

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 July 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/133. 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.
- 19/134. 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).
- 19/135. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 4th June 2019 be signed as a correct record.
- 19/136. 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.
- 19/137. 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
- 19/138. General Power of Competence (GPC)** – to consider adopting the General Power of Competence now that Cottenham Parish Council meets the two conditions of eligibility prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, paragraph 2 - Clerk
- 19/139. Community Right to Challenge** - Consider submitting an expression of interest to run local authority services – Clerk
- 19/140. VE Day 75** - Consider participation in events for VE Day anniversary 2020 (Donations budget) - Clerk
- 19/141. This Land** - Consider mandate for further discussion, including pitch prioritisation – Cllr Morris
- 19/142. Bellway S106** - Consider taking responsibility for aspects of site management - Clerk
- 19/143. SLCC membership renewal** - Consider renewal of SLCC membership and Principal membership for the Clerk (due 1st August 2019) – Clerk
- 19/144. Councillor training** - Consider attendance at forthcoming CAPALC 'Councillor Training' for up to 3 new members at a cost of £75pp - Clerk
- 19/145. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Aerobics teacher	2 x invoices	£69.00	£82.80	
CUSSC	Part payment of quarterly invoice	£1,360.00	£1,700.00	
HMRC	VAT payment	-	£12,976.38	
		£2,302.92	£15,807.88	

Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 19	£4,166.21	£4,166.21	-
HMRC	Tax and NI for June 19 (month 3)	£1,168.53	£1,168.53	-
MTC engineering	Traffic Management Plan - for the recreation ground	£750.00	£900.00	1486
Calor Gas Ltd	Gas delivery	£879.47	£923.44	1487
AJ King	Monthly contract cost plus additional work on benches at Histon Road	£3,306.67	£3,968.00	1501/ 1502
WAVE	Water bill for the Recreation ground	£585.31	£585.31	1503
Barton Oil Burner Services	to supply and fit a new boiler	£2,950.00	£3,540.00	1506
		£13,806.19	£15,251.49	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (July) DD	£ 191.25	£191.25	-
Calor Gas Ltd	Standing Charge	£ 17.99	£17.99	1488
Green and Purple Ltd	Monthly support from accountant	£ 50.00	£60.00	1489
Shred Station	Bin collection from the office	£ 40.00	£48.00	1490
RFO	Sim card for the pavilion	£8.85	£10.62	1491
Rospa Play Safety	Annual inspection	£196.50	£235.80	1492
CSA	Toilet rolls/Cleaning equipment	£46.61	£55.93	1493
Clerk	Refreshments for the tender meeting	£2.50	£2.50	1494
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£237.35	£304.59	1495
BCS	Payroll processing	£74.10	£88.92	1496
Old West IDB	Agricultural Drainage rates	£77.04	£77.04	1497
RFO	Stationary items	£9.98	£9.98	1498
CAPALC	Training day for Clerk	£50.00	£50.00	1499
TP Sparks Plumbing & Heating	Repair flushing system in Ladies cubicle and fix showers - Pavilion	£285.00	£285.00	1504
Chubb	Monthly contract for security at village hall	£66.86	£80.23	1505
		£1,354.03	£1,517.85	
Multipay Card				
HP Store	4 pack printer cartridges	£113.00	£135.60	1500c

Resolution to pay these invoices

- 19/146. Management accounts** – to review the monthly management accounts - FLAC
- 19/147. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 19/148. Exclusion of press and public** – to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item (19/149) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted - Clerk
- 19/149. Staffing** – to consider staffing provision – HR working group
- 19/150. Matters for consideration at the next meeting**
- 19/151. Dates of next meetings** – Planning 4th July, CALF 16th July, Planning 18th July, FLAC 30th July, Full 6th August
- 19/152. Close of Meeting**



Jo Brook - Clerk

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27th June 2019