

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 2nd April 2019 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/060. 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.
- 19/061. 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).
- 19/062. Minutes** - To resolve that the minutes of the Full Council meeting held on the 5th March 2019 and EOM on 18th March 2019 be signed as a correct record.
- 19/063. Public participation** – 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.
- 19/064. 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
- 19/065. Street naming** - consider street name for the Persimmon development (one road) – Clerk
- 19/066. NALC Star Councils awards** – consider possible nominations for the Star Council awards – Clerk
- 19/067. Grant request**– consider donation request from Cottenham Library for the Summer Reading Challenge – FLAC
- 19/068. Finance**

| Income | Description | Net | Gross | |
|---------------------------|---|------------------|------------------|------|
| Cambridge Kids Club | Monthly invoice payment | £873.92 | £1,048.70 | |
| King and Co | Overpayment from sale of land | £14.00 | £14.00 | |
| Town Ground Rent | Annual payment | £275.50 | £330.60 | |
| Pavilion hire | pavilion booking | £30.00 | £36.00 | |
| Environmental Audit Group | Grant for use on an environmental project | £411.49 | £411.49 | |
| | | £1,604.91 | £1,840.79 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for April 19 | £3,787.83 | £3,787.83 | - |
| HMRC | Tax and NI for March 19 (month 12) | £965.53 | £965.53 | - |
| Browns of Burwell | Oil delivery on the 4th March 2019 | £539.80 | £566.79 | 1407 |
| Browns of Burwell | Oil delivery on the 6th March 2019 | £539.80 | £566.79 | 1408 |

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|---------------------------------|---|-------------------|-------------------|-------------|
| SCDC | Trade waste for the year - 2/3 bins | £2,730.00 | £2,730.00 | 1420 |
| Nick West | Dec invoice for cleaning of Village hall | £553.50 | £553.50 | 1416 |
| Nick West | Jan invoice for cleaning of Village hall | £624.38 | £624.38 | 1417 |
| Calor | Gas delivery (Pavilion) (DD) | £945.00 | £992.78 | 1419 |
| AJ King | Monthly contract cost | £3,166.67 | £3,800.00 | 1422 |
| Cambridge Van Leyden | 2nd payment - design phase re Nursery | £5,000.00 | £6,000.00 | 1405 |
| Cambridge Van Leyden | 2nd payment - design phase re Village Hall | £10,000.00 | £23,000.00 | 1406 |
| Cambridge Van Leyden | Final payment - design phase re Nursery | £2,941.00 | £3,529.20 | 1429 |
| Cambridge Van Leyden | Final payment - design phase re Village Hall | £2,851.00 | £3,421.20 | 1430 |
| Peter Dann Consulting Engineers | Professional services RIBA stage 4 - 75% re. Village Hall | £6,375.00 | £7,650.00 | 1431 |
| Peter Dann Consulting Engineers | Professional services RIBA stage 4 - 75% re. nursery | £2,250.00 | £2,700.00 | 1432 |
| Peter Dann Consulting Engineers | Anglian Water pre-planning app fee | £545.00 | £545.00 | 1433 |
| | | £43,814.51 | £61,433.00 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension Costs (April 19) | £189.70 | £189.70 | - |
| Business Consultancy Servs | Payroll Processing | £47.30 | £56.76 | 1409 |
| CSG Utilities | Water application fee re Village Hall | £195.00 | £234.00 | 1410 |
| CSG Utilities | Telecoms application fee re Village Hall | £299.00 | £358.00 | 1411 |
| RFO | Sim card for the pavilion | £8.64 | £10.37 | 1412 |
| Green and Purple Ltd | Monthly support for the RFO | £50.00 | £60.00 | 1413 |
| Cambridge Water | Water bill for the memorial (DD) | £34.18 | £34.18 | 1414 |
| Calor | Standing charge (DD) | £17.99 | £17.99 | 1415 |
| SSE - Southern Electric | Electric bill for the pavilion (DD) | £238.92 | £286.70 | 1421 |
| Chairman | Expenses for Chairman - emergency lighting batteries for Pavilion | £368.72 | £442.46 | 1418 |
| Staples | Ink cartridges and paper | £63.97 | £78.68 | 1423 |
| Travis Perkins | Cleaning items for the village hall | £15.61 | £18.73 | 1424 |
| A Mappedoram | Changing 10 emergency batteries in Pavilion | £120.00 | £144.00 | 1425 |
| Barton Burner Services Ltd | Work on Ladybirds boiler | £209.85 | £251.82 | 1426 |
| Will Cook | Tennis courts maintenance x 2 invoices | £180.00 | £180.00 | 1427/1428 |
| | | £2,038.88 | £2,363.39 | |
| | | | | |
| Multipay Card | | | | |
| Defib Store | Replacement battery for Pavilion defibrillator | £235.00 | £282.00 | 1416c |
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|---|--|-----------|-----------|--|
| Grants for 2019/20 (agreed at Dec council meeting) | | | | |
| Mobile Warden Scheme | Section 106a Transport Act 1985 | £1,150.00 | £1,150.00 | |
| Girlguiding Cottenham | Section 19 Local Government (miscellaneous provisions) act 1976 | £1,210.00 | £1,210.00 | |
| Fen Edge Community Association | Section 145 | £1,500.00 | £1,500.00 | |

Resolution to pay these invoices

- 19/069. Management accounts** – to review the monthly management accounts – FLAC
- 19/070. Bank reconciliation** – to review the monthly bank reconciliation – FLAC
- 19/071. Matters for consideration at the next meeting**
- 19/072. Dates of next meetings** – Planning 4th April, CALF 16th April, Planning 18th April, Highways 23rd April, FLAC 30th April, APM 2nd May, Full (annual) 7th May
- 19/073. 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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28th March 2019