

GREAT SHELFORD PARISH COUNCIL

Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 15th March 2017 at 1930hrs

.....

1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Peter Fane, Richard Davies, Barrie Ashurst, David Coggins, Helen Harwood, Simon Talbott, Carrie Hillard, Charlie Nightingale (District Councillor), and Tony Orgee (County Councillor)

Parish Clerk: Mike Winter

Three members of the public.

Apologies Received: Councillors Bridget Hodge (Vice Chair), Stefan Harris-Wright, Angela Milson, Ben Shelton (District Councillor) and Gail Kenney (County Councillor)

District Councillor Whiteman Downes not in attendance

2. There were no declarations of interest received.
3. **The meeting was then adjourned for up to 10 minutes when members of the public were able to ask questions of the Council and put forward points of view in respect of the business on the agenda.**

PCSO Chris Wiseman the micro beat manager for Great Shelford spoke on the activity and set up of the micro beat initiative.

- His Micro beat covers Great Shelford and Melbourne
- Event based Policing determines specific locations
- Contents thefts from Outhouses and Sheds are major crime areas
- Both villages still considered to be low crime areas
- Neighbourhood policing has changed with no specific police teams but events like operation Hunter are a local feature

Questions & Answers

- How much time spent in Villages
 - Not all PCSO time is on Micro beat
 - Micro beat carried out on foot or in car, sometimes bike
- What is Smart Water
 - Invisible property marker that under investigation code marks individual property over a substantial time period
- How is Village Parking problem being addressed
 - Car parking reporting system introduced by Inspector Sutherland by logging on to <http://tinyurl.com/SouthCams-Parking> and posting report or pictures. Results collated for hotspots and action taken when necessary

With no further issues raised by the public attending, the meeting was reconvened at this point for the Parish Council Agenda

4. Minutes of the Parish Council meeting of 15th February 2017 were confirmed as being an accurate record and were signed by the Chair.
5. Consider Matters arising from meeting of 15th February 2017
 - Item 5 (From previous Item 7c & 9)
Councillor Stefan Harris-Wright colleague had provided a structural review of the Recreation Ground shelter. It concluded that all sections of the shelter were structurally necessary and it should not be altered in any way. It was agreed to take no action and reconsider new proposals at some stage in the future.

6. Reports from Elected Representatives were received
- a) District Councillor Charlie Nightingale Ben verbally reported
 - Changeover of Refuge collection dates for Great Shelford went smoothly, except for some traffic congestion that delayed a few locations collection to the following day.
 - Heidi Allen MP for South Cambridgeshire would be officially opening the new village Post Office (Kash Stores) on Friday 24th March at 1030hrs. Chair requested Councillor Nightingale to discuss and advise Parish Council on all such future SCDC arrangements prior to any announcements. This was agreed.
 - b) County Councillor Tony Orgee March report previously circulated and reviewed, main topics
 - CCC Budget agreed at £24 per year for a Band D property
 - LLF (A 1307) Local Liaison Forum, meeting of 20th February. Additional proposals had been put forward. The meetings view was that a pause in the process should be undertaken whilst additional consultation takes place and gave support to a wider location version.
 - LHI Scheme proposal for Great Shelford had been granted at £4,000 contribution towards the £9,600 total scheme cost.
7. Standing Committee Reports
- a) **Highways:** March report previously circulated, main topics
 - Station Rd approach to level crossing. Some surface dressing needs to be applied but awaiting permission from Network Rail due to close proximity.
 - Confirmed LHI Scheme grant of £4,000 contribution towards the £9,600 total scheme cost.
 - Next Year LHI Grant application to consider a Safety review of Granhams Rd / Cambridge Rd Junction
 - 2016 Highways changes are progressing and the Zebra crossing design is finalised with work expected to commence in May 2017
 - b) **Planning:** Minutes for 23rd February 2017 meeting previously circulated
 - No additional information
 - c) **Recreation Ground:** Minutes for 22nd February and February report previously circulated, main topics
 - Feast container now cleared and disposal to be arranged
 - d) **Cemetery and Allotments:** March report previously circulated, main topics
 - Cemetery, tree brought down in wind being attended imminently and CGM clear up of many year debris with first grass cut of the year also imminent. Garden gang to meet soon for further tidy up.
 - Allotments, overgrown plots to be rotavated by contractor.
 - Garden Gang, met twice in last month. Volunteer numbers vary but all are enthusiastic. High Street bushed areas have been seriously cleared out and now look well kept.
 - e) **Finance and General Purposes:**
No new updates
 - f) **Neighbourhood Plan Joint Committee:** Minutes for 27th February 2017 meeting previously circulated
 - Housing Needs Survey Issued by ACRE for return by 31st March 2017
 - ACRE Inception meeting 4th April at Coxes Close
 - Focus and Spotlight groups progressing
 - g) **Playscape Liaison:** Minutes of Group meeting on 6th March 2017 previously circulated
 - Stakeholder meeting planned with Erect then PC adoption prior to Planning application
 - Major Fund raising event for 2017 is the Shelford Fun Run
 - h) **Police Liaison:** March report previously circulated, main topics
 - Turnout at Police Panel meeting on 23rd March very low
 - Negative publicity regarding Police not regularly policing villages
 - Illegal or dangerous car parking reporting system introduced by Inspector Sutherland by logging on to <http://tinyurl.com/SouthCambs-Parking> results will be analysed and crackdown days if appropriate undertaken

- i) Social Media:**
 - Updating of GSPC website now in place as documents issued.
 - Backlog since December 2016 being addressed
 - j) Community Association:**
No new updates
 - k) Parochial Charities & Schools:**
No new updates
 - l) Twinning Association & Feast Liaison:**
No new updates
 - m) Library:**
No new updates
 - n) Local Liaison Forum, City Deal:**
No new updates
 - o) Pavilion:** March report previously circulated, main topics
 - Cricket U13 team will now also play at Great Shelford
 - Storage facilities size requirements to be agreed with PSWG
 - Use of Pavilion Toilets to be considered on same terms as previous ½ Term arrangements
 - Heating system continues to cause problems. Clerk awaiting quotations and advice after Munro review
8. Ratify Terms of Reference to the Neighbourhood Plan Group
Terms of Reference circulated and reviewed
Changes, Parish Council will not ratify Steering Group members
9. Approve and Sign the Memorandum of Understanding with the Playscape Working Group
MoU circulated for review and approval
No changes considered necessary
Proposed; Councillor Malcolm Watson
Seconded: Councillor Simon Talbott
Vote: Unanimous
- MoU signed by Parish Council and Playscape representatives
10. Review Arrangements, External Communication & Format for the APM, Wednesday 19th April
Councillors Angela Milson and Peter Fane update on progress
 - Blitz letter to 2,300 residents with contact request information
Councillor Angela Milson arranging volunteer delivery
 - Chair of each Committee to give a short presentation
 - Panel of Committee Chairs to answer questions
 - Five Important Topics to be presented
 - Clubs and Associations contacted for reports, last date for receipts, 2nd April 2017. All reports received to be on Parish Council Website
 - Councillors Angela Milson or Peter Fane to contact Simon Sparrow re sound system
 - Refreshments for 100/120 attendees
 - Councillor Barrie Ashurst to arrange projection screen, Clerk to provide laptop, projector and cables
11. Review Rob Mungovan, SCDC Ecology Consultancy Officer additional recommendations on Riverbank access and other topics
Councillor Simon Talbott and Clerk meeting with Rob Mungovan on site Friday 10th March resulted in following proposals
 - Sink into current stone line out of water, railway sleepers interspaced with stones to secure entrance
 - Use extremely large stones. boulders or slabs at side of access in water line to restrict water flow and secure edges

- If necessary take railway sleeper stone supports into water line with specially prepared sleepers. Sweet Chestnut recommended.
- Secure full length of riverbank with protective fencing as edges being damaged by dog, duck and human traffic, until growth is established. Probably for next 12 months.

Clerk to discuss potential work with Steve Bond for an estimate

9. Review and Approve Financial monthly accounts for payment and Note receipts
 Clerk Mike Winter presented a schedule at meeting of Payments and Receipts for Month of March in Financial Year 2016 / 2017
 This was accepted with 15 cheques valued at £5,783 - 84p for payment

Street Lighting Invoice from CCC paid at previous meeting for £1,824-01p has been replaced by Invoice for £1,063.16p with no explanation. Clerk to request payment refund. Note. Previous year & Budget for this year £1,250

2016/17 Financial Year Accounts to 31st March 2017 will be presented for approval and submission for Annual Audit at Parish Council meeting on 10th April 2017

10. Review of new external Correspondence
- E. Smart, Bus Stop sign at Foxhill (Outside 241 Hinton Way) faded and only fixed with cable ties. County Councillor Tony Orgee advised this was a County Council responsibility.
 - Balfour Beatty, Street lighting move from 17 Woollards Lane to side of Tesco. Councillor Barrie Ashurst to review with CCC
 - Civic Voice. Org, Free Workshop on War Memorial maintenance funding, 26th April in Cambridge at 0945 to 1300hrs. Chair Councillor Mike Nettleton to discuss with potential none Councillor Representatives who may be interested in attending.
11. Matters raised for future agenda consideration were
 a) General village road markings for revitalising
12. With all Agenda items covered the Chair closed the meeting at 2105hrs.
 Reminders
- Next Parish Council Meeting, Monday 10th April 2017, 7:30pm at the Pavilion.
 - APM, Wednesday 19th April 2017, 1900hrs at the Memorial Hall

Signed _____ Date _____
 Chair
 Great Shelford Parish Council