

# GREAT SHELFORD PARISH COUNCIL

## Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on  
Wednesday 16<sup>th</sup> November 2016 at 1930hrs

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1. Present: Councillors Mike Nettleton (Chair), Bridget Hodge (Vice Chair), Angela Milson, Malcolm Watson, Simon Talbott, Peter Fane, Richard Davies, Barrie Ashurst, Helen Harwood, Stefan Harris-Wright, Carrie Hillard and Charlie Nightingale (District Councillor), Mrs Dorothy Creak as Chair of the trustees of the Parochial Charities  
Parish Clerk: Mike Winter

Four members of the public.

Apologies Received: Councillors, David Coggins, Stephen Chittenden Ben Shelton (District Councillor), Tony Orgee (County Councillor) and Gail Kenney (County Councillor)  
District Councillor Whiteman Downes not in attendance

2. There were three declarations of interest received.  
Councillor Mike Nettleton, Payment to Eagle Analysis for services and resident of The Hectare with reference to Parochial Charities report  
Councillor Charlie Nightingale, Payment to T. Nightingale for Village Man replacement services  
Councillor Helen Harwood, Payment of Garden Gang expenses and over 70's Christmas Party Legacy payment

Public Session Notes

After Parochial Charities update from Mrs Dorothy Creek

Members of the public requested a meeting with the Trustees re planning of the proposed amenity space. This was agreed to take back as a request to the Trustees

No further issues raised by the public attending

3. Minutes of the Parish Council meeting of 19<sup>th</sup> October 2016 were confirmed as being an accurate record with one spelling correction made and were signed by the Chair.
4. Consider Matters arising from meeting of 19<sup>th</sup> October 2016
  - Item 9. The over 70's Christmas party, no additional funds were likely to be required from the Parish Council due to Legacy payment and another donation.
  - Item 11. Tree survey of all trees on parish council owned land could possibly be conducted by SCDC if they decide to offer the service. A survey should be undertaken in the spring when we will know if the service is available.
5. Reports from Elected Representatives were received
  - a) District Councillor Charlie Nightingale reported
    - Devolution meeting taking place on the following day
  - b) County Councillor Tony Orgee report circulated and reviewed in his absence, main topics
    - Sawston cycle way was to be tidied this week.
6. Standing Committee Reports
  - a) **Highways:** Councillor Mike Nettleton, report circulated, main topics
    - Progress on Main work programme, TRO published in December, 20mph limit and other work February 2017, Zebra in March and pavement widening TBD.
    - SID first installation point completed and operational
    - Parking, CI Sutherland attending PC meeting January 2017

- 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 survey showed insufficient pedestrian traffic  
Thus flashing School lights either side of school proposed. Estimated Total cost £10,000  
Parish Council funding of up to £5,000 after grant required for 2017/18 budget year.  
However, max Grant will be applied for when submitted.  
Proposed: Councillor Barrie Ashurst  
Seconded: Councillor Simon Talbott  
Vote: Unanimous  
Clerk to include in 2017/18 budget plan
- b) Planning:**
  - Minutes for 1<sup>st</sup> November 2016 previously circulated
  - Report on SCDC Planning Forum 10<sup>th</sup> October 2016 previously circulated
  - Chair requested Councillor Ben Shelton (Apologies at this meeting) address issues of how reinstatement of damage done by developers can be secured at next meeting
- c) Recreation Ground:**
  - Further gate lock damage had been identified
  - New access Gate poles had been fitted as previous were insecure
- d) Cemetery and Allotments:** November report circulated, main topics
  - Grass cutting season completed with CGM performance acceptable
  - Stonehill hedge cutting not as good as expected due to access and many years of neglect. Invoice from CGM due to access issues reduced. Consideration for annual attention to be made by Committee in budget plan
  - Annual Safety inspection of cemetery completed by Councillors Harwood and Ashurst. Repairs identified to be attended to by Councillor Ashurst
- e) Finance and General Purposes:**
  - Next meeting Wednesday 21<sup>st</sup> Dec 2016
  - Clerk to circulate YTD costs no later than week commencing 28<sup>th</sup> November for Committee reviews and proposals for 2017/2018 budget plan by week commencing 12<sup>th</sup> December 2016
- f) Neighbourhood Plan Joint Committee:**
  - Status of Joint Committee with Stapleford confirmed
  - Next Meeting 5<sup>th</sup> December 2016 at Stapleford Pavilion
  - Housing needs survey proposed, this should be at no cost to the Parish Council  
Proposed: Councillor Bridget Hodge  
Seconded: Councillor Charlie Nightingale  
Vote: Unanimous  
Questionnaire to be reviewed prior to circulation
- g) Playscape Liaison:**  
Pre Planning meeting and site walk around took place on 14<sup>th</sup> December 2016  
Various adjustments still under discussion but full Planning application now to be progressed
- h) Police Liaison:**  
Clerk confirmed CI Sutherland attendance at Parish Council meeting on Wednesday 18th January 2017, agenda item to be discussed for advance notification to CI Sutherland.
- i) Social Media:**  
Review status when New Website established
- j) Community Association:**
  - Association as a charity being considered as back up for Playscape charity funds. Concerns expressed on CA administration function by PC but they have agreed to provide the backup procedure.
  - Outstanding PC Invoice to CA to be reviewed by Councillor Ashurst with the CA

- k) Parochial Charities & Schools:** This report moved prior Public session for their involvement.  
Update from Mrs Dorothy Creek as Chair of the trustees of the Parochial Charities
- Not much progress from previous report to the PC given by Ian Wilkinson
  - Project for 20 to 23 bungalows in plans but still very much in beginning stages
  - An architect has designed two alternative layouts for consideration
  - Both plans include a central amenity area and in two phases
  - All area in Green belt and some in flood area
  - Allotments to be undisturbed with parking added
  - No sale of land proposed, thus funding project difficult
  - Rented housing only proposed and restricted to strict Parochial Charities qualifying criteria
  - Parish Council to be in attendance at any future planning discussions
  - Public attending requested a meeting direct with Parochial Charities Trustees to review further
  - Chair Councillor Mike Nettleton stated his personal opposition to any form of Green Belt development

**l) Twinning Association & Feast Liaison:**

Next meeting Saturday 19<sup>th</sup> December

**m) Library:**

Parish Council to consider potential changes in the next financial year when details available

**n) Local Liaison Forum, City Deal:** Councillor Charlie Nightingale reported no change to previous situation

**o) Pavilion:** Clerk Mike Winter report previously circulated, main topics

- Copy of the 28year lease provided to the Tennis Club on request.  
Lease expires 1<sup>st</sup> April 2019
- Pavilion Roof drainage work not successful, in consultation with Architect
- Wi-Fi to pavilion to be installed by 4G router over next few weeks

7. To Review and Approve S137 application for funding the Mobile Warden Scheme  
Agenda Note Circulated

Proposed: Councillor Simon Talbott

Seconded: Councillor Bridget Hodge

Vote: Unanimous

8. To Approve Councillor Peter Fane proposal as Chair of Stapleford And Great Shelford  
Neighbourhood Plan Steering Committee

Proposed: Councillor Charlie Nightingale

Seconded: Councillor Helen Harwood

Vote: Unanimous

9. To Review and Approve the Proposed Parish Council Website Design

Chair Councillor Mike Nettleton and Clerk Mike Winter presented the proposed design and requested Councillors go on line, try out and provide any feedback for amendments by Sunday 20<sup>th</sup> November 2016. Initial cost of development has increased by £250

10. To Review External Communication and Format for the APM

Councillors Angela Milson and Peter Fane updated Ideas / Proposals as follows

- Mail drop to all residents
- Presentation on Neighbourhood Plan
- Presentation on Highways progress
- Presentation on City Deal status
- Informal session with Parish Councillors at start or end of APM

- Display stands rather than series of reports from Village / Parish Council's representatives with reports available on line prior to meeting with hard copies available in the library
11. To Review Standing Orders  
Previously circulated proposals reviewed and to be developed for further discussion at F&G Committee meeting in December 2016.
  12. 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 November in Financial Year 2016 / 2017  
This was accepted with 21 cheques valued at £11,314-81p for payment
    - The above Includes release of the previous months withheld cheque for development of the Parish Council Web site
  13. Review Status of Critical Succession and Critical illness proposals  
Chair requested each committee identify a deputy Chair for nomination and requested Clerk to make proposals with respect to his duties.
  14. Review Communications policy  
Review again when new website is fully operational
  15. Review proposal to disperse costs of private street lighting to local residents for 2016/2017  
Circular by previous clerk responded with varying levels of replies, none offering to fund costs  
Chair requested Clerk to prepare Invoices to private street residence associations for 2017 issue and in parallel approach CCC to identify if they could be invoicing the associations directly.
  16. Review Progress with Network rail on footbridge proposal and frequency of barrier closure  
Councillor Peter Fane to investigate under Neighbourhood Plan progress
  17. To Review new external Correspondence
    - Christmas Illuminations light readings to be checked
    - Village Parking Various e-mails and telephone calls with issues in Mingle Lane and Cambridge Road discussed
  18. Matters raised for future agenda consideration were  
Next Meeting January 2017
    - a) Recreation Ground shelter, condition & style
  19. With all Agenda items covered the Chair closed the meeting at 2140hrs.  
Reminders
    - Next Meeting F&GP Members Only - Wednesday 21<sup>st</sup> December 2016
    - Next Parish Council Meeting - Wednesday 18<sup>th</sup> January 2017

**Note.** All the above is the official minutes of the Parish Council meeting on 16<sup>th</sup> November 2016 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed  
Chair  
Great Shelford Parish Council

Date