

**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 1<sup>st</sup> December 2020 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 20/243. 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.*
- 20/244. 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).*
- 20/245. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 3<sup>rd</sup> November 2020 be signed as a correct record.
- 20/246. 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.*
- 20/247. 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
- 20/048. Committee vacancies** – Consider membership of the CALF, Highways, Planning and Standards Committees to fill current vacancies – Clerk
- 20/049. External audit** – Consider review of the external audit report for 19-20 – RFO
- 20/250. Waterbeach to Cambridge consultation** – consider response to consultation (by 14<sup>th</sup> December) - Clerk
- 20/251. Church & Causeway** – Consider donation of £1500 to the Dissenters Cemetery following response regarding maintenance – RFO
- 20/052. Community Facilities Audit** – Consider response to Greater Cambridge Shared Planning Service and SCDC audit of facilities (Deadline 2<sup>nd</sup> December) – Cllr Morris
- 20/053. Tennis court grant** - Consider Parish Council third party funding of the FCC grant application – Cllr Hewitt
- 20/054. Babysitting course** - consider budget proposal for a babysitting course from Connections Bus Project for 2021 - Cllr Hewitt
- 20/055. Skateboarding lessons** - consider budget proposal for summer skateboarding lessons for 2021 - Cllr Hewitt
- 20/256. Legal action** – consider permission to take legal advice on the actions and sanctions CPC can take against any relevant party, specifically including our District Council, to ensure they apply their legal powers diligently and promptly in the interests of all Cottenham residents – Cllr Morris

- 20/057. Village Hall** - Consider setting up a properly-founded Task & Finish Working Party, reporting monthly to Council and including representatives from CALF and FLAC to identify and define commercial, community and security priorities for the new Village Hall for 12 months from 1<sup>st</sup> April 2021, ensuring timely repayment of outstanding loans; actual contracts to be authorised by the usual medium/high risk CALF/FLAC and Council procedures. The original delegation (from Oct-19) covers the construction phase only which CPC will consider as ended at 1-Apr 2021 and that the new group develops and publishes a launch plan – Cllrs Jones & Morris
- 20/058. Social media policy** - consider wording for a social media policy, possibly to be incorporated into the existing Communications Policy – Cllr McCarthy
- 20/059. Village Green tree works** - consider quotes to remove major deadwood and/or broken branches from 13 Lime trees on the village green – Asst Clerk
- 20/060. Smithy Fen sewerage** - consider proposal on behalf of Anglian Water for in principle siting of an underground pumping station at the Landing Stage - Clerk
- 20/061. CPS PTCA** - consider request from the PTCA to allow a letter to be sited in the new Village Hall window or village green (if selected) as part of a village-wide Christmas game – Cllr Bailey
- 20/262. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
Ladybirds Preschool	Invoice Payment	£255.96	£255.96	
HMRC	VAT payment	£108,516.35	£108,516.35	
Bowls Club	Invoice Payment	£19.37	£19.37	
UK Power Networks	Rebate	£31.71	£38.05	
SCDC	Money for COVID Group	£400.00	£400.00	
Local Resident	Donation for bulbs planted on the green	£86.32	£86.32	
BB Fitness	Bootcamp on the green	£79.92	£95.90	
		<b>£110,263.55</b>	<b>£110,460.65</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for December 2020	£4,547.93	£4,547.93	-
HMRC	Tax and NI for November 20 (month 8)	£1,212.62	£1,212.62	-
Cambridge Van Leyden	Engineering services re Village Hall	£1,254.00	£1,504.00	1872
Cambridge Van Leyden	Engineering services re Nursery building	£507.64	£609.17	1873
PKF Littlejohn	External Audit fees	£2,800.00	£3,360.00	1874
SSE Southern Electric	Electric invoice for the recreation ground (DD)	£1,271.48	£1,525.77	1875
SEH French	Building contractor costs in line with cert no 10	£438,542.02	£526,250.42	1880
Goode Bequest	Grant PC as resolved at November meeting	£1,500.00	£1,500.00	
AJ King	Monthly Groundman invoice plus supply of 3 x railings and welding work	£3,286.67	£3,944.00	1884
Cambridge Water	Water invoice for Allotments & Bowls Club	£592.30	£592.30	1891
		<b>£455,514.66</b>	<b>£545,046.21</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Dec 20	£303.12	£303.12	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges and stationery items	£30.91	£37.09	1869

RFO	Expenses re O2 sim card for the pavilion	£9.08	£10.90	1870
BCS	Payroll Processing	£35.00	£42.00	1871
Calor Gas	Standing charge (DD)	£17.13	£17.99	1876
SSE Southern Electric	Electric invoice for the village green (DD)	£106.61	£111.94	1877
Robin Hood Energy	Electric invoice for the Nursery building (DD)	£119.61	£125.59	1878
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	1879
Covid Group	Monies from SCDC for use by the Covid group	£400.00	£400.00	
Browns of Burwell	Heating oil for Ladybirds	£342.60	£359.73	1882
Watch the Dot	Updates and Maintenance	£350.00	£350.00	1883
Cromwell Fire Ltd	Fire Extinguisher service at Ladybirds	£288.08	£345.70	1885
Cromwell Fire Ltd	Fire Alarm & Emergency Lighting service at Ladybirds	£103.63	£124.36	1886
Robin Hood Energy	Electric invoice for the Village Hall (DD)	£119.61	£125.59	1887
Cambridge Water	Water bill for the Village Hall (DD)	£355.53	£355.53	1888
SSE Southern Electric	Electric invoices x 3 for streetlighting	£112.30	£117.90	1889
SSE Southern Electric	Electric invoice for the pavilion	£338.42	£406.10	1890
		<b>£3,253.63</b>	<b>£3,499.94</b>	
<b>Multipay card</b>				
SCDC	Planning application fee	£ 58.00	£ 58.00	1881C

Resolution to pay these invoices

**20/263. Management accounts** – to review the monthly management accounts - FLAC

**20/264. Bank reconciliation** – to review monthly bank reconciliation – FLAC

**20/265. Matters for consideration at the next meeting**

**20/266. Dates of next meetings** – Planning 3<sup>rd</sup> Dec, FLAC 8<sup>th</sup> Dec, Planning 15<sup>th</sup> Dec, Full 5<sup>th</sup> Jan 2021

**20/267. 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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26<sup>th</sup> November 2020