

**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 6<sup>th</sup> October 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 20/202. 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.*
- 20/203. 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).*
- 20/204. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 1<sup>st</sup> September 2020 be signed as a correct record.
- 20/205. 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.*
- 20/206. 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
  - **Flood Forum** – Cllr Morris
  - **Adoption of Tenison Manor** – Cllr Morris
- 20/207. Co-option** – consider co-option to fill Councillor vacancy - Clerk
- 20/208. Ladybirds emergency repairs** – consider emergency repairs to rear 'Red Room' wall following recent flooding - Clerk
- 20/209. Persimmon SUDS** – consider parameters for CPC involvement in supervising Oakington Road site – Cllr Morris
- 20/210. Potential Land purchase to rear of 37 and 39 Brenda Gautrey Way** – consider resident request to purchase land - Clerk
- 20/211. FCC grant application** – consider submitting an application for funding to replacement courts and floodlighting (to be done in conjunction with Cottenham Tennis Club) – Cllr Hewitt
- 20/212. Repairs to tennis fencing** – consider quotes for repairs to tennis fencing on the Rec - Clerk
- 20/213. Trees on Village Green** – consider works to remove deadwood and lifting as necessary - Clerk
- 20/214. Finance training** – consider finance training courses for Cllrs Collinson and Jones (Budgeting on the 15<sup>th</sup> October and Finance on the 24<sup>th</sup> November) at a cost of £30 per session total £120 - RFO
- 20/215. Experiment with Xero accounting software** – notwithstanding resolution 20/131 to upgrade Sage, consider a trial of Zero on-line accounting package - RFO

20/216. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	August invoice	£873.92	£1,048.70	
Tennis Club	July invoice payment	£107.50	£129.00	
SCDC	Grant from SCDC	£10,000.00	£10,000.00	
Strive fitness	August invoice payment	£120.00	£144.00	
SCDC	Business rates refund	£603.69	£603.69	
HMRC	VAT payment	£867.52	£867.52	
Reach Your Potential	August Invoice payment	£20.00	£24.00	
Precept	Second half of precept	£145,738.00	£145,738.00	
Ladybirds	Quarterly rent	£1,554.95	£1,554.95	
BB Fitness	July and August invoice payment	£99.96	£119.94	
		<b>£159,985.54</b>	<b>£160,229.80</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 2020	£4,474.56	£4,474.56	-
HMRC	Tax and NI for September 20 (month 6)	£750.54	£750.54	-
Cambridge Van Leyden	Engineering works - Nursery	£507.64	£609.17	1820
Cambridge Van Leyden	Engineering works - Village Hall	£1,254.00	£1,504.00	1821aa
Connections Bus	Eight detached youth work visits	£1,440.00	£1,440.00	1824a
SEH French Construction	Village Hall & Nursery - (Certificate 8)	£404,207.08	£484,832.50	1824
Road Data Services	Cottenham Traffic Survey	£795.00	£954.00	1827
Zurich	Annual insurance cost	£3,916.59	£3,916.59	1830
Eco Control Solutions	Final visit 2020 re Japanese Knotweed	£560.00	£672.00	1828
Wilby and Burnett	Architectural and Surveying services	£8,100.00	£9,720.00	1835
AJ King	Ongar Loam/verti drain/Grass seed & fertiliser for rec ground	£1,945.00	£2,334.00	1839
CSG	Revised electrical metering system	£3,627.00	£4,352.40	1841
AJ King	Monthly groundsman cost	£3,166.66	£3,800.00	1845
		<b>£434,744.07</b>	<b>£519,359.76</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Oct 20	£241.53	£241.53	-
Charter Global	Monthly contract cost(DD)	£172.00	£206.40	-
Backstop Ltd	Monthly accountancy support Sept 20	£50.00	£60.00	1812
Green & Purple Ltd	VAT return submission August	£25.00	£30.00	1813
Calor gas	Standing charge (DD)	£17.13	£17.99	1814
RFO	Sim card for pavilion - expense	£9.08	£10.90	1815
Cottenham Computers	New laptop for RFO	£408.15	£489.78	1816
SLCC	Two webinar sessions	£70.00	£84.00	1817/ 1818
RFO	Annual charge for Standard Pro with three licenses - Expenses	£359.70	£359.70	1819
Robin Hood Energy	Electric charge for the Village Hall (DD)	£105.15	£110.41	1822
Robin Hood Energy	Electric charge for the Nursery (DD)	£8.41	£8.83	1823
SLCC	Virtual National Conference	£25.00	£30.00	1825
BCS	Payroll Processing Aug 20	£35.00	£42.00	1826
CSA	Hand gel	£63.54	£76.25	1829
Atlas	Tree works in the Dunnocks	£100.00	£120.00	1830
SSE Southern Electric	Electric bill for the Pavilion/Portakabin (DD)	£317.35	£380.82	1831

SSE Southern Electric	Electric bills x 3 for the Street lighting (DD)	£104.29	£109.49	1832/ 33/34
CAPALC	Chairmanship training	£50.00	£50.00	1836
Local resident	Purchase of plants for war memorial (Rosemary/Lavender/ compost)	£34.60	£34.60	1837
RFO	Expenses re printer paper	£3.00	£3.00	1838
Cottenham Computers	Data transfer - RFO old laptop to new laptop	£54.00	£54.00	1840
Backstop Ltd	Monthly accountancy support October 20	£50.00	£60.00	1843
Shred Station	Blue bin collection	£44.00	£52.80	1844
Green & Purple Ltd	VAT return submission September	£25.00	£30.00	1842
		<b>£2,371.93</b>	<b>£2,662.50</b>	

**20/217. Management accounts** – to review the monthly management accounts - FLAC

**20/218. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**20/219. Matters for consideration at the next meeting**

**20/220. Dates of next meetings** – Planning 8<sup>th</sup> Oct, Highways 20<sup>th</sup> Oct, Planning 22<sup>nd</sup> Oct, FLAC 27<sup>th</sup> Oct,  
Full 3<sup>rd</sup> November

**20/221. 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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1<sup>st</sup> October 2020