

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20th September 2017 at 1930hrs

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

2. There was one declarations of interest received.
 - Mike Nettleton, Eagle Analysis on payment schedule

3. **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.**

Members of the Public
Questions & Answers

- Resident requested update on the Neighbourhood Plan progress?
 - Next meeting is planned for 5th October and a full update will be issued after the meeting.
 - Various changes in the Administration functions of the Neighbourhood plan had caused some delays but the next meeting should resolve the issues.
- Resident requested if a Coffee type morning could be set up for new and existing village residents to get to know each other?
 - Parish Council believed this to be a good idea but it was a Community function
- Resident complained and asked why Rubbish Bin collection was not being fully covered?
 - County Councillor Kevin Cuffley stated he was aware the shared services for bin collection was not functioning as intended and could any incidents be reported directly to him so he could discuss internally. If bins missed were reported on South Cams website, then left out a commitment was made to return within 2days for collection.

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

4. Minutes of the F&GP Committee meeting held on 16th August 2017 were confirmed as being an accurate record and were signed by the Chair.
5. Consider matters arising from meeting of 16th August 2017 (new information only): None
6. Receive reports of Elected and Nominative Representatives
 - a) District Councillor, None in attendance
 - No report received.
 - Chair had previously requested that either of the two District Councillors provide a report to the Clerk for circulation in advance of future meetings. .
 - b) County Councillor Kevin Cuffley, verbally reported
 - August had been a very quiet month
 - LLF meeting scheduled for 26th September
 - Councillor Charlie Nightingale was the Parish representative.

- The Parish Council Chair and Deputy Chair would also be attending the meeting.
- TRO meeting scheduled for 3rd October
- Lina Joseph, County Councillor was the Community Champion for Great Shelford and should be involved in all local issues
- New contract with Skanska was causing delays with many projects

7. Standing Committees and Officers Reports

a. Highways Committee

September report circulated, main topics

- LHI 2017, still awaiting CCC costings and agreed location for two flashing school lights.
- LHI 2016, pedestrian crossing delayed again and awaiting a new date.
- PRO 372 (Parts of) went out for another public consultation and will be reviewed by County Councillors on 3rd October.
- Second Speed Indicator Device, 6 new positions identified.
- Bus Stop real time information displays requested from CCC. Indications are that this may be a possibility.
- Various topics that are currently delayed being discussed with Andy Preston, Head of Highways, CCC at a meeting on Tuesday 26th September.
- Chevron, sign and posts on cycle path to Sawston to be included in discussion with Andy Preston

b. Planning Committee

Minutes of 21st August circulated. No additional information
Update on status of Local Plan reviewed

c. Recreation Ground Committee

September report circulated, main topics

- Riverbank river access completed but removal of old foundation requires a digger hire.

d. Cemetery and Allotments Committee

Councillor Helen Harwood, verbally reported, main topics

- Cemetery Hedge was overdue for cutting. Clerk chasing CGM for date of cutting
- Rats identified at Stonehill site but believed to be from adjacent fields.
- Allotment holder told to stop using a banned chemical
- Garden Gang had completed various work in tidying up High Street bushes etc.

e. Finance and General Purposes Committee

Minutes of meeting on 16th August circulated, main topics

- Memorial Hall heating system replacement & relocation budget costs recognised for further quotations
- S106 fund expenditure reviewed
- Budget YTD and forecast to Year End reviewed

f. Neighbourhood Plan Joint Committee

Councillor Peter Fane verbally reported, main topics

- Spotlight Groups for Housing and Travel established
- Finance & Admin being transferred to new Stapleford Clerk
- Next meeting 5th October 2017
- Chairs of Great Shelford and Stapleford Parish Councils concerned at slow progress of Neighbourhood Plan

g. Playscape Liaison Officer

Eleanor McCrone on behalf of the Playscape Group sent report by e-mail, main topics

- Decision on Surface Water plan awaiting second quotation
- Copse maintenance day on 16th September went well
- Fun Run raised at least £4k
- Parish Council plans for Christmas Fair / Lights to be supported

h. Police Liaison Officer

September report circulated, main topics

- Inspector Sutherland has gained promotion and the new Area Commander is Jon Hutch.
- The Clerk has been in contact with our designated PCSO Julie Hajredini regarding some anti-social behaviour around the Pavilion & Memorial Hall late at night.

- A meeting with Julie to have a general discussion has been arranged for 27th Sept at 11am in the Pavilion.
- i. Social Media
Assistant Clerk verbally reported, main topics
- Updated the councillors and committees pages (several councillors still need to provide bios and pictures)
 - Added a Calendar to the site which includes upcoming council meetings and council related events
 - Village Notice Boards in poor condition an old post office board being tampered with
Clerk to arrange
 - A new modern Notice Board at New Post Office and take old post office board out of use
 - Take out of use old existing Notice board at Orchard Road after New Post Office installation
 - Setup a new Facebook page that repeats the contents of the newsletter
- j. Community Association
No new updates
Clerk verbally reported
- Village Hall lease requires hall replacement value to be insured as part of Community Associations liability insurance. Councillor Barrie Ashurst to investigate and review values
 - Scout Hut maintenance process to be reviewed
- k. Parochial Charities & Schools
No new updates
Noted HNS meeting, planning for additional houses near More's Meadow at draft stage, formal application by year end
- l. Twinning Association
No new updates
- m. Library
Councillor Helen Harwood, verbally reported, main topics
- CCC Worktop on future direction to be attended
 - Funding problems exist
 - Cost saving meeting with CCC on 31st October 2017
- n. Greater Cambridge Partnership (Previously LLF)
Councillor Mike Nettleton, in conjunction with County Councillor verbally reported, main topics
- Councillors Bridget Hodge, Mike Nettleton and Charlie Nightingale to attend meeting at Comberton
 - Atkins report poor and being addressed by CCC
 - Plan for A428/A1307 County Councillor accepted that it looks like concerns are not address but they are now being progressed
 - A1301 corridor is now to be considered as part of phase 2, early 2018
 - A505/M11 issues resolved in phase 1
- o. Pavilion
September report circulated, main topics
- 2018 Cricket Club team requirement awaiting confirmation of changes
 - Additional Yoga classes booked
 - ASB around Pavilion being address by PCSO's and SSYI
- p. Christmas 2017 planning
Councillor Angela Milson to start detailing all arrangements
Christmas street Illuminations and Village Hall lights switch on to be Saturday 2nd December 2017
Proposal to proceed with plans on the basis of a maximum cost of £1,500
Proposed; Councillor Helen Harwood
Seconded; Councillor David Coggins
Vote; Unanimous
- q. Feast Liaison
Clerk verbally reported, main topics
- Project to provide new services at convenient and safe positions for efficient operation of the Feast in 2018 established
 - Project proposal to be designed and specified by contractor to ensure legal and liability status
 - Project costs to be prepared for review asap

8. Status and Value of the Public Works Loan Board repayments on the Pavilion after the review at the F&GP meeting
The F&GP meeting agreed to pay off the PWLB balance subject to no financial penalties.
No action to be taken because of premium for early repayment.
9. Implications and process to be applied for Parish Council Land Registry updates
Clerk to update Land registry documents with latest official address and consider use of PO Box number if allowable
10. Housing Needs Survey and its implications
Briefly discussed under Agenda item 7k and to be added to next Parish Council meeting
Agenda
11. Contribution to the Arthur Rank Hospice Charity as recognition of Parish Council service from previous Clerk the late Wenda Burbidge
Contribution of £50
Proposed; Councillor Helen Harwood
Seconded; Councillor Bridget Hodge
Vote; Unanimous
12. Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of September in Financial Year 2017 / 2018
This was accepted with 20 cheques valued at £33,756-16p including £20,000 of internal transfers for payment.
13. Bank account balances and any adjustments necessary to 2017/18 financial year end
Bank account balances and FSCS limits reviewed. Further account to be opened to mitigate risk
14. Review new external Correspondence
 - Circus Tanya request to visit May 2018
 - Clerk to respond requesting detail of facilities required
15. Consider matters for future agenda consideration
 - Parish Councillor Training
 - CAPAC offering local training for Councillors on 3 evening sessions
 - Clerk to propose dates for approval
 - Update on Housing Needs Survey (HNS)
16. Meeting closed to public (Parish Council Members Only) for this item as HR topic
Review process of the recent Highways activity and conduct / action of Parish Councillors
Item adjourned to next Parish Council meeting when additional Parish Councillors are in attendance
17. With all Agenda items covered the Chair closed the meeting at 2140hrs.
Reminders
 - Next Planning Committee Meeting
Wednesday 26th September 2017, 1830hrs at the Pavilion
 - Next Parish Council Meeting
Wednesday 18th October 2017, 1930hrs at the Pavilion

Note. All the above is the official minutes of the Parish Council meeting on 20th September 2017 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed
Chair
Great Shelford Parish Council

Date