

To: Members of Cottenham Parish Council

You are hereby summoned to attend the **Annual Meeting of the Parish Council**
To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th May 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 15/101. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 15/102. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 15/103. Chairman's Introduction and Apologies for absence**
- 15/104. 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.
- 15/105. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 7th April be signed as a correct record.
- 15/106. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Feb 2015; 9 members, quorum 3; 5 ad-hoc co-opts)
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts)
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
 - Standards Committee (ToR Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- 15/107. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
 - HR (Cllrs Berenger, Morris, Nicholas)
 - Sustainable Cottenham (Cllr Ward +1)
- 15/108. Endorse status "Task & Finish" Working Parties**
- Child-designed street signs (Highways – Cllrs Collier & Ward)
 - Neighbourhood Plan (Planning - Cllrs Morris, Nicholas, DC Harford)
 - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd)
 - Pedestrian Safety (Highways - Cllrs Collier, Morris, Ward)
 - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris)
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris)
- 15/109. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustees, currently Cllr Mudd and DC Harford)
 - Church and Causeway Charity (Trustee, currently Cllr Berenger)
 - Cottenham Community Centre (Trustee, currently Cllr Collier)
 - Cottenham Village College (Governor, currently Cllr Collier)
 - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
 - Ladybird Pre-School (Trustee, currently vacant)
- 15/110. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho)
 - Playground Inspectors (Cllrs Mudd and Nicholas)
- 15/111. To review policy recommendations by Committees**
- Code of Conduct (adopted July 2012); consider recommendations by Standards April 2015
 - Complaints procedure (adopted August 2012); consider recommendations by Standards April 2015

- Procedure for handling FOI requests (adopted March 2013)
- Standing Orders July 2012 – to accept recommendations by FLAC March 2015
- Risk Assessment – to accept recommendations by FLAC February 2015

15/112. 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.

15/113. 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
- **CALF** – report circulated prior to the meeting
- **FLAC** – report circulated prior to the meeting
- **Highways Committee** – report circulated prior to the meeting
- **Planning Committee** – report circulated prior to the meeting
- **Standards** – report circulated prior to the meeting

15/114. Finance

Income	Description	Net	Gross
Precept	First half of the Precept	£ 102,049.00	£ 102,049.00
Michelle Plowman	Rent for Feb 15	£ 830.02	£ 830.02
Debbie Prince	Rent for March 15	£ 13.33	£ 16.00
Jane Williams	Rent for Feb and March 15	£ 283.35	£ 340.00
Cottenham Day Centre	Rent for March 15	£ 200.00	£ 240.00
HMRC	VAT repayment Feb	£ 3,927.27	£ 3,927.27
HMRC	VAT repayment March	£ 13,685.44	£ 13,685.44
Green Party	Rent for the village hall	£ 25.00	£ 30.00
Football Foundation (Facilities)	Grant for the New changing rooms	£ 30,000.00	£ 30,000.00
Football Foundation (FSIF)	Grant for the New changing rooms	£ 6,000.00	£ 6,000.00
WREN	Grant for the Skate park	£ 22,500.00	£ 22,500.00
Ladybirds	Quarterly payment	£ 1,554.19	£ 1,554.19
Cottenham United FC	Yearly rent	£ 1,041.67	£ 1,250.00
Bowls club	Yearly rent (£20) and water (£80)	£ 83.34	£ 100.00
Andrew King	Sale of equipment	£ 5,000.00	£ 6,000.00
Ladybirds	Portion of the building insurance premium	£ 804.77	£ 804.77
Came and Company	Insurance adjustments after sale of equipment - rebate	£ 37.60	£ 37.60
		£ 188,034.98	£ 189,364.29
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,377.00	£ 2,377.00
HMRC	PAYE and NI	£ 566.96	£ 566.96
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48
AJ King	Work on the Skate Board Area - additional work	£ 50.00	£ 60.00
Nick West	Labour costs for cleaning of village hall Jan & Mar	£ 1,164.38	£ 1,164.38
Nick West (CCL Supplies)	Floor polish remover & Kentucky mop head (exps)	£ 18.10	£ 18.10
Nick West (Mark Weatherhead)	Gate Eye for repair of gate (exps)	£ 8.81	£ 8.81
Nick West (Cambs Master Locksmiths)	4 Chubb keys (exps)	£ 24.00	£ 24.00
Green and Purple Ltd	Accounting support for Feb 2015 and April 2015	£ 500.00	£ 600.00

Southern Electric	Electric bill for recreation ground (Quarterly) DD	£ 1,470.60	£ 1,764.72
UK Power Networks	Costs for connection to the New Changing rooms	£ 4,185.18	£ 5,022.22
Staples	Stationery: Laminating Pouches/A4 paper/toner	£ 130.56	£ 156.67
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 2)	£ 42,216.45	£ 50,659.74
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 3)	£ 15,540.59	£ 18,648.71
CGM Landscapes	Verti-Draining to two football pitches	£ 440.00	£ 528.00
SCDC	Trade collection at the recreation ground	£821.50	£821.50
Southern Electric	Electric bill for the Green (DD)	£ 53.59	£ 56.26
Connections Bus Project	Connections bus from Jan 15-Mar 15	£ 2,370.00	£ 2,370.00
Barton Oil Burner services	Ladybirds boiler service	£ 240.63	£ 288.76
Northmore Associates Ltd	Building consultancy services	£ 995.00	£ 1,194.00
The BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00
Debbie Seabright	Expenses re Stamps	£ 12.96	£ 12.96
Jo Brook	HP Ink	£ 16.00	£ 16.00
Jo Brook	Refreshments for APM and HP Ink	£ 32.74	£ 32.74
CSA	Hire of Floor buffer & stripper for use in VH	£ 59.95	£ 71.94
CSA	Loo paper/Bleach/Toilet cleaner/Cleanser/Floor cleaner	£ 109.58	£ 131.50
		£ 76,290.82	£ 89,988.45

Resolution to pay these invoices

- 15/115. Management accounts** – to review the monthly management accounts - FLAC
- 15/116. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/117. Co-option** – to consider applications for co-option to the Council – Clerk
- 15/118. Changing Rooms** – To receive an update on the project - Cllrs Morris & Mudd
- 15/119. Skatepark** – To receive an update on the project including an opening event - Cllrs Morris/Berenger/Collier
- 15/120. Cottenham Foodbank** – To receive an update on the project - Cllrs Collinson & Morris
- 15/121. Post Office** – Consider setting up a small working group to work with the Post Office and other parties to secure the long-term retention of as wide as possible a range of Post Office Counter services in Cottenham- Cllr Morris
- 15/122. WISER** – To consider holding a village-wide electrical waste recycling event on 16th July - Clerk
- 15/123. FEFF parking** – To consider request to allow parking on the Rec Ground during the FEFF – Clerk
- 15/124. Connections Bus** – To consider holding up to 6 sessions over the school summer holidays (Wednesday evenings) – Cllr Collier
- 15/125. WARG Field** – To confirm acceptance of restrictive covenants in title transfer and formally thank donors of the land – Cllr Morris
- 15/126. Replacement laptops** – To consider the purchase of 2 laptops for the Clerk and RFO at a total cost of no more than £1000 including software as recommended by FLAC
- 15/127. Replacement printer** – To consider the purchase of a black and white laser printer for the PC office at a cost of no more that £500 as recommended by FLAC
- 15/128. S106 contribution** – To consider signing of indemnity for development of land r/o 90 Rook Street. Total contribution £3617.42 - Clerk
- 15/129. Matters for consideration at the next meeting**
- 15/130. Dates of next meetings** – Planning 7th May, CALF 19th April, Planning 21st April, Full 2nd June
- 15/131. 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 April 2015