

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 4th December 2018 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 18/237. 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.
- 18/238. 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).
- 18/239. Minutes** - To resolve that the minutes of the Full Council meeting held on the 6th November 2018, the EOM of 17th October 2018 and EOM of 15th November 2018 be signed as a correct record.
- 18/240. 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.
- 18/241. 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
 - **Village Hall & Nursery** – Cllr Morris
 - **Neighbourhood Plan** – Cllr Morris
 - **Drainage and tree works** – Cllr Morris
 - **Carols on the Green event 11th December** – Clerk/Asst Clerk
 - **Sustainable Cottenham** – Cllr Ward
 - **Update on EA work to Cottenham Lode** – Cllr Morris
- 18/242. Co-option** - To consider applications for co-option onto the Council – Clerk
- 18/243. PCC briefing** - Consider follow-up to Police & Crime Commissioner’s Parish & Town Council briefing – Cllr Morris
- 18/244. CALF Terms of Reference** - To review CALF recommendation for revised Terms of Reference – CALF
- 18/245. Health & Safety Statement** - To review recommendation for revised Health & Safety statement – FLAC
- 18/246. LHI bid** - consider attendance at County Highways on 14th or 16th January to represent our LHI application for road safety improvements to Histon Road – Cllr Morris
- 18/247. Grant requests** - To consider the recommendations regarding donation/grant requests for 2019/20 – FLAC
- 18/248. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics instructor	Invoice payment	£23.00	£27.60	
Curry Palace	Invoice payment - room hire	£500.00	£600.00	
Baby Clinic	Invoice payment - room hire	£103.50	£124.20	
Greater Cambs Partnership	Invoice payment - room hire	£50.00	£60.00	

Guiseppe Piran Ltd	Donation for Christmas lights	£35.00	£35.00	
Cricket Club	Annual invoice payment	£1,126.00	£1,351.20	
Village Hall Hire	Village hall hire in December	£75.00	£90.00	
		£2,786.42	£3,336.70	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 18	£3,915.63	£3,915.63	-
HMRC	Tax and NI for November 18 (month 8)	£1,089.07	£1,089.07	-
Nick West	Cleaning of the village hall - Oct 18	£668.25	£668.25	1310
Browns of Burwell	Oil Delivery to the pavilion	£845.79	£845.79	1311
Mike Overall	Tree guard for the Oak tree at Centenary event	£690.00	£828.00	1323
Cambridge Van Leyden	Part payment for detailed design work on the Village Hall	£8,000.00	£9,600.00	1326
AJ King	Monthly contract invoice	£3,166.67	£3,800.00	1328
AJ King	Reimburse payment of Sand from Hanson Aggregates for recreation ground	£1,600.00	£1,920.00	1329
AGB Environmental	Ground contamination check - new Hall/nursery	£777.00	£932.40	
Survey Solutions	Topographical study - new hall/nursery	£950.00	£1,140.00	
CB Creative	Xmas lights/posters/carol sheets & banner	£535.82	£642.98	1330
		£22,238.23	£25,382.12	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December 18)	£173.08	£173.08	-
RFO	Expenses re Sim card for the pavilion	£8.64	£10.37	1312
Dean Minter	PA and lighting for the Centenary event	£400.00	£400.00	1313
Dean Minter	PA and lighting for the Christmas carol event	£400.00	£400.00	1314
Assistant clerk	Sweet for carols on the green and phone top up	£33.60	£33.60	1315/ 1315a
Clerk	Oak tree £24.99 plus mileage (28 miles) £12.60	£37.59	£37.59	1316
Business Consultancy Servs	Payroll processing	£56.55	£67.86	1317
AJ King	Expenses re Gas for the Beacon	£37.14	£39.00	1318
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1319
CSA	Toilet rolls/Soap/Channel blocks/ Detergent/Cleaner/Hand wipes for Village Hall	£146.13	£175.37	1320
CB Creative	Song sheets for Centenary event	£175.00	£210.00	1321
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£260.83	£312.99	1322
Assistant clerk	Christmas Gifts	£23.20	£23.20	1324
Staples	Ink cartridges for RFO and Clerk	£103.47	£124.16	1325
SSE - Southern Electric	Electric bill for the Green (DD)	£487.48	£584.97	1327
		£2,392.71	£2,652.19	

Resolution to pay these invoices

- 18/249. Management accounts** – to review the monthly management accounts - FLAC
18/250. Bank reconciliation – to review monthly bank reconciliation – FLAC
18/251. Matters for consideration at the next meeting
18/252. Dates of next meetings – Planning 6th Dec, CALF 18th Dec, Planning 20th Dec, Full 8th January 2019
18/253. Close of Meeting



Jo Brook - Clerk

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29th November 2018