

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 1st September 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/175. 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.*
- 20/176. 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).*
- 20/177. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 4th August be signed as a correct record.
- 20/178. 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.*
- 20/179. 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
 - **Enforcement** – Cllr Morris
- 20/180. War memorial** – consider setting up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed – Cllrs McCarthy & Ward
- 20/181. Parish Council insurance** – consider quotes for insurance cover – RFO
- 20/182. Website accessibility** – consider statement for website in accordance with government Accessibility legislation and potential amendments to website – Asst Clerk
- 20/183. Equipment** – consider the purchase of a new laptop and printer for the RFO – RFO
- 20/184. Flood equipment** – consider replacement of emergency flood equipment– Cllrs Ward & Graves
- 20/185. Viring** – consider viring £2334 from the youth budget to a tennis court maintenance budget to cover essential closed season works – Cllr Hewitt
- 20/186. Tennis Court maintenance** – consider purchase of 4 tonnes of loam for the tennis courts (immediate maintenance requirement) at a cost of approx. £800 – Cllr Hewitt
- 20/187. Zoom** – consider purchase of 3 x Pro licences (Clerk, Asst. Clerk, RFO) at a cost of £359.70 plus VAT for 12 months – Cllr Jones
- 20/188. Electricity contract** – consider quotes for renewing electricity contract for the Pavilion, Village Green and Streetlighting - RFO
- 20/189. SLCC events** – consider the Clerk attending the virtual national conference (12th-16th Oct) at a cost of £25+VAT – Clerk
- 20/190. Chairmanship training** – consider new Chairs attending CAPALC training at a cost of £50pp - Clerk

- 20/191. Zero Carbon Grants** – consider zero carbon projects to be applied for – Cllr Hewitt
- 20/192. Nursery Supervisory Board** – consider setting up as a CPC Committee with draft Terms of Reference and initial membership (for the Operator Selection phase) – Cllr Morris
- 20/193. Remembrance Sunday** – consider revised/restricted arrangements for the Remembrance period – Cllr Morris
- 20/194. Finance**

| Income | Description | Net | Gross | |
|----------------------------|---|--------------------|--------------------|---------------------|
| HMRC | VAT Payment - July 20 | £91,500.45 | £91,500.45 | |
| Cambs County Council | Early years S106 payment | £71,201.30 | £71,201.30 | |
| Reach your potential | Fitness sessions July 20 | £50.00 | £60.00 | |
| Strive fitness | Fitness sessions July 20 | £50.00 | £60.00 | |
| Cambs Kids Club | August invoice | £873.92 | £1,048.70 | |
| | | £163,675.67 | £163,870.45 | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for September 2020 | £4,541.79 | £4,541.79 | - |
| HMRC | Tax and NI for August 20 (month 5) | £866.70 | £866.70 | - |
| SEH French | Village Hall & Nursery construction - Cert 7 | £195,242.68 | £234,291.22 | 1797 |
| Peter Dann | Engineering costs re Village Hall | £1,000.00 | £1,200.00 | 1798 |
| SSE Southern Elec | Electric bill for recreation ground (DD) | £1,269.99 | £1,523.98 | 1805 |
| AJ King | Monthly groundsman invoice + additional work (Fen Reeves) | £3,536.00 | £4,243.20 | 1810 |
| | | £206,457.16 | £246,666.89 | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension Costs (September) DD | £247.34 | £247.34 | - |
| Charter Global | Monthly contract cost (DD) | £172.00 | £206.40 | - |
| Peter Dann | Engineering costs re Nursery | £375.00 | £450.00 | 1799 |
| 4T Medical Ltd | Gel refill canister 5L | £40.00 | £48.00 | 1796 |
| Backstop Ltd | Accounting support | £50.00 | £60.00 | 1800 |
| RFO | Sim card for the pavilion | £9.08 | £10.90 | 1801 |
| Green and Purple | VAT submissions | £25.00 | £30.00 | 1802 |
| SSE Southern Elec | Electric bill for the pavilion (DD) | £278.72 | £334.46 | 1803 |
| SSE Southern Elec | Electric bill for the green (DD) | £100.43 | £105.45 | 1804 |
| SSE Southern Elec | Electric bill x 3 for street lights (DD) | £117.92 | £123.80 | 1805a/ 1806/1807 |
| Shred Station | Blue bin collection from the office | £44.00 | £52.80 | 1808 |
| BCS | Payroll processing July 2020 | £35.00 | £42.00 | 1809 |
| | | £1,494.49 | £1,711.15 | |
| Multipay Card | | | | |
| Assistant Clerk | Phone top-up | £10.00 | £10.00 | 1811C |

- 20/195. Management accounts** – to review the monthly management accounts - FLAC
- 20/196. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 20/197. Exclusion of press and public** – to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item (20/198) of business as publicity would be

prejudicial to the public interest because of the confidential nature of the business to be transacted - Clerk

- 20/198. Staff pay** – consider staff pay rate for 2020/21 following announcement by the National Joint Council for Local Government Services – Cllrs Morris & Ward
- 20/199. Matters for consideration at the next meeting**
- 20/200. Dates of next meetings** – Planning 3rd Sept, CALF 15th Sept, Planning 22nd Sept, FLAC 29th Sept, Full 6th October
- 20/201. Close of Meeting**



Jo Brook - Clerk

Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge, CB24 8RZ. Tel: 07503 328401.

clerk@ottenhampc.org.uk

27th August 2020