

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 September 2016 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 16/193. Chairman’s Introduction and Apologies for absence**
- 16/194. 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.
- 16/195. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 2nd August 2016 be signed as a correct record.
- 16/196. 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.
- 16/197. 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
 - **Update on Neighbourhood Plan** – Cllr Morris
 - **Major developments** – Cllr Morris
 - **Village Hall** – update on plans - Cllr Morris
 - **Update on land ownership at rear of Dissenters Cemetery** – Cllr Morris
 - **Tenison Manor adoption & maintenance** – Cllr Morris
 - **Update on Remembrance Parade** – Cllr McCarthy
- 16/198. Cricket strips** – to consider quotes for obtaining 5 additional cricket strips (added to main square as replacement for ones lost on 1st field of Rec Ground) - Clerk
- 16/199. Malary** – to consider implications, if any, of Malary Limited’s application for a licence to operate 20 goods vehicles and 8 trailers from Brookfields Business Park per advertisement in Cambridge News on 19th August – Cllr Morris
- 16/200. Additional recreational land** – to Consider what additional steps, if any, CPC should take in pursuing our request to buy or lease additional land from CCC – Cllr Morris
- 16/201. External audit** – to review external audit report - FLAC
- 16/202. Insurance** – to consider insurance renewal quote - FLAC
- 16/203. Village Hall booking** – to consider booking request for event on 1st October – Asst Clerk
- 16/204. Equipment** – to consider purchase of an extendable ladder to enable minor maintenance activities in the Sports Pavilion at approx. £100 +VAT – Asst Clerk
- 16/205. Recreation Ground** – to consider additional drainage improvement by “shockwave/sand-filling” on one pitch on 3rd field as soon as conditions allow – Cllr Morris
- 16/206. Carol Concert** – to consider setting of budget for annual event on 13th December 2016 – Clerk
- 16/207. BT phone box consultation** – to consider response to BT consultation on the removal of phone kiosks including one from Cottenham High Street – Clerk
- 16/208. Tenison Manor treebelt** – to consider obtaining quotes for tree works to the tree belt adjoining Tenison Manor (phase 1: from Tenison Manor gate to the end of Kingfisher Way) – Cllr Morris
- 16/209. Finance**

Income	Description	Net	Gross	
Day Centre	July 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	July 16 invoice payment	£ 28.00	£ 33.60	
Jane Williams	July 16 invoice payment	£ 138.00	£ 165.60	
CUSSU	Quarterly rent from March-June 2016	£ 2,600.00	£ 3,120.00	

Keith Carpenter	Rent of village hall on 17th September 2016	£ 150.00	£ 180.00	
William Prideaux-Brune	Kettle bell sessions on the green	£ 14.00	£ 16.80	
		£ 3,030.00	£ 3,636.00	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for September 16	£ 3,198.36	£ 3,198.36	
HMRC	Tax and NI for September 16(Cheque)	£ 612.61	£ 612.61	
Connections Bus	12 visits April - July 16 @ £244.50 per visit	£ 2,934.00	£ 2,934.00	636
Zurich	Annual insurance premium	£ 2,972.80	£ 3,255.23	639
PKF Littlejohn	External Audit fee	£ 1,600.00	£ 1,920.00	640
AJ King	Contract costs + work at Skate park & Tenison Manor	£ 2,606.24	£ 3,127.48	644-646
		£ 13,924.01	£ 15,047.68	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple	Monthly support of RFO for August 16	£ 50.00	£ 60.00	629
Calor Gas	Standing Charge	£ 17.13	£ 17.99	630
CSA	Cleaning Equipment & Materials & toilet rolls	£ 198.15	£ 237.78	631
Debbie Seabright	Exps re O2 Sim card	£ 9.72	£ 9.72	632
AJ King	Extra work: repair Zip wire & Tenison Manor	£ 185.00	£ 222.00	633/634
Cromwell Fire Ltd	Replace failed emergency light	£ 90.00	£ 108.00	635
Debbie Seabright	Exps - Office 365 Home renewal for RFO & Clerk	£ 79.99	£ 79.99	638
Southern Electric	Electric bill for the Pavillion	£ 236.97	£ 284.36	641
Travis Perkins	Cistern lever and sealant	£ 56.14	£ 67.37	642
Business Consultancy Servs	Payroll processing	£ 40.33	£ 48.40	643
Staples	Ink cartridge/toner and paper	£ 142.91	£ 171.49	647
The BC Group Trust	Work carried out at Crowland Manor site - Aug	£ 360.00	£ 360.00	648
Tesco	HP Pavilion laptop computer	£ 369.97	£ 369.97	649
Screens & Graphics	A3 BBQ sign for Rec Ground	£ 48.85	£ 58.62	
		£ 1,933.89	£ 2,144.42	

Resolution to pay these invoices

16/210. Management accounts – to review the monthly management accounts - FLAC

16/211. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/212. Matters for consideration at the next meeting

16/213. Dates of next meetings – Planning 8th September, Highways 13th September, CALF 20th September, Planning 22nd September, FLAC 27th September, Full 4th October.

16/214. 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 September 2016