

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Annual Parish Meeting held in the Memorial Hall, Woollards Lane on Wednesday 18th April 2018 at 1900hrs

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1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Richard Davies and other Parish Councillors, District Councillor Ben Shelton, Parish Clerk Mike Winter, various local sports club representatives, various representatives of local Associations/Schemes/Schools and well over 100 members of the public.

Apologies Received: None

2. Minutes of the Annual Parish Council meeting of 19<sup>th</sup> April 2017 were confirmed as being an accurate record and were signed by the Chair.

3. Parish Council Chair Annual Report

Main topics undertaken during the past year covered as follows

#### **Recreation and Pavilion**

- Further work on the Riverbank area completed to stabilise the ramps and protect plants during their initial growth period.
- Playscape planting and general improvements continue.

#### **Highways**

- Zebra crossing originally requested in 2015 now in place.
- Second speed indicator board installed.

#### **Planning**

- Continuing high volumes of planning applications to be reviewed.
- Large amount of work done on external proposals, e.g. Greater Cambridge Partnership.

#### **Cemetery and Allotments**

- Much good work done around the Village, e.g. by the Garden Gang.

#### **Communications**

- Further improvements to Parish Council website
- Around 200 residents now receive regular updates from the Parish Council.

#### **Personnel**

- Parish Council election on 3 May (same date as District Council).
- One new councillor, Mark Carey, joined during 2017/18.
- Three long-serving Councillors, Bridget Hodge, Helen Harwood and David Coggins have resigned or decided not to stand for re-election during 2017/18.
- Parish Council Nominations for Election on 3<sup>rd</sup> May will be an uncontested Election with
  - Mike Nettleton
  - Simon Talbott
  - Barrie Ashurst
  - Malcolm Watson
  - Richard Davies
  - Charlie Nightingale
  - Mark Carey
  - Peter Fane
  - Stefan Harris-Wright
  - Angela Niblett (Milson)
  - Roberto Gherseni
  - Judith Wilson
  - Graham Townsend

- Barbara Kettel
- Ian Kydd

The maximum of 15 Councillors to serve from May 2018 to April 2022.

- **Finally**

I would like to thank all my fellow councillors for their support and hard work.

Also Mike Winter our Parish Clerk, Gerard Winter his deputy and Seamus Fegan, our Village Man.

4. Key Issues for the Village in 2018/2019. Full presentation available on the Parish Council Website. Chair reviewed the Parish Councils view of the Key Issues as
  - a) Traffic and parking issues.
  - b) Provision of improved recreation facilities - Playscape and Grange Field.
  - c) Pressures on village facilities - school and surgery full, etc.
  - d) Blue Sky issues?
    - Green Belt and affordable housing
    - Memorial Hall replacement / Underground car park
    - Toilets on the Recreation Ground
  
5. Reports from Parish's Elected Representatives
  - a) District Councillor Ben Shelton, copy of full SCDC Annual Report and presentation is available on the Parish Council Website  
Main topics covered as follows
    - South Cambridgeshire continues to be one of the best places to live in the UK with much of the work being within the remit of SCDC
    - Great Shelford and its local area is a fantastic area to live in and is one of the safest in the District
    - Over past year savings made in refuse and recycling services, combining legal services with Huntingdon District Council and Cambridge City Council,
    - Improvements are needed in the Greenbelt Infrastructure
    - South Cambridge / Adenbrooks train Station will occur
  - b) County Councillor  
No Report Available in time for the meeting
  
6. Reports from Chairs of Parish Council committees. Full reports or presentations are available on the Parish Council Website  
Main topics covered as follows from the respective Chairs
  - a) Planning: Temp Chair Councillor Mike Nettleton
    - 204 planning applications received 1 April 2017 – 1 April 2018:
      - Some trivial, some major (e.g. Co-op).
      - Planning Committee Meetings well attended by local residents
      - All conscientiously reviewed by parish councillors.
      - Often significant time pressure.
      - Public consultation where necessary (e.g. Co-op).
      - Parish Council review can be very effective, e.g. Co-op shop front application rejected by District Council. We are working with South Cambs to make it more effective
    - Monitoring of on-going developments, e.g. two enforcement notices served on 'Railway Tavern' development.
    - Contribution to and monitoring of far too many external initiatives, e.g.
      - Greater Cambridge Partnership (GCP) South East transport proposals – guided bus and/or bus lanes from Haverhill to Addenbrookes.
      - South Cambs Local Plan.
      - Changes to NPPF.
      - GCP Cambourne – Cambridge proposals.
      - Cambridge Western Orbital route.

- b) Cemetery & Allotments: Chair Councillor Richard Davies  
As the New Chair Richard expressed his thanks to previous Chair Helen Harwood for many years of diligent work on behalf of the Parish Council
- Cemetery
    - The Cemetery has been kept in good condition during 2017/18
    - Plots for Exclusive Right of Burial are available at £200
  - Allotments
    - Both Stonehill and the Cemetery Allotment sites are well utilised but have vacancies for the coming season
    - Improvement to protect the water supply from accidental damage at the Stonehill site have been undertaken during the year
- c) Recreation Ground & Pavilion: Chair Councillor Malcolm Watson
- Riverbank Project, vast improvements achieved with partial Grant funding obtained
  - Liaison with Playscape, Copse improvements, bridge and other items completed with Planning application at an advanced stage to progress the other features of this project
  - Relocation of the Feast
    - Following projects were forecast for completion at January review in 2017/2018 for end year position. However delays have moved them into 2018/2019 budget year with the relevant additional financial carry forward from 2017/2018 to allow completion of the projects
      - ❖ Feast Services and Relocation
      - ❖ Memorial Hall, Scout Hut and Feast Wi-Fi /Internet provision incl exterior cctv
  - Increased use of the Pavilion
    - Hartbeeps
    - Yoga
    - Tai Chi
    - Local School events
    - Private Parties
- d) Highways: Chair Councillor Barrie Ashurst
- **SID.** An additional unit (Speed Indicator Device) was purchased during the year and we enhanced visibility on both by purchasing a surround. We now have 12 locations around the village and the units are moved every 3-4 weeks. Regular downloads of Data show traffic speeds have reduced.
  - **LHI (Local Highways Initiative 2016).** On an annual basis the County allocates a pot of money which local Parish Councils can bid for funds to help finance local projects. In 2016 the PC made a successful bid to fund a zebra crossing in Woollards Lane. This project has been dogged with delays, however work has started and the crossing is completed.
  - **LHI 2016 associated works.** A number of “yellow line” changes are being undertaken and these should be completed during the next few weeks, again as with the crossing there has been many delays. Areas where changes will take place are Westfield Rd, Stonehill Rd, Maris Green, High Green, Elms Avenue, Tunwells Lane, Ashen Green, Chaston Rd, Hinton Way, Mingle Lane, Leeway Ave, Orchard Rd, Buristead Rd, High Street, Church Street and Woollards Lane. Also you will note that the pavement has been widened in Woollards Lane opposite Tuckers.
  - **20mph Speed limit.** A new limit will be introduced within the central areas of the village (Woollards Lane / High Street / Church Street / Ashen Green / Buristead Rd). Again this work has been subject to long delays but will be completed during the next few weeks.
  - **LHI 2017.** Again the County made funds available for local projects and the Parish Council made a successful bid for part funding of flashing signs for the school. These have been installed and we await them being switched on.

- **LHI 2018.** We submitted an application for funding to undertake a “safety study” of Granhams Corner, unfortunately we were not successful. The PC will discuss if we are to fund ourselves.
  - **Car Parking.** This is still an issue in the village. We are still pressing SCDC to “de-criminalise” parking so that we can employ “traffic wardens” but to date SCDC have not progressed the matter.
  - **Road Markings.** There are a number of areas in the village where white road markings are faint or non-existent, we have a long list mainly in Cambridge Rd. This work is via CCC and has suffered major delays, we hope to see some progress in the next few weeks. The PC is funding although the responsibility is with CCC.
  - **Future Yellow Lining / TRO.** We are assembling a list of proposals to progress in the following year. To date these include: Cherry Trees, Poplar Close, Outside the Old PO, Hinton Way and Spinney Drive.
  - **Traffic Calming.** PC has discussed traffic calming, speed bumps are not considered to be practical and are expensive (£20,000 per bump).
  - **One Way System Woollards Lane :** PC has discussed the possibility of a one way system in Woollards Lane, it is not felt this is a practical solution as traffic flows would increase in the High Street and traffic jams would be created at rush hour with vehicles turning right from the High Street into Tunwells Lane.
  - **Bus route 7A :** this route is in the process of being amended to give a service from Great Shelford to Trumpington, it would then not be routed to Babraham P&R.
7. Reports from the Parish Council’s representatives bodies. Full reports or presentations are available on the Parish Council Website  
Main topics covered by report headings
- a) Neighbourhood Plan: Peter Fane, Chair
    - Joint Plan for Stapleford and Great Shelford
    - Objective to establish how residents would like to see the Village in the future
  - b) Playscape: Eleanor McCrone: GSP Chair
    - Playscape started to improve the children’s play area but has grown to be the Parish Councils advice and support activity for the needs of the full recreation ground
    - Fund raising Events have raised over £60,000 since started
    - Planning application imminent for the fully consulted Playscape project
  - c) Governing Body of Great and Little Shelford Primary School: Peter Ede, Chair of Governors  
Shelford School 2017-18 – a time of transition
    - Mrs Alison Evans stepping down as Head teacher after 14 years
    - Mr Chris Grey appointed from September 2018, coming from St Felix in Haverhill
    - Farewell also to long-serving members of staff, Mr Mike Paduano and Mrs Sue Jenkins
    - New staff appointed to continue the school’s development progress
    - Governors planning for the school to join the Diocese of Ely Multi-Academy Trust
  - d) Rainbow Pre-school and Wacky After School and Holiday Club (Suzanne Dootson)
    - Rainbow Pre-school and Wacky After School and Holiday Club provide Ofsted-approved term-time and holiday club care for children from the age of 2 to 12 on the site of the Great & Little Shelford Primary School. The charitable community Pre-school serves three villages (Great & Little Shelford and Stapleford following the closure of Sunnyside pre-school in 2017)
    - Currently housed in mobile classroom towards rear of the school site, temporary planning permission has been granted only until September 2020. New Government strategy now precludes renewal of temporary planning consent. We have been advised by South Cambridgeshire Planning Office that we need to raise funds for a permanent structure or find an alternative location to continue to provide these services.

- No other site in village could provide a year-round service. We would need to raise significant funds in a very short time frame to fund a new building.
  - We have support from both the School and the Church who are happy with the current mobile classroom within the school grounds and the services we provide. We also have support from MP Heidi Allen who agrees that exceptions should be made for educational facilities with limited financial resources.
  - We'll be forming a working group to take this forward and would welcome input and suggestions from the local community.
- e) Sawston Village College: Jonathan Culpin, Principal
- College continues to thrive and children / students coping with the new exam status
  - Truly a complete school with serving pupils, wider community and adult education all thriving
- f) Great Shelford Community Association: Sheila Tilbury-Davis, Secretary
- Memorial Hall is 60 yrs old this year
  - Receipts for use of the Hall in last year increased by 9% and exceeded expenditure by a small amount, just over £1100.
  - The Community Association is actively looking for new members of the Committee and would welcome anyone who can help.
- g) Mobile Warden Scheme: Jenny Morris
- The Warden Scheme has been particularly busy this winter.
  - There has been an increase in enquiries for places and new referrals.
  - It was agreed that we would take everyone on an as need basis.
  - Thank you to everyone who makes the work possible because of their generosity, and thanks especially to Jackie and Claire whose unstinting dedication is outstanding.
- h) Shelford and Stapleford Youth Initiative: Ollie Leonard, Lead Youth Worker
- SSSI, provides 3 youth workers and volunteers on a budget of £45,000 per year
  - Partners with Romsey Mill, St Andrews Stapleford and Great Shelford Playscape
  - Provides weekly Friday evening club at Great Shelford with local detached working and monitoring
  - Assisted Great Shelford Playscape with work in the Copse
- i) Great Shelford Village News: Judith Wilson, The editorial committee
- The GSVN is now in its nineteenth year and are looking for anyone who may have a copy of the first edition?
  - In addition to recording village matters, contribute to a number of local charities. This year has been able to give donations to Friends of the Library, the Mobile Warden Scheme, and Playscape.
  - Editorial committee has now grown to five people, who share the work between them.
- j) Great Shelford Cricket Club: Brian Higgins, President
- Three adult teams and three youth teams, Under 15, Under 13 and Under 11.
  - For this season only first team will play home games at Cokenach CC, our seconds will play at Great Shelford and our thirds will play at Stapleford on a 1 year arrangement after the pitch at Great Shelford was resurfaced
  - This year's Captain has been with the Club for 12 years and developed from the youth teams
  - We welcome new members and are particularly keen to encourage young players to join us.
- k) Great Shelford Football Club:
- No live presentation as an important Cup match being played on the same evening.

- l) Shelford & Stapleford Strikers Football Club: John Swinton, Chairman
- The club currently operates 22 teams between youngest age group – the mini strikers (U6/7) all the way through to the last age group of youth football U18's. Now the largest youth football club in Cambridgeshire. Currently have just over 300 players registered across these different age groups.
  - Currently, the teams play at 5 local venues - including Great Shelford Recreation ground. This season (16-17) has seen 5 teams – U14 x 2, U15, U17 and U18, using the pitch on the Recreation Ground.
- m) Great Shelford Bowls Club:
- The Great Shelford Bowling Club was founded in 1920 and we will soon be celebrating our centenary.
  - Has one of the best Greens in the County, thanks to the hard work of our members.
  - We welcome new members of any ability and are happy to provide informal coaching to those who wish to have a go. If you are interested please see me or phone me on 01223 845310.
- n) Great Shelford Parochial Charities
- Supports people in the Parish
  - Operate separate allotments to the Parish Council
  - Own 30 properties that are rented out at around 50% of the market rate to suitable candidates
- o) Shelford Feast: Duncan Grey, Secretary
- The Shelford Feast had an excellent year. The Times featured good places to live, it cited The Shelford Feast as one of the strong features of the village.
  - We also had three significant operational challenges in 2017, all of which turned out positively.
  - In 2017 we gave away £23,000 which made our Grand Total of £297,000 donated since 1994. Naturally this depends on the support of the village by taking part in the Feast so we look forward to seeing you all in the week proceeding July 15<sup>th</sup>.
  - 2018 will be our 25<sup>th</sup> modern Feast. Our strong Bunch will deliver another broad and well-executed programme with first class local and national talent. We continue to seek new events, to develop our food offering, and to offer a truly excellent bar.
  - The Shelford Feast happens because so many of our community choose to come together to make it happen. I'm grateful to everyone for their participation and enthusiasm in supporting the Shelford Feast. Long may it continue!
- p) Great Shelford Tennis Club: James Diver, Chairman
- GSTC is an LTA-registered tennis venue with 438 members.
  - Over 60% of our members live in Great Shelford, Little Shelford or Stapleford.
  - Provides 3 Full time Male Coaches and 1 Female Coach
- q) Shelford Twinning Association: Colin Jefferson, Chairman
- We have had another successful year in terms of the growth of activities, the growth in membership, 'balancing the books' through fund-raising activities and continuing to develop our links with Verneuil-en-Halatte.
  - We look forward to welcoming new members to the Association in 2018/19 and for the continued development of social activities.

## 8. Parish Council Financial Statement for Year 2017 to March 2018

The Parish Council accounts for the year April 2017 to March 2018 are in preparation for the external audit, when audit is completed they will be displayed on Local Media Websites and Notice boards during June to July 2018, in compliance with the Period of Exercise of Public Rights.

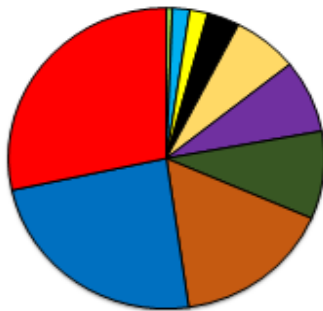
**Based on the 2017/2018 End of Year Forecast**

Expenditure for the year has fallen short of the Budget expectations due to Projects that have been started but remain uncompleted in this financial year thus in the majority remain un-invoiced.

These Projects extensively fall within the Recreation Ground and Highways Budget sections. An underspend of £132,721 in 2017/18 will therefore be carried forward into 2018/19 to provide funding for the completion of these projects. This represents an increase in carried forward from the expected (January 2018) Precept / Budget calculation of £93,469. However it has no effect on the 2018/2019 Precept / Budget calculation.

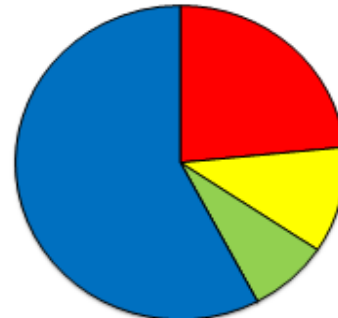
The distribution of Budget expenditure and how the year was funded is shown below

**2017 / 2018 BUDGET**



ALLOCATION	KEY	2017 / 2018 BUDGET	PERCENTAGE
Allotments		£1,970	0.6%
Plant & Tools		£5,680	1.8%
Cemetery		£5,010	1.6%
S137 Grants		£10,620	3.3%
Planning		£21,300	6.7%
Pavilion		£24,885	7.8%
Contribution to Reserves		£30,000	9.4%
Administration		£32,022	10.0%
Highways		£76,348	23.9%
Recreation Ground		£90,837	28.4%
<b>TOTAL</b>		<b>£320,202</b>	

**2017 / 2018 FUNDING**



FUNDING	KEY	2017 / 2018 FUNDING	PERCENTAGE
Underspend Prev Year		£75,051	23.4%
S106 Receipts		£34,883	10.9%
Gen Contingency (Savings)		£25,266	7.9%
Contribution from Reserves		£0	0.0%
Precept		£185,000	57.8%
<b>TOTAL</b>		<b>£320,202</b>	

**Assets:** are unchanged and will undergo a revision during 2018/2019 but have no impact on the general accounts of the Parish Council.

**Borrowings:** The Pavilion build accounts for the entire amount and is a reducing debt for the Parish Council at favourable rates from the Public Works Loan Board. The Parish Council will make a reducing annual provision to cover the full cost of the PWLB repayment should interest rates make this a financially beneficial action in the 2018/19 budget.

9. Items not on the agenda which residents wish to debate with the Parish Council or questions / considerations on any of the presentation topics

Questions / Statements from the residents attending

- Village Medical Centre merger with Granta
  - Village must become active to ensure Medical Centre remains within the village
  - Dr Shram had discussed merger plans but commercially sensitive
  - Sawston Health Centre was a Major construction project
  - Important to the Village not to lose the very important Health Centre facility as keep as close as possible to the Village centre
  - If moved to Sawston, what happens to current site location. Owned by NHS Property services and could be sold for Commercial Development
  - Long way to Sawston Medical Centre but within merger Dr Schram wanted Shelford Medical Centre to remain at current site

- What alternative Village sites were available, all would be on a commercial basis and the Parish Council had proposed alternatives with as much help as possible to keep Heath Centre in the Village after the Granta merger
- Green Belt & Low Cost Housing
  - Parish Council to press for any development of 10 or more to provide affordable housing at less than 80% of market rate as that is still not affordable in the Village, 50% would be more affordable
- SID Data use
  - Data shows any excessive speeds with date and time of incident but has no number plate recognition
  - Night time provides most excessive speeds
  - Provide Police target locations and times
- Underground Car Park proposal
  - Will McColl's Car park stay if underground developed
  - Parking volumes would have to be established
  - 6 month notice required to terminate McColl's car park lease
  - Water table may cause problems. Engineering solutions available
- Proposed Memorial Hall Replacement
  - What is the consultation process. Parish Council will fully consult the Village along the lines of the Playscape project, with financial plan and a pole in the Village
- Scout & Guide HQ within any proposed Memorial Hall replacement
  - Shared spaces for as well as dedicated space would be considered
  - Storage space essential

10. With all Agenda items covered the Chair closed the meeting at 2100hrs.

11. Refreshments and open informal discussions followed.

***Note. All the above is the official minutes of the Annual Parish Meeting on 18<sup>th</sup> April 2018 that have been reviewed by Parish Council with full adoption awaited at the next Annual Parish Meeting in April 2019***

Signed

Date

Chair

Great Shelford Parish Council