

**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 4<sup>th</sup> June 2019 at 7.15pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 19/113. Chair’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.
- 19/114. 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).
- 19/115. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 7<sup>th</sup> May 2019 be signed as a correct record.
- 19/116. 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.
- 19/117. 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
- 19/118. Traffic & Transport working group** - Consider measurement of baseline speeds on Beach Road and Twentypence Road preparatory to possible village-wide speed reduction (Highways budget) – Cllr Morris
- 19/119. Neighbourhood Plan** – Consider approval of Working Group response to Examiner’s clarification questions – Cllr Morris
- 19/120. CUFC** – Consider discount on fees in view of reduced availability of pavilion facilities and main pitch during 2018/19 – Cllr Morris
- 19/121. Community Right to Challenge** - Consider submitting an expression of interest to run local authority services – Clerk
- 19/122. Tennis Court maintenance costs** - Consider additional costs for upkeep of the grass courts (CALF budget) - Clerk
- 19/123. CAPALC Annual Clerk/Cllr Day** - Consider attendance at event on 28<sup>th</sup> June (Admin budget) - Clerk
- 19/124. Fen Edge Festival signage** - Consider permitting 2x advertising signs on the Village Green - Clerk
- 19/125. VE Day 75** - Consider participation in events for VE Day anniversary 2020 (Donations budget) - Clerk
- 19/126. Operation London Bridge** - Consider measures upon death of senior national figure (Donations budget) - Clerk
- 19/127. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics instructor	Invoice payment	£92.00	£110.40	
Skatepark	Annual invoice payment	£100.00	£120.00	

Village Hall hire	Invoice payment	£75.00	£90.00	
South Cambridge DC	Hire of hall for election day	£137.50	£165.00	
		<b>£1,278.42</b>	<b>£1,534.10</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for June 19	£3,834.04	£3,834.04	-
HMRC	Tax and NI for May 19 (month 2)	£1,158.77	£1,158.77	-
Nick West	Cleaning of the Village Hall for 2 months (March & April 19)	£1,255.51	£1,255.51	1466/1467
Green and Purple Ltd	Monthly accounting support & Year-end accounts	£850.00	£1,020.00	1468/1469
Southern Electric	Monthly electric bill - Pavilion (DD)	£421.81	£506.17	1471
Cambridge Water	Water bill - Bowls club/Allotments (DD)	£797.66	£797.77	1473
SSE - Southern Electric	Electric bill for the Recreation ground	£815.35	£978.42	1474
AJ King	Monthly invoice	£3,166.67	£3,800.00	1485
		<b>£12,299.81</b>	<b>£13,350.68</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (June) DD	£204.98	£204.98	-
RFO	Expenses re Sim card at the Pavilion and postage of Audit documents	£11.55	£13.32	1470
CSA	Bleach, Toilet paper, floor cleaner for the Village hall x 2 invoices	£56.54	£67.85	1475/1476
Chubb	Monthly security cost for the village hall	£66.86	£80.23	1477
Kershaw	Gas safety check & certificate - pavilion	£160.00	£192.00	1478
SSE - Southern Electric	Monthly electric bill for pavilion (DD)	£261.41	£313.69	1479
Staples	Paper cups/ink cartridge/paper	£32.97	£39.56	1480
Cambridge Water	Water bill - Sports & Social Club (DD)	£360.12	£360.12	1481
Watch the dot	Hosting cost	£120.00	£120.00	1482
Shred Station	Bin collection	£40.00	£48.00	1483
DT Deane	Replacement glass for bus shelter	£95.00	£114.00	1484
CB Creative	Signs for Rec Ground and The Pound	£140.00	£168.00	
		<b>£1,549.43</b>	<b>£1,721.75</b>	
<b>Multipay Card</b>				
Stadia Sports	2 x Tennis post winder handle	£32.90	£39.48	1472C

Resolution to pay these invoices

**19/128. Management accounts** – to review the monthly management accounts - FLAC

**19/129. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**19/130. Matters for consideration at the next meeting**

**19/131. Dates of next meetings** – Planning 6<sup>th</sup> June, CALF 18<sup>th</sup> June, Planning 20<sup>th</sup> June, FLAC 27<sup>th</sup> June, Full 2<sup>nd</sup> July

**19/132. 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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30<sup>th</sup> May 2019