

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 6th June 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/118. 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.*
- 17/118. 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).*
- 17/119. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 2nd May 2017 be signed as a correct record.
- 17/120. 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.
- 17/121. 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
- 17/122. Judicial Review** – Consider seeking a Judicial Review of SCDC Planning Committee decisions related to delegated approval of application S/1411/16/OL – Cllr Morris
- 17/123. Village Hall** – Consider next steps on Village Hall & Nursery planning application – Cllr Morris
- 17/124. Open Studios** – Consider permission for Open Studios to put a banner (90cm x 170cm) on the Village Green during June and July – Clerk
- 17/125. Fen Edge Festival** – Consider permission for FEF to put 2 stakeboards on the Village Green (Histon Road & Rampton Road end) - Clerk
- 17/126. Dedication of Bridleway** – Consider comments on proposed dedication of new public bridleway connecting Broad Lane to Les King Wood (by 13th June) – Clerk
- 17/127. Fen Edge Festival CPC stall** – Consider display items and logistics for stall on Saturday 24th June – Clerk
- 17/128. Post box** – Consider update on post box petition and possible next steps – Cllr Collinson
- 17/129. Tree safety training** – Consider attendance at tree safety training event (date TBC) – Clerk
- 17/130. CAPALC Training** – Consider attendance at Councillor training events – Clerk
- 17/131. Standards Committee** – Consider Cllr Bolitho joining the Standards Committee – Clerk
- 17/132. Cabinet & Parish Councils Liaison Meeting** – Consider attendance at event on 27th June in Cambourne – Clerk
- 17/133. Finance**

Income	Description	Net	Gross	
Cottenham Day Centre	March and April 17 invoice payment	£200.00	£240.00	
Cambridge Kids Club	May 17 invoice payment	£873.92	£1,048.70	

Debbie Prince	April 17 invoice payment	£21.00	£25.20	
Jane Williams	April 17 invoice payment	£46.00	£55.20	
HMRC Vat payment	Vat credit	-	£5,010.08	
Ladybirds	Recouped Oil and Water costs	£1,637.65	£1,637.65	
Karen Celentano	Rent of the Pavillion	£50.00	£60.00	
Cosworth Group	Rent of the landing stage	£83.33	£100.00	
Sports and Social club	Quarterly invoice	£2,600.00	£3,120.00	
		£5,511.90	£11,296.83	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for June 17	£3,877.48	£3,877.48	
HMRC	Tax and NI for May 17 (month 2)	£680.73	£680.73	
Community Centre	Office rent April - Sept 17	£1,300.00	£1,300.00	855
Calor Gas	Delivery for the Pavillion (DD)	£619.88	£650.87	859
Wilby and Burnett	Architectural & quantity surveying services up to Final certificate	£936.94	£1,124.33	864
C J Murfitt Ltd	Value of works completed as per Wilby & Burnett Final Certificate	£15,549.31	£18,659.17	865
AJ King	Contract cost (monthly)	£2,536.24	£3,043.48	868
Nick West	Cleaning costs for April 17 and May 17	£1,238.63	£1,238.63	869/ 870
		£26,739.21	£30,574.69	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for June 17 (DD)	£48.73	£48.73	
Debbie Seabright	Expenses re Sim card for the Pavillion	£9.97	£9.97	850
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	851
Rospa	Annual inspection	£234.50	£281.40	852
Cottenham Computers	Work on RFO computer	£40.00	£40.00	853
Business Consultancy Serv's	Payroll processing	£28.00	£33.60	854
Chubb	Work carried out on Intruder Alarm system	£176.33	£211.60	856
Chubb	Additional work carried out on Intruder Alarm system	£165.25	£198.30	857
CSA	Cleaning equipment & Toilet rolls for Pavilion	£48.57	£58.29	858
Sam McManners	Expenses re refreshments for APM & Phone top up	£13.58	£13.58	860
Staples	Ink cartridges/toners	£166.23	£199.48	861
SSE- Southern Electric	Electric bill for the Pavillion	£272.80	£327.36	862
Cyclescheme	Bike and Helmet for Sam McManners	£291.48	£346.47	863
Mark Weatherhead	Padlock for the gas compound	£28.68	£34.42	866
Sam McManners	Cable ties	£1.00	£1.00	867
Sam McManners	Expenses re. refreshments for NP consultation	£5.05	£5.05	
Kompan	Replacement table for playhouse 50% deposit	£67.00	£80.40	
		£1,647.17	£1,949.65	

Resolution to pay these invoices

- 17/134. Management accounts** – to review the monthly management accounts - FLAC
- 17/135. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 17/136. Matters for consideration at the next meeting**
- 17/137. Dates of next meetings** – Planning 8th June (Pavilion), CALF 20th June, Planning 22nd June, FLAC 27th June, Full 4th July.
- 17/138. 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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1st June 2017