

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 19<sup>th</sup> October 2016 at 1930hrs

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1. Present: Councillors Mike Nettleton (Chair), Bridget Hodge (Vice Chair), David Coggins, Angela Milson, Malcolm Watson, Simon Talbott, Peter Fane, Richard Davies, Stephen Chittenden, Stefan Harris-Wright Charlie Nightingale (District Councillor), Tony Orgee (County Councillor)  
Mrs Eleanor McCrone, Representing Playscape.  
Mrs Sophie Smith, Presenting Copse proposal on Agenda  
Parish Clerk: Mike Winter

Six members of the public, including three representing SSYI, Copse support team

Apologies Received: Councillors, Barrie Ashurst, Helen Harwood, Ben Shelton (District Councillor) and Gail Kenney (County Councillor)  
District Councillor Whiteman Downes not in attendance

2. There were two declarations of interest received.  
Councillor Mike Nettleton, Payment to Eagle Analysis for services  
Councillor Charlie Nightingale, Payment to T. Nightingale for Village Man replacement services

#### Public Session Notes

No issues raised by the public attending

3. To Review applications received for Additional Parish Councillors  
This item was moved to last on the agenda process, with the exclusion of the public as an HR issue.  
Applications from
  - Mrs Carrie Hillardapplication accepted and co-opted onto the Parish Council.  
Clerk to arrange all necessary documentation
4. Minutes of the Parish Council meeting of 21<sup>st</sup> September 2016 were confirmed as being an accurate record and were signed by the Vice Chair as presiding Chair at the previous meeting.
5. Consider Matters arising from meeting of 21<sup>st</sup> September 2016  
Item 12. Accounts transfer agreed at £10,000 for general payments was unnecessary as ½ year precept arrived prior to monthly payments.  
Transfer of funds to the Nationwide account was on the payments approval list for October.
6. Reports from Elected Representatives were received
  - a) District Councillor Charlie Nightingale reported
    - Planning application S/2435/16/FL was recommended for referral to Committee
    - Decimalisation of Parking discussion continue
  - b) County Councillor Tony Orgee report circulated, main topics  
This item moved to later on the agenda process to allow for the late arrival of County Councillor Tony Orgee
    - Safety of Stapleford to Sawston cycle way being reviewed by Mike Davis.
    - Refurbishment of London Road / Tunwells Lane junction will take place from Monday 24<sup>th</sup> October for a period of up to six weeks.
    - LHI funding, applications by 30<sup>th</sup> November 2016 with bids reviewed at Panel meeting on 30/31<sup>st</sup> January 2017

## 7. Standing Committee Reports

**a) Highways:** Councillor Mike Nettleton, report and Minutes of 29<sup>th</sup> September 2016 circulated, main topics

- Parking areas along Church Street finalised.
- Location of Zebra crossing Woollards Lane finalised with loss of one parking space
- Options for location of SID continues
- LHI Grant application for 2017/2018 to be submitted by 30<sup>th</sup> November 2016  
Proposed new Zebra crossing on Cambridge Road near Davey Crescent  
Parish Council additional funding of £5,000 to £15,000 after grant required for 2017/18 budget year  
Proposed: Councillor Simon Talbott  
Seconded: Councillor Charlie Nightingale  
Vote: Unanimous  
Clerk to include in 2017/18 budget plan
- Councillor Barrie Ashurst elected Chair of Highways Committee from 1<sup>st</sup> January 2017

**b) Planning:**

- Minutes for 6<sup>th</sup> October 2016 previously circulated

**c) Recreation Ground:**

- CGM offer to spike and aeriaded both Football pitches late November 2016 at discounted rate of £200 per pitch  
Proposed: Councillor Malcolm Watson  
Seconded: Councillor Simon Talbott  
Vote: Unanimous  
Clerk to confirm with CGM

**d) Cemetery and Allotments:** October report circulated, main topics

- Any Parish Council Tree survey to include the Cemetery
- Garden Gang established with 15 volunteers
- Brownies attending to garden area outside Memorial Hall
- Users made aware of Hornets nest at Riverbank area

**e) Finance and General Purposes:** No new report items

- Next Meeting 21<sup>st</sup> December 2016

**f) Playscape Liaison:** No new report items

**g) Police Liaison:**

Clerk confirmed CI Southerland confirmed attendance at Parish Council meeting on Wednesday 18th January 2017, agenda item to be discussed?

Councillor Angela Milson attended Police Panel Meeting verbal report as

- CI Southerland priorities based on evidence based policing
- Not interested in local parking issues
- Speedwatch groups supported

**h) Environmental & Sustainable Shelford:** Councillor Peter Fane reported

No formal relationship exists

Green Group exists but no specific service to the Parish Council

**i) Social Media:**

Great Shelford Parish Council Web site progressing

**j) Community Association:** No new report items

**k) Parochial Charities & Schools:** No new report items

Update from Ian Wilkinson suggested for next meeting

**l) Twinning Association & Feast Liaison:** No new report items

**m) Library:** No new report items

**n) Local Liaison Forum, City Deal:** Councillor Charlie Nightingale reported

Meeting on 26<sup>th</sup> September 2016 was a heated meeting with two officers reported to the County Council

Deal was thrown out with the board suggesting more consultation and to include the A1307 / A1301.

- o) Pavilion:** Clerk Mike Winter report previously circulated, main topics
- Pavilion Roof drainage work imminent
  - Wi-Fi to pavilion by Virgin not commercially feasible
8. To Review and Approve S137 application for funding Relate  
 Agenda Note Circulated  
 Proposed: Councillor Simon Talbott  
 Seconded: Councillor Stefan Harris-Wright  
 Vote: For, Ten. Against, One.  
 Clerk to Advise Relate and make grant for payment at next meeting
9. To Review and Approve S137 application for funding The Village Over-70s Christmas Party  
 Agenda Note Circulated  
 Proposed: Councillor Charlie Nightingale  
 Seconded: Councillor Bridget Hodge  
 Vote: Unanimous  
 Clerk to arrange top-up payment as necessary
10. To Update all Christmas 2016 arrangements  
 Agenda Note Circulated  
 Street Illuminations switch on Friday 2<sup>nd</sup> December by Vicky Ford MEP (East England)  
 Local Businesses circulated letter to include a paragraph stating any over funded contributions in 2016 would be carried forward to a rolling fund for the next year.  
 Carol Service Tuesday 20<sup>th</sup> December 1900hrs to 2000hrs
11. To propose a Tree survey of all Parish Council responsibility tree locations  
 Councillor Bridget Hodge proposed that a full village survey of all trees be carried out and when completed it should be undertaken on a five year rolling plan.  
 Councillor Bridget Hodge to arrange survey and quotations.
12. To Review Oversight and Update on the Neighbourhood Plan Status  
 Councillor Bridget Hodge updated as follows
- Formal status expected after 8<sup>th</sup> November 2016
  - Four internal groups formed
  - Steering Group is a voluntary participation
  - Actions require both Stapleford and Great Shelford Parish Council Approval
  - Expected timescale to completion 2/3 years from October 2016.
13. To Approve Designs for the Riverbank, Copse proposal  
 Item Moved in Agenda rotation to Item 6  
 Sophie Smith presented the proposed design, main topics of discussion
- Access for pushchairs
  - New trees possible excessive and should reduce
  - Some form of shelter should be considered for swimmers
  - Proposed dens not waterproof to deter anything other than under 10s play area
  - Total Cost estimated at £15,000 to £20,000
  - SSYI and Co-Op grant financial support available
- Playscape Group to undertake day to day management of project and financial liaison with Parish Clerk  
 Parish Council proposal to Underwrite £17,000 to £20,000 of project prior to any grant support, enabling project to commence immediately  
 Proposed: Councillor Charlie Nightingale  
 Seconded: Councillor Bridget Hodge  
 Vote: Unanimous
14. To Review and Approve the Proposed Parish Council Website Design  
 Item adjourned to the next meeting

15. To Review External Communication and APM format  
Chair Councillor Mike Nettleton requested ideas to improve village resident's engagement  
Councillors Angela Milson and Peter Fane to make proposals at November Parish Council meeting
16. To Review Co-ordination with other Local Parish Councils  
Chair Councillor Mike Nettleton proposed quarterly joint meetings with immediate neighbours of Little Shelford and Stapleford  
Approach to respective Chair for their consideration.  
Clerk has informal contact with other Clerks on a limited basis
17. To Review Standing Orders  
Clerk Mike Winter circulated proposed revisions for approval at F&G Committee meeting in December 2016. Item deferred for Councillors to review and comment at full Parish Council meeting on 16<sup>th</sup> November 2016.
18. To Approve Unbudgeted Expenditure made on Chairman's Approval  
Agenda Note Circulated  
Unbudgeted Expenditure for projection screen equipment  
Proposed: Councillor Bridget Hodge  
Seconded: Councillor Simon Talbott  
Vote: Unanimous
19. 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 October in Financial Year 2016 / 2017  
This was accepted with 12 cheques valued at £29,321-07p for payment
- The above Includes a cheque to Transfer £24,000 to the Parish Council Nationwide account
  - Cheque for £1,250 for the Parish Council Website build was also unsigned pending review at the next meeting
- Half year precept from SCDC was received on 23<sup>rd</sup> September 2016
20. External correspondence received, reviewed and replies agreed as follows
- a) Village News, Road Block
    - No reply necessary from Parish Council
  - b) Rainbow Pre-school, Hire of Pavilion in mornings, rate for a charity?
    - Clerk instructed to offer a two month free trial period, then review income received with Rainbow Pre-school and assess suitable rate for proposal
21. Matters raised for future agenda consideration were  
Next Meeting
- a) Outstanding Items from previous meetings to be included on the agenda as
    - Critical Succession and Critical illness proposals to be reviewed
    - Communications policy for review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location.
    - Update on proposal to disperse costs of street lighting to local residents for 2016/2017
    - Presentation from Network rail on footbridge proposal and Frequency of barrier closure to be requested?
22. With all Agenda items covered the Chair closed the meeting at 2130hrs.  
Reminders
- Next Parish Council Meeting - Wednesday 16<sup>th</sup> November

Signed  
Chair  
Great Shelford Parish Council

Date