

To: Members of Cottenham Parish Council **Highways Committee**
You are hereby summoned to attend a meeting held in the Village Hall
on Tuesday 15th January 2019 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19H/001. Chairman's Introduction and Apologies** *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.*
- 19H/002. 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.*
- 19H/003. 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).
- 19H/004. Minutes** - To resolve that the minutes of the Committee meeting held on Thursday 26th July 2018 be signed as a correct record
- 19H/005. Reports**
- **Assistant Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting
- 19H/006. Traffic and Transport Strategy Working Group (T&TWG)** – to review objectives of the T&TWG.
- 19H/007. Matters for consideration at the next meeting**
- 19H/008. Date of next meeting** – Tuesday 23rd April 2019.
- 19H/009. Close of Meeting**



Sam McManners, Assistant Clerk

8th January 2019

Community Centre, 250a High Street, Cottenham, Cambridge CB24 8RZ Tel: 07490 459130
Email: asstcottenhampc@gmail.com