

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 18th May 2016 at 1930hrs

.....

Present: Councillors Charlie Nightingale (Chair and District Councillor), Bridget Hodge (Vice Chair), Angela Milson, Barrie Ashurst, David Coggins, Helen Harwood, Malcolm Watson, Mike Nettleton, Peter Fane, Stephen Chittenden, Simon Talbott and County Councillor Tony Orgee  
Parish Clerk: Mike Winter

No members of the public

1. Apologies Received: Councillor Ben Shelton and County Councillor Gail Kenney  
District Councillor Whiteman Downes not in attendance
2. There were no new declarations of interests received.
3. Election of the Chairman of the Council for the year 2016 – 2017  
Councillor Mike Nettleton was nominated as Chairman for the 2016 – 2017 year  
Proposed: Councillor Barrie Ashurst  
Seconded: Councillor Angela Milson  
Vote: Unanimous
4. Councillor Mike Nettleton duly accepted and signed Chairman's Acceptance of Office, witnessed by the Clerk. Chair Mike Nettleton assumed position and proceeded with the meeting agenda.
5. Election of the Vice-Chairman of the Council for the year 2016 – 2017  
Councillor Bridget Hodge was nominated as Vice - Chairman for the 2016 – 2017 year  
Proposed: Councillor Simon Talbott  
Seconded: Councillor Stephen Chittenden  
Vote: Unanimous
6. Councillor Bridget Hodge duly accepted and signed Vice - Chairman's Acceptance of Office, witnessed by the Clerk. Vice - Chair Bridget Hodge assumed position and proceeded with the meeting agenda.
7. A review of the Committee members and Chairs took place, with agreement that due to the tasks involved in the Highways Committee, Chair Mike Nettleton would continue as Chair of Highways to December 2016 but be shadowed by Councillor Barrie Ashurst to assist with the expected high work load in 2016 – 2017 year. Other changes agreed as minimal and shown on Members, Committees, Officers and Liaison 2016 / 2017 attachment.
8. Minutes of the Parish Council meeting of 18<sup>th</sup> April 2016 were confirmed as being an accurate record and were signed by the Chair.
9. Consider Matters arising from meeting of 18<sup>th</sup> April 2016  
Clerk advised additional Pavilion keys would be issued under Pavilion Report agenda item  
Chair Planning Committee had not received any reply from SCDC re damage to grass verges.

10. Minutes of Annual Parish Meeting held on 20<sup>th</sup> April 2015 were reviewed to consider matters requiring future action.  
Minute Item, 10 Riverbank Proposals
- Clerk delivered copy proposal direct to Mr Pawley, Spinney Drive following day. Praising response circulated with additional comments.
  - Response also received from Mr West, Woollards Lane
- Proposal now on display in Library and an open Village discussion / Q&A session agreed for Monday 6<sup>th</sup> June (Subject to Library agreement, Clerk to confirm). Village Notice to be posted and flyer inserted into the Village News  
Councillor Stephen Chittenden to provide support at the Library venue.
11. Reports from Elected Representatives were received
- a) District Councillor, No Report
  - b) County Councillor Tony Orgee report circulated, main topics
    - Boundary Commission has agreed to a new phase of public consultation closing on 20<sup>th</sup> June 2016 with final report on 6<sup>th</sup> September 2016.
    - City Deal, next meeting 2<sup>nd</sup> June and Executive Board on 9<sup>th</sup> June 2016. Agenda papers may include additional cycle ways.
    - Considerable data (6 months) is being collected on local traffic movements for review. Full report for May with details circulated
12. Standing Committee Reports
- a) **Highways:** Chair Mike Nettleton, report circulated, main topics
    - i. Main work programme timing reviewed
    - ii. Site meetings held and review of costs expected at next Parish Council Meeting
    - iii. PCSO Parking support continuation to be reviewed at next Highways Committee meeting
    - iv. Highways Village Open meeting scheduled for 14<sup>th</sup> June 2016
 Full report for May circulated
  - b) **Planning:** Chair Bridget Hodge, reviewed the minutes of Committee meeting on 18<sup>th</sup> April and updated on issues reviewed at a 1900hrs Planning meeting on 18<sup>th</sup> May 2016.  
Minutes for 18<sup>th</sup> April previously circulated
  - c) **Recreation Ground:** Chair Malcolm Watson, advised
    - No new items to report
  - d) **Cemetery and Allotments:** Chair Helen Harwood advised
    - Allotment waiting list had been cleared
    - Various outstanding issues at allotments and Cemetery required additional Parish Council support to be cleared down. Processes to be reviewed.
  - e) **Finance and General Purposes:** No new report items
  - f) **Playscape Liaison:** Councillor Simon Talbott advised
    - laKO event was very successful and raised £12,000 from sponsorship after deduction of all event expenses.
    - Event teams were keen to stage a similar event next year
  - g) **Police Liaison:** No new report items
  - h) **Environmental & Sustainable Shelford:** No new report items
  - i) **Social Media:** No new report items
  - j) **Community Association:** Councillor Barrie Ashurst report circulated, main topics
    - Cricket nets allowing youths to climb onto Pavilion roof when left stored incorrectly
    - Financially stable with suitable bookings for 2016/2017
 Full report for May circulated
  - k) **Parochial Charities:** Councillor Simon Talbot advised
    - No new report items, next meeting July 2016

- l) Twinning Association & Feast Liaison:** No new report items
  - m) Schools & Library:** No new report items
  - n) Local Liaison Forum, City Deal:** No new report items
  - o) Pavilion:** Clerk Mike Winter report circulated, main topics
    - 3 sets Pavilion keys issued to Committee Chairs of Cem & Allotments, Highways, Rec & Pav. Security procedures to be covered at exit from Pavilion.
    - Position of framed Village Air View agreed as on wall adjacent to kitchen servery. Clerk to arrange secure fixture.
 Full report for May circulated
13. Council Policies, Standing Orders and Insurance for the year 2016 – 2017 reviewed as
- a) Standing Orders, quantity of Committee members adjusted to minimum as detailed in schedule for 2016 – 2017
  - b) insurance schedule presented by Clerk and approval subject to similar quotes received
  - c) Cheque signatory confirmed as
    - Any two from Councillors Nightingale, Hodge, Watson, Coggins and Nettleton
    - Clerk as single signatory up to £500 but will always bring all payments regardless of value to PC meeting for approval and 2 PC signatories. Emergency use only.
  - d) Additional Bank accounts at CBS and Lloyds (Village Branches) to be urgently established. Clerk to arrange asap.
14. Draft Public Notice for additional Parish Councillors in 2016 was approved  
Clerk to arrange display on Notice Boards and Media sites
15. Riverbank Status Reviewed  
Councillor Stephen Chittenden updated Parish Council on status of project
- Grant Application Form to complete and submit by Councillor Stephen Chittenden
  - Draft Tender document to be completed by Clerk
  - Tender evaluation panel agreed as Rob Mungovan SCDC Ecology Consultancy Officer (Advisory Only), Councillors Malcolm Watson, Stephen Chittenden, Simon Talbott, Charlie Nightingale. Clerk to prepare marking matrix for evaluation process
  - Timing plan discussed and agreed as
    - Additional and Final Public Consultation at Library on Monday 6<sup>th</sup> June
    - Invitation to Tender issued to 12 potential contractors, Friday 27<sup>th</sup> May 2016, latest
    - Tender returns by Monday 13<sup>th</sup> June 2016
    - Tender Evaluation Panel review of submitted tenders, Wednesday 16<sup>th</sup> June 2016
    - Proposal to Parish Council for approval and award (Subject to Grant Approval) Wednesday 22<sup>nd</sup> June 2016
16. Review Status of progress on potential acquisition of Grange Field  
Councillor Charlie Nightingale updated Parish Council on status of other similar situations. It was agreed to wait a further two weeks for news of their outcome.  
Councillor David Coggins agreed to lead on this project and its future plans.
17. RoSPA Playground condition report reviewed and rectification future action agreed as
- Response to Clerk e-mail on perceived discrepancies awaited
  - Items requiring attention
    - Basket Ball net, single hook requires re fixing, Clerk to arrange
    - Carousel, ground clearance low, No action.
    - Climber, replace worn net, eggs missing, wire rope exposed, bar rotating, Clerk to provide updated quotation for repair / replacement.
    - Seesaw, grease moving parts, Clerk to arrange.
    - Skateboard Ramp, Hole in timber side (Clerk states non-structural), kerbstones missing. Response to Clerk e-mail required.

- Slide, access falls entrapment requirements. Response to Clerk e-mail required.
- General paintwork, poor condition. Response to Clerk e-mail required.

18. Review and Approve Financial Monthly (May) Accounts for Payment and Note receipts  
 Clerk Mike Winter presented a schedule of payments and receipts for the month of May 2016 (known to date). This was accepted and 3 cheques valued at £8,576-10p for payment duly signed by two councillors.

19. Resolution To Appoint Mr Hugh Holland as Internal Auditors for the year 2016 – 2017 as previous year  
 Proposed: Councillor Malcolm Watson  
 Seconded: Councillor David Coggins  
 Vote: Unanimous

Clerk Advised the External PKF Littlejohn annual audit return submitted as at PC meeting of 18/04/16 but as PC receipts or expenditure now exceeds £200,000 per annum additional info (Detailed Budget agreed in 2015/16 for year 2016/17, details of outstanding loans, copies of Bank statements) are now required. All info duly provided by Clerk as all available.

20. External correspondence received, reviewed and replies agreed as follows

- a) Letter of complaint from Mr Maycox, Church Street dangers to Heidi Allen
- b) E-mail from Ian Kydd re Parish Council security issue
- c) Electoral review of South Cambridgeshire: Draft recommendations circulated.

21. Agree the Parish Council Meeting dates and location for 2016 – 2017  
 Clerk presented schedule for agree and note in diaries.  
 Adjustments made with confirmation that Local Election date was 4<sup>th</sup> May 2016, thus it should not conflict so closely to Parish Council dates as this year. All dates as Meeting Dates May 2016 / May 2017 attachment.

22. Matters raised for future agenda consideration were  
 Next Meeting

- a) Revision of Bank Accounts and FSCS compensation limits
- b) Neighbourhood Plan
- c) Grange Field

Outstanding from previous meetings

- a) Critical Succession and Critical illness proposals to be reviewed
- b) Communications policy for review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location.
- c) Update on proposal to disperse costs of street lighting to local residents for 2016/2017
- d) Presentation from Network rail on footbridge proposal and Frequency of barrier closure to be requested?

23. With all Agenda items covered the Chair closed the meeting at 2120hrs.  
 Current Chair and all Parish Council unanimously thanked Councillor Charlie Nightingale for his extensive service as Chair and welcomed his continued contribution to all Parish Council activities.

Signed

Date

Chair  
 Great Shelford Parish Council