

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 21st March 2018 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), David Coggins, Richard Davies, Angela Milson, Barrie Ashurst, Malcolm Watson, Stefan Harris-Wright (Arrived 2010hrs), Peter Fane, Mark Carey, Charlie Nightingale and Parish Clerk: Mike Winter
Apologies Received & Accepted: Councillors Simon Talbott, Helen Harwood and Ben Shelton
Five members of the public.

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

3. Village Big Issues Presentation, March Topic
Review of Contentious Issues for Future Planning

Councillor Mike Nettleton presented an overview of the contentious issues topics as follows

- Highways
- Library
- Policy on Green Belt and Affordable Housing
- Memorial Hall and Parking

The full presentation is available on the Parish Council Website at
greatshelfordparishcouncil.gov.uk

Open Discussion and Questions from Councillors

- A1307 Guided Bus Parish Council response required by 9th April.
Response to be agreed at Parish Council meeting on 9th April 2018
Individuals can also make direct response
- Parish Council Policy on Green Belt to be debated and agreed by June 2018 Council meeting
Memorial Hall and Parking, Village will be paying for visitor parking and **an unsubstantiated view was expressed on the accuracy of the costs. The costs were obtained by Samskarra from Bourne Parking and Marstan BDB, who both have extensive experience in the relevant areas. Also compare with Sawston hub costs.**
- Items proposed for inclusion and discussion at 2018 APM
 - Memorial Hall and associated parking facilities

4. **The meeting was then adjourned for up to 15 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 or the Village Big Issues March Topic.**

Public Questions were taken on all issues after the Presentation as agenda item 4

Comments, Questions & Answers

- Even as a small village more suitable parking space must be found
 - Rayment's facilities under discussion
- Traffic Calming measures of speed bumps and other features causes other consequential problems and various specialist study's should be taken into account prior any implementation
- Memorial Hall is not worthy of the Village but a Vision of the full village should be formed not just one location
- A local Bus service into centre of village could be considered to ease traffic problem. However, the convenience of car use would probably remain.
- Cost of Sawston's Hub was in excess of £1.8m

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

5. Minutes of the Parish Council meeting held on 21st February 2018 were confirmed as being an accurate record and were signed by the Chair
6. Consider matters arising from meeting of 21st February 2018 (new information only)
Councillor Watson confirmed his discussions with the Rugby Club and they were interested in a meeting to consider how they could work together with the Parish Council.
7. Receive reports of Elected and Nominative Representatives
 - a) District Councillor Charlie Nightingale, verbally reported
 - Energy grants available for community's groups.
Each grant is a share of a £55,000 pot of money made available by South Cambridgeshire District Council to help Parish councils, charities, sport and social clubs, not-for-profit organisation and other volunteer groups to become greener. **The max grant is £3k.**
 - The District Council hopes this is an effective way for us to give volunteers a helping hand to make their buildings more energy efficient, and hopefully reduce the amount they spend on energy bills
 - b) County Councillor
No Attendance or Report
8. Standing Committees and Officers Reports
 - a. Highways Committee
March report circulated, main topics
 - LHI 2017 scheme for School signs, poles & bollards have been installed
 - LHI 2016 scheme for general Village improvements including Zebra crossing work had commenced but experienced delays in full implementation
 - Both SID in operation
 - Bus Stop time indicator board at High Green delayed due to power connection
 - LHI 2018 scheme did not receive a grant
 - Car Park lease costs increased by RPI and backdated to June 2013. The annual increase is significant and backdated value is considerable. Discussion to take place with Lease holders or agent.
 - b. Planning Committee
Minutes of 7th March circulated. No additional information
Planning Meetings will now take place on a two weekly basis to meet the 21 day response period
 - c. Recreation Ground Committee
Councillor Malcolm Watson verbally reported, main topics
 - Erect Architecture documentation for Planning submission on full Playscape proposal was reviewed and approved for submission to Planning
 - Coverage of Recreation Ground, Pavilion, Memorial Hall, and Feast by CCTV reviewed.
Full proposal and costs to next Parish Council meeting for approval.
 - Additional cleaning of the Pavilion entrance area and meeting room to ensure areas are suitable for private hire arrangements.
 - Contingency plan established for 2018 Feast Service Facilities due to delay and modifications of Feast requirements and potential cost overrun review that may result in work being postponed until after 2018 Feast event.
See Agenda item 13, Parish Council meeting 21st March 2018
 - d. Cemetery and Allotments Committee
Councillor Richard Davies verbally reported, main topics
 - Allocation of Vacant allotments outstanding
 - e. Finance and General Purposes Committee
No new information
 - f. Neighbourhood Plan
Next Meeting 28th March

- g. Playscape Liaison Officer
Erect Architecture Planning application in process
 - h. Police Liaison Officer
No New items
 - i. Social Media
Newsletter circulation increased by 4
Unused notice board at Hinton Way / Orchard Way to be removed
 - j. Community Association
March report circulated, main topics
 - The PC funded Asbestos survey for the whole building and a demolition survey for the Boiler House has not revealed any serious issues.
 - The PC has funded a full 5yr Fixed Wiring Test for the Hall / Sports Club / Scout Hut. Initial indications are that there are some very minor issues.
 - A Fire Risk Assessment and Risk Assessment have been completed for the Memorial Hall and the Committee met on 28th Feb to review and to discuss any actions required.
 - The Community Association AGM is on Monday 26th March at 7.30pm
 - Community Association Liability Insurance normally provided separately from Came & Company by the Community Association being reviewed by Parish Council Insurer Came & Company for inclusion in standard policy.
 - k. Parochial Charities & Schools
No New items
 - l. Twinning Association
No New items
 - m. Library
No New items
 - n. Greater Cambridge Partnership (Previously LLF)
Parish Council response to A1307 proposals to be formulated at meeting on 9th April and immediately loaded to website as recommendation deadline is 9th April 2018
 - o. Pavilion
Pavilion Manager verbally reported
 - ASB improved since introduction of monitoring by Local Security Contractor
 - General standard of cleaning by contractor has dropped and may require changes with potential increased costs
 Chair reminded Council an offer of a free Table Tennis table had been made. It was agreed to accept the offer and consider how the equipment could be used.
 - p. Christmas 2018
Volunteer for Lead on 2018 planning to be considered at May Parish Council meeting
 - q. Feast Liaison
Clerk verbally reported
 - Services Tender now re issued and responses expected by 27th March for review
 - Feast Committee made aware of potential delays and starting work after 2018 Feast Event
 - See Agenda item 13, Parish Council meeting 21st March 2018
 - Feast Liability Insurance normally provided separately from Aston Scott by the Parish Council being reviewed by Parish Council Insurer Came & Company for inclusion in standard policy.
9. Review Arrangements, External Communication and Format for the APM, Wednesday 18th April 2018
Councillor Peter Fane to progress planning for the meeting and update Council at next meeting
- Posters ready, Hall & Sound booked, Screen to be arranged
 - Refreshments to be arranged by Councillors Richard Davies and Stefan Harris-Wright
 - Reports to be chased by Clerk
10. Review Installation of Pavement Bollards adjacent to Bus Shelter on Cambridge Road, outside of Cambridge MiniWorks Ltd
Topic had varying views and it was agreed to review again at May Parish Council meeting, prior to any changes from current situation.

11. Review inclusion of a Recreation Ground Public Toilet in the 2018/19 Budget
Councillor David Coggins stated
- Most Councils are removing Public Toilets due to high cost of maintenance and vandalism
 - Considered budget inclusion was an irregularity as included by F&GP Committee but accepted it was later approved by the full Parish Council
- Councillor David Coggins comments were noted
Councillor Charlie Nightingale also noted
- The Memorial Hall toilets were suitable but not open at all times.
 - **That he would oppose any proposal to install public toilets.**
12. Note and Include as an Asset the Bus Shelters on London Road and Hinton Way with subsequent maintenance costs
Clerk instructed to add to asset list
13. Update Status on Quotations for Feast Services proposals
Initial timescales significantly delayed with review now likely at 9th April Parish Council meeting. A cost implications and negotiation period is then expected. Thus the completion of all works prior to 2018 Feast is at risk.
Decision on commencement of works prior to 2018 Feast to be made at 9th April Parish Council meeting.
14. Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of March in Financial Year 2017 / 2018
This was accepted with 14 new cheques and 3 previously signed cheques valued at £7,445-80p
Clerk requested Bank Account Transfer as follows to meet end of year (Up to April 2018) payments as Current account was running low
- From Barclays Base Rate Reward Account 13517780
 - To Barclays Current Account 60806722
- Transfer value of £25,000 leaving balance of £833.48p in Barclays Base Rate Reward Account 13517780
Proposed; Councillor Malcolm Watson
Seconded; Councillor Barrie Ashurst
Vote; Unanimous
15. Review new external Correspondence
- Notice Board Use
Various complaints that adverts placed on Parish Council Free Notice Boards have been removed by competitive providers or to simply make space for alternative material.
Clerk to notify any users that advertising is free and unmanaged by Parish Council
 - CCC Notification of TTO
Closure of Granhams Road Railway Crossing
Thursday 17th May to Friday 18th May 2018
Info has been circulated and on Website
 - CCC Notification
Balfour Beatty will be replacing the existing street lighting lanterns with more energy efficient LED lanterns which will produce a white light. Location Abberley Wood LC3 to LC13. Dates to be confirmed.
Info has been circulated and on Website
 - Original design drawings of War Memorial received by Chair.
Chair to reply with thanks and photos of current War Memorial

16. Consider matters for future agenda consideration
 - Trumpington Farm Lease
 - Feast Services Tender Review and Approval (9th April 2018 meeting)
 - A1307 review and response (9th April 2018 meeting)
17. With all Agenda items covered the Chair closed the meeting at 2110hrs.
Reminders
Next Parish Council Meetings.
 - Monday 9th April 2018, 1930hrs at the Pavilion
 - Annual Parish Meeting. Wednesday 18th April, 1900hrs at the Memorial Hall
 - Annual Meeting of the Parish Council. Wednesday 16th May, 1930hrs at the Pavilion
New Parish Council Members will have been electedNext Planning Meeting
 - Wednesday 4th April 2018, 1900hrs at the Pavilion

Signed
Chair
Great Shelford Parish Council

Date