

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 June 2016 at 7.15pm

AGENDA

The Public and Press are invited to attend

- 16/122. Chairman's Introduction and Apologies for absence**
- 16/123. 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.
- 16/124. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd May 2016 be signed as a correct record.
- 16/125. 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.
- 16/126. 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
 - **Update on Tenison Manor adoption** – Cllrs Morris/Mudd
 - **Update on transition to electronic payments and Unity Trust Bank** - RFO
 - **Update on Harradine lorries** – Cllr Morris
- 16/127. Postbox** – to consider writing to Royal Mail requesting that, following the move of the Postbox from outside the old Post Office, an additional Postbox be installed somewhere on the High Street between the Co-Op and Lambs Lane – Cllr Collinson
- 16/128. Land off Harlestones Road** – consider obtaining legal advice up to £500 re ownership of land behind Dissenters Cemetery – Cllr Morris
- 16/129. Summer Reading Challenge** - consider grant application to Cottenham Library for the summer reading challenge for £150 as recommended by FLAC
- 16/130. Traffic Regulation Orders** – to receive update on TROs – Cllr Morris
- 16/131. Village Hall redevelopment** – to consider next steps on the new Village Hall, including outline Business Plan, Design and Planning Permission
- 16/132. Public Art competition** – to receive update on Public Art competition and convene judges panel – Cllr Morris
- 16/133. Shared working practices** – to consider possible 'shared cost' co-operation with H&I Parish Council (and/or others?) – Cllr Morris
- 16/134. Connections Bus advertising** – to consider advertising summer Connections Bus sessions in the CPS magazine – Clerk
- 16/135. Boundary Review Consultation** – to consider response to consultation from Boundary Commission draft recommendations on Cambridgeshire County Council electoral arrangements (by 20th June) - Clerk
- 16/136. Speed reduction wheelie bin stickers** – to consider buying 100/250 "30mph wheelie bin stickers" as Festival give-away items at a cost of £90/£250 off the Highways budget – Cllrs Morris/Nicholas
- 16/137. Weed & Fertiliser** – to receive quote for spraying of third field at the Rec Ground at a cost of £186 + VAT (materials only, no labour being charged) – Clerk
- 16/138. Cllr Training** – to consider attendance at Highways training course on 13th June (event booked by Histon/Imp PC) – Clerk
- 16/139. WISER Recycling debt** - consider what action should be taken with regard to Wiser recycling unpaid invoices for £452.11 – RFO
- 16/140. CAPALC** – to consider renewal of membership to CAPALC – Cllr Morris

- 16/141. **Financial Regulations** – to consider revisions to Financial Regulations related to procurement and charities - FLAC
- 16/142. **Standing Orders** – to consider revisions to Standing Orders related to procurement - FLAC
- 16/143. **Terms of Reference** – to consider revisions to ToR's related to timings of minute publication – Cllr Morris
- 16/144. **Salaries** – to consider staff salary increase for 2016/17 – HR Working Party
- 16/145. **Finance**

Income	Description	Net	Gross	
Day Centre	Rent for April 16	£ 100.00	£ 120.00	
Michelle Plowman	April 16 invoice	£ 862.00	£ 1,034.40	
CUSSC	Quarterly payment	£ 2,600.00	£ 3,120.00	
HMRC	VAT payment for November 2015	-	£ 9,070.40	
HMRC	VAT payment for March 2016	-	£ 723.37	
SCDC	Rent of Village hall for polling station	£ 91.67	£ 110.00	
Cottenham Colts	Annual rent for rec ground & changing rooms	£ 1,041.67	£ 1,250.00	
Keith Carpenter	Village hall hire	£ 150.00	£ 180.00	
John Land	Village hall hire	£ 170.00	£ 204.00	
E Davis	Village hall hire	£ 45.00	£ 54.00	
Cottenham Cares	Village hall hire	£ 50.00	£ 60.00	
Church & Causeway	Donation to Cottenham Parish Council	£ 3,000.00	£ 3,000.00	
Whyatts	Rent of Green during the Fair	£ 500.00	£ 600.00	
Cottenham Festival				
Bumblebees stall	For stall at the festival	£ 16.67	£ 20.00	
Lynx leasing	for stalls at the festival	£ 33.34	£ 40.00	
		£ 8,660.35	£ 19,586.17	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for June 16	£ 3,319.67	£ 3,319.67	
HMRC	Tax £228 and NI £376.61 (Cheque)	£ 604.61	£ 604.61	
Legal and General	Pension cost for June 16 DD	£ 48.73	£ 48.73	
AJ King	Monthly contract cost May 16	£ 2,536.24	£ 3,043.48	575
AJ King	Fencing at the WARG field Histon road	£ 830.70	£ 996.84	558
Chubb	Work on alarm system	£ 670.50	£ 804.60	564
Cole Easdon Consultants	TRICs exercise re planning applications	£ 600.00	£ 720.00	568
Nick West	Cleaning cost for the Village hall April 16	£ 540.00	£ 540.00	569
Nick West	Cleaning cost for the Village hall May 16	£ 577.13	£ 577.13	580
CAPALC	Annual membership fee	£ 679.45	£ 679.45	578
Southern Electric	Quarterly bill for the Village hall	£ 1,045.55	£ 1,254.66	579
		£ 11,452.58	£ 12,589.17	
Expenses under £500	Description	Net	Gross	code
Green & Purple Ltd	RFO support and payroll April/May 16	£ 130.00	£ 16.00	559-561
Community Centre	Hire of Community centre hall	£ 59.20	£ 59.20	562
SLCC	Books purchased	£ 31.78	£ 31.78	563
Staples	Stationary and toner	£ 110.15	£ 132.18	566
Playsafety Ltd	Annual inspection	£ 231.00	£ 277.20	567
Heelis and Lodge	Internal audit fee (Cheque)	£ 410.00	£ 410.00	570
The BC Group Trust	Crowlands Manor upkeep	£ 360.00	£ 360.00	571

Cambridge Water Co	Water bill for the Bowls club & Allotments DD	£ 146.83	£ 146.83	572
Southern Electric	Electricity bill for the Pavillion DD	£ 231.38	£ 277.65	573
Calor gas	Gas for the Pavillion DD	£ 568.71	£ 597.15	574
Fen Edge Plumbing & Heating	Repair pipe in bar area of Village hall (Cheque)	£ 85.00	£ 85.00	576
Debbie Seabright	O2 Sim for Alarm and postage costs	£ 12.09	£ 12.09	577
Travis Perkins	T Rex cloth tape & 4 double steel washered hinges (Chq)	£ 22.58	£ 27.10	581
		£ 2,398.72	£ 2,432.18	

Resolution to pay these invoices

16/146. Management accounts – to review the monthly management accounts - FLAC

16/147. Bank reconciliation – to review monthly bank reconciliation – FLAC

16/148. Matters for consideration at the next meeting

16/149. Dates of next meetings – Planning 9th June, Highways 14th June, CALF 21st June, Planning 23rd June (Office), FLAC 28th June, Full 7th July.

16/150. Close of Meeting



Jo Brook - Clerk

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2nd June 2016