

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 12th January 2021 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

- 21/001. 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.*
- 21/002. 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).*
- 21/003. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 1st December 2020 be signed as a correct record.
- 21/004. 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.*
- 21/005. 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
 - **Flooding** – Cllr Graves
- 21/006. 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
- 21/007. Social media policy** - consider wording for a social media policy, possibly to be incorporated into the existing Communications Policy – Cllr McCarthy
- 21/008. Smithy Fen sewerage** - consider proposal on behalf of Anglian Water for in principle siting of an underground pumping station at the Landing Stage - Clerk
- 21/009. Fens Biosphere consultation** - consider response to consultation (by 31st Jan) - Clerk
- 21/010. LHI** - consider LHI report and costs of £5k - Highways
- 21/011. Highways Committee Terms of Reference** - consider adopting amendments to the Highways Committee’s ToR – Highways
- 21/012. Grant applications** - consider grant applications for 2021/22 – FLAC
- 21/013. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice Payment	£873.92	£1,048.70	
SSE Southern Electric	Refund for over estimation of usage - green	£284.19	£298.40	
Ladybirds	Recouped service costs	£538.45	£538.45	
HMRC	VAT payment	£89,612.56	£89,612.56	

Strive Bootcamp	October/November invoice payment	£130.00	£156.00	
SSE Southern Electric	Wayleave payment for Brenda Gautrey Way	£196.70	£196.70	
Ladybirds	Quarterly rent payment	£1,655.00	£1,655.00	
Strive Bootcamp	December invoice payment	£80.00	£96.00	
		£93,370.82	£93,601.81	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 2021	£4,514.80	£4,514.80	-
HMRC	Tax and NI for December 20 (month 9)	£789.68	£789.68	-
Calor Gas	Gas delivery to the pavilion (DD)	£797.29	£837.15	1895
Wilby and Burnett	Architectural services	£16,200.00	£19,440.00	1898
SEH French	Construction of VH & Nursery (cert no 11)	£418,609.63	£502,331.56	1899
Elveden Estate & Farms	Christmas tree for the village green	£1,440.00	£1,728.00	1902
South Cambs District Council	Waste collection (April 20 to March 21)	£2,076.75	£2,076.75	1903
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	1904
Robin Hood Energy	Invoice from 01/10/20 to 12/12/20 (DD)	£603.15	£723.78	1914
Wave	Sewerage charge for Recreation ground	£588.14	£588.14	1916
		£448,786.11	£536,829.86	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Jan 21	£299.33	£299.33	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Xero	Accountancy package cost (DD) - Dec 20	£24.00	£28.80	1892
Amazon Tree Surgery	Lifting trees on green	£450.00	£450.00	1893
Backstop Ltd	Accountancy support December 20	£50.00	£60.00	1894
JEE Electrical	Errecting Christmas lights,providing hooks & ties	£210.00	£210.00	1896
RFO	Expenses re sim card for pavilion - Dec 20	£9.08	£10.90	1897
MTC Engineering	Professional charges re carpark management plan	£427.50	£513.00	1900
SSE - Southern Electric	Streetlighting cost x 3 invoices (DD)	£102.36	£107.46	1901
BCS	Payroll processing	£35.00	£42.00	1905
CSA	Cleaning items for the pavilion	£47.25	£56.70	1906
A Mappledorum	Replacement lights in Pavilion	£750.85	£901.02	1907
SSE - Southern Electric	Electric invoice for the Pavilion (DD)	£213.14	£255.76	1908
British Gas	Electric for Nursery (up to 1st Dec 2020)	£344.74	£361.97	1909
British Gas	Electric for Village Hall (up to 30th Nov 2020)	£362.48	£380.60	1910
Backstop Ltd	Accountancy support January 21	£50.00	£60.00	1911
RFO	Expenses re sim card for pavilion - Jan 21	£9.08	£10.90	1912
Xero	Accountancy package cost (DD) - Jan 21	£24.00	£28.80	1913
CB Creative	Happy Christmas banner for village green	£150.00	£180.00	1917
		£3,730.81	£4,163.64	
Multipay card				
Mafez Ltd	Samsung tablet	£204.17	£245.00	1915C

Resolution to pay these invoices

- 21/014. Management accounts** – to review the monthly management accounts - FLAC
- 21/015. Bank reconciliation** – to review monthly bank reconciliation – FLAC
- 21/016. Matters for consideration at the next meeting**
- 21/017. Dates of next meetings** – CALF 19th Jan, Planning 21st Jan, FLAC 28th Jan, Full 2nd Feb
- 21/018. Close of Meeting**



Jo Brook - Clerk

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7th January 2021