

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 8th September 2015 at 7.15pm

AGENDA

The Public and Press are invited to attend

15/212. Chairman’s Introduction and Apologies for absence

15/213. 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.

15/214. 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.

15/215. Minutes - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 4th August and extra ordinary meeting on 6th August be signed as a correct record.

15/216. 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
- **Changing rooms** – to receive an update on the project
- **Northstowe** – Cllr Heydon
- **Speedwatch** – Cllr Heydon

15/217. Finance

Income	Description	Net	Gross	
Jane Williams	Hall Hire July 15	£ 172.50	£ 207.00	
Day Centre	Hire of village hall July 15	£ 200.00	£ 240.00	
CUSSC	Quarterly rent charge and 1 hall rental	£ 2,683.33	£ 3,220.00	
Village hall casual rent	Hall Hire x 6 hours	£ 100.00	£ 120.00	
Colts football club	Yearly invoice	£ 1,041.67	£ 1,250.00	
HMRC	VAT payment for July 15	-	£ 21,222.53	
		£ 4,197.50	£ 26,259.53	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salaries	-	£ 2,908.40	
Nick West	June invoice for cleaning of the village hall	£ 600.75	£ 600.75	337
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	339
C.J Murfitt Ltd	Invoice as per valuation No 4	£ 83,874.41	£ 100,649.29	341
Goldfinch environmental	Visit site of Pavilion & preparation of report	£ 850.00	£ 1,020.00	342
Zurich Insurance	Yearly premium	£ 2,999.81	£ 2,999.81	344
Nick West	July invoice for cleaning of the village hall	£ 614.25	£ 614.25	346
Nick West	Expenses re key cutting/Homebase	£ 28.98	£ 28.98	347
		£ 91,504.44	£ 111,864.96	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
HMRC	PAYE and NI	-	£ 443.75	

Screens and Graphics	Parish council signs	£ 52.76	£ 63.31	334
SLCC	Online Training course	£ 99.00	£ 118.80	335
The BC Group Trust	Work at the Crowlands Manor Site	£ 392.00	£ 392.00	336
AJ King	Grass cutting - Histon Road	£25.00	£30.00	337
Debbie Seabright	Expenses re Stamps	£ 6.48	£ 6.48	340
Staples	Ink cartridge x 3/Paper	£ 89.40	£ 99.28	343
Sam McManners	Stamps x 6	£ 3.24	£ 3.24	345
Jo Brook	Expenses re. toner	£ 11.00	£ 11.00	
CSA Cleaning	Toilet roll/Bleach/Stripper/cleanser/channel Blocks	£ 207.23	£ 248.68	348
AJ King	To collect and erect gate	£ 150.00	£ 180.00	349
AJ King	To supply weed killer to third field	£ 195.00	£ 234.00	349
Green and Purple Ltd	Monthly support and payroll Aug 15	£ 250.00	£ 300.00	350
		£ 1,481.11	£ 2,130.54	

Resolution to pay these invoices

- 15/218. Management accounts** – to review the monthly management accounts - FLAC
- 15/219. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 15/220. 2016/17 budgets** – to consider Committees preparing project wish-lists
- 15/221. Remembrance Day event** – to consider donation towards Remembrance wreath and Council representative - Clerk
- 15/222. Carol concert** – to consider holding a concert on 15th December, arrangements and budget – Cllr Berenger
- 15/223. Street Lighting (proposals by Cambridgeshire County Council to changes in operational times)** - to consider Parish Council contributing to maintaining street lighting in designated locations at a cost of £12 per lamp column per full year starting in 2016/17, increasing by inflation in future years, plus a small contribution of £65 per year covering administration – Cllr Nicholas
- 15/224. Neighbourhood Plan** – to consider next steps, including area designation and funding, for a Neighbourhood Development Plan – Cllrs Collinson, Morris, Nicholas & Young
- 15/225. Village Hall refurbishment** – to consider short and long term development and funding options – Cllr Morris
- 15/226. Child-designed road signs** – to consider quotes for manufacture of signs – Cllr Collier
- 15/227. Laptop** – to re-consider disposal of Clerk's laptop following expert advice (rescind former reso 15/176) - Clerk
- 15/228. Councillor co-option** – to consider co-option of Paul Gibbs and ways forward to fill additional vacancy - Clerk
- 15/229. Cottenham Feast** – to consider attendance at the Feast to hold a display/exhibition – Clerk
- 15/230. Changing rooms opening** – to consider handover and opening of the pavilion – Cllrs Morris & Mudd
- 15/231. Vacancies on Committees** – to consider filling vacancies on Standards and FLAC (following resignation of Cllr Heydon) and Planning (following resignation of Cllr Berenger) – Clerk
- 15/232. Matters for consideration at the next meeting**
- 15/233. Dates of next meetings** – Planning 10th Sept, CALF 15th Sept, Highways 17th Sept, Planning 24th Sept, FLAC 29th Sept, Full 6th October
- 15/234. Close of Meeting**



Jo Brook - Clerk

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3rd September 2015