

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 6th December 2016 at 7.15pm

16/257. Chairman's Introduction and Apologies for absence

16/258. 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.

16/259. Minutes - To resolve that the minutes of the meeting of the Full Council meeting held on the 1st November 2016 be signed as a correct record.

16/260. 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.

16/261. 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
- **Major developments** – Cllr Morris
- **Tenison Manor adoption & maintenance** – Cllr Morris
- **Update on Neighbourhood Plan** – Cllr Morris
- **Update on Village Hall Project** – Cllr Morris

16/262. Postbox – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris

16/263. Donations – to consider donation applications and recommendations by FLAC – RFO

16/264. CCTV – to review CCTV tender report for Pavilion – Cllr Morris

16/265. Tenison Manor tree belt – to consider putting remaining tree belt maintenance works out to tender – Cllr Morris

16/266. Fen Reeves – to consider requests for use of Fen Reeves for bushcraft courses and forest play group plus consider maintenance requirements for the site – Clerk

16/267. Crowlands Moat – to ratify FLAC decision regarding tender for maintenance contract of Crowlands Moat – FLAC

16/268. Slide – to consider quote for maintenance works to slide mound at the Recreation Ground - Clerk

16/269. Walking routes – to consider formal response to County regarding their proposal to seek to help improve or create a wider path network in Cottenham – Clerk

16/270. Finance

Income	Description	Net	Gross	
Day Centre	Rent for October 2016	£ 100.00	£ 120.00	
Debbie Prince	Rent for October 2016	£ 21.00	£ 25.20	
Jane Williams	Rent for October 2016	£ 80.50	£ 96.60	
Cambridge Kids Club	Rent for November 16 (in advance)	£ 873.92	£ 1,048.70	
AG First Aid	Rent for running first aid training course in the Village Hall	£ 37.50	£ 45.00	
Allotments	Recharge for water	£ 80.26	£ 96.31	
CUSSC	Quarterly rent payment	£ 2,600.00	£ 3,120.00	
Emma Tuck	Rent of Village Hall	£ 25.00	£ 30.00	
Curry Palace	Donation towards Christmas tree	£ 100.00	£ 100.00	
Cosworth Group	Back payment of rent for Landing stage	£ 80.00	£ 96.00	
		£ 3,998.18	£ 4,777.81	

Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 16	£ 3,351.90	£ 3,350.90	
HMRC	Tax and NI for November 16 (month 8)	£ 653.11	£ 653.11	
agb Environmental	Phase 1 Contaminated land desk study	£ 695.00	£ 834.00	717
Nick West	Invoices for Sept 16 (£621) & Oct 16 (£637.88)	£ 1,258.88	£ 1,258.88	718/719
Nick West	Expenses re cleaning products & Light bulb	£ 17.99	£ 17.99	718a
Calor Gas Ltd	Gas delivery for the Pavilion	£ 524.69	£ 550.92	720
Bird's Farm	800 Hawthorn & 450 Blackthorn plants	£ 583.34	£ 700.00	724
Cambridge van Leyden	Support to planning stage re New Hall	£ 5,342.00	£ 6,410.40	731
MTC Engineering	Draft Travel Plan re New Village Hall	£ 500.00	£ 600.00	732
Southern Electric	Electric bill for the Recreation ground DD	£ 1,032.49	£ 1,238.98	733
A J King	Contract costs + treework on Green & cleaning bus shelters	£ 2,736.24	£ 3,283.48	736-738
Cambridgeshire Cricket	Drainage work on 3rd field	£ 550.00	£ 550.00	
		£ 17,245.64	£ 19,448.66	
Expenses under £500				
Description	Net	Gross	code	
Royal British Legion	Donation for Wreath	£ 35.00	£ 35.00	713
Green & Purple Ltd	RFO support	£ 50.00	£ 60.00	714
McVeigh Parker & Co	Mobility Gate for Crowlands Moat	£ 213.40	£ 256.08	715
Debbie Seabright	Sim card cost and postage (1.74)	£ 11.46	£ 11.46	716
CSA - Cleaning	Toilet roll and Floor cleaner	£ 73.80	£ 88.56	721
Mark Weatherhead	2 x rat traps	£ 21.92	£ 26.12	722
Staples	Ink cartridge and paper	£ 62.06	£ 74.47	723
BCS	Payroll processing	£ 28.00	£ 33.60	725
The BC Group Trust	Work on Crowlands Manor site	£ 282.00	£ 282.00	726
D & K Minter	PA and Lighting for Carols on the Green	£ 400.00	£ 400.00	727
Staples	Transparent pockets - Stationery	£ 2.91	£ 3.49	728
Southern Electric	Electric bill for the green DD	£ 45.99	£ 48.28	729
Southern Electric	Electric bill for the Pavillion DD	£ 227.98	£ 273.57	730
Cambridge Water Co	Water bill May-November for Bowls club/ Allotments DD	£ 354.58	£ 354.58	734
Cambridge Water Co	Water bill June -November for Sports and Social Club DD	£ 455.53	£ 455.53	735
Melsop Farm	Reindeer hire for carol concert	£ 350.00	£ 420.00	
Jo Brook	Toner cartridge	£ 17.00	£ 17.00	
		£ 2,631.63	£ 2,839.74	

Resolution to pay these invoices

16/271. Management accounts – to review the monthly management accounts - FLAC

16/272. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/273. Matters for consideration at the next meeting

16/274. Dates of next meetings – Planning 8th December, FLAC 15th December, CALF 20th December, Planning 22nd December, FLAC 3rd January 2017, Full 10th January.

16/275. Close of Meeting



Jo Brook - Clerk

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1st December 2016