

**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 7<sup>th</sup> February 2017 at 7.15pm

**AGENDA**

The Public and Press are invited to attend

- 17/022. Chairman’s Introduction and Apologies for absence**
- 17/023. 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.
- 17/024. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 10<sup>th</sup> January 2017 be signed as a correct record.
- 17/025. 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.*
- 17/026. 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
  - **Update on Neighbourhood Plan** – Cllr Morris
  - **Update on Tenison Manor adoption** – Cllr Morris
  - **Update on LHI bid** – Cllr Morris
  - **Update on Village Hall Project** – Cllr Morris
  - **Health & Safety training update** - Clerk
- 17/027. Indemnity - 89 Coolidge Gardens** – Consider signing Indemnity for payment of open space (£2244.90) and community facilities (£371.00) contributions – Clerk
- 17/028. Indemnity – Land rear of 3 Histon Road** – Consider signing Indemnity for payment of open space (£3104.38) and community facilities (£513.04) contributions – Clerk
- 17/029. Gladman development** – Consider implications, if any, of the decision at the SCDC Planning Committee on 1<sup>st</sup> February – Cllr Morris
- 17/030. Village Hall planning application** – consider CPC response to SCDC request for an extension of time in considering our planning application for the Hall & Nursery – Cllr Morris
- 17/031. Village Hall Business Plan** – Consider publishing the draft Business Plan for the Village Hall & Nursery - FLAC
- 17/032. Weeping Ash tree, Village Green** – Consider removal and replacement of tree on safety grounds – Clerk
- 17/033. Fen Reeves** – Consider permission for Lucy Mutter (child minder group) for den building and use a fire pit at Fen Reeves wood – Clerk
- 17/034. Consultation** – Consider response to CCG consultation on the future model for an Integrated Out of Hours base at Cambridge University Hospitals NHS Foundation Trust (Addenbrooke’s) – Clerk
- 17/035. Village Newsletter** – Consider letter of thanks to outgoing Editor – Cllr Ward
- 17/036. Post box** – Consider next steps regarding siting of additional post box on the High Street following lack of response from Royal Mail – Cllr Morris
- 17/037. Tree health & safety surveys** – Consider registering interest in new service proposed by SCDC for tree H&S surveys – Clerk
- 17/038. Finance**

Income	Description	Net	Gross	
Day Centre	Hire of the Village hall in December 16	£ 50.00	£ 60.00	
Jane Williams	Hire of the Village hall for Aerobics sessions - Dec 16	£ 57.50	£ 69.00	
Kids Club	Monthly hire of the village hall - January 17	£ 873.92	£ 1,048.70	

Timothy Gawthrouph	Town Ground Rent for the full year	£ 330.60	£ 396.72	
HMRC	VAT repayment for 2 months	-	£ 3,119.07	
		<b>£ 1,312.02</b>	<b>£ 4,693.49</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for February 17	£ 3,129.23	£ 3,129.23	
HMRC	Tax and NI for January 17 (month 10)	£ 572.70	£ 572.70	
Connections Bus	11 visits by the Connections bus (Sept - Dec 16)	£ 2,689.50	£ 2,689.50	766
Calor Gas	Delivery of Propane	£ 689.21	£ 723.67	767
Browns of Burwell	Oil for the recreation ground	£ 959.60	£ 1,007.58	768
Durman Stearn	Works carried out on Pavillion to completion	£ 4,588.96	£ 5,506.75	769
AJ King	Groundmans monthly contract cost	£ 2,536.24	£ 3,043.48	776
British Gas	Quarterly bill for the Recreation ground - Electricity	£ 1,035.85	£ 1,243.02	778
Nick West	2 months cleaning costs - Labour + Exps for air freshener & batteries	£ 1,239.13	£ 1,239.13	781-783
		<b>£ 17,440.42</b>	<b>£ 19,155.06</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	770
A Mappedoram	Repair to external lights on Village hall	£ 57.86	£ 69.43	771
Travis Perkins	Tablet water softener salt x 4	£ 34.92	£ 41.90	772
Keep Britain Tidy	'We are watching you' signs and bins stickers	£ 300.00	£ 360.00	773
Debbie Seabright	Stamps	£ 6.60	£ 6.60	774
SSE - Southern Electric	Electric bill for the Pavillion	£ 260.22	£ 312.26	775
Staples	Stationary costs including ink cartridges	£ 114.93	£ 137.92	777
British Gas	Quarterly bill for the Green - Electricity	£ 109.64	£ 115.12	779
Pete Boyden	Expenses re light bulbs for the Pavillion	£ 42.00	£ 42.00	780
Legal and General	5 months of Pension contributions at £48.73 per month	£ 243.65	£ 243.65	
		<b>£ 1,197.82</b>	<b>£ 1,362.48</b>	

Resolution to pay these invoices

**17/039. Management accounts** – to review the monthly management accounts - FLAC

**17/040. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**17/041. Matters for consideration at the next meeting**

**17/042. Dates of next meetings** – Planning 9<sup>th</sup> February, CALF 21<sup>st</sup> February, Planning 23<sup>rd</sup> February, FLAC 28<sup>th</sup> February, Full 7<sup>th</sup> March.

**17/043. 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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2<sup>nd</sup> February 2017