

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 15<sup>th</sup> November 2017 at 1910hrs

1. Present: Councillors Mike Nettleton (Chair), Bridget Hodge (Vice Chair), David Coggins, Richard Davies, Angela Milson, Simon Talbott, and Parish Clerk: Mike Winter  
County Councillors in attendance: Kevin Cuffley, arrived after start of meeting  
Two members of the public.  
Apologies Received & Accepted: Councillors Barrie Ashurst, Malcolm Watson, Helen Harwood, Stefan Harris-Wright, Peter Fane, Ben Shelton (Also District Councillor) and Charlie Nightingale (Also District Councillor)
  2. There were no declarations of interest received.
  3. Review the application received for an Additional Parish Councillor  
Meeting closed to public for this item as HR topic  
Applications from
    - Mr Mark Carey presented a profile of his background and reasons for his application to become a Paris Councillor.Accepted by unanimous vote and co-opted onto the Parish Council.  
Clerk to arrange all necessary documentation  
Meeting reopened to public as this item closed
  4. Village Big Issues Presentation, November Topic  
**Neighbourhood Plan. Status of NP, acceptance of Housing Needs Survey, general Planning issues and further actions to support plans.**  
Councillor Bridget Hodge Presented an overview of the current status on all topics, summary
    - Shelford & Stapleford boundaries, Development proposals, Protected areas, A1307 Busway plans, Neighbourhood Plan area, Housing Needs Survey proposals, Rural exception site process and Local School options
  5. **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  
Public Questions were taken on all issues after the Presentation as agenda item 4, Village Big Issues November Topic  
Questions & Answers
    - Resident asked if any housing plans were proposed for the Waverley Park site
      - It is understood that any redevelopment would have 40% of affordable park homes
    - Councillors asked
      - Church Street ban on HGVs feasibility
      - Central village garage site and land part of the business plan
      - Ageing Memorial Hall is it efficient use of space as a building
      - Plans for the Heath CentreChair confirmed all above to be reviewed and investigated further
- With no further issues raised by the public attending, the meeting was reconvened at this point for the Parish Council Agenda**
6. Minutes of the Parish Council meeting held on 18<sup>th</sup> October 2017 were confirmed as being an accurate record and were signed by the Chair

7. Consider matters arising from meeting of 18<sup>th</sup> October 2017 (new information only)  
None
8. Receive reports of Elected and Nominative Representatives
- a) District Councillor
- No District Councillors in attendance and no report received
- b) County Councillor Kevin Cuffley, November report circulated, main topics
- Children's Centres, Provision at Sawston will increase as will general funding
  - Busways Open to All Traffic (BOATS) being investigated at Hauxton
  - Local Highways Improvement Scheme (LHIS), all applications received and Parish Councils will be contacted by Highways officers soon
- The Parish Council requested that Councillor Cuffley be directly involved in the dispute with Highways over the increased costs being indicated by Highways for various previously agreed village projects.
- The Parish Council considered some statements in the report to be incorrect with others to be of a political nature and requested future reports were free of political statements and provided clear accurate statements.
9. Standing Committees and Officers Reports
- a. Highways Committee  
November report circulated, main topics
- Station Road work was now completed
  - LHI 2017, two flashing school lights to be solar powered and CC costs are below budget.
  - LHI 2016 Highways changes, CCC now in a position to implement scheme  
Costs for the Zebra crossing are well in excess of budget and quotations provided in 2016. Highways requested to investigate and justify increased costs without any further delays on the implementation of the project.
  - Second Speed Indicator Device, posts in place but SID battery exchange to be arranged with the supplier for additional operational life.
  - Bus Stop real time information displays requested from CCC. Positive response with inbound Cambridge shelter at High Green to be installed.
  - LHI 2018, requested CCC safety survey (including pedestrian refuges in Cambridge Road) on proposals to improve Granhams Corner for all road users
  - Cycleway Granhams to Chaston. After complaints about cyclists signs at each end installed advising cyclists that pedestrians have priority
  - Hanging Baskets removed at end of summer period and returned to contractor in preparation for 2018 summer refitting
- b. Planning Committee  
Minutes of 8<sup>th</sup> November circulated. No additional information  
Clerk to progress quotations for the felling of 3 trees in the cemetery and 3 on the Memorial Green as indicated in the full Village Tree Survey report
- c. Recreation Ground Committee  
November report circulated, main topics
- Copse and Riverbank projects progressing as planned
  - Feast Services project drawing reviewed and amendments implemented
  - Low sand level in play pit, sand level increased and more will be added early summer 2018
  - Chafer Grub infection identified in a number of areas of the Recreation Ground.  
Clerk chasing contractor to spray areas affected
  - Skateboard Ramp, criminal damage to side rails and rolling board requires closure of ramp until repairs can be made.
- d. Cemetery and Allotments Committee  
New Chair required for the Committee
- Cemetery Garden Gang shed broken into.
  - Clerk arranging repairs to security fixings
- e. Finance and General Purposes Committee  
Next Meeting 13<sup>th</sup> December 2017

Budget and proposed 2018 Precept to be reviewed with Precept submission required by SCDC prior 2<sup>nd</sup> February 2018

- f. Neighbourhood Plan  
Councillor Peter Fane verbally reported, main topics
- Steering Group meeting on 29<sup>th</sup> November to update on all issues identified so far
  - Accounts report required
- g. Playscape Liaison Officer  
Eleanor McCrone on behalf of the Playscape Group sent report by e-mail, main topics
- Donation. Playscape have made a donation of £2,000 towards the PC costs on the project
  - Planning permission. Surface water management progress outstanding
  - Copse. 500 bluebell and 50 woodland plants have been planted around the Copse
  - Christmas Lights. Switch on event supported by BBQ, refreshments, and misc activities
  - Aviva Community Fund. Support on voting requested from everyone
- h. Police Liaison Officer
- Clerk reported Skateboard Ramp as criminal damage and requesting urgent action from PCSOs on ramp and local fires
- PCSO Julie Hajredini e-mail update
- Crimes reported from October to November.  
Three Burglaries  
Small number of parking tickets issued  
ASB around Pavilion
- i. Social Media  
Assistant Clerk verbally reported, main topics
- Website
- Uploaded committee minutes and agendas as issued.
- Newsletter
- 5 sent out
  - Current mailing list size: 176
  - Ave Open Rate: 59%
  - Ave Click Rate: 31%
- Notice Boards
- Updated as issues
- Christmas Lighting
- Built list and contacted local businesses
  - Delivered Christmas lighting donation request to most businesses
- j. Community Association  
Village Hall safety signage funded by Parish Council
- k. Parochial Charities & Schools  
No new updates
- l. Twinning Association  
No new updates
- m. Library  
No new updates
- n. Greater Cambridge Partnership (Previously LLF)  
No new updates
- o. Pavilion  
November report circulated, main topics
- New Tennis Club lease under discussion
  - Pavilion private bookings increasing. Discounted rates offered to be reviewed after March 2018
- p. Christmas 2017 planning  
Christmas Fair and Carols from 1800hrs with Christmas street illuminations and Village Hall lights switch on at 1830hrs Saturday 2<sup>nd</sup> December 2017  
Preparations ongoing
- q. Feast Liaison  
Contribution from Feast towards cost of extending service facilities expected in late November  
Additional PC required facilities to be included in works plan at no cost to Feast project

10. Review any decisions necessary to support the Neighborhood Plan (NP) and the Housing Needs Survey (HNS)  
Working Parties formulated on review of sites for affordable homes
11. Review Village support for and extent of the Neighbour Hood Watch Scheme  
Parish Council support for such schemes had been requested. The Parish Council gives any such scheme its support and when organised by a co-ordinator will respond to any request. It is not considered the responsibility of the Parish Council to provide the Co-Ordinator
12. Review options for the Village Shopper Bus service  
Service cost increased by 20% from start of January 2018  
Clerk to confirm continued but alternative quotation to be sourced with additional options on extending the service. Mobile Warden Scheme to be contacted re potential extensions of the service
13. Review Contract extension and increased hours support from Disc 1 (Parish Clerk support)  
Extension of 6 mths from January 2018 plus 3hrs per week from December 2017 confirmed
14. Review progress for Parish Council Land Registry updates  
Clerk completed necessary forms and received confirmation updates completed. Awaiting revised documentation
15. Review and Approve Financial monthly accounts for payment and Note receipts  
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of November in Financial Year 2017 / 2018  
This was accepted with 18 cheques valued at £8,372-59p
16. Review new external Correspondence
  - Circus Tanya request no to visit 3<sup>rd</sup> to 10<sup>th</sup> June 2018
    - Clerk to progress positively
  - Replacement of lamp post SC9 Woodlands Close / Road
    - Woodlands Close residents association agreed to fund cost of replacement lamp post
  - SCDC Liaison meeting 1830hrs 29<sup>th</sup> Nov
    - Notification of max two representatives from Parish Council required
    - Councillors Mike Nettleton and Bridget Hodge to attend
  - Granhams Road closure Sunday 10<sup>th</sup> December from 0030 to 0730hrs
    - Notified to residents on circulation list and posted on website
  - SCDC Taxi policy consultation, circulated for response
17. Consider matters for future agenda consideration
  - APM planning
18. Meeting closed to public (Parish Council Members Only) for this item as HR topic  
Previous meeting Agenda Item 19, Update from Chair on status received
19. With all Agenda items covered the Chair closed the meeting at 2130hrs.  
Reminders
  - Next Parish Council Meeting. F&GP Only. Wednesday 13<sup>th</sup> December 2017, 1930hrs at the Pavilion

**Note. All the above is the official minutes of the Parish Council meeting on 15<sup>th</sup> November 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