

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 8th May 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 18/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office**
- 18/087. 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.*
- 18/088. 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. (NB this does not preclude any later declarations).*
- 18/089. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd April 2018 be signed as a correct record.
- 18/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opt)
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opt)
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
 - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling)
- 18/091. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
 - HR (Cllrs Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllr Ward)
 - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Ward)
- 18/092. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford)
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward)
 - Public Art – bench (Cllrs Nicholas, Richards & Ward)
 - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk)
 - Village Hall Upgrade (CALF/FLAC - Cllrs Collier, McCarthy, Morris, Nicholas, Young, the Clerk & RFO)
 - Youth (CALF – Cllr Collier)
 - Communications (Cllrs Collinson, Dewey & Smith)
 - Centenary (Cllrs Dewey, Morris, Smith & the Clerk)
- 18/093. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Cottenham Charities (Trustees, currently Cllr Mudd and DC Harford)
 - Church and Causeway Charity (Trustee, currently Cllr Collier)
 - Cottenham Community Centre (Trustee, currently Cllr Collier)
 - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
 - Cottenham Village College (Governor, currently Cllr Collier)
 - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
 - Ladybird Pre-School (Trustee, currently Cllr Collier)
 - VH Users – (Rep, currently Cllr Richards)
- 18/094. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho & Cllr McCarthy)
 - Playground Inspectors (Cllrs Mudd and Nicholas)
 - Communications (Cllr Dewey)

18/095. To review policy recommendations by Committees

- Child Protection (adopted November 2013)
- Code of Conduct (amended July 2015)
- Communications (adopted March 2018)
- Complaints procedure (amended July 2015)
- Equal Opportunities (amended July 2017)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Risk Assessment (amended March 2018)
- Standing Orders (adopted July 2012) amended June 2016
- Training & Development (adopted April 2018)
- Asset Register (amended April 2018)

18/096. 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.

18/097. 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
- **Village Hall & Nursery** – Cllr Morris
- **Highways Improvements update** – Highways

18/098. Internal audit – Consider review of internal audit report – RFO**18/099. Year-end Accounts** – Consider the year-end accounts for 2017-2018 - FLAC**18/100. GDPR** – consider outline principles of approach to user privacy – Cllr Morris**18/101. Salaries** - Consider HR recommendations for Scale Point revisions – Cllrs Morris/Nicholas/Ward**18/102. CPS magazine** – Consider advertising in the CPS magazine at a cost of £50 for a half page – Clerk**18/103. Tree survey** – Consider quote for tree survey to cover WARG Field, Old Rec, The Pond, Brenda Gautrey Way, Tenison Manor amenity area and the Moat at a cost of £701.46 (no VAT) – Clerk**18/104. Setchell Drove/Lockspit Hall Road** - Consider making representations to CEOs of SCDC and CCC about fly-tipping and road repairs – Cllrs Collinson/Morris/Wilson**18/105. Title transfer** – Consider signing the title transfer for land at 60 Lambs Lane adjacent to the Recreation Ground – Cllr Morris**18/106. CAPALC membership** - Consider renewal of CAPALC membership for 2018/19 - Clerk**18/107. Finance**

Income	Description	Net	Gross	
SCDC	Precept (50%)	£164,417.00	£164,417.00	
Cambridge Kids Club	Invoice payment	£ 873.92	£ ,048.70	
Bowls Club	Invoice payment	£ 80.00	£ 180.00	
Aerobics instructor	Hire of Village Hall	£ 92.00	£ 110.40	
Overpower Fitness	Hire of Recreation ground	£ 72.00	£ 86.40	
Baby Clinic	Hire of Pavilion	£ 03.50	£ 124.20	
Ladybirds	Quarterly repayment	£ 1,554.95	£ 1,554.95	
SSE - Southern Electric	Refund following meter reading at the Rec	£ 856.90	£ 1,028.28	

		£168,150.27	£168,549.93	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 18	£ ,699.83	£ 3,699.83	
HMRC	Tax and NI for April 18 (month 1)	£ 796.82	£ 796.82	-
Sports & Social club	Contract services Jan-Mar 2018	£ 1,080.00	£ 1,080.00	1114
Calor Gas	Gas delivery for the Pavilion DD	£ 563.60	£ 591.78	1115
Groundwork UK	Return of unused grant	£ ,862.50	£ ,862.50	1116
Connections Bus	Nine visits during Jan-Mar 18	£ 2,223.00	£ 2,223.00	1117
Birketts	Legal costs re Planning Advice on: Land North East of Rampton Road	£ 825.00	£ 990.00	1118
Nick West	Village hall cleaning cost for Jan-Apr 18	£ 2,176.88	£ 2,176.88	1120-1123
Cambs County Council	Annual Street Lighting Energy bill	£ 1,129.85	£ 1,129.85	1124
Wilby and Burnett	Preparation for Pre-application for Village Hall and Nursery	£ 3,825.00	£ 4,590.00	1125
CAPALC	Cilca training sessions for RFO and Clerk	£ 600.00	£ 600.00	1130
AJ King	Monthly Contract cost	£ 3,166.67	£ 3,800.00	1134
		£ 22,949.15	£ 24,540.66	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (May 18)	£ 156.13	£ 156.13	
Green and Purple Ltd	Support for the RFO (April)	£ 50.00	£ 60.00	1112
RFO	Expenses re Sim card for the Pavilion	£ 8.64	£ 10.37	1113
Business Consultancy	Payroll Processing	£ 28.00	£ 33.60	1119
Sam McManners	Cups & refreshment for APM & Transport meeting	£ 14.60	£ 16.92	1126-1127
Travis Perkins	Paint brush and Wood protection paint	£ 40.62	£ 48.74	1128
PHS Group	Annual admin charge	£ 20.00	£ 24.00	1129
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£ 337.97	£ 405.56	1131
Calor Gas	Delivery charge	£ 17.13	£ 17.99	1132
MP Cleaning Services	Deep clean of toilets & Kitchen	£ 468.00	£ 468.00	1133
Heelis and Lodge	Internal Audit cost for 17-18	£ 420.00	£ 420.00	1135
Cambridge Water	Water bill for Memorial (DD)	£ 34.06	£ 34.06	1136
CSA	Cleaning equipment & Toilet rolls for Village Hall	£ 101.17	£ 121.41	1137
Green and Purple Ltd	Support for the RFO (May)	£ 50.00	£ 60.00	1138
		£ 1746.32	£ 1876.78	

Resolution to pay these invoices

18/108. Management accounts – to review the monthly management accounts - FLAC

18/109. Bank reconciliation – to review monthly bank reconciliation – FLAC

18/110. Matters for consideration at the next meeting

18/111. Dates of next meetings – APM 10th May, CALF 15th May, Planning 17th May, Highways 22nd May, FLAC 24th April, Full 5th June

18/112. 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 May 2018