

**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 7<sup>th</sup> January 2020 at 7.15pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 20/001. 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.
- 20/002. 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).
- 20/003. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 3<sup>rd</sup> December 2019 be signed as a correct record.
- 20/004. 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.
- 20/005. 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
- 20/006. Rationalisation of 2019/20 accruals** consider viring surplus 2019/20 accruals (£37,501) into a "Reserve Capital Projects" fund for possible allocation after October 2020 - FLAC
- 20/007. Viring of other reserves** consider viring of PWLB Loan capital, existing Hall / Nursery Fund, s106 Open Space reserve and "Other Reserve" into a single £3,378,755 "Hall/Nursery/Car Park reserve" - FLAC
- 20/008. Committed capital expenditure** consider provisional projected cash-flow for Hall/Nursery/Car Park project - FLAC
- 20/009. Committed finance charges** consider continued raising of the supplementary precept at "£1/week/Band D equivalent home" to fund most of the scheduled capital and interest payments to Public Works Loan Board (PWLB); remainder from Capital Fund - FLAC
- 20/010. Extended borrowing power** consider applying to MHCLG for additional short-term borrowing powers to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions - FLAC
- 20/011. Operations budget** - consider suggested reduced net 2020/21 budget of £168,028 based on expenses of £197,700 and expected income of £29,672 - FLAC
- 20/012. Precept for 2020/21** consider setting the net precept at £291,476 equivalent to £122.78 per Band D equivalent home almost the same rate as 2019/20 – FLAC
- 20/013. Jigs** – consider a formal vote of thanks to Jigneth Amin, long-time owner of "Shaun's" Newsagents and, latterly the village Post Office and Convenience Store – Cllr Bolitho

20/014. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Telecoms	Annual "wayleave" payment re fibre-optic cable on BGW open space.	£196.70	£196.70	
Business Partners Financial	Donation towards Christmas tree	£50.00	£50.00	
Town Ground Rent	Annual payment	£275.00	£330.00	
Pocock and Shaw	Donation towards Christmas tree	£50.00	£50.00	
Aerobics teacher	Monthly invoice payment	£69.00	£82.80	
Allotments	Water recharge	£135.27	£162.32	
Pitch charge	Pitch charge for the donut van at the carol concert	£25.00	£30.00	
Curry Palace	Donation towards Christmas tree	£100.00	£100.00	
Sarah Jane Hairdressing	Donation towards Christmas tree	£50.00	£50.00	
		<b>£1,824.89</b>	<b>£2,100.52</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2020	£4,557.77	£4,557.77	-
HMRC	Tax and NI for December 19 (month 9)	£1,180.97	£1,180.97	-
Browns of Burwell	Oil for Ladybirds	£1,059.60	£1,112.58	1609
Nick West	Cleaning of the VH (2 months)	£1,269.00	£1,269.00	1612/1613
Oil Tank Change	Oil tank installation (Ladybirds)	£900.00	£1,080.00	1618
Connections Bus	10 Week Generation Game course	£1,100.00	£1,100.00	1619
Cromwell Fire	Remedial works at Nursery and Village Hall	£940.00	£1,128.00	1620
Connections Bus	11 visits by the Connections Bus	£2,783.00	£2,783.00	1623
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1621a
Wave	VH Sewerage charges	£609.98	£609.98	1626
Oil Tank Change	Supply & installation of new oil tank for Ladybirds	£900.00	£1,080	
		<b>£18,466.99</b>	<b>£19,701.30</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January) DD	£255.67	£255.67	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Browns of Burwell	Oil delivery for Ladybirds	£145.72	£153.01	1604
CSA	Cleaning materials for the pavilion	£6.08	£7.30	1605
RFO	Monthly cost for the Sim card for the pavilion	£8.85	£10.62	1606
Scotts Boiler & Appliance Servs	Emergency call out for Ladybirds Boiler	£235.00	£282.00	1607
Green and Purple	Monthly accountancy support	£50.00	£60.00	1608
RFO	Purchase of laptop for assistant clerk	£499.16	£598.99	1609
Shred Station	Blue Bin collection	£40.00	£48.00	1610
Watch the Dot	Maintenance for our website Dec 2019-Dec 2020	£350.00	£350.00	1611
CB Creative	Design & printing of posters/banner/songsheets for carol concert	£400.00	£480.00	1614
BCS	Payroll Processing	£47.30	£56.76	1615
SSE-Southern Electric	Electric bill for the pavilion (DD) Nov	£241.56	£289.87	1616
Calor Gas	Delivery of gas for the pavilion (DD)	£708.97	£744.42	1617
Clerk	Expenses re gifts	£21.50	£21.50	1621

CSA	Cleaning materials for the pavilion	£26.30	£31.57	1622
Assistant Clerk	Expenses re Carol Concert	£36.60	£36.60	1624
Caprari	Routine inspection of the pumps at Ladybirds	£220.00	£264.00	1625
SSE-Southern Electric	Electric bill for the pavilion (DD) Dec	£244.01	£292.81	1623a
TP Sparks	Repair kitchen tap in pavilion	£70.00	£70.00	1622a
Staples	Stationary items and cartridge	£104.47	£125.36	1627
Clerk	Carol Concert costs	£41.00	£41.00	1628
		<b>£3,924.19</b>	<b>£4,425.88</b>	

Resolution to pay these invoices

**20/015. Management accounts** – to review the monthly management accounts - FLAC

**20/016. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**20/017. Matters for consideration at the next meeting**

**20/018. Dates of next meetings** – Planning 9<sup>th</sup> Jan, CALF 21<sup>st</sup> Jan, Planning 23<sup>rd</sup> Jan, Highways 30<sup>th</sup> Jan, Full 4<sup>th</sup> February

**20/019. 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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2<sup>nd</sup> January 2020