

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 October 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15/235. Chairman’s Introduction and Apologies for absence

15/236. 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.

15/237. 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.

15/238. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th August and extra ordinary meeting on 8th September be signed as a correct record.

15/239. 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
- **Changing rooms** – to receive an update on the project
- **Northstowe** – Cllr Heydon
- **Speedwatch** – Cllr Heydon

15/240. Finance

Income	Description	Net	Gross	
Jane Williams	Hall Hire in August 2015	£ 103.50	£ 124.20	
Day Centre	Hire of village hall - Aug 15	£ 200.00	£ 240.00	
Debbie Prince	Hire of rec ground for Buggy Bootcamp	£ 21.00	£ 25.20	
Village hall casual rent	Rent of village hall x 2	£ 70.00	£ 84.00	
Church and Causeway	Donation from the Church & Causeway charities	£ 3,000.00	£ 3,000.00	
Ladybirds	Recouped Oil and Water	£ 217.30	£ 217.30	
SCDC	S106 for Public Art - Beach Road	£ 27,684.93	£ 27,684.93	
SCDC	Precept 2nd installment	£ 102,049.00	£ 102,049.00	
		£ 133,345.73	£ 133,424.63	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Durman Stern Ltd	Works carried out as per interim certificate 4	£ 13,501.38	£ 16,201.66	351
C.J Murfitt Ltd	Value of works carried out as per certificate no 5	£ 64,014.18	£ 76,817.02	352
Peter Dann Engineers	Professional services in relation to Pavillion	£ 1,485.00	£ 1,782.00	353
PHS group	3 sanitary disposals	£ 673.53	£ 808.24	359
A J King	Contract cost for September 15	£ 2,536.24	£ 3,043.48	360
PKF Littlejohn	External audit costs	£ 800.00	£ 960.00	361
Southern Electric	Quarterly electricity bill (paid by DD)	£ 1,211.37	£ 1,453.64	363
Salaries	Salaries for October 2015	£ 3,077.26	£ 3,077.26	
HMRC	Tax and NI for October 2015	£ 676.65	£ 676.65	
Connections Bus	12 sessions	£ 2,904.00	£ 2,904.00	364

Strictly Tables & Chairs	Tables and Chairs for new changing rooms	£ 1,378.40	£ 1,714.08	366
		£ 92,258.01	£ 109,438.03	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Cutting Edge PC	Computer set up for Clerk and RFO	£ 125.00	£ 125.00	354
CSA	Floor cleaner/Toilet rolls/Mop	£ 79.70	£ 95.64	355
Debbie Seabright	Stamps	£ 12.96	£ 12.96	356
Smith & Saunders	Website hosting	£ 180.00	£ 216.00	368/369
PHS Group	1 Annual duty of care	£ 71.95	£ 86.34	358
Staples	Wireless mouse/Notepad/Envelopes	£ 21.06	£ 25.27	362
Green & Purple Ltd	Monthly accountancy support	£ 50.00	£ 60.00	365
The BC Group trust	Work at Crowlands manor site	£ 392.00	£ 392.00	366
		£ 932.67	£ 1,013.21	

Resolution to pay these invoices

- 15/241. Management accounts** – to review the monthly management accounts - FLAC
- 15/242. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/243. Neighbourhood Plan** – to consider progress on area designation, promotion at Feast Parade, house-to-house survey, evidence gathering and appointment of consultant assistance – NP working party
- 15/244. Public Art** – to consider application by CPS for funds for an art installation in the new front lobby of the Primary School – Clerk
- 15/245. Village Hall refurbishment** – to consider short-term phased refurbishments of the Hall – Cllr Richards
- 15/246. Village Hall replacement** – to consider the architect brief and outline plan for a replacement Village Hall – Cllr Morris
- 15/247. Financial Regulations amendment** - consider proposed modification of Financial Regulations to cover governance of grants to third parties either in small amounts from Cottenham Chest or in larger amounts drawn from s106 or CIL receipts – FLAC
- 15/248. S106 money** – to consider signing of indemnity for £120,185.79 (on-site provision of public open space) and £23,415 (provision of community facilities) from Long Drove/Beach Road development - Clerk
- 15/249. Community Centre request for S106 monies** – to consider request for a share of the Community Facilities money received as part of the Racecourse View development – RFO/FLAC
- 15/250. Harradine lorries** – to consider methods to reduce traffic flow of HCVs through the village during building of bund at site off Twentypence Road – Cllr Bolitho
- 15/251. King George Vth online booking system** – to review initial functionality – Cllr Morris
- 15/252. Connections Bus AGM** – to consider attendance at the AGM on Tuesday 27th October – Cllr Collier
- 15/253. WARG Field** – to consider quotes for fencing around the perimeter - Clerk
- 15/254. Gladman/Endurance developments** – update on the planning process – Cllr Morris
- 15/255. TRO application for double yellow lines on Lambs Lane** – to consider submission of a request to County Highways for a TRO at a minimum cost of £250 plus up to another £750 in advertising fees – Cllr Morris
- 15/256. Church & Causeway** – to consider split of monies for Goode Bequest and Dissenters Cemetery - RFO
- 15/257. IT & Communications policy** – to consider recommendation from FLAC to adopt IT and Communications policy document – FLAC
- 15/258. Councillor expenses** – to consider FLAC recommendation to provide expense allowance of up to £120 per year for paper/printer ink/phone bills – FLAC
- 15/259. Committee membership** – to consider Cllr Gibbs joining FLAC as Committee member - Clerk
- 15/260. Matters for consideration at the next meeting**
- 15/261. Dates of next meetings** – Planning 8th October, Highways 13th Oct, CALF 20th Oct, Planning 22nd Oct, FLAC 27th Oct, Full 3rd November
- 15/262. Close of Meeting**



Jo Brook - Clerk

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30th September 2015