

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 3rd March 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/044. 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.
- 20/045. 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).
- 20/046. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 4th February 2020 be signed as a correct record.
- 20/047. Public participation** – 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.
- 20/048. 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
- 20/049. Vice Chair** – consider nominations for the position of Vice Chair – Clerk
- 20/050. Summer youth provision** – consider options for youth provision during the summer holidays – Cllr Hewitt
- 20/051. Committee membership** – consider membership of Committees and filling of vacancies – Clerk
- 20/052. Fly-tipping** – consider writing to SCDC regarding lack of action on fly-tipping clearance – Cllr Hewitt
- 20/053. Three Free Trees** – consider suitable tree varieties for planting in the vicinity of the Moat – Clerk/Tree Officers
- 20/054. Tree works** – consider quotes for works to trees on the Rec Ground/Green/WARG Field/Brenda Gautrey Way and Moat – Asst Clerk
- 20/055. Tony Nicholas Memorial** - consider delegating a WP to recommend an appropriate memorial to former Cllr Nicholas
- 20/056. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SCDC	Rates rebate following demolition of the VH	£784.80	£784.80	
Baby Clinic	Hire of the pavilion for Baby Clinic	£103.50	£124.20	

HMRC	VAT payment	-	£3,326.76	
		£1,762.22	£5,284.46	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for March 2020	£4,444.83	£4,444.83	-
HMRC	Tax & NI for February 20 (month 11)	£1,220.47	£1,220.47	-
Nick West	Cleaning of VH in Nov & Dec 2019	£843.76	£843.76	1655/1656
Peter Dann	Professional engineering services: Nursery	£750.00	£900.00	1657
Peter Dann	Professional engineering services: Hall	£2,000.00	£2,400.00	1658
SSE - Southern Elec	Electric bill for recreation ground (DD)	£1,276.05	£1,531.26	1665
AJ King	Tree removal at recreation ground	£1,250.00	£1,500.00	1666
AJ King	Monthly Contract Cost	£3,166.67	£3,800.00	1667
SEH French Construction	Works completed on contract to 07.02.20 as per Certificate No 1	£144,901.63	£173,881.96	1668
Stroma	Building Control Services	£656.25	£787.50	1669
Wilby and Burnett	Architectural & quantity surveying servs	£14,349.00	£17,118.40	1671
CB Creative	Neighbourhood Plan document & banner	£780.00	£936.00	1672
CAPALC	Affiliation fee (Annual)	£918.50	£918.50	1676
		£176,557.16	£210,282.68	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (March) DD	£242.98	£242.98	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
RFO	Expenses re Sim card for the pavilion	£8.85	£10.62	1652
RFO	Expenses re Black tablecloth	£9.99	£9.99	1653
Green and Purple Ltd	Accountancy support	£50.00	£60.00	1654
RFO	Floral Arrangement	£90.00	£90.00	1659
Target Print	Neighbourhood Plan leaflets - Newsletter	£270.00	£270.00	1660
SSE - Southern Elec	Invoices for street lighting x3 (DD)	£110.69	£116.20	1661/1662/1663
BCS	Payroll Processing	£47.30	£56.76	1664
Dom Sylvester	Painting bench at balancing pond	£95.00	£114.00	1670
Cottenham Computers	Set up of Clerks Computer	£60.00	£60.00	1673
SSE - Southern Elect	Electric bill for the Green (DD)	£89.36	£93.82	1674
SSE - Southern Elec	Electric bill for the Pavilion (DD)	£407.23	£488.67	1675
		£1,653.40	£1,819.44	
Multipay Card				
Co-op	Batteries	£4.20	£4.20	1674C

Resolution to pay these invoices

- 20/057. Management accounts** – to review the monthly management accounts - FLAC
- 20/058. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 20/059. Matters for consideration at the next meeting**

20/060. Dates of next meetings – Planning 5th March, CALF 17th March, FLAC 19th March, Planning 24th March, Full 7th April

20/061. 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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27th February 2020