delivery for the Pavilion (DD)	£902.38	£947.50	1147
Green and Purple	Year end accounts	£800.00	£960.00	1148
AJ King	Groundsman contract cost	£3,166.67	£3,800.00	1153
King and Co	Purchase of Land at 60 Lambs Lane	£10,841.00	£10,997.00	1154
Thomson, Webb and Corfield	Buyer Legal costs re 60 Lambs Lane	£2,006.00	£2,406.00	1155
Cottenham Colts	Agreed grant towards Goal posts/Nets	£976.80	£976.80	1163
SSE Southern Electric	Electric bill for Recreation Ground (DD)	£2,211.01	£564.17	
Nick West	Cleaning of VH for April	£560.25	£560.25	
		<b>£28234.30</b>	<b>£28169.63</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (June 18)	£182.94	£182.94	
Clerk	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1139
Assistant Clerk	Expenses re Phone top up & Cable ties	£6.99	£6.99	1140
RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1141
Cottenham Primary School	Removal of damaged fence & fitting new one.	£330.00	£330.00	1142
Business Consultancy Services	Payroll processing and end of year paperwork	£63.25	£75.90	1144
RFO	Old printer repair check/New ink cartridge	£51.00	£51.00	1149
Assistant Clerk	Exps re refreshments for T&T group	£4.94	£4.94	1150
Clerk	Exps re refreshments for the APM	£6.82	£6.82	1151
Bridgeman Maintenance	Work on notice boards	£260.00	£260.00	1156
RFO	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1157
Online Playgrounds	Swing hanger for broken swing at playground	£76.50	£91.80	1158
Staples	Stationery, printer cartridges and toner	£169.24	£203.09	1159
SSE - Southern Electric	Electricity invoice for the Pavilion (DD)	£329.56	£395.47	1160
Staples	Laserjet Toner Cartridge	£89.49	£107.39	1161
Cottenham Primary School	Advertising in the School magazine	£250.00	£250.00	1162
Rospa Play Safety	Annual inspection	£192.50	£231.00	1162
Old West Internal Drainage Board	Agricultural drainage rates	£77.04	£77.04	
		<b>£2,126.81</b>	<b>£2,312.65</b>	

Resolution to pay these invoices

- 18/129. Management accounts** – to review the monthly management accounts - FLAC
- 18/130. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 18/131. Matters for consideration at the next meeting**
- 18/132. Dates of next meetings** – Planning 7<sup>th</sup> June, CALF 19<sup>th</sup> June, Planning 21<sup>st</sup> June, FLAC 26<sup>th</sup> June, Full 3<sup>rd</sup> July
- 18/133. 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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31<sup>st</sup> May 2018