

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 9th January 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/001. 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.*
- 18/002. 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).*
- 18/003. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 5th December 2017 be signed as a correct record.
- 18/004. 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.
- 18/005. 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
 - **High Street Post box update** – Cllr Collinson
 - **Data Protection awareness** – Clerk/Asst Clerk/RFO
- 18/006. Defibrillator** – To review the decision at December 2017's Full Council meeting to provide no security for the proposed defibrillator to be housed 24/7 in the Phone Box by the War Memorial – Cllrs Bolitho, Dewey, McCarthy, Wilson & Young
- 18/007. Planning permission** – consider the implications of grant of outline planning permission for S/1606/16/OL – Cllr Morris
- 18/008. Donations, Grants & Loans Policy** – consider asking FLAC to develop a formal Donations, Grants & Loans policy with particular reference to s.137 grants – Cllr Morris
- 18/009. Highways project** – consider the implications on budgets etc. of the cost escalation of the Stevens Close to Victory Way pavement improvement project – Cllr Morris
- 18/010. Grants for 2018/9** – consider FLAC review of applications received – Cllr Morris
- 18/011. 2018/19 Budget** - consider the FLAC suggested net budget of £202,307 based on expenses of £237,308 and expected income of £35,001 – FLAC/RFO
- 18/012. Village Hall/Nursery Finance** - consider, taking into account the current project situation, the FLAC recommendation to continue raising the “supplementary precept” of £118,000 p.a. – FLAC/RFO
- 18/013. Reserves** – consider the provisional re-allocation of reserves – Cllr Morris / RFO
- 18/014. Precept** - Consider the net precept for 2018-19 of **£325,000*** equivalent to an **unchanged £140 p.a. per band D property** – Cllr Morris / RFO
- 18/015. Diversity Commission census** – consider response to survey on how diverse Parish Councils are - Clerk

18/016. **Communications Policy** – consider a policy to proactively promote the work of the CPC to Cottenham residents – Cllr Smith

18/017. **Growing a Rural Community survey** – consider response to survey – Clerk

18/018. **Website amends** – consider adding SSL certificate and privacy statement to website (required under new data protection laws) and minor updates at a cost of up to £100 + VAT – Clerk

18/019. **Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Cottenham Cricket Club	Annual invoice payment	£ 1,125.60	£ 1,350.72	
Village hall hirer	Hire of Village Hall	£ 30.00	£ 36.00	
Rugby Club	Annual invoice payment	£ 320.00	£ 384.00	
International Workplace	Rent of the Pavilion	£ 100.00	£ 120.00	
Aerobics sessions	November invoice payment	£ 92.00	£ 110.40	
HMRC	Vat payment	-	£ 486.46	
Groundwork UK	Grant re Neighbourhood plan	£ 4,350.00	£ 4,350.00	
		£ 6,891.52	£ 7,886.28	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for January 18	£ 3,592.19	£ 3,592.19	-
HMRC	Tax and NI for December 17 (month 9)	£ 822.36	£ 822.36	-
Arthur Peacock & Son Ltd	To Verti-drain three pitches at the rec ground	£ 984.00	£ 984.00	1033
Cambridge Water Business	Water bill for the Village Hall (DD)	£ 515.80	£ 515.80	1038
AJ King	Monthly Groundsman cost	£ 3,166.67	£ 3,800.00	1040
Browns of Burwell	Oil delivery	£ 539.50	£ 566.48	1042
Elveden Estate and Farms	Christmas tree	£ 432.00	£ 518.40	1043
Connections Bus Project	Twelve visits - Sept - Dec 17	£ 2,964.00	£ 2,964.00	1044
Nick West	Village Hall cleaning costs Sept/Oct/Nov 17	£ 1,707.76	£ 1,707.76	1050/ 51/52
John Slater Planning	Professional fees for supporting the Neighbourhood Plan	£ 521.50	£ 625.80	
		£ 15,245.78	£ 16,096.79	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for January 18 (DD)	£ 40.37	£ 40.37	-
Green and Purple Ltd	Monthly support for the RFO (Dec 17)	£ 50.00	£ 60.00	1025
Debbie Seabright	Expenses re Sim card for Pavilion (Dec 17)	£ 8.31	£ 9.97	1026
Cromwell Fire Ltd	Fire Extinguisher Service Charge	£ 121.39	£ 145.67	1027
CSA	Cleaning equipment/Towels/Pedal Bin	£ 61.36	£ 73.63	1028
Sam McManners	Sweets re Carols on the Green	£ 10.92	£ 13.10	1029
Business Consultancy Servs	Payroll services	£ 28.00	£ 33.60	1030
AJ King	Supply of new security cable	£ 16.66	£ 19.99	1031
CSA	Toilet rolls (72) £39.90 & cleaning materials	£ 124.42	£ 149.31	1032
Melsop Farm	Hire of Reindeers	£ 375.00	£ 450.00	1034
Travis Perkins	13 Amp Fuse/WD40	£ 6.44	£ 7.73	1035
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£ 285.53	£ 342.63	1036
Cambridge Water Business	Water bill for the Bowls Club/Allotments/ Pavilion (DD)	£ 360.50	£ 360.50	1037
Debbie Seabright	Mileage for SLCC training day in Sutton	£ 6.30	£ 6.30	1039

CB Creative	200 x Carol sheets	£ 85.00	£ 85.00	1041
Staples	Toner & Ink cartridge and stationery	£ 157.62	£ 189.14	1045
Tindall Security	Annual maintenance fee for CCTV system	£ 260.00	£ 312.00	1046
Debbie Seabright	Expenses re Sim card for Pavilion (Jan 18)	£ 8.31	£ 9.97	1047
Green and Purple Ltd	Monthly support for the RFO (Jan 17)	£ 50.00	£ 60.00	1048
CSA	Channel blocks	£ 13.95	£ 16.74	1049
Jo Brook	Sweets re Carols on the Green	£ 8.33	£ 10.00	
Jo Brook	Gifts re. Carols on the Green	£ 43.00	£ 43.00	
Jo Brook	Star for Christmas tree	£ 21.00	£ 26.25	
		£ 2,142.41	£ 2,464.90	

Resolution to pay these invoices

18/020. Management accounts – to review the monthly management accounts - FLAC

18/021. Bank reconciliation – to review monthly bank reconciliation – FLAC

18/022. Matters for consideration at the next meeting

18/023. Dates of next meetings – Planning 11th Jan, Highways 18th Jan, CALF 23rd Jan, Planning 25th Jan, FLAC 30th Jan, Full 6th Feb

18/024. Close of Meeting



Jo Brook - Clerk

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

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4th January 2018