

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 18th November 2015

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Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Ashurst, Coggins, Watson, Talbott, Nettleton, Fane, Milson, District Councillor Shelton, County Councillor Orgee and District Councillor Whiteman Downes  
One member of the public

1. Apologies Received: Councillors Stephen Chittenden, Helen Harwood, County Councillor Gail Kenney

2. There were no new declarations of interests received.

No Members of the public present had any questions

3. Minutes of the Parish Council meeting of 21<sup>st</sup> October 2015 were confirmed as being an accurate record and were signed by the Chair.

4. Matters arising from meeting of 21<sup>st</sup> October raised as follows

**Item 6n i)** Signed cheque from previous meeting for £18,789-80p to Omnis held by clerk subject to receipt of a formal statement from Gowing & Hunt clearing the heating system ventilation grilles. Omnis chased 22/10/15 and 4/11/15, no reply!

**Item 6n iii)** Virgin costs £50 installation, £40/month, 2year contract? Form to complete and return should Parish Council wish to proceed? Agreed to proceed.

**Items 7 & 8)** S106 claims processed and delayed payment previously signed but papers lost by SCDC of total (3 claims) £30,729-18p should be in Parish Council Bank account by Friday 20<sup>th</sup> November 2015

**Item 10** Three storage cupboards ordered at £250 each (£53 each lower cost than forecast) Delivery expected wk. com 23/11/15. Football Club and Cricket Club have offered to pay £200 each subject to their exclusive use of a cupboard each, as previously proposed.

**Item 11** Crayfish Survey completed at a reduced cost as only necessary for 1 night when 3 planned. No Crayfish found in optimal conditions. Confirmation report and final cost to follow but estimated 3<sup>rd</sup> of £392-60p previously approved.

5. Reports from Elected Representatives were received

a) District Councillor Ben Shelton outlined that he was raising the following questions of

i. How was the Council proposing to address the 200,000 starter homes required in South Cambs?

ii. What was the Council doing to overcome the Planning process bottleneck?

and advised that the Local Plan would be out to consultation in the first week of December 2015

b) District Councillor Charlie Nightingale stated that the use / planning restrictions on former Hill Trees Public House on Babraham Road site had been upheld and that the site had been given 56 days to be cleared, costs of £20k were also awarded.

District Councillor David Whiteman Downes stated that the shared management facility for City and South Cambs was being joined by shared services allowing for the City site at Mill Road to be available as redevelopment. Joint services will run from the Waterbeach Depot site.

- c) County Councillor Tony Orgee outlined, that he would be meeting the Friends of Great Shelford Library on Tuesday 24<sup>th</sup> November to discuss budget proposals and indicated that no budget cuts would be made in 2016 but possible hours of operation may be reviewed. Planning restriction on HGV's travelling via Stapleford and Great Shelford would continue to be applied. Incidents of non-compliance should be reported to County Council. The road, pavement and drain cleaning issue was recognised and was being highlighted. However, only two operatives are now available for the District and no programme of work was in place with issues being dealt with as raised. Note, Parish Council will have to provide locations of problem areas for action to District and County Councillors. Flooding of cycle track to Sawston was being reviewed.  
Full report for November 2015 circulated

## 6. Standing Committee Reports

- a) **Highways:** Chair Mike Nettleton, advised that
- i. Church Street parking bays would be reallocated into smaller blocks
  - ii. LHI grant application review was booked for Monday 25<sup>th</sup> January 2016
  - iii. Residents requesting additional zebra crossings at Davey Crescent and Scotsdales Theses could be considered for future years LHI grant applications
  - iv. Speeding issues at outer end of Hinton Way still of concern  
Interactive mobile flashing speed advisory signs could be considered. Costs and proposal to be prepared for discussion at next Parish Council meeting.  
Full report for November 2015 circulated
- b) **Planning:** Chair Bridget Hodge, reviewed the minutes of Planning Committee meeting on 26<sup>th</sup> October 2015  
Minutes for 26<sup>th</sup> October 2015 circulated  
A Neighbourhood planning meeting is proposed to address issues via a Village meeting scheduled for 26<sup>th</sup> January 2016
- c) **Recreation Ground:** Chair Malcolm Watson, advised no new issues. Clerk advised that a combination lock from the Recreation Ground barrier had been removed without authority. It now requires replacement.
- d) **Cemetery and Allotments:** Chair Helen Harwood absent and report for November 2015 was circulated. No comments raised.
- e) **Finance and General Purposes:** No new report items. Next meeting 16<sup>th</sup> December to review 2016/2017 budget proposals and proposed Precept.
- f) **Playscape Liaison:** Councillor Simon Talbott reported that a meeting had taken place between Playscape Group and Parish Council representatives to agree a Memorandum of Understanding on invoice payment process. Clerk to circulate when paperwork available.  
Erect Architecture contract appointment was now in place and the design process had started.
- g) **Police Liaison:** Councillor Barrie Ashurst advised that no police patrols now operate in Great Shelford as records show it is a low crime area! Parish Council funded PCSO parking patrols to commence soon on completion of memorandum signatures.  
Full report for November 2015 circulated
- h) **Environmental & Sustainable Shelford:** Councillor Peter Fane reported no new items
- i) **Social Media:** Councillor Peter Fane reported no new items.
- j) **Community Association:** Councillor Barrie Ashurst reported no new items
- k) **Parochial Charities:** Councillor Simon Talbott reported no new items
- l) **Twinning Association & Feast Liaison:** Councillor Charlie Nightingale reported no new items and updated the council on the status of the Christmas street illuminations. Grand Fair and first switch on are scheduled for Friday 27<sup>th</sup> November at the Memorial Hall.
- m) **Schools & Library:** No report as Councillor Helen Harwood absent
- n) **Pavilion:** Clerk Winter advised that Tim Page has agreed to provide an alternative cricket ball netting proposal early in 2016.  
Full report for November 2015 circulated

7. Clerk Mike Winter presented a schedule of payments and receipts for the month of November 2015 (known to date). This was accepted and 10 cheques valued at £6,008-80p for payment duly signed by two councillors.

The Clerk presented a monthly review of budget status and it was circulated for reference Clerk to circulate all Committee Chair's their respective current detailed budget and YTD status for 2015/16 financial year by Monday 23<sup>rd</sup> November.

All new projects or proposals for 2016/2017 budget with support info requested by Friday 4<sup>th</sup> December 2015 to be integrated for consideration at F&GP meeting on 16<sup>th</sup> December 2015. Final review of proposed precept at Parish Council meeting on 20<sup>th</sup> January 2016.

8. External correspondence received, reviewed and replies agreed as follows  
None

9. Matters raised for future agenda consideration were  
Previous Items raised not yet considered

- a) Critical Succession and Critical Illness plan be produced for future discussion.
- b) Review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location within a communications policy. Clerk to draft policy for approval by Parish Council.
- c) Network rail to be consulted on footbridge proposal and potential traffic congestion from additional crossing closures expected at 4 per hour in each direction.
- d) Update on response of proposal to disperse cost of street lighting to local residents, required at next suitable meeting
- e) Review of internal field maintenance costs in comparison to external contractor potential costs
- f) Joint meeting of Little Shelford, Stapleford and Great Shelford proposed to review items of common interest

New items

- a) Speed advisory flashing light proposal to be presented at next meeting, F&GP

10. With all Agenda items covered the Chair closed the meeting at 2040hrs.

Signed

Date

Chair  
Great Shelford Parish Council