

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 3rd November 2020 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 20/222. 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.*
- 20/223. 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).*
- 20/224. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 6th October 2020 be signed as a correct record.
- 20/225. 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.*
- 20/226. 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
 - **Remembrance** - Clerk
- 20/227. Co-option** – consider co-option to fill Councillor vacancy - Clerk
- 20/228. Remembrance wreath** – to consider CPC donation towards wreath – RFO
- 20/229. Remembrance Day** – to consider CPC representative to lay wreath – Clerk
- 20/230. Waterbeach to Cambridge consultation** – response to consultation (by 14th December) - Clerk
- 20/231. Church & Causeway** – Consider donation from the Church and Causeway Estate Charity of £3000 with CPC donating £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery – RFO
- 20/232. Purchase of tablet** - Consider purchase of a wipe screen tablet for use by parish councillors at a cost of no more than £250 including VAT - RFO
- 20/233. Village Hall working party** – consider setting up working party to look at hire costs, kitting out, management of village hall and bookings – Clerk
- 20/234. CUFC signage** – consider request to install sign at the Recreation Ground - Clerk
- 20/235. Trees on Village Green** – consider quotes to remove deadwood and lifting as necessary – Asst Clerk
- 20/236. Surface Water Drainage** Consider adding “surface water drainage” to Highways Committee’s Terms of Reference - Highways

20/237. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	September invoice	£ 873.92	£ 1,048.70	
Strive	Invoice re Bootcamp sessions	£ 130.00	£ 156.00	
Ladybirds	50% of the boiler service costs	£ 109.00	£ 109.00	
HMRC	Vat payment	£ 26,172.08	£ 26,172.08	
Church and Causeway	Annual donation to the parish council	£ 3,000.00	£ 3,000.00	
Cambs County Council	S106 Early years payment	£ 162,012.86	£ 162,012.86	
BB Fitness	Invoice re Bootcamp sessions	£ 59.94	£ 71.93	
		£ 192,357.80	£ 192,570.57	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for November 2020	£5,583.69	£5,583.69	-
HMRC	Tax and NI for October 20 (month 7)	£741.11	£741.11	-
Backstop Ltd	Sage to Xero transition (1.5 days)	£750.00	£900.00	1855
SEH French Ltd	Invoice in line with certificate 9	£538,335.12	£646,002.14	1860
Community Centre	Rent of the office until 31/03/21 (final invoice)	£1,300.00	£1,300.00	1865
AJ King	Monthly groundsman contract	£3,166.66	£3,800.00	1867
		£545,409.92	£658,326.94	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Nov 20	£403.46	£403.46	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Robin Hood Energy	Nursery electric bill (DD)	£131.48	£138.05	1846
Robin Hood Energy	Village Hall electric bill (DD)	£109.04	£114.49	1847
RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1848
Barton Oil Burner Servs	Service for Ladybirds boiler (50% will be recharged to Ladybirds)	£218.00	£261.60	1849
RFO	Expenses re annual payment of Dropbox	£79.90	£95.88	1850
Travis Perkins	Water softener and salt for pavilion	£49.68	£59.62	1851
SSE Southern Electric	Electric bills x 3 for street lighting (DD)	£105.62	£110.88	1852
RFO	Stamps	£7.80	£7.80	1853
AJ King	Extra work - gate post for moat	£125.00	£150.00	1856
Calor Gas	Gas delivery to the pavilion (DD)	£857.39	£900.26	1857
CAPALC	Finance training courses x 4	£120.00	£120.00	1858
SSE Southern Electric	Electric bill for the pavilion (DD)	£293.45	£352.14	1861
Travis Perkins	Blue Circle Postcrete x 4	£24.88	£29.86	1862
Local resident	Refund of paid event which could not go ahead due to Covid 19	£100.00	£120.00	1863
BCS	Payroll processing	£35.00	£42.00	1864
Rex Collinson	Purchase of bulbs for planting on the green on the 14th Nov	£86.32	£86.32	1866
JEE Electrical	Supply of lamps for Christmas lights	£201.60	£201.60	1868
		£3,129.70	£3,411.26	
Multipay card				
Ebay uk	Printer ink	£6.28	£6.28	1859C
o2	Phone topup	£10.00	£10.00	1863C
		£16.28	£16.28	

Resolution to pay these invoices

- 20/238. Management accounts** – to review the monthly management accounts - FLAC
- 20/239. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 20/240. Matters for consideration at the next meeting**
- 20/241. Dates of next meetings** – Planning 5th Nov, CALF 17th Nov, Planning 19th Nov, Full 1st Dec
- 20/242. Close of Meeting**



Jo Brook - Clerk

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29th October 2020