

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 March 2019 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

19/038. 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.

19/039. 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).

19/040. Minutes - To resolve that the minutes of the Full Council meeting held on the 5th February 2019 be signed as a correct record.

19/041. 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.

19/042. 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
- **Sustainable Cottenham** – Cllr Ward
- **Ditches & Drains** – Cllr Morris
- **Neighbourhood Plan** – Cllr Morris

19/043. Community Engagement Policy - consider adoption of draft Community Engagement policy - Clerk

19/044. Village Hall Hire - consider use of Village Hall by Sunflowers for their annual charity quiz night – Asst Clerk

19/045. Cllr Nicholas – Consider extending the long-term absence approval for Cllr Nicholas – Cllr Morris

19/046. The Pound – Consider signage stating ownership of the car park and permitted usage – Cllr Wilson

19/047. Staff pay - consider staff pay rate for 2019/20, including effects of scale changes from 1st April, qualifications, etc – Cllr Morris

19/048. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Persimmon	Invoice payment	£2,701.00	£3,241.20	
CUSSC	Quarterly invoice payment	£2,600.00	£3,120.00	
HMRC	VAT payment	£1,267.78	£1,267.78	
HMRC	Vat payment	£13,913.86	£13,913.86	
Aerobics	Monthly invoice payment	£57.50	£69.00	
		£21,414.06	£22,660.54	
Expenses over £500	Description	Net	Gross	code

Salaries	Salary costs for March 19	£3,660.69	£3,660.69	-
HMRC	Tax and NI for February 19 (month 11)	£1,031.08	£1,031.08	-
Wilby and Burnett	Architectural & quantity surveying services in preparation of tender documentation	£50,867.50	£61,041.00	1387
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1395
Arbantia fencing	Fencing at the recreation ground - 121 metres	£4,840.00	£5,808.00	1396
Will Cook	Renovations to Grass tennis courts	£1,590.00	£1,590.00	1399
SSE - Southern Electric	Electric bill for the Recreation ground (DD)	£1,508.20	£1,809.84	1402
		£66,664.14	£78,740.61	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (March 19)	£163.33	£163.33	-
RFO	Expenses - re Sim card for the Pavilion (DD)	£8.64	£10.37	1388
SLCC	East Regional training Seminar x 2	£150.00	£180.00	1389
Green and Purple Ltd	Monthly support for RFO	£50.00	£60.00	1390
Browns of Burwell	Oil delivery	£309.65	£309.65	1391
Business Consultancy Serv	Payroll Processing	£47.30	£56.76	1392
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£261.01	£313.21	1393
AJ King	Extra work - remove hedge up to bowling green	£650.00	£780.00	1394
Stroma Building Control	Building Control Services - New Village Hall	£336.25	£403.50	1397
Stroma Building Control	Building Control Services - Nursery	£218.75	£262.50	1398
AJ King	Extra work - Flail hedge (Balancing pond), Erect notice board	£140.00	£168.00	1400
A Mappedoram	Work to replace fittings and bulbs at the pavilion	£460.30	£552.36	1401
SSE - Southern Electric	Electric bill for the Green (DD)	£444.48	£533.37	1403
Birketts	Professional services	£250.00	£300.00	
		£3,489.71	£4,093.05	

Multipay Card (payment in March by DD)

No payments as yet

Resolution to pay these invoices

19/049. Management accounts – to review the monthly management accounts – FLAC

19/050. Bank reconciliation – to review the monthly bank reconciliation – FLAC

19/051. Matters for consideration at the next meeting

19/052. Dates of next meetings – Planning 7th March, CALF 19th March, Planning 21st March, FLAC 26th March, Full 2nd April

19/053. 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 February 2019