

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 7th May 2019 at 7.15pm**

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/074. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office**
- 19/075. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office**
- 19/076. 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.*
- 19/077. 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).*
- 19/078. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 2nd April 2019 be signed as a correct record.
- 19/079. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opt)
 - Finance Committee (ToR June 2016; 7 members, quorum 3)
 - Highways Committee (ToR June 2016; 9 members, quorum 3; 3 ad-hoc co-opt)
 - Planning Committee (ToR June 2016; 12 members, quorum 4)
 - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling)
- 19/090. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
 - HR (Cllrs Kidston, Morris, Nicholas & Ward)
 - Sustainable Cottenham (Cllrs Dewey & Ward)
 - Drainage & Flooding (Cllrs Graves, Morris, Ward)
- 19/091. Endorse status of "Task & Finish" Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young)
 - Speculative Developments (Planning – Cllrs Morris, Nicholas, Young & the Clerk)
 - New Village Hall (CALF/FLAC - Cllrs McCarthy, Morris, Nicholas, Wilson, Young, the Clerk & RFO)
 - Youth (CALF)
- 19/092. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, currently Cllr Bolitho)
 - Cottenham Community Centre (Trustee, currently Cllr Wilson)
 - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
 - Cottenham Village College (Governor)
 - Friends of All Saints (Trustee, currently Cllrs Graves & Morris)
 - Mobile Warden Scheme (Trustee, currently Cllr Collinson)
 - Ladybird Pre-School (Trustee)
- 19/093. Review Parish Council Officers:**
- Trees Warden (Cllr Bolitho & Cllr McCarthy)
 - Playground Inspectors (Cllr Nicholas + AN Other)

- Communications (Cllr Dewey)

19/094. To review policy recommendations by Committees

- Child Protection (adopted November 2013)
- Code of Conduct (amended July 2015)
- Communications (adopted March 2017)
- Community Engagement (adopted March 2019)
- Complaints procedure (amended July 2015)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Financial Regulations; (amended February 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- Health & Safety (amended July 2018)
- IT & Communications (adopted October 2015)
- Model publication scheme (amended July 2018)
- Risk Assessment (amended March 2019)
- Standing Orders (amended Sept 2018)
- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

19/095. 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.

19/096. 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
- **Neighbourhood Plan** – Cllr Morris
- **Village Hall & Nursery** – Cllr Morris

19/097. Co-option – Consider applications for co-option onto the Council – Clerk

19/098. Internal audit – Consider review of internal audit report – RFO

19/099. Year-end Accounts – Consider the year-end accounts for 2018-2019 – FLAC

19/100. Annual Governance Statement – Review and approve the Annual Governance Statement 2018/19 as part of the Annual return for the year ended 31st March 2019 - FLAC

19/101. Accounting Statements – Review and approve the Accounting statements 2018/19 as part of the Annual return for the year ended 31st March 2019 - FLAC

19/102. FECA Membership - Consider Fen Edge Community Association annual membership for £15 – RFO

19/103. CAPALC membership - Consider renewal of CAPALC membership for 2019/20 – RFO

19/104. GDPR Scheme - Consider whether to join the General Data Protection Scheme run by CAPALC - RFO

19/105. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	

Hire of Village Hall	Aerobics instructor invoice	£172.50	£207.00	
Hire of Pavilion	Invoice payment	£50.00	£60.00	
Ladybirds	Oil and Water payment	£218.83	£218.83	
Bowls Club	Electricity arrears annual payment plus Rent & Water Annual payment	£1,180.00	£1,180.00	
HMRC	Vat repayment	-	£7,875.54	
Hire of Village Hall	Invoice payment	£25.00	£30.00	
Baby Clinic	6 monthly invoice	£103.50	£124.20	
South Cambs District Council	50% precept	£144,328.00	£144,328.00	
		£148,506.70	£156,627.22	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 19	£1,062.91	£1,062.91	-
HMRC	Tax and NI for April 19 (month 1)	£3,820.19	£3,820.19	-
Old West IDB	Works undertaken on Brenda Gautrey Way & hire of digger	£870.98	£870.98	1435
WAVE	Annual Sewerage Charge for the recreation ground	£3,019.64	£3,019.64	1436
Community Centre	Six-monthly rent charge for the office	£1,300.00	£1,300.00	1437
Sports and Social Club	Quarterly payment for contract services	£1,080.00	£1,080.00	1443
Connections Bus Project	12 visits from January to March 2019	£2,992.80	£2,992.80	1444
Wilby and Burnett	Architectural and Quantity Services in preparation of tender documentation (VH & Nursery)	£50,867.50	£61,041.00	1450
AJ King	Monthly Contract Cost	£3,166.67	£3,800.00	1453
Peter Dann	Professional engineering services re VH RIBA stage 4 final payment	£2,125.00	£2,550.00	1456
Peter Dann	Professional engineering services re Nursery RIBA stage 4 final payment	£750.00	£900.00	1457
		£71,055.69	£82,437.52	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (May 19) DD	£203.41	£203.41	-
CSA	Cleaning materials for the pavilion	£69.09	£82.91	1438
PHS Group	Payment processing & handling charge - Annual cost	£20.00	£24.00	1439
Shred Station	Bin collection and shredding - every two months	£40.00	£48.00	1440
Green and Purple	Monthly support for the RFO	£50.00	£60.00	1441
RFO	Expenses re sim card for the pavilion	£8.85	£10.62	1442
SSE - Southern Electric	Electricity bill for the Pavilion (DD)	£273.69	£328.42	1445
Caprari	Work on pumps at the recreation ground	£308.00	£369.60	1446
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1447
Cromwell Fire Ltd	Work on fire alarm and lighting service	£103.63	£124.36	1448
Staples	Stationary equipment	£66.96	£80.36	1449
Clerk	Expenses re Telescopic Security Post for the Warg field	£99.96	£119.95	1451
Ladybirds	Hire of heaters whilst heating in VH being fixed	£452.00	£542.40	1452
RFO	Expenses re Planning app fee for VH and Nursery	£272.00	£272.00	1454

A Mappledorum	Checking of electrics at Village Hall after power cut	£50.00	£60.00	1455
Heelis and Lodge	Internal Audit fee	£420.00	£420.00	1458
Calor Gas	Standing charge	£17.13	£17.99	1459
Chubb	Monthly payment for security at Village Hall	£133.72	£160.46	1460
Clerk	Postage costs	£1.06	£1.06	1461
RFO	Refreshments for T&T meeting and Audit meeting	£19.38	£19.38	1462
		£2,656.18	£3,001.68	
Donations				
Cottenham Library	Summer reading challenge donation	£250.00	£250.00	
Cottenham Guides	Donation for book bags (Total donation £1209.00) divided as follows:			
	2nd Cottenham Rainbows	£96.00	online	
	1st Cottenham Rainbows	£102.00	online	
	2nd Cottenham Brownies	£196.00	online	
	1st Cottenham Brownies	£154.00	online	
	1st Cottenham Guides	£280.00	online	
	2nd Cottenham Guides	£192.00	online	
	3rd Cottenham Brownies	£189.00	Cheque	
	Total	£1,209.00		

Resolution to pay these invoices

- 19/106. Management accounts** – to review the monthly management accounts - FLAC
- 19/107. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 19/108. Exclusion of Press and Public** – to resolve in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted - Clerk
- 19/109. Staffing** – to consider temporary staffing – Clerk
- 19/110. Matters for consideration at the next meeting**
- 19/111. Dates of next meetings** – Planning 9th May, CALF 21st May, Planning 23rd May, FLAC 30th May, Full 4th June
- 19/112. Close of Meeting**



Jo Brook - Clerk
 Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.
clerk@cottenhampc.org.uk

1st May 2019