

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 3rd September 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/171. 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.
- 19/172. 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).
- 19/173. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 6th August 2019 be signed as a correct record.
- 19/174. 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.
- 19/175. 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
 - **Cottenham Neighbourhood Plan** – Cllr Morris
 - **C&P Combined Authority Transport Plan** – Cllr Morris
 - **New City / District Local Plan** – Cllr Morris
- 19/176. Clerk Training** – to consider the Temp Assistant Clerk attending CAPALC Clerks: The Knowledge training course at a cost of £240 - Clerk
- 19/177. Feast Parade** – to consider permission for use of the Green for event on 13th October and siting of portable toilet plus CPC attendance with stall - Clerk
- 19/178. Community gritting scheme** – to consider participation in County scheme for winter 2019/20 – Cllr Wotherspoon
- 19/179. Remembrance parade** – to consider sponsorship of Caledonian Pipe Band for event on 10th November – Cllr Morris
- 19/180. Chat bench** – to consider extending trial of chat bench to Broad Lane/High St bench (resident request) and better signage for existing bench due to vandalism – Clerk
- 19/181. Legislation Training** – to consider booking onto webinar for new ‘website accessibility guidelines’ at a cost of £60+VAT per person - Clerk
- 19/182. Connections Bus** – to consider up to 2 Cllrs attending AGM on 14th October – Clerk
- 19/183. Summer Reading Challenge** – to consider attendance at presentation ceremony on 17th September – Clerk
- 19/184. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
HMRC	VAT payment	-	£3,041.92	

Hire of Pavilion	End of season event	£20.00	£24.00	
Cottenham Colts	Annual pitch fees for hire of Recreation Ground	£1661.00	£1993.20	
Chubb	Refund for one months security cost	£201.67	£242.01	
		£2756.59	£6349.83	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 19	£5,713.40	£5,713.40	-
HMRC	Tax and NI for August 19 (month 5)	£1,233.33	£1,233.33	-
Cottenham Sports & Social Club	Quarterly contract services	£1,080.00	£1,080.00	1527
SSE - Southern Electric	Electric bill for Rec ground (DD Quarterly)	£810.85	£973.02	1532
Connections Bus	Ten visits from the Connections Bus	£2,530.00	£2,530.00	1537
AJ King	Contract cost - Monthly	£3,166.67	£3,800.00	1539
		£14,534.25	£15,329.75	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September) DD	£340.67	£340.67	-
Charter Global	Contract at the pavilion for the shutters (DD)	£172.00	£206.40	
Shred Station	Office Blue bin collection and Shredding	£40.00	£48.00	1528
BCS Accounting	Payroll Processing July 19	£47.50	£57.00	1529
A Mappedoram	Work on Flood lights after pole snapped	£35.00	£42.00	1530
SSE- Southern Electric	Electric bill for the pavilion (DD monthly)	£240.64	£288.76	1531
CAPALC	1 day Councillor training	£75.00	£75.00	1534
RFO	Expenses re Sim card for the pavilion	£8.86	£10.62	1535
RFO	Printer paper	£3.00	£3.00	1536
Green and Purple Ltd	Accounting support	£50.00	£60.00	1538
Greenlight	Biodiversity Enhancement Scheme to discharge planning condition	£450.00	£540.00	1540
		£1,462.67	£1,671.45	

Resolution to pay these invoices

19/185. Management accounts – to review the monthly management accounts - FLAC

19/186. Bank reconciliation – to review monthly bank reconciliation – FLAC

19/187. Matters for consideration at the next meeting

19/188. Dates of next meetings – Planning 5th Sept, FLAC 12th Sept, CALF 17th Sept, Planning 19th Sept, Full 1st Oct September

19/189. 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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29th August 2019