

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 6th August 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/153. 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.
- 19/154. 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).
- 19/155. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 2nd July 2019 be signed as a correct record.
- 19/156. 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.
- 19/157. 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
- 19/158. New Life on the Old West project** – to consider signing a landowner agreement to show commitment to the project as part of the grant application - Clerk
- 19/159. Bowls Club grant** – to approve application for Community Chest grant from Cottenham Bowls Club as recommended by FLAC - RFO
- 19/160. Training** – to consider undertaking online cyber security training course at the cost of £35.86 - Clerk
- 19/161. Sustainable Cottenham** – to consider supporting SusCott’s application for an SCDC Community Chest Grant – Cllr Ward
- 19/162. Church & Causeway** – Consider donation from the Church and Causeway Estate Charity of £3000 with CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery – RFO
- 19/163. Insurance** – To consider renewing the Parish Council insurance with Zurich for 1 year for £3527.99.
- 19/164. Beach Road** – Consider possible representation to County Council regarding state and safety of Beach Road – Cllr Morris
- 19/165. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Pavilion Hire	Hire of pavilion	£60.00	£72.00	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
All Saints Church Cottenham Charities	Annual Pay-Out	£3,000.00	£3,000.00	

Football Club	Annual invoice payment	£848.03	£1,017.64	
Whyatts	Hire of the Village Green for the Fair	£400.00	£480.00	
Bowls Club	Electricity recharge	£69.24	£69.24	
Aerobics instructor	Hire of the Village Hall	£92.00	£110.40	
		£5,488.87	£7,352.93	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 19	£4,923.64	£4,923.64	-
HMRC	Tax and NI for July 19 (month 4)	£583.66	£583.66	-
Eco Control Solutions	Japanese Knotweed eradication prog	£560.00	£672.00	1511
Nick West	Cleaning of the Village Hall - May & June	£1,140.75	£1,140.75	1512/ 1513
AJ King	Monthly Groundsman contract	£3,166.67	£3,800.00	1523
Nick West	Cleaning of the Village Hall - July	£563.63	£563.63	1524
Calor Gas	Gas Delivery	£821.21	£862.27	1526
		£10,955.48	£11,701.67	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August) DD	£253.86	£253.86	-
Charter Global	Contract - pavilion for the shutters (DD)	£172.00	£206.40	
RFO	Sim card for the pavilion	£8.85	£10.62	1507
Green and Purple Ltd	Accountancy support	£50.00	£60.00	1508
Caprari	Routine service of pumps at rec ground	£220.00	£264.00	1514
BCS Accounting Ltd	Payroll processing May and June 19	£94.60	£113.52	1515
Community Heartbeat	Electrician Cabinet Fitting (defibrillator)	£200.00	£240.00	1516
SSE Southern Electric	Electric bill for the pavilion	£237.26	£284.71	1517
A Mappledoram	Work on electrics in cabinet on the green	£66.99	£80.28	1518
RFO	Paper for printer	£4.19	£4.19	1519
Staples	Ink Cartridges	£60.98	£73.18	1520
CSA	2 x invoices for cleaning materials for village hall	£67.66	£81.20	1521/ 1522
Calor Gas	Gas delivery for the Pavilion	£17.13	£17.99	1525
Cottenham Computers	Labour to fix laptop and printer	£46.00	£46.00	1527
SLCC	ILCA Fees for assistant Clerk	£99.00	£118.80	1528
Other				
Goode Bequest Cottenham	Donation to Goode Bequest Cottenham	£1,500.00	£1,500.00	
Dissenter Cemetery	Donation to Dissenters Cemetery	£1,500.00	£1,500.00	
		£5,257.60	£5,534.23	
Multipay Card				
RoyallImages.co.uk	Portrait of the Queen	£124.20	£124.20	1510c
Amazon	Easel for portrait	£19.99	£19.99	1509c

Resolution to pay these invoices

- 19/166. Management accounts** – to review the monthly management accounts - FLAC
- 19/167. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 19/168. Matters for consideration at the next meeting**
- 19/169. Dates of next meetings** – Planning 8th Aug, Planning 22nd Aug, Full 3rd September, FLAC 12th September
- 19/170. 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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1st August 2019