

**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 4<sup>th</sup> May 2021 at 7.30pm

**AGENDA**

All Parish Council Meetings are open to the Public and Press

- 21/092. To elect the Chair of the Council and to receive their Declaration of Acceptance of Office**
- 21/093. To elect the Vice Chair of the Council and to receive their Declaration of Acceptance of Office**
- 21/094. 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.*
- 21/095. 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).*
- 21/096. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 6<sup>th</sup> April 2021 be signed as a correct record.
- 21/097. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Dec 2018; 7 members, quorum 3; 7 ad-hoc co-opts)
  - Finance Committee (ToR Oct 2019; 7 members, quorum 3)
  - Highways Committee (ToR Jan 2021; 9 members, quorum 3; 3 ad-hoc co-opts)
  - Planning Committee (ToR July 2020; 11 members, quorum 4)
  - Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for Code of Conduct complaints handling)
- 21/098. Review Membership and Status of "Standing" Working Parties**
- Burial Grounds (Cllrs Bolitho, Collinson, Morris)
  - HR (Cllrs Bailey, Morris & Ward)
  - Drainage & Flooding (Cllrs Graves, Hewitt, Morris, Ward & Wotherspoon)
  - Youth (CALF)
- 21/099. Endorse status of "Task & Finish" Working Parties**
- Local Plan (Cllrs Hewitt & Morris)
  - Neighbourhood Plan (Cllrs Collinson, Morris, Ward, Young)
  - Speculative Developments (Cllrs Hewitt, Loveluck, Morris, Young & the Clerk)
  - New Village Hall & Nursery (Cllr Morris, the Clerk, Asst Clerk & RFO)
  - Village Hall post-construction (Cllr Morris, the Clerk and RFO)
  - Village Hall pre-launch (Cllrs Bailey, Morris, Ward and the Clerk)
  - Ladybird re-furb (Cllrs Loveluck, Morris and Stewart)
  - Tony Nicholas Memorial (Cllrs Bolitho, Collinson and Morris)
- 21/100. Review representation as Trustees etc. (current representatives named for possible continuity)**
- Church and Causeway Charity (Trustee, Cllr Bolitho)
  - Cottenham Community Centre (Trustee, vacant)
  - Cottenham Charities (Trustee, Lynda Harford and David Mudd)
  - Cottenham Primary School (Rep, currently Cllr Morris and the Clerk)
  - Friends of All Saints (Trustee, Cllrs Graves & SCDC Gough)
  - Mobile Warden Scheme (Trustee, Cllrs Collinson & Hewitt)
- 21/101. Review Parish Council Officers:**

- Trees Warden (Cllr Bolitho)
- Playground Inspectors (Cllrs Bailey, Hewitt & Stewart)
- Communications (Cllr Hutchison)
- Defibrillator (Cllrs Henderson & Hewitt)

**21/102. To review policy recommendations by Committees**

- Code of Conduct (amended July 2015)
- Complaints procedure (amended July 2015)
- Document retention (amended July 2018)
- Equal Opportunities (amended July 2017)
- Donation, Grant and Loans (adopted November 2018)
- Freedom of Information – Publication Scheme (amended June 2017)
- Grievance & Disciplinary (adopted June 2015)
- IT & Communications (adopted October 2015)
- Training & Development (amended June 2018)
- Asset Register (amended April 2019)

**21/103. 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.*

**21/104. 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
- **Pre-launch working party** – Cllr Ward

**21/105. Co-option** – consider application for co-option to the Council – Clerk

**21/106. FECA membership** – Consider FECA Membership Renewal 2021-2022 at an annual cost of £15 – RFO

**21/107. Nursery operator** – consider appointing Chestnut Nurseries as Preferred Operator subject to contract – Cllr Morris

**21/108. Village Hall bars**– consider aspects of holding council meetings in a licensed premises - FLAC

**21/109. Public art** – consider quote for using public art funds to frame Inclosures map and make a bespoke display cabinet for Inclosures book to be located in the Village Hall – Clerk

**21/110. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£191.59	£229.91	
Ladybirds	Quarterly rent payment	£1,655.00	£1,655.00	
HMRC	VAT payment	£33,089.79	£33,089.79	
SCDC	50% of Precept	£149,637.00	£149,637.00	
		<b>£182,726.79</b>	<b>£182,726.79</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 2021	£4,789.66	£4,789.66	
HMRC	Tax and NI for April 2021 (month 1)	£1,464.98	£1,464.98	
AJ King	Monthly ground maintenance	£3,166.67	£3,800.00	2012

Calor	Delivery to the pavilion	£1,051.20	£1,103.76	2013
Wybone Ltd	Litter bins x 3 and fixings	£937.97	£1,125.56	2014
MAS Environmental	Noise Management plan (Village Hall)	£782.50	£939.00	2024
		<b>£12,192.98</b>	<b>£13,222.96</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension May 21 (DD)	£329.93	£329.93	-
Charter Global	Monthly Contract Cost (DD)	£172.00	£206.40	-
Source for Business	6 monthly water - Green & memorial (DD)	£73.26	£73.26	1996
Southern Electric	Invoices x 3 for street lights (DD)	£108.87	£114.30	1997
British Gas	Electricity invoice for the Village Hall (DD)	£1,214.11	£1,274.81	1998
Viking	Mind Head sign	£4.79	£6.20	1999
RFO	Printer paper	£4.89	£4.89	2000
CB Creative	Neighbourhood plan banner	£130.00	£156.00	2001
Xero	Monthly accountancy subscription (DD)	£24.00	£28.80	2002
Backstop Ltd	Monthly accountancy support	£50.00	£60.00	2003
RFO	Expenses re Sim card for the pavilion	£9.20	£11.04	2004
SLCC	3 x invoices for Clerk, Assistant Clerk & RFO - SLCC Regional Training seminar	£135.00	£162.00	2005
ICO	Renewal	£40.00	£40.00	2006
BCS	Payroll Processing	£35.00	£42.00	2007
CSA	Cleaning equipment for Village Hall	£408.33	£490.00	2008
CSA	Cleaning equipment for Village Hall	£53.12	£63.75	2009
CSA	Cleaning equipment for Village Hall	£2.81	£3.37	2010
CSA	Cleaning equipment for Village Hall	£10.84	£13.01	2011
AJ King	Additional work for the Village Hall	£390.00	£468.00	2015
Viking	Ink cartridges/stationary and signage	£48.74	£58.49	2016
Viking	Correction Fluid	£2.57	£3.08	2017
JEE Electrical	Taking down of christmas lights	£120.00	£120.00	2018
JEE Electrical	Wiring for telephone and in the office	£90.00	£90.00	2019
SSE Southern Electric	Electricity invoice for the Pavilion (DD)	£278.19	£333.82	2020
VIRO Branding	Signage for Hall and Nursery	£75.87	£91.04	2021
Community Heartbeat Trust	Annual Support cost (Year 3) 05/21 - 05/22	£135.00	£162.00	2022
FECA	Annual Membership	£15.00	£15.00	2023
Clerk	Sustenance for nursery selection panel mtg	£28.70	£28.70	2025
		<b>£3,990.22</b>	<b>£4,449.89</b>	

Resolution to pay these invoices - RFO

**21/111. Year end accounts**– consider year end accounts for 2020-2021 - FLAC

**21/112. Matters for consideration at the next meeting**

**21/113. Dates of next meetings** – Planning 6<sup>th</sup> May. NB: the following meeting dates are subject to changes in legislation: CALF 18<sup>th</sup> May, Planning 20<sup>th</sup> May, Full 1<sup>st</sup> June, Planning 3<sup>rd</sup> June, Highways 15<sup>th</sup> June. In the event that these meetings aren't able to take place virtually the next meeting of the Council will be FLAC on 22<sup>nd</sup> June.

**21/114. Close of Meeting**



Jo Brook - Clerk

Village Hall, Recreation Ground, Lambs Lane Cottenham, Cambridge, CB24 8TA. Tel: 07503 328401.

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28<sup>th</sup> April 2021