

To all Members of Cottenham Parish Council

You are hereby summoned to attend an **Ordinary Parish Council Meeting**
To be held via Zoom* on Tuesday 4th August 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/152. 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.*
- 20/153. 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).*
- 20/154. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 7th July, and the EOM's held on 14th and 21st July 2020 be signed as a correct record.
- 20/155. 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.** - *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 into 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.*
- 20/156. 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
- 20/157. To review policy recommendations by Committees**
- Child Protection (adopted November 2013)
 - Code of Conduct (amended July 2015)
 - Communications (adopted March 2017)
 - Community Engagement (adopted March 2018)
 - Complaints procedure (amended July 2015)
 - Document retention (amended July 2018)
 - Donation, Grant and Loans (adopted November 2018)
 - Equal Opportunities (amended July 2017)
 - Financial Regulations; (amended October 19)
 - Freedom of Information – Publication Scheme (adopted June 2017)
 - GDPR Privacy Notice (adopted May 2018)
 - Grievance & Disciplinary (adopted June 2015)
 - Health & Safety (adopted October 2014)
 - Internal Controls (adopted March 2019)
 - IT & Communications (adopted October 2015)
 - Model publication scheme (amended July 2018)
 - Risk Assessment (amended March 2018)

- Standing Orders (amended November 2018)
- Training & Development (adopted April 2018)

- 20/158. Internal audit** – Consider review of internal audit report – RFO
- 20/159. CEAG donation** – consider environmental projects to spend CEAG donation– Asst Clerk
- 20/160. Bellway s106 amendment** – consider alternative wording to s106 agreement regarding bus stops – Cllr Morris
- 20/161. Cambridgeshire ACRE local councils conference** – consider attendance at virtual event on 23rd October – Asst Clerk
- 20/162. Village Hall/Nursery oil tank** – consider disposal of old 2500l oil tank – RFO
- 20/163. War memorial planting** – consider resident request for alternative planting at the war memorial – Asst Clerk
- 20/164. Code of Conduct consultation** – consider response to proposed new model code of conduct consultation (by 17th August) – Asst Clerk
- 20/165. Return to football & cricket matches** – consider arrangements for use of the pavilion as part of the return to match play – Cllr Morris
- 20/166. Parish Council insurance** – consider quotes for insurance cover – RFO
- 20/167. Website accessibility statement** – consider statement for website in accordance with government Accessibility legislation – Asst Clerk
- 20/168. Planning enforcement** - consider further steps to encourage stronger enforcement of extant planning conditions and legal orders by SCDC – Cllr Morris
- 20/169. Staff training** – consider training needs for the Asst Clerk – Cllrs Bailey & Ward
- 20/170. Highways** – consider Vehicle speed checks for possible 20mph zone – Cllr Hewitt
- 20/171. Finance**

Income	Description	Net	Gross	
HMRC	VAT (April, May and June 2020)	£181,407.69	£181,407.69	
		£181,407.69	£181,407.69	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 2020	£4,732.77	£4,732.77	-
HMRC	Tax and NI for July 20 (month 2)	£860.93	£860.93	-
SEH French	Certificate 6 re Village Hall & Nursery	£247,620.22	£297,144.26	1782
Wilby and Burnett	Architectural Services during period	£8,100.00	£9,720.00	1785
AJ King	Monthly invoice + Spinkler irrigation parts	£3,298.42	£3,958.10	1786
Calor	Delivery of gas to the pavilion - June 20 (DD)	£1,101.49	£1,156.56	1795
		£265,713.83	£317,572.62	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August) DD	£270.63	£270.63	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
BCS	Payroll processing for June 2020	£35.00	£42.00	1783
RFO	Sim card for the pavilion - Expenses	£9.08	£10.90	1784
SLCC	Membership fee	£257.00	£257.00	1787
Heelis and Lodge	Internal audit fee	£430.00	£430.00	1788
SSE - Southern Elec	Electricity bill for street lighting (DD)	£107.65	£113.02	1789
Old West IDB	Annual agricultural drainage rates	£77.04	£77.04	1790
Staples	Stationary items	£20.42	£24.50	1791
SSE - Southern Elec	Electric bill for the pavilion (DD)	£258.59	£310.30	1792
A Mappedoram	Battery change in Away 2 room & checking other fittings	£60.00	£72.00	1793
Green and Purple Ltd	VAT return submissions	£25.00	£30.00	1794
		£1,722.41	£1,843.79	

20/172. Matters for consideration at the next meeting

20/173. Dates of next meetings – Planning 20th August, Full 1st September

20/174. Close of Meeting



Jo Brook - Clerk

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30th July 2020