

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 5th November 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/218. 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.
- 19/219. 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).
- 19/220. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 1st October 2019 and EOM held on the 15th October 2019 be signed as a correct record.
- 19/221. 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.
- 19/222. 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
 - **Website Accessibility Guidelines** – Clerk/Asst Clerk
- 19/223. Community gritting scheme** – to consider locations for winter 2019/20 gritting – Highways
- 19/224. SCDC Zero Carbon Communities grant** – to consider CPC supporting, in principle, applications to SCDC by Sustainable Cottenham and Cambridge Sustainable Food – Cllr Ward
- 19/225. Bank transfers** – to consider update on interbank transfers for Village Hall and Nursery project - RFO
- 19/226. Financing of the Village Hall and Nursery Project** – to consider applying to MHCLG for a temporary increase in borrowing powers to support a short-term loan of up to £500,000, repayable within 12 months from anticipated s106 developer contributions for the Car Park, Village Hall & Nursery project – Cllr Morris
- 19/227. Village Hall disposal of assets** – to consider scope and timing for disposal of unwanted assets in Village Hall – Cllr Morris
- 19/228. CAPALC AGM** – to consider attendance at CAPALC AGM on 4th December - Clerk
- 19/229. Tackling Scams** – to consider becoming a member of CAPASP (Scams Partnership) – Clerk
- 19/230. Village Green hire** – to consider hire of the Green for a market-style event – Clerk
- 19/231. Greater Cambridge Local Plan** – consider forming a working party to advise CPC on Greater Cambridge progress with the next Local Plan, making representations to GCP as necessary (referred from Planning Committee) – Cllr Morris
- 19/232. Remembrance Parade** – to consider CPC representative to lay wreath – Clerk
- 19/233. #OurDay 2019** – to consider participation in annual LGA social media event – Clerk
- 19/234. Office equipment** – to consider purchase of two laptops and protective laptop bags as recommended by FLAC (approx. £800) - RFO

- 19/235. Email transfers** – to consider outsourcing of email transfers by Watch the Dot (£25 for each transfer) as recommended by FLAC - RFO
- 19/236. Website maintenance** – to consider maintenance package for our website by Watch the Dot for £350 annually as recommended by FLAC
- 19/237. Cottenham Flood Risk** – to consider making representations to SCDC enforcement concerning unlicensed surface water discharges into Reynold’s Drain (Northstowe Phase 1) – Cllr Morris
- 19/238. Racecourse View** – to consider making representations to SCDC enforcement concerning undischarged condition 18 (surface water) on planning permission S/2509/12/FL (Racecourse View) – Cllr Morris
- 19/239. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
Bowls Club	Electricity recharged	£67.08	£67.08	
Aerobics instructor	Use of village hall	£92.00	£110.40	
		£2,587.95	£2,781.13	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 19	£4,683.39	£4,683.39	-
HMRC	Tax and NI for October 19 (month 7)	£1,145.56	£1,145.56	-
AJ King	Monthly contract cost	£3,166.67	£3,800.00	
CUSSC	Contract Services (Quarterly)	£1,080.00	£1,080.00	1557
Calor Gas	Delivery to the Pavilion	£825.50	£866.78	1558
Road Data Services	Cottenham Traffic Survey	£590.00	£708.00	1571
Cambridge Van Leyden	Generation of thermal model - VH & Nursery	£550.00	£660.00	1575
Cottenham Comm Centre	Six-monthly rent to 31st March 2020	£1,300.00	£1,300.00	1577
Nick West	August cleaning invoice	£540.00	£540.00	1578
Nick West	September cleaning invoice	£594.00	£594.00	1579
Connections Bus	5 visits over the summer holidays	£1,265.00	£1,265.00	1583
A Jakins & Sons	Christmas tree and delivery	£900.00	£1,080.00	
		£16,640.12	£17,722.73	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (November) DD	£244.63	£244.63	-
Charter Global	Contract at the pavilion for shutters (DD)	£172.00	£206.40	
Green and Purple Ltd	Monthly Accountancy Support	£50.00	£60.00	1564
RFO	Expenses re O2 Sim Card for the pavilion	£8.85	£10.62	1559
A Mappedorum	Work on electrics in the Village Hall	£175.93	£211.11	1560
A Mappedorum	Work on Flood lights	£145.00	£174.00	1561
PPL	Music Licence for the Village Hall	£215.61	£258.73	1562
AJ Raven	To repair section of wall - Pound car park	£430.00	£430.00	1563
BCS	Payroll processing	£47.50	£57.00	1565
RFO	Dropbox annual payment	£79.90	£95.88	1566
RFO	Printer paper	£2.95	£2.95	1567
Cottenham Feast	Donation	£25.00	£25.00	1568
Shred Station	Blue bin collection	£40.00	£48.00	1569
HAG	Repair of Shutter at Ladybirds	£210.00	£252.00	1570
SLCC	Annual membership payment	£196.00	£196.00	1572
SLCC	Annual Principle membership fee	£53.00	£53.00	1573
Staples	Printer Cartridge	£34.86	£41.83	1574

SSE Southern Electric	Electric bill for the Pavilion	£233.86	£280.63	1576
RFO	Postage re loan applications	£7.40	£7.40	1580
CAPALC	Cybersafe security awareness trg course x 6	£215.16	£215.16	1581
SLCC	Website Accessibility trg - Clerk & Asst Clerk	£130.00	£156.00	1582
Royal British Legion	Donation for Wreath.	£100.00	£100.00	1584
		£2,817.65	£3,126.34	
Multipay Card				
Start Traffic	Road signs	£90.19	£90.19	1585C

Resolution to pay these invoices

- 19/240. Management accounts** – to review the monthly management accounts - FLAC
19/241. Bank reconciliation – to review monthly bank reconciliation – FLAC
19/242. Matters for consideration at the next meeting
19/243. Dates of next meetings – Planning 7th Nov, CALF 19th Nov, Planning 21st Nov, Full 3rd December
19/244. 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

31st October 2019