

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 1st October 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/190. 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.*
- 19/191. 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).*
- 19/192. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd September 2019 be signed as a correct record.
- 19/193. 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.*
- 19/194. 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
- 19/195. Community gritting scheme** – to consider participation in County scheme for winter 2019/20 – Cllr Wotherspoon
- 19/196. GCP Histon Road roadworks** – Following concern about the extensive local impact of the scheme, a request to postpone for reassessment has been submitted to the GCP Executive Board meeting on 3rd October – Cllr Morris
- 19/197. BT phone box consultation** – to consider response to consultation to remove phone box from junction of High St/Broad Lane – Clerk
- 19/198. Community Governance Review** – to consider input to informal and formal consultation regarding the future governance arrangements for Northstowe – Liz Davy (SCDC)
- 19/199. External audit** – to consider result of external audit – RFO
- 19/200. Financial Regulations** – to consider recommendations for amendments to Financial Regulations – FLAC
- 19/201. Terms of Reference** – to consider amendments to committee Terms of Reference – Cllr Morris
- 19/202. Committee members** – following inquiracy issues, to consider membership of CALF and Planning Committees – Cllr Morris
- 19/203. Cottenham Feast** – to consider request for donation of £25 towards running of the event – Clerk
- 19/204. Community E-bike Service** – to consider applying to join the scheme for e-bikes, with possible grant from SCDC Zero Carbon Fund – Clerk
- 19/205. Streetlight energy handover** – to consider options for energy supplier – Asst Clerk

19/206. Going digital – as SCDC is about to change its planning system with one aim to reduce paper usage, is it time for us to consider the degree to which we could “go digital” in more of our day-to-day operations and, if so, how could we proceed? – Cllr Morris

19/207. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Southern Electric	Refund for overpaid electricity for Green	£2,613.32	£3,208.85	
CUSC	Quarterly rent payment	£871.34	£1,045.60	
Ladybirds	Recharged Oil and Water	£233.46	£233.46	
SCDC	Second half of the annual precept	£144,328.00	£144,328.00	
Aerobics	Hire of the Village Hall	£92.00	£110.40	
Cottenham Land Trust	Hire of the Pavilion	£25.00	£30.00	
		£149,037.04	£150,005.01	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 19	£4,702.56	£4,702.56	-
HMRC	Tax and NI for September 19 (month 6)	£1,575.30	£1,575.30	-
Regent Construction	Repair of Ladybirds roof	£2,483.00	£2,979.60	1546
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1547
AJ King	Tennis Courts - Top dressing/Grass seed/ Fertiliser	£1,860.00	£2,232.00	1548
PHS Group	Annual payment: VH Sanitary collection	£813.12	£975.74	1551
PKF Littlejohn	External Auditors fee	£800.00	£960.00	1554
		£15,400.65	£17,225.20	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October) DD	£244.97	£244.97	-
Charter Global	Contract - Pavilion shutters (DD)	£172.00	£206.40	
Green and Purple	Monthly Accountancy Support	£50.00	£60.00	1541
RFO	Expenses re O2 Sim Card for Pavilion	£8.85	£10.62	1542
CamAlarms Ltd	Maintenance/service visit (pavilion)	£309.00	£370.80	1543
Travis Perkins	Plumbing items for sinks - Village Hall	£14.86	£17.83	1544
PHS Group	Payment for Annual Duty of Care	£76.50	£91.80	1545
CSA	Cleaning materials and toilet paper	£31.90	£38.28	1549
BCS	Payroll Processing	£56.75	£68.10	1550
SSE - Southern Elec	Electric bill for the Pavilion	£228.14	£273.76	1552
Staples	Printer for the Clerk	£108.00	£130.00	1553
Arbantia Fencing	Repair of Fence at Recreation Ground	£220.00	£264.00	1555
Debbie Seabright	McAfee - LiveSafe annual cost	£59.99	£59.99	1556
		£1,580.96	£1,836.55	

Resolution to pay these invoices

19/208. Management accounts – to review the monthly management accounts - FLAC

19/209. Bank reconciliation – to review monthly bank reconciliation – FLAC

19/210. Matters for consideration at the next meeting

19/211. Dates of next meetings – Planning 3rd Oct, CALF 15th Oct, Planning 17th Oct, Highways 22nd Oct, FLAC 25th October, Full 5th November

19/212. 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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26th September 2019