

**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 2<sup>nd</sup> June 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 20/093. 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.*
- 20/094. 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).*
- 20/095. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 5<sup>th</sup> May 2020 be signed as a correct record.
- 20/096. 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 4<sup>th</sup> 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. The 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.*
- 20/097. 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
  - **User fees** – Cllr Morris
- 20/098. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
  - HR (Cllrs Morris, Ward + 2 vacancies)
  - Drainage & Flooding (Cllrs Graves, Morris, Ward, Wotherspoon)
- 20/099. Endorse status of "Task & Finish" Working Parties**
- Events (Cllrs Morris, Smith, Ward & the Clerk)
  - Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Ward, Young)
  - Local Plan (Cllrs Hewitt & Morris)
  - New Village Hall (Cllrs McCarthy, Morris, Wilson, Young, the Clerk & RFO)
  - Tony Nicholas memorial (Cllrs Bolitho, Collinson & Morris)
  - Speculative Developments (Planning – Cllrs Morris, Smith, Young & the Clerk)
  - Youth (Cllrs Morris, Wilson & the Clerk)
- 20/100. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, currently Cllr Bolitho)
  - Cottenham Community Centre (Trustee, currently Cllr Wilson)
  - Friends of All Saints (Trustee, currently Cllrs Graves & Morris)
  - Mobile Warden Scheme (Trustee, currently Cllr Collinson)

**20/101. Review Parish Council Officers:**

- Trees Warden (Cllrs Bolitho & Cllr McCarthy)
- Playground Inspectors (vacant x 2)
- Communications (vacant)
- Defibrillator (3 vacancies)

**20/102. FLAC Committee** – consider amendments number of committee members – RFO**20/103. Tennis Courts** – consider amendments to court usage guidelines to enable both courts to be used at the same time (in line with LTA guidance) – Clerk**20/104. Nursery Funding Agreement** – Consider arrangements to sign CCC Funding Agreement as a deed – Cllr Morris**20/105. Finance**

Income	Description	Net	Gross	
Cambridgeshire CC	S106 monies (Maintenance of bus shelter) S/1952/15/OL	£8,385.16	£8,385.16	
HMRC	Vat payment	-	£94,154.86	
COLTS	Annual invoice	£1,700.73	£2,040.88	
		<b>£10,085.89</b>	<b>£104,580.90</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 2020	£4,569.16	£4,569.16	
HMRC	Tax and NI for May 20 (month 2)	£745.35	£745.35	-
Cambridge Van Leyden	Engineering services during construction phase for VH	£1,254.00	£1,504.00	1729
Cambridge Van Leyden	Engineering services during construction phase for Nursery	£507.64	£609.17	1730
SEH French	Costs in line with certificate 4	£63,171.82	£75,806.18	1731
Wilby and Burnett	Architectural services during period	£13,847.00	£16,616.40	1736
Atlas Tree Surgery Ltd	Tree work on Brenda Gautry Way, The Moat & Warg Field	£1,600.00	£1,920.00	1745
AJ King	Monthly contract cost + Squire locks & disinfectant	£3,209.66	£3,851.59	1746
		<b>£88,904.63</b>	<b>£105,621.85</b>	
Expenses under £500	Description	Net	Gross	code
Legal & General	Pension Costs (June) DD	£252.24	£252.24	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
RFO	Sim card for the pavilion alarm	£9.08	£10.90	1732
WAVE	Sewerage costs for the recreation ground (DD)	£308.58	£308.58	1733
Community Heartbeat	Annual support (year 2) for defibrillator	£135.00	£162.00	1734
Green & Purple	Monthly accountancy support	£50.00	£60.00	1735
BCS	Payroll processing	£35.00	£42.00	1737
SSE-Southern Electric	Electricity costs for street lights x 3 invoices (DD)	£107.65	£113.02	1738/1739/ 1740
SSE-Southern Electric	Electricity costs for village green (DD)	£88.07	£92.47	1741
SSE-Southern Electric	Electricity costs for the recreation ground (DD)	£1,270.75	£1,524.90	1742

3C Shared Services	Charge for change of address for the Nursery	£50.00	£50.00	1743
RFO	Paper and stationary items	£4.00	£4.00	1744
Watch the dot	Premium managed hosting	£120.00	£120.00	1747
CB Creative	Skatepark sign re Covid guidance	£80.00	£96.00	1748
4T Medical	Hand sanitizer for tennis/skatepark	£9.85	£11.82	1749
		<b>£2,692.22</b>	<b>£3,054.33</b>	

Resolution to pay these invoices

**20/106. Matters for consideration at the next meeting**

**20/107. Dates of next meetings** – Planning 4<sup>th</sup> June, FLAC 23<sup>rd</sup> June, Planning 25<sup>th</sup> June, Full 7<sup>th</sup> July

**20/108. 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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28<sup>th</sup> May 2020