

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Annual Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 17<sup>th</sup> May 2017 at 1930hrs

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1. Present: Councillors Mike Nettleton (Chair), Bridget Hodge (Vice Chair), Malcolm Watson, Peter Fane, Stefan Harris-Wright, Angela Milson, Barrie Ashurst, David Coggins, Richard Davies, Simon Talbott, Ben Shelton (District Councillor), Charlie Nightingale (District Councillor), and Parish Clerk: Mike Winter  
County Councillors in attendance: Roger Hickford and Kevin Cuffley  
Two members of the public.  
Apologies Received: Councillors Helen Harwood and Carrie Hillard

2. There were two declarations of interest received.
  - Councillor Mike Nettleton, Eagle Analysis Invoice on payment schedule.
  - Councillor Helen Harwood (On behalf of in absence), garden gang expenses on payment schedule

**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.**

Questions & Answers

- Local neighbours having bonfires
  - Advised report to SCDC Environmental Services if causing a nuisance

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

3. Election of the Chair of the Council for the year 2017 – 2018  
Councillor Mike Nettleton to stand as Chair  
Proposed; Councillor Simon Talbott  
Seconded: Councillor Bridget Hodge  
Vote: Unanimous
4. Delivery of Chair Acceptance of Office  
Declaration of Office Form for 2017/18 duly signed by Chair and Clerk
5. Election of the Vice-Chair of the Council for the year 2017 – 2018  
Councillor Bridget Hodge to stand as Vice Chair  
Proposed; Councillor Peter Fane  
Seconded: Councillor Angela Milson  
Vote: Unanimous
6. To Delivery of Vice- Chairman's Acceptance of Office  
Declaration of Office Form for 2017/18 duly signed by Chair and Clerk
7. Appointment of Chair and members to the following Committees, Officers for the year 2017 2018
  - a. Highways Committee
  - b. Planning Committee
  - c. Recreation Ground Committee
  - d. Cemetery and Allotments Committee
  - e. Finance and General Purposes Committee
  - f. Neighbourhood Plan Joint Committee
  - i) Social Media Officer
  - j) Community Association
  - k) Parochial Charities & Schools
  - l) Twinning Association
  - m) Library
  - n) Local Liaison Forum, City Deal

g. Playscape Liaison Officer

o) Pavilion Manager

h. Police Liaison Officer

Clerk to post list on Notice Boards and Website Committee Lists, Officers Liaison, Project Leads and Information details of all Councillors for public circulation

8. Minutes of the Parish Council meeting of 10<sup>th</sup> April 2017 were confirmed as being an accurate record and were signed by the Chair
9. Consider Matters arising from meeting of 10<sup>th</sup> April 2017  
None
10. Receive minutes of Annual Parish Meeting held on 19<sup>th</sup> April 2017 and to consider matters requiring future action.  
Item Adjourned to next Parish Council meeting, following issue of Draft minutes
11. Receive reports of Elected and Nominative Representatives
  - a) District Councillors Charlie Nightingale and Ben Shelton verbally reported as follows
    - Cutting of overgrown hedge at Granhams Road junction was a subject of legal ownership and could not be done until resolved
    - A compulsory purchase of the Tree Pub in Stapleford was being considered by SCDC as a Community Asset
    - SCDC has an annual Community Chest Fund of £150,000. Organisations with Community Links can bid for individual grants up to £1500. At the time of the meeting there was still money available
  - b) New County Councillors Roger Hickford and Kevin Cuffley verbally reported and responded to questions as follows
    - New Committees to be formed soon after recent elections
    - Cycleway to Sawston verges overgrown and dangerous for use?
      - Some cut today but only cut twice per year
      - Sawston Parish Council working with County Council to resolve cycle way problems
      - If a safety issue will be reported to officers immediately
    - Meeting with Highways Officer for ½ day to review all outstanding issues
12. Standing Committees and Officers Reports
  - a) **Highways:** May report previously circulated, main topics
    - LHI changes, TRO issued but some errors to resolve
    - Second Speed Indicator Device proposed  
Proposed; Councillor Bridget Hodge  
Seconded: Councillor Simon Talbott  
Vote: Unanimous  
Clerk to purchase as previous SID
    - Parking for Railway Tavern developers contractors  
Fenced area provided at rear of Village Hall for 8 to 10 vans  
Clerk to invoice at £80 per day
    - County Council will repair pot holes requested by Parish Council at a cost of £70 per hole but only after emergency pot hole repairs are completed.  
This was rejected with all pot holes to be identified on County Council website for investigation
    - Dangerous pavements and roads in the Village previously identified by a Parish Councillor survey but nothing repaired.  
Clerk to try and locate previous survey results and allocations for a potential update
  - b) **Planning:** Minutes for 10<sup>th</sup> May 2017 meeting previously circulated
    - No additional information

- Clerk to obtain Post Office direction sign for installation alongside the Station direction sign at Station Road / London Road junction
  - c) **Recreation Ground:** May report previously circulated
    - No additional information
  - d) **Cemetery and Allotments:** May report previously circulated
    - No additional information
  - e) **Finance and General Purposes:**  
No new updates
  - f) **Neighbourhood Plan Joint Committee:**  
Minutes for 24<sup>th</sup> April 2017 meeting previously circulated
    - No additional information
    - RFO has resigned
    - PC clerk requires greater clarification of expenditure from Neighbourhood Plan RFO
  - g) **Playscape Liaison:** Minutes of Group meeting on 24<sup>th</sup> March 2017 previously circulated
    - No additional information
    - Feast 2017 and proposals for 2018, new Cricket equipment and Football storage facilities to be reviewed prior to Master Pan completion and subsequent Planning application by Parish Council Rec & Pav representative
  - h) **Police Liaison Officer:** May report previously circulated
    - No additional information
  - i) **Social Media:**
    - Website updating in progress
    - Media requests up to 200 from 2,500 circulated
    - Village News monthly responses needs resolving
  - j) **Community Association:**  
No new updates
  - k) **Parochial Charities & Schools:**  
No new updates
  - l) **Twinning Association:**  
No new updates
  - m) **Library:**  
No new updates
  - n) **Local Liaison Forum, City Deal:**
    - Workshops planned then Public Consultation
    - A1307 issues to correct
    - Elections may cause delays to next workshop
  - o) **Pavilion:** May report previously circulated, main topics
    - Feast Liaison required
    - Feast Liability Insurance to be on June payment schedule
    - Summary of Sports Clubs costs & Contribution to be prepared for December 2017 F&GP Committee meeting
13. Review APM activities and considerations for APM 2018  
Attendance good but ran out of time due to length of some reports. Meeting meant to reassemble after break for Question and Answer session but it did not occur and meeting dissolved  
Proposals for improvements at APM 2018
- Shorten report time
  - No break to Q&A session
14. Review, Council Policies, Standing Orders and Insurance for the year 2017 – 2018  
No Changes proposed to existing 2016 - 2017

15. Review Applications for the vacant Replacement Parish Councillor in 2017  
Clerk confirmed no applications received for vacant councillor position, circular to continue on Notice Boards and Website.
16. 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 May in Financial Year 2017 / 2018  
This was accepted with 18 cheques valued at £6,189 - 70p for payment  
Tax and Payments situation for Village man to be reviewed at a future meeting
17. Appointment of Mr Hugh Holland as Internal Auditors for the year 2017 - 2018  
Confirmation of Appointment Mr Hugh Holland as Internal Auditor for 2017 - 2018  
Proposed; Councillor Mike Nettleton  
Seconded: Councillor Ben Shelton  
Vote: Unanimous
18. Review Planning arrangements for Village activities at Christmas 2017  
Councillors Angela Milson and Carrie Hillard to assist with the preparations for Christmas 2017
19. Review new external Correspondence
  - a) Request for Gravestone, Mr Jan-Willem van den Braak, Plot 154  
Agreed subject to suitable wording. Clerk to confirm
  - b) Shelford Support Group, request for status on public defibrillator  
Councillor Angela Milson progressing and will advise asap
  - c) Ian Kydd, complaint on lack of maintenance at the Clay Pit  
Councillor Bridget Hodge updating and resolving with Mr Kydd
20. Agree the Parish Council Meeting dates and location for 2017 - 2018  
Clerk circulated proposed Meeting Dates for
  - a) Parish Council, F&GP and APM
  - b) Planning Committee
  - c) All other Committees Notified as necessary
 Proposed; Councillor Malcolm Watson  
Seconded: Councillor Simon Talbott  
Vote: Unanimous
21. Consider matters for future agenda consideration  
None
22. With all Agenda items covered the Chair closed the meeting at 2140hrs.  
Reminders
  - Next Parish Council Meeting, Wednesday 21<sup>st</sup> June 2017, 7:30pm at the Pavilion.

***Note. All the above is the official minutes of the Parish Council meeting on 17<sup>th</sup> May 2017 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting***

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Great Shelford Parish Council