

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 December 2019 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 19/245. 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.*
- 19/246. 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).*
- 19/247. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 5th November 2019 be signed as a correct record.
- 19/248. 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.*
- 19/249. 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
- 19/250. LHI bid** – to consider LHI report and costs of £5k – Cllr Morris
- 19/251. Speedwatch** – to consider writing letter of thanks to new Speedwatch Co-ordinator and volunteers – Cllr Ward
- 19/252. Climate Change consultation** – to consider response to County Council Climate Change and Environmental Strategy consultation (by 31st Jan 2020) – Clerk
- 19/253. Trees** – to consider necessary works due according to tree reports and get quotes accordingly - Clerk
- 19/254. Assistant Clerk** – to consider probation period of Temp Asst Clerk and progress – Cllrs Morris & Ward
- 19/255. Grant applications** – to consider grant applications for 2020/21 - FLAC
- 19/256. PHS** – to consider contract termination costs - FLAC
- 19/257. Bank signatories** – to consider adding a signatory to our bank accounts – RFO
- 19/258. SCDC Fly-tipping campaign** – to consider objection to suggested content and positioning of signage - Cllrs Morris & Young
- 19/259. Oil supply** – to consider resilience of oil supplies to Ladybird Pre-School – Cllr Morris
- 19/260. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
HMRC	VAT payment	-	£1,702.02	
Labour Party	Pavilion hire	£25.00	£30.00	
Sports & Social Club	Quarterly invoice	£1,144.00	£1,372.80	

Cricket Club	Annual invoice	£1,126.00	£1,451.20	
		£3,168.92	£5,604.72	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 19	£4,512.76	£4,512.76	-
HMRC	Tax and NI for November 19 (month 8)	£1,143.53	£1,143.53	-
Cambridge Water Business	Bowls Club & Allotment water (6 months) (DD)	£520.96	£520.96	1589
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1593
PC World	Purchase of a Laptop for Clerk	£530.32	£636.39	1592
Zurich	Increase in premium due to increased Fidelity guarantee	£519.39	£519.39	1596
HAG	New override motor for Ladybirds	£1,231.72	£1,478.06	1597
Cambs County Council	Street Lighting 01/10/18 to 30/09/19	£1,422.02	£1,422.02	1598
		£13,047.37	£14,033.11	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (December) DD	£250.64	£250.54	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Green and Purple Ltd	Monthly support of RFO	£50.00	£60.00	1585
RFO	Expenses re Sim card for the pavilion	£8.85	£10.62	1586
John Slater Planning Ltd	Professional Services re Neighbourhood Plan	£431.25	£517.50	1587
Calor Gas	Standing charge (DD)	£17.13	£17.99	1588
Cambridge Water Business	Sports and Social Club (6 months) (DD)	£349.53	£349.53	1590
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£342.60	£411.12	1591
D & K Minter	PA system for the Carols on the green event	£400.00	£400.00	1594
Business Consultancy Serv	Payroll invoice	£47.50	£57.00	1595
A Mappledoram	Checking floodlights & new bulbs fitted in path	£144.00	£172.80	1599
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service	£103.63	£124.36	1600
Clerk	Mileage costs - Liaison mtg & PC World trip	£13.95	£13.95	1601
Kershaw	Call out fee - Mechanical engineer for Pavilion	£98.00	£117.60	1602
Melsop Rare Breed Farm	Hire of Reindeer for carol concert event	£375.00	£450.00	1603
		£2,804.08	£3,159.41	
Xmas Donations rec'd to date			£555	

Resolution to pay these invoices

- 19/261. Matters for consideration at the next meeting**
19/262. Dates of next meetings – Planning 5th Dec, Planning 19th Dec, Full 7th January
19/263. Close of Meeting



Jo Brook - Clerk
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28th November 2019