

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 5th September 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/198. 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.*
- 17/199. 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).*
- 17/200. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 4th July 2017 be signed as a correct record.
- 17/201. 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.
- 17/202. 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
 - **Village Hall update** – Cllr Morris
 - **Library consultation** – Cllr Collinson
- 17/203. Co-option** – Consider nominations for co-option to the Parish Council - Clerk
- 17/204. Distribution of Issues Log** – Consider publishing anonymised version of monthly issues log - Cllr Bolitho
- 17/205. Carols on the Green 2017** – Consider budget and setting up of working party - Clerk
- 17/206. WARG Field** – Consider location of bench on WARG Field, plaque wording and dedication event - Clerk
- 17/207. BGW Treeworks** – Consider quotes for works to walnut and tree of heaven - Clerk
- 17/208. The Pond Treeworks** – Consider quotes for works to weeping ash - Clerk
- 17/209. Code of Conduct** – When does it apply to you – Cllr Morris
- 17/210. CCC Estates** – Consider possible co-operation with CCC on the Neighbourhood Plan – Cllr Morris
- 17/211. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson
- 17/212. Mobile phone** – Consider RFO purchasing mobile phone (pay as you go or SIM only) at a cost of up to £10 + top ups – RFO
- 17/213. New Councillor training** – Consider undertaking training (up to 3 sessions) at a cost of £35 per session - Clerk
- 17/214. Village Hall rental** – Consider extension of half price rates for event bookings until December 2017 – Cllr Morris
- 17/215. Bootcamp** – Consider request for booking of Rec Ground and Village Hall for exercise classes – Asst Clerk
- 17/216. Vertidrainng** – Consider vertidrainng pitch areas on 3rd field of the Rec Ground at the cost of approx. £600 + VAT – Cllr Morris

- 17/217. **Website amends** – Consider amends to tick boxes for facilities booking and adding map at a cost of £35 + VAT – Asst Clerk
- 17/218. **Mental Wellbeing in the Community** – Consider attendance at workshop on 9th October – Clerk
- 17/219. **Cambridge ACRE AGM** – Consider attendance at event on 26th Sept, 2-5pm - Clerk
- 17/220. **Church & Causeway** – Consider donation from the Church and Causeway Estate Charity of £3000 and CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery- RFO
- 17/221. **Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Cambridge Kids Club	Additional sessions in August & September	£ 200.00	£ 240.00	
Debbie Prince	Invoice payment - July 17	£ 21.00	£ 25.20	
Jane Williams	Invoice payment - July 17	£ 57.50	£ 69.00	
Sports & Social Club	Invoice payment	£ 2,600.00	£ 3,120.00	
Baby Clinic	Invoice payment	£ 103.50	£ 124.20	
Church & Causeway Estate Charity	Annual donation	£ 3,000.00	£ 3,000.00	
Ladybirds	Oil and Water payment	£ 156.59	£ 156.59	
John Lawson Circus	Invoice payment	£ 300.00	£ 360.00	
SCDC	S106 monies re Oxholme Farm	£ 3,660.94	£ 3,660.94	
		£ 10,973.45	£ 11,804.63	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for September 17	£ 3,472.59	£ 3,472.59	
HMRC	Tax and NI for August 17 (month 5)	£ 741.95	£ 741.95	
Connections Bus Project	12 visits by the Connections Bus	£ 2,964.00	£ 2,964.00	934
Alliance Construction Solutions	Slab path to Pavillion (Completion of phase 1 Option A)	£ 10,000.00	£ 12,000.00	935
Zurich Municipal	Annual Insurance	£ 3,357.80	£ 3,357.80	937
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	938
Beacon Planning	Heritage report	£ 753.90	£ 904.68	939
		£ 23,826.48	£ 26,484.50	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for September 17 (DD)	£ 34.56	£ 34.56	
Green and Purple Ltd	Monthly support for RFO	£ 50.00	£ 60.00	925
Debbie Seabright	Expenses re sim card at the Pavillion	£ 8.31	£ 9.97	926
Aquarius Liquid Engineering	Routine inspection of pumps at Rec ground & Ladybirds	£ 240.00	£ 288.00	927
Calor Gas	Standing charge (DD)	£ 17.13	£ 17.99	928
Sam McManners	Expenses re milk for meeting and paper	£ 4.00	£ 4.00	929
CSA	Toilet rolls for the Pavilion	£ 37.44	£ 44.93	930
Eastern Landscape Service Ltd	Emergency tree work (Brenda Gautrey Way)	£ 390.00	£ 468.00	931
SSE Southern Electric	Electric bill for the Pavilion	£ 252.73	£ 303.27	933
Business Consultancy Services	Payroll processing for July 2017	£ 28.00	£ 33.60	936
Collier Turf Care Ltd	Fertiliser	£ 26.50	£ 31.80	940
Jo Brook	Payment to Shred Station - shredding	£ 40.00	£ 48.00	941
SLCC	Training course for RFO/Clerk/Asst Clerk	£ 128.00	£ 153.60	942
		£ 1,256.67	£ 1,497.72	

Resolution to pay these invoices

- 17/222. Management accounts** – to review the monthly management accounts - FLAC
- 17/223. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/224. Matters for consideration at the next meeting**
- 17/225. Dates of next meetings** –Planning 7th Sept, Standards 13th Sept, CALF 19th Sept, Planning 21st Sept, Highways 26th Sept, FLAC 28th Sept
- 17/226. 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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31st August 2017