

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 7th July 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/109. 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.*
- 20/110. To ratify the Process of Holding Remote Meetings** – Cottenham Parish Council meetings are being held online according to the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) which came into force on 4 April, and are following the guidance on holding remote meetings published by the National Association of Local Councils (NALC). Meeting agendas published stating the date and time of the remote meeting giving the usual advance notice. Members of the public and press who wish to attend the meeting should request access details from the Clerk and indicate any item(s) on which they would like to speak. If confidential matters are to be discussed members of the public and press will be asked to leave the call or will be placed into the online waiting room during the confidential part of the meeting – Clerk
- 20/111. 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).*
- 20/112. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 2nd June 2020 be signed as a correct record.
- 20/113. 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.*
- 20/114. 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
 - **Combined Authority A10 route choice exhibition** - Clerk
- 20/115. 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)

20/116. Internal audit – Consider review of internal audit report – RFO

20/117. Year-end Accounts – Consider the year-end accounts for 2019-2020 – FLAC

20/118. Annual Governance Statement – Review and approve the Annual Governance Statement 2019/20 as part of the Annual return for the year ended 31st March 2020 - FLAC

20/119. Accounting Statements – Review and approve the Accounting statements 2019/20 as part of the Annual return for the year ended 31st March 2020 - FLAC

20/120. Litter on Recreation Ground – consider measures for tackling litter problems at the Recreation Ground - Clerk

20/121. Zero Carbon Communities Grant – consider submitting an application for a grant - Clerk

20/122. Green Infrastructure in Greater Cambridge – consider response to survey from Greater Cambridge Planning (by 27th July)- Clerk

20/123. Christmas Tree – consider purchase of Christmas Tree for the Village Green – Asst Clerk

20/124. SLCC membership – consider renewal of the Clerk’s SLCC membership at a cost of £257 - Clerk

20/125. Planning Committee – consider amendments to the Terms of Reference as recommended by the Planning Committee – Clerk

20/126. Dignity at Work policy – consider Dignity at Work policy as recommended by the FLAC Committee – RFO

20/127. Proposal for installation of artwork on the Village Green – consider initial suggestions for artwork to be installed on the Green by the Twinning Association - Clerk

20/128. Tree of Heaven – consider resident request for removal of tree on Brenda Gautrey Way – Clerk/Tree Wardens

20/129. Play area re-opening – consider re-opening of play area on Recreation Ground and gym equipment on Tenison Manor in accordance with government guidelines – H&S Officers

20/130. Youth Work – consider use of Connections Bus ‘detached youth worker’ at a cost of £180 per session – Cllr Morris

20/131. Sage – consider upgrading Sage accounting system - RFO

20/132. Finance

Income	Description	Net	Gross	
S106 Monies	£93,053 (Open Space) £25378.09 (Sport contribution) £60424.03 (Community space)	£178,855.12	£178,855.12	
SCDC	Rebate of business rates	£745.00	£745.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
		£181,155.07	£181,155.07	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for July 2020	£4,720.89	£4,720.89	-
HMRC	Tax and NI for June 20 (month 2)	£787.68	£787.68	-
King and Co solicitors	Legal costs re CCC S106 funding agreement	£1,100.00	£1,320.00	1755
Play Source	Play equipment installation and surfacing work	£2,952.00	£3,542.40	1759

Wilby & Burnett	Architectural and quantity surveying services	£13,847.00	£16,616.40	1763
SEH French	Construction works on VH & Nursery as per certificate no 5	£144,047.47	£172,856.96	1764
AJ King	Monthly groundman cost	£3,166.66	£3,800.00	1770
Community Centre	Rent for 6 months (April to September 2020)	£1,300.00	£1,300.00	1771
Backstop Ltd	Year-end accounts fee & setting up management accounts	£800.00	£90.00	1773
Peter Dann	Engineering services for VH and Nursery	£2,750.00	£3,300.00	1774
Cambridge Van Leyden	Engineering services for Village Hall	£1,254.00	£1,504.00	1775
Cambridge Van Leyden	Engineering services for Nursery	£507.64	£609.17	1776
		£177,233.34	£210,447.50	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (July) DD	£269.30	£269.30	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
RFO	Sim card for the pavilion alarm	£9.08	£10.90	1756
SSE- Southern Electric	Electric bill for the pavilion (DD)	£272.63	£327.15	1750
Cambridge Water	Water bill for the Village Hall site (DD)	£309.63	£309.63	1751
Cambridge Water	Water bill for the Bowls club and Allotments (DD)	£454.33	£454.33	1752
A Mappedoram	Checking of electrics at container at rec ground & safety trip part	£40.25	£48.30	1753
Kershaw	Replace filters in roof & clean external grill at pavilion	£409.60	£491.52	1754
CSA	Hand gel & dispensers (bulk) 5 ltr soap & Jumbo cleaning rolls	£144.83	£173.80	1756a/ 1757
Green and Purple	Accountancy support	£50.00	£60.00	1758
BCS	Payroll processing	£35.00	£42.00	1760
Kershaw	Callout charge to restart the boiler	£100.80	£120.96	1762
CAPALC	One day councillor training	£75.00	£75.00	1766
Eco Control Solutions	Japanese Knotweed eradication	£560.00	£672.00	1767
Tates Treeworks	Tree works on BGW	£60.00	£60.00	1768
Cambs County Council	Final invoice for streetlight energy (Oct 19 - Nov 19)	£84.27	£84.27	1769
WAVE	Sewerage charge for the rec ground (DD)	£282.28	£282.28	1772
Backstop Ltd	Monthly Accountancy support	£50.00	£60.00	1777
SSE- Southern Electric	Invoices x 3 for street lighting (DD)	£111.02	£116.56	1778
SSE- Southern Electric	Electric bill for the Recreation ground buildings	£291.23	£349.47	1779
Staples	Ink cartridges	£97.98	£117.58	1780
Shred Station	Blue bin collection	£40.00	£48.00	1781
Cromwell Fire	Fire alarm service charge (10/6/20)	£103.63	£124.36	
		£4,022.86	£4,503.81	
Multipay Card				
Assistant Clerk	Phone top up	£5.00	£5.00	1761C
Amazon	3 x pack of 5 bulbs for the pavilion	£30.51	£36.60	1765C
		£35.51	£41.60	

Resolution to pay these invoices

- 20/133. Management accounts** – to review the monthly management accounts - FLAC
- 20/134. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 20/135. Matters for consideration at the next meeting**
- 20/136. Dates of next meetings** – Planning 9th July, CALF 21st July, Planning 23rd July, Highways 28th July, Full 4th August
- 20/137. 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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2nd July 2020