

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 5th February 2019 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/019. 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.
- 19/020. 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).
- 19/021. Minutes** - To resolve that the minutes of the Full Council meeting held on the 8th January 2019 be signed as a correct record.
- 19/022. 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.
- 19/023. 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
- 19/024. Persimmon RM determination** – consider possible challenge of faulty surface water drainage condition – Cllr Morris
- 19/025. Neighbourhood Plan** – consider publicity activity for the consultation period from 11th February to 25th March – Cllr Morris
- 19/026. Friends of All Saints** - consider second Trustee representative - Clerk
- 19/027. Pavilion shutter service contract** - consider setting up/signing service contract for Sports Pavilion shutters – Asst Clerk
- 19/028. Internal audit** - consider appointing Heelis & Lodge as our internal auditor – RFO
- 19/029. Tyrannochorus grant** - consider Tyrannochorus grant request under community chest fund - FLAC
- 19/030. Over Day Centre grant** - consider Over Day Centre grant request under community chest fund - FLAC
- 19/031. Business & Charity deposit account** - Consider opening a Business and Charity deposit account (with easy access) with Triodos Bank – RFO
- 19/032. Community Engagement Policy** - consider producing a policy to promote good governance and guide effective community engagement practices - Clerk
- 19/033. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Granary Westwick	Hire of the pavilion - invoice payment	£100.00	£120.00	
Aerobics instructor	Hire of the Village Hall - invoice payment	£69.00	£82.80	
Hire of Village Hall	Hire of hall - invoice payment	£75.00	£90.00	
		£1,117.92	£1,341.50	

Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 19	£3,880.76	£3,880.76	-
HMRC	Tax and NI for January 19 (month 10)	£897.15	£897.15	-
A Mappedoram	Purchase and fitting of bulbs	£758.00	£909.60	1367
Cambridge Van Leyden	50% of fee for detailed design phase (Village Hall)	£8,000.00	£9,600.00	1370
AJ King	Monthly contract	£3,166.67	£3,800.00	1376
Groundwork uk	Return of unspent grant re Neighbourhood plan	£3,443.00	£3,443.00	1380
Calor Gas	Delivery to the pavilion	£680.17	£680.17	1382
agb Environmental	40% of fee value upon completion of investigation report	£1,554.00	£1,864.80	1383
Cambridge Van Leyden	50% of fee for detailed design phase – Nursery	£8,000.00	£9,600.00	1370
		£30,379.75	£34,675.48	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (February 19)	£172.72	£172.72	-
Browns of Burwell	Oil delivery	£294.90	£309.65	1363
SLCC	Cilca registration for RFO	£350.00	£350.00	1364
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£258.07	£309.68	1366
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1368
Caprari	Routine inspection of the pumps at the recreation ground	£220.00	£264.00	1369
Staples	Two ink cartridges	£55.48	£66.58	1371
Tindall Security	Annual maintenance fee on CCTV system	£260.00	£312.00	1372
Shred Station	Blue bin collection and shredding service	£40.00	£48.00	1373
AJ King	Extra - repair to fence on old rec ground	£130.00	£156.00	1374
Watchthedot	To resolve website issues	£12.50	£12.50	1375
Calor Gas	Standing charge fee	£17.13	£17.99	1379
ICO	Annual data protection fee (DD)	£40.00	£40.00	1381
Clerk	Mileage - SLCC Regional Seminar (44 miles)	£19.80	£19.80	1384
Greater Cambridge Shared Planning	Extra copies of the Local Plan	£144.00	£144.00	1385
		£2,061.90	£2,279.68	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	
Sainsburys	Dishwasher tablets for the pavilion	£5.00	£5.00	C1365
Dependable Trading Ltd	Light bulbs for the Pavilion	£53.28	£63.95	C1377
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	C1378

Resolution to pay these invoices

19/034. Management accounts – to review the monthly management accounts - FLAC

19/035. Matters for consideration at the next meeting

19/036. Dates of next meetings – Planning 7th Feb, CALF 19th Feb, Planning 21st Feb, FLAC 26th Feb, Full 5th March

19/037. 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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31st January 2019