

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 7th July 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15/157. Chairman's Introduction and Apologies for absence

15/158. 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.

15/159. 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.

15/160. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 2nd June be signed as a correct record.

15/161. 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
- **Amey Cespa Community Liaison Group** – report from meeting - Cllr Mudd

15/162. Finance

Income	Description	Net	Gross	
Michelle Plowman	Rent for April 15	£ 840.00	£ 1,008.00	
Debbie Prince	Rent for May 15	£ 28.00	£ 33.60	
Jane Williams	Rent for May 15	£ 138.00	£ 165.60	
Day Centre	Rent for May 15	£ 200.00	£ 240.00	
Ladybirds	Recouped Oil and Water	£ 1,928.58	£ 1,928.58	
HMRC	Vat repayment April	£ -	£ 13,309.56	
HMRC	Vat repayment May	£ -	£ 22,329.04	
Whyatts	Rent for the Green (funfair)	£ 572.50	£ 687.00	
Jo Brook/Alex Collier	Sale of refreshments at the recreation ground	£ 17.80	£ 17.80	
SCDC	Remittance re Skate park	£ 2,250.00	£ 2,250.00	
		£ 5,974.88	£ 41,969.18	
Expenses	Description	Net	Gross	code
Salaries	Salaries	£ 3,037.27	£ 3,037.27	
HMRC	PAYE and NI	£ 572.85	£ 572.85	
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	299
AJ King	Collect, supply & lay turf & sow grass seed in Skatepark	£ 909.00	£ 1,090.80	300
AJ King	To lay soil/Turf & fit Safagrass Safety matting - Zip wire (labour & Materials)	£ 1,250.00	£ 1,500.00	310
AJ King	To move topsoil from Building contractors to Zip wire	£ 120.00	£ 144.00	311
Green and Purple Ltd	Accounting support May and June 15	£ 500.00	£ 600.00	301/308
The BC Group Trust	Crowlands manor upkeep	£ 530.00	£ 530.00	294
Nick West	Cleaning costs for the village hall - Labour April 2015	£ 583.88	£ 583.88	309
Cromwell Fire Ltd	Fire Alarm and Emergency lighting service	£98.70	£118.44	286
Old West IDB	Annual payment	£ 77.04	£ 77.04	287

Debbie Seabright	Expenses re Print Cartridge	£ 13.99	£ 13.99	288
Debbie Seabright	Expenses - Stamps & postage cost re External Audit	£ 20.21	£ 20.21	295
Southern Electric	Quarterly electricity bill for the Rec Ground (DD)	£ 755.67	£ 906.00	290
Southern Electric	Quarterly electricity bill for the Green (DD)	£ 51.28	£ 53.83	312
Travis Perkins	Toilet seat and fittings and Sealant	£ 31.10	£ 37.32	291
C.J Murfitts Ltd	2nd Invoice (Value as per W&B Cert 2)	£ 34,331.14	41197,37	292
Staples	Ink Cartridges	£ 43.32	£ 51.98	293
Heelis and Lodge	Charge for internal audit	£ 410.00	£ 410.00	296
Wheelscape	Skatepark cost as per valuation no 2.	£ 25,985.75	£ 31,182.90	297
Anglian Water	Water connection to new premises	£ 176.00	£ 211.20	298
Histon Early Years Centre	Reimbursement of mischarged VAT	£55	£ 55.00	305
Cottenham Ploughing Society	Reimbursement of mischarged VAT	£ 10.00	£ 10.00	306
A Mappedoram	Work done on Green socket stolen from green box	£ 65.49	£ 78.58	302
McVeigh Parker	2 way Gate (Donation from Ramblers used to fund this)	£ 223.10	£ 267.72	303
SLCC	Membership renewal for the year	£ 167.00	£ 167.00	304
Browns of Burwell	Burning Oil	£ 799.60	£ 839.58	307
Glasdon	3x Metal litter bins	£ 859.05	£ 1,030.86	313
Wilby and Burnett	Employers Agent services up to Practical completion	£ 1,462.50	£ 292.50	314
Screens & Graphics	Village sign	£ 122.34	£ 146.81	
		£ 75,797.52	£ 47,073.24	

Resolution to pay these invoices

- 15/163. Management accounts** – to review the monthly management accounts - FLAC
- 15/164. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/165. Gladman Developments** – consider report from Council fact-finding meeting with Gladman re proposed development off Rampton Road – Cllrs Morris/Mudd/Nicholas
- 15/166. Neighbourhood Plan** – consider applying to SCDC for designation of the Cottenham Parish area as the basis of a Neighbourhood Plan – Cllrs Collinson/Harford/Morris/Nicholas/Young
- 15/167. Child-designed Road Signs** – consider a donation to organisations who submitted entries to the competition – Cllr Collier
- 15/168. Changing Rooms** – To receive an update on the project - Cllrs Morris & Mudd
- 15/169. Skatepark** – To receive an update on the project - Cllrs Morris/ Berenger/Collier
- 15/170. Kebab van** - to consider operating terms, fees etc. for possible formal operating licence for the kebab van on King George Playing Field – Cllr Morris
- 15/171. Internal audit** – To consider points raised following internal audit - RFO
- 15/172. FECA membership** – to consider renewal of membership – Clerk
- 15/173. SLCC membership** – to consider renewal of membership – Clerk
- 15/174. Code of Conduct** – To consider that the revised Code of Conduct be recommended for adoption by the Parish Council (reso 15S/029)
- 15/175. Complaints procedure** – To consider that the revised Complaints Handling procedure be recommended for adoption by the Parish Council (reso 15S/030)
- 15/176. Consider the disposal of a surplus CPC Laptop** – We have a surplus laptop. At the next full meeting any offers exceeding 40% of the value of the new one plus VAT will be considered
- 15/177. FEFF feedback** – to consider feedback received during the FEFF
- 15/178. S106 monies** – to consider signing indemnity for Beach Road development for public art – Clerk
- 15/179. WARG Field** – to consider an action plan – Cllrs Morris & Richards
- 15/180. Matters for consideration at the next meeting**
- 15/181. Dates of next meetings** – Planning 9th July, CALF 21st July, Planning 23rd July, FLAC 28th July, Full 4th August
- 15/182. Close of Meeting**



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

clerk@cottenhampc.org.uk

1st July 2015