

To all Members of Cottenham Parish Council

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

To be held via Zoom* on Tuesday 5th May 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/078. 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.*
- 20/079. 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).*
- 20/080. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 7th April 2020 be signed as a correct record.
- 20/081. Public participation** – *** This meeting will be held virtually using Zoom software; members of the press or public wishing to submit questions, should contact the Clerk by 3pm on 4th May.** - *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. To obtain access to the meeting please contact the Clerk who will send you the invitation information. 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.*
- 20/082. 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
 - **User fees** – Cllr Morris
 - **Tenison Manor adoption** – Cllr Morris
 - **Anthony Browne MP follow up** – Cllr Morris
- 20/083. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Oct 2019; 7 members, quorum 3; 5 ad-hoc co-opts)
 - Finance Committee (ToR Oct 2019; 7 members, quorum 3)
 - Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts)
 - Planning Committee (ToR Oct 2019; 11 members, quorum 4)
 - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling)
- 20/084. Standing Orders** – consider amendments to Standing Orders to take into account the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 - Clerk
- 20/085. Kebab van** – consider possible re-opening of main recreation gates to permit trading - Clerk
- 20/086. Street naming** – consider suggestions for 5 street names for roads within the Redrow development from list suggested by residents – Clerk
- 20/087. FECA AGM** – consider attendance at AGM on 14th May via Zoom - Clerk

20/088. Finance

Income	Description	Net	Gross	
SCDC	50% Precept	£145,738.00	£145,738.00	
Cambridge Kids Club	Monthly invoice payment for March 2020	£873.92	£1,048.70	
Skatepark	Annual Fee	£100.00	£120.00	
Bowls Club	Yearly electric /water bill and rent	£1,363.04	£1,363.04	
Baby Clinic	6 monthly use of pavilion	£103.50	£124.20	
		£148,178.46	£148,393.94	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 2020	£4,483.56	£4,483.56	-
HMRC	Tax and NI for April 20 (month 1)	£756.68	£756.68	-
Wilby and Burnett	Professional Fees & Charges re Village Hall/ Nursery	£13,847.00	£16,616.40	1713
SEH French	Costs in line with certificate 3	£344,079.83	£412,895.80	1715
Calor	Delivery to pavilion	£854.03	£898.98	1722
AJ King	Groundsman contract	£3,166.66	£3,800.00	1725
		£367,187.76	£439,451.42	
Expenses under £500	Description	Net	Gross	code
Legal & General	Pension Costs (May) DD	£242.53	£242.53	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges	£129.00	£154.80	1714
RFO	Stamps	£7.80	£7.80	1716
BCS	Payroll Processing	£35.00	£42.00	1717
SSE Southern Electric	Electric bill for streetlighting (3 locations) (DD)	£107.65	£113.02	1718/1719/ 1720
CAPALC	Webinar cost	£40.00	£40.00	1721
SLCC	Webinar cost	£35.00	£42.00	1723
3C Shared Services	Application fee to change registered address of the village hall	£50.00	£50.00	1724
SSE Southern Electric	Electric bill for the pavilion (DD)	£331.44	£397.72	1726
Calor Gas	Standing charge	£17.13	£17.90	1727
Shred Station	Blue bin collection	£40.00	£48.00	1728
		£1,207.55	£1,362.17	

Resolution to pay these invoices

20/089. Bank reconciliation – to review monthly bank reconciliation – FLAC

20/090. Matters for consideration at the next meeting

20/091. Dates of next meetings – Planning 7th May, CALF 19th May, Planning 21st May, Full 2nd June

20/092. 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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30th April 2020