

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Monday 18th April 2016 at 1930hrs

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Present: Councillors Charlie Nightingale (Chair and District Councillor), Bridget Hodge (Vice Chair), Angela Milson, Barrie Ashurst, David Coggins, Helen Harwood, Malcolm Watson, Mike Nettleton, Peter Fane, and Stephen Chittenden  
Parish Clerk: Mike Winter

One member of the public

1. Apologies Received: Councillors Simon Talbott and County Councillor Tony Orgee and Gail Kenney

District Councillor Whiteman Downes not in attendance

2. There were no new declarations of interests received.

One member of the public present stated their concerns over

- a) Proposed removal of Parking Bay in High Green

Councillor Nettleton responded and confirmed the bay was being removed on safety grounds due to 3 accidents being potentially linked to the position of the bay

3. Minutes of the Parish Council meeting of 16<sup>th</sup> March 2016 were confirmed as being an accurate record and were signed by the Chair. Spelling correction of Berisford Rd to Buristead Rd made to minutes.

4. Consider Matters arising from meeting of 16<sup>th</sup> March 2016  
Chair advised a cautionary delay on progressing potential Grange Field acquisition.  
Agreed for agenda item PC meeting 18<sup>th</sup> May 2016

5. Reports from Elected Representatives were received

- a) District Councillor Ben Shelton reported

- Devolution, Cambridge/Norfolk/Suffolk combined with joint Mayor, Councils still looking for common ground to progress
- Chancellor may force process if no agreement reached locally

- b) County Councillor Tony Orgee report circulated in absence

- No comments raised

Full report for April with details circulated

6. Standing Committee Reports

- a) **Highways:** Chair Mike Nettleton, advised that

- i. Main work programme expected to be implemented October (Half Term)
- ii. Tesco delivery times varied and monitoring continues
- iii. Street and Drain clearance still awaited but suggested they will be done within the next 2 weeks and meetings arranged with responsible CCC & SCDC staff on 4<sup>th</sup> & 10<sup>th</sup> May

Full report for April circulated

- b) **Planning:** Chair Bridget Hodge, reviewed the minutes of Committee meeting on 23<sup>rd</sup> March and updated on issues reviewed at a 1900hrs Planning meeting on 18<sup>th</sup> April 2016.

Chair writing to Planning Authority on Reinstatement process for damaged Verges by building contractors

23<sup>rd</sup> March 2016, minutes previously circulated.

- c) **Recreation Ground:** Chair Malcolm Watson, advised Minutes of 31/03/2016 outstanding and verbally confirmed
    - PSWG MoU reviewed and agreed
    - Quotation from Samskara Construction for Pavilion roof, cricket ball catch netting agreed and confirmed at £6,750. Request for completion by start of cricket season made but likely to be end of May due to lead time on materials
    - Riverbank grant EOI accepted and full application requested. Timescales challenging but will review with SCDC ECO on 26<sup>th</sup> April 2016
  - d) **Cemetery and Allotments:** Chair Helen Harwood reviewed minutes of Committee meeting on 7<sup>th</sup> April and advised that
    - i. Fees and system of calculation had been revised as circulated
    - ii. Tenancy agreements updated
    - iii. Stonehill Allotments dog faeces bin required. Position and collection process to be investigated
 7<sup>th</sup> April 2016, minutes previously circulated.
  - e) **Finance and General Purposes:** No new report items
  - f) **Playscape Liaison:** No new report items  
13<sup>th</sup> April 2016, minutes previously circulated.
  - g) **Police Liaison:** No new report items
  - h) **Environmental & Sustainable Shelford:** No new report items
  - i) **Social Media:** No new report items
  - j) **Community Association:** No new report items
  - k) **Parochial Charities:** No new report items
  - l) **Twinning Association & Feast Liaison:** No new report items
  - m) **Schools & Library:** No new report items
  - n) **Pavilion:** Clerk Mike Winter advised that
    - i. Pavilion keys would be provided to all Committee chairs that do not currently have one, as soon as additional keys were cut. Three required.
  - o) **Local Liaison Forum, City Deal:** No new report items
7. Receive, review and Approve the Annual Accounts for Financial Year 2015 / 2016  
Meeting Review of
- a) Clerk reviewed circulated schedule at meeting of Payments and Receipts from 16<sup>th</sup> March 2016 to end of Financial Year 31<sup>st</sup> March 2016  
This was accepted and 7 cheques valued at £806-50p for payment duly signed by two councillors. Completing all transactions in the 2015/2016 financial accounts  
Review Management Accounts for full 2015/2016 year up to 31<sup>st</sup> March 2016
  - b) Clerk presented Review of Annual Return Statement of Accounts 2015/2016  
Approved by PC, signed by RFO and Chair
  - c) Review of Section 1 - Annual Governance Statement, box confirmation  
Each box reviewed and ticked as appropriate  
Approved by PC, signed by Chair and Clerk
  - d) Review of Section 2 - Annual Accounting Statement, value confirmed for each Box  
Approved by PC, signed by Chair in conjunction with reconciliation Box 7 and Box 8, explanation of variances and Bank reconciliation documents

All above to be minute references inserted onto appropriate pages of PKF Littlejohn External Audit report

Internal Audit Report, Hugh Holland conducted ½ year review in December, awaiting date confirmation for full year review from Hugh Holland. Expected within the next week.

Confirmation of the Dates for the Period of Exercise of Public Rights. Signed by RFO.  
Audited Accounts during above to be displayed on Parish Council Website and Notice Boards

8. Review and Approve Financial Monthly (April) Accounts for Payment and Note receipts  
Clerk Mike Winter presented a schedule of payments and receipts for the month of April 2016 (known to date). This was accepted and 7 cheques valued at £10,678-04p for payment duly signed by two councillors.
9. Arrangements for APM  
Chair reviewed arrangements for APM on 20<sup>th</sup> April 2016
  - a) Agenda circulated
  - b) Reports received to date noted
  - c) Financial statement 2015/2016 noted
  - d) 50 Copies all documents to be prepared by Clerk
10. External correspondence received, reviewed and replies agreed as follows
  - a) E-mail from resident on replacement of 3 resigned Parish Councillors. Clerk confirmed to PC and resident advert will be placed in May 2016 as previously discussed
  - b) PSWG request for assistance on Liability Insurance for IaKO event. Clerk advised status and confirms independent Liability Insurance being taken out by PSWG
11. 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) Communications policy for review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location.
  - c) Presentation from Network rail on footbridge proposal and potential traffic congestion from additional crossing closures expected at 4 per hour in each direction.
  - d) Update on proposal to disperse cost of street lighting to local residents, required at next suitable meeting
  - e) FSCS compensation limits on Parish Council Bank account
  - f) Status of progress on potential acquisition of Grange Field for next meeting on 18<sup>th</sup> May
12. With all Agenda items covered the Chair closed the meeting at 2055hrs.

Signed

Date

Chair  
Great Shelford Parish Council