

To all Members of Cottenham Parish Council

You are hereby summoned to attend a **Full Parish Council Meeting**

To be held in the Pavilion, Recreation Ground, Cottenham on Tuesday 4th February 2020 at 7.15pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/021. 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.
- 20/022. 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).
- 20/023. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 7th January 2020 be signed as a correct record.
- 20/024. 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.
- 20/025. 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
- 20/026. Councillor Co-option** - consider applications for co-option to fill Councillor vacancies - Clerk
- 20/027. Village Green** - consider request from Fen Edge Archaeological Group to dig up bicycle buried on the Village Green – Clerk
- 20/028. Internal audit** - consider appointing Heelis and Lodge for our Internal Audit - RFO
- 20/029. Cottenham Brass grant** - consider change of use for agreed grant of £200 – Clerk/RFO
- 20/030. Operation London Bridge** - consider increasing budget by an additional £150 to accommodate additional portrait purchase and sundry items – Clerk
- 20/031. Second Recreation Ground** – consider options in the context of the Neighbourhood Plan – Cllr Morris
- 20/032. CAPALC Incorporation Proposal** - consider responses to draft articles of association (by 14th Feb 2020) - Clerk
- 20/033. SLCC Training** - consider staff attending webinar on creating accessible Word and PDF documents (£30 member/£35 non-member + VAT) - Clerk
- 20/034. Local Council Award Scheme** - consider attendance at ACRE event on 31st March to learn more about the Scheme – Clerk
- 20/035. SCDC Tree voucher** - consider location and species of trees to plant in response to SCDC Three Free Trees scheme – Clerk
- 20/036. Start time of meetings** - consider change of time for Full Council meetings to 7.30pm to align with Committees – Cllr Collinson
- 20/037. Tony Nicholas** - consider floral tribute or donation to Arthur Rank Hospice following the death of former Cllr Nicholas – Clerk

20/038. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly rent payment	£1,554.95	£1,554.95	
Jane Williams	Invoice payment	£69.00	£82.80	
Zurich	Refund as Village hall removed from insurance schedule	£65.95	£65.95	
CUSSC	Invoice payment	£762.00	£914.40	
Sarah Jane Hairdressers	Christmas donation	£50.00	£50.00	
Bowls Club	Electric recharge	£191.75	£191.75	
Labour Party	Hire of pavilion	£37.50	£45.00	
		£3,605.07	£3,953.55	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 2020	£4,569.22	£4,569.22	-
HMRC	Tax and NI for January 20 (month 10)	£1,211.51	£1,211.51	-
CUSSC Invoice	Contract Services Oct - Dec 2019	£1,080.00	£1,080.00	1632
Oil Tank Change	Invoice 2 re new oil tank	£900.00	£1,080.00	1618a
SSE - Southern Electric	Electric bill for the recreation ground (DD)	£753.77	£904.52	1634
A Mappedoram	Christmas tree lights/replacement bulbs	£611.54	£733.84	1638
AJ King	Verti Draining to 6 football pitches	£1,400.00	£1,680.00	1639
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1642
Calor Gas	Gas delivery and Standing Charge (DD)	£751.86	£789.46	1649/1650
		£14,444.57	£15,848.55	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (February) DD	£257.00	£257.00	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Clerk	Expenses re Carol Concert	£4.00	£4.00	1629
Green and Purple	Monthly accountancy support	£50.00	£60.00	1630
RFO	O2 Sim card for pavilion	£8.85	£10.62	1631
Barton Oil Burner Servs	Vent oil line changed	£58.00	£69.60	1633
SSE - Southern Electric	Electric bill for the Green (DD)	£86.13	£90.43	1635
SSE - Southern Electric	Electric bill for the Street lights x 3 (DD)	£107.31	£112.66	1636/1636a/ 1636b
Tindall Security	Annual maintenance - Pavilion CCTV	£265.00	£318.00	1637
BCS	Payroll Processing	£47.30	£56.76	1640
CSA	Black bags/Toilet cleaner for the pavilion	£23.79	£28.55	1641
King and Co Solicitors	Legal costs regarding contract with PHS	£200.00	£240.00	1643
SSE - Southern Electric	Electric bill for the pavilion	£318.83	£382.59	1644
CSA	Bleach and toilet rolls for pavilion	£43.57	£52.28	1645
CB Creative	Signage - recreation ground & benches	£335.00	£402.00	1646
RFO	Printer paper	£2.95	£2.95	1647
Commissioners Office	Annual Data Protection Fee (DD)	£40.00	£40.00	1648
Watch the Dot	Email account creation & email archive and transfer	£310.00	£310.00	1651
		£2,329.73	£2,643.84	

Resolution to pay these invoices

20/039. Management accounts – to review the monthly management accounts - FLAC

20/040. Bank reconciliation – to review monthly bank reconciliation – FLAC

20/041. Matters for consideration at the next meeting

20/042. Dates of next meetings – Planning 6th February, Planning 20th Feb, Full 3rd March

20/043. 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

30th January 2020