

To all 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 November 2017 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 17/250. Chairman's Introduction and Apologies for absence** - *Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*
- 17/251. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & other 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. (NB this does not preclude any later declarations).*
- 17/252. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd October 2017 be signed as a correct record.
- 17/253. 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 asked to restrict their comments and/or questions to 3 minutes in order to allow other people to speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.
- 17/254. 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
 - **Neighbourhood Plan** – Cllr Morris
 - **Update on Highways projects** – Cllr McCarthy
 - **High Street Postbox update** – Cllr Collinson
- 17/255. Remembrance Parade** – Consider representative to lay wreath on behalf of the Parish Council - Clerk
- 17/256. External audit** – Consider feedback from the annual external audit - RFO
- 17/257. SLCC Branch meeting** – Consider admin staff attending meeting on 8th December; will include data protection training. Cost £10 members and £20 non-members - Clerk
- 17/258. Town & Parish Council Development Plan Consultation** – Consider response to consultation (by 10th November) - Clerk
- 17/260. Office Christmas opening hours** – Consider closing the office between the Christmas and New Year period (25th Dec- 29th Dec) - Clerk
- 17/261. Highways signage** – Consider funding the installation of 2 advisory single carriage road with passing places signs; 1 at each end of Long Drove, at a cost of £99.39 including installation, as recommended by Highways – Cllr McCarthy
- 17/262. Tenison Manor Tree belt** – Consider accepting awarding contract for Phase 3 of the Tenison Manor Tree Belt at £2,075 + VAT in accordance with the Tender Report – Cllr Morris
- 17/263. Consultation on potential sale of land behind Orchard Close** – Consider response to consultation by SCDC – Clerk
- 17/264. Battle's Over: Remembrance Event 2018** – Consider setting up working party and budget for 100 years of Remembrance on 11th November 2018 – Clerk
- 17/265. S/3551/17/OL planning application S106 meeting(s)** – consider request by SCDC to participate in meeting(s), possibly including the applicant, regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL – Cllr Morris

17/265. **Greater Cambridgeshire Partnership workshop** – consider attendance at Future Funding Plans event on 16th November - Clerk

17/266. **Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	Invoice payment	£ 21.00	£ 25.20	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Michelle Good	6 fitness sessions	£ 42.00	£ 50.40	
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95	
Sam McManners	McAfee repayment	£ 89.99	£ 89.99	
Ploughing Society	Rent of Village Hall	£ 75.00	£ 90.00	
SCDC	Payment towards Legal costs	£ 2,145.00	£ 2,574.00	
Ladybirds	Oil and Water costs	£ 121.06	£ 121.06	
HMRC	Vat repayment	-	£ 5,956.73	
Baby Clinic	Rent of Pavilion	£ 103.50	£ 124.20	
		£ 5,095.42	£ 11,718.03	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 17	£ 3,487.54	£ 3,487.54	
HMRC	Tax and NI for October 17 (month 7)	£ 857.16	£ 857.16	
PKF Littlejohn LLP	External Audit costs	£ 951.00	£ 1,141.20	972
British Gas	Electric bill for Recreation Ground (DD)	£ 603.16	£ 790.36	973
Wilby and Burnett	Professional fees re access road to Village Hall	£ 920.00	£ 1,104.00	976
AJ King	Crowlands Moat Maintenance	£ 500.00	£ 600.00	977
Designs on Metal (Church grant)	Metal work on altar rail - All Saints Church	£ 4,800.00	£ 4,800.00	979
Cottenham Sports & Social club	Contract Services Jul - Sept 17	£ 1,080.00	£ 1,080.00	981
Target Print Ltd	Printing of Neighbourhood Plan Survey	£ 852.00	£ 1,022.40	983
The Soccer Store	Aluminium Goalposts	£ 2,180.00	£ 2,616.00	985
Nick West	August & Sept cleaning - Village Hall	£ 1,140.75	£ 1,140.75	986/ 987
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	994
Calor Gas	Gas delivery	£ 818.20	£ 859.11	998
Outdoor Play Solutions	Work on Roundabout & Pendulam Swing safety surfacing	£ 990.09	£ 1,188.11	1000/ 1001
Designs on Metal (Church grant)	Metal work on altar rail for All Saints Church	£ 11,200.00	£ 11,200.00	1002
		£ 32,916.14	£ 34,930.11	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for November 17 (DD)	£ 37.76	£ 37.76	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	974
Debbie Seabright	Expenses re Sim card for Pavillion	£ 8.31	£ 9.97	975
AJ King	To create base for the electric box & fit box	£ 350.00	£ 420.00	978
Staples	Ink cartridges and stationery items	£ 129.85	£ 155.82	980
SLCC	Books for training course	£ 77.60	£ 78.40	982
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	984

Nick West	Light bulbs for the Village Hall	£ 15.90	£ 19.08	988
Julie Jocelyn	Hedging plants & access to land (Broad Lane)	£ 247.60	£ 277.12	989
CSA	Cleaning materials	£ 43.52	£ 52.23	990
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 291.00	£ 349.20	991
British Gas	Electric bill for the Green (DD)	£ 118.26	£ 124.20	992
Browns of Burwell	Oil delivery for the Recreation Ground	£ 459.59	£ 482.48	993
Sam McManners	Kettle for Village Hall and Phone topup	£ 20.24	£ 20.24	995/996
Calor Gas	Standing charge	£ 17.13	£ 17.99	997
Zip Heaters Ltd	Hydroboil Service for the Village Hall	£ 103.00	£ 123.60	999
Smith and Saunders	Renewal of website hosting	£ 80.00	£ 96.00	1003
		£ 2,077.76	£ 2,357.69	

Resolution to pay these invoices

17/267. Management accounts – to review the monthly management accounts - FLAC

17/268. Bank reconciliation – to review monthly bank reconciliation – FLAC

17/269. Matters for consideration at the next meeting

17/270. Dates of next meetings – Planning 9th Nov, FLAC 14th Nov, CALF 21st Nov, Planning 23rd Nov, Highways 28th Nov, Full 5th Dec

17/271. 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

2nd November 2017