

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 16<sup>th</sup> September 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Harwood, Ashurst, Coggins, Milson, Watson, Talbott, Nettleton and Chittenden  
County Councillor Orgee  
Five member of the public  
Apologies Received: Councillors Hodge (Vice Chair), Fane and Shelton (District Councillor) and County Councillor Kenney

2. There were no new declarations of interests received.

11 Members of the public present stated their concerns over

- a) The complex traffic proposals made by the Parish Council were welcomed and it was accepted that with the varied views it would be difficult to please all those who had contributed to the discussion
- b) The double yellow lines increases in Church Street will not work, may cause further problems and should be halted until a wider review is available
- c) Traffic Lights in Church Street present many challenges and cannot be fully considered until other factors available
  - Costs
  - CCC Review
  - Noise
  - Emissions build up
  - Effects on speed and accidents
  - Cars delivering children to the school may not know status of traffic lights
- d) Changes to parking at High Green require further review
- e) Members of the public requested if any children had been injured in Church Street, confirmed as not to anyone's knowledge but many near misses believed to have occurred.

3. A Review of the Parish Council meeting minutes of 15<sup>th</sup> July 2015 was conducted as signed at the Parish Council F&GP meeting on 19<sup>th</sup> August 2015

4. No matters arising were raised.

5. Minutes of the Parish Council F&GP meeting of 19<sup>th</sup> August 2015 were confirmed as being an accurate record and were signed by the Chair.

6. No matters arising were raised.

The Chair revised meeting agenda rotation to accommodate the update from Chair of the Highways Committee as agenda items 8a and 10 for the benefit of the members of the public who had attended the meeting. See below as 8a and 10

7. Reports from Elected Representatives were received

- a) District Councillor Charlie Nightingale confirmed that after a meeting with the owners of Waverley Park that no sale was currently envisaged and thus rumours circulating were untrue. Additional parking for up to 6 vans had been arranged at Scotsdales for contractor vehicles from Cambridge Road building site, that had been causing local residents concern and that use / planning restrictions on former Hill Trees Public House on Babraham Road site were going to court on Thursday 24<sup>th</sup> September 2015

- b) County Councillor Tony Orgee reported highlights from the attached report and covered additional items of
- Outlined official process for a Traffic Regulation Order (TRO) to be followed for the proposed village changes and confirmed that if individual objections to any item on a TRO the CCC would then have to decide whether to proceed or not, but it would be unlikely that part of an application would be granted, if objections to other parts
  - Believed that safety issues at High Green were still an issue
  - Street cleaning / drain clearing problems, stating a response was currently taking place however a staff shortage had recently been identified due to transfers to the City Deal
  - Travellers at local site had been given 1 week to move prior to a CCC injunction
  - Local address grass verge identified with Japanese Knotweed had not been addressed. Clerk to provide photos direct for action to be chased

Report for September 2015 circulated

8. Standing Committee Reports

- a) **Highways:** Chair Mike Nettleton, presented highlights from the attached report with additional comments of
- i. Removal of parking spaces in High Green still under discussion
  - ii. Deferral of double yellow lines from Water Bridges until next year with other safety measures
  - iii. Proposal items as published on 21<sup>st</sup> August 2015 with the 16<sup>th</sup> September report changes be taken forward as a block for approval  
**Proposed Councillor Charlie Nightingale**  
**Seconded Councillor Simon Talbott**  
**Carried, Unanimous**
  - iv. LHI Grant to assist funding of Zebra crossing being prepared by Highways Chair and Clerk
  - v. Village Rail user group suggested to invite comments on concerns over increased rail crossing closure and effects on road traffic congestion

Report for 16<sup>th</sup> September 2015 circulated

- b) **Planning:** In absence of Chair Bridget Hodge, the minutes of Planning Committee meeting on 2<sup>nd</sup> September 2015 were reviewed

Minutes for 2<sup>nd</sup> September 2015 circulated

- c) **Recreation Ground:** Chair Malcolm Watson, advised
- i. A Crayfish Ecological Survey was necessary on the Recreation ground riverbank prior to any development at a cost of £392-60p + vat. Clerk to process for next meeting
  - ii. Various Parish Council Policy documents required for riverbank funding application. Clerk to provide available documents for review with Chair and Councillor Stephen Chittenden
- d) **Cemetery and Allotments:** Chair Helen Harwood expressed concerns over frequency of cemetery grass cutting and requested an additional tidy up from the Village Man. Clerk to arrange when available
- e) **Finance and General Purposes:** Minutes of F&GP Committee meeting on 19<sup>th</sup> August 2015 had been previously adopted
- f) **Playscape Liaison:** No new items to report
- g) **Police Liaison:** No new items to report
- h) **Environmental & Sustainable Shelford:** No new items to report
- i) **Social Media:** No new items to report

- j) **Community Association:** Chair Charlie Nightingale reported that the Community Association had agreed to a £200 contribution towards the Village Christmas Illuminations. Clearing out of the Parish Council records in the Memorial Hall has been requested. Space to be identified in the Pavilion.
- k) **Parochial Charities:** Meeting due on 17<sup>th</sup> September 2015
- l) **Twinning Association & Feast Liaison:** A new notice board has been installed and a visit to France was being planned for next year
- m) **Schools & Library:** No new items to report
- n) **Pavilion:** Clerk Winter presented September report. Omnis outstanding work is now almost complete and clearance of £25k retention less claims to be proposed at net Parish Council meeting. VAT registration is imminent.

Report for September 2015 circulated

9. Review of discussion and views resulting from the Village meeting on 8<sup>th</sup> September 2015 covered by Highway Committee report

Notes of Village Meeting on 8<sup>th</sup> September 2015 circulated

10. The proposal for a CCC survey to outline design of a Traffic Light system on Church Street, reviewing complexity and potential costs, resulting from extensive support at the Village meeting on 8<sup>th</sup> September 2015 was discussed at length.

The following points are noted

- Traffic light system would have to monitor approximately 600m of road with parked cars, driveway exits and other complex conditions
- Cost indication £150,000 > £650,000 are significant and require external support
- Highways Chair has drafted a proposed traffic light scheme for CCC review on Tuesday 22<sup>nd</sup> September that may result in a preliminary study at a cost of £1,000 > £2,000. Highways Chair was instructed not to offer to fund any initial study.
- Councillor Barrie Ashurst from 3 mornings of observations that the current temporary lights were a waste of time as high speed departures from the lights are common. It was also estimated that 80% of traffic flow was a rat run via the village
- Chair Charlie Nightingale confirmed no funding was available for this topic and external funding was necessary
- County Councillor Tony Orgee advised that the Parish Council should not offer to pay for such a scheme and the CCC was responsible for any scheme necessary and had a duty to give advice to the Parish Council
- Other additional considerations of improved road signage (Obstructed Road) could be considered

An analysis of full project costs after CCC meeting and cost of any feasibility study to be prepared for discussion at the next Parish Council meeting on 21<sup>st</sup> October 2015

11. Approval of a grant payment of £1,000 allowing a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime over a six month trial period, for the specific purpose of attending to village parking infringements was debated.

Chair Charlie Nightingale stated Stapleford Parish Council had offered to contribute £500 towards the total cost for the coverage of two roads in Stapleford. Whilst this was a generous offer from neighbouring Stapleford Parish Council the Committee agreed that the full 42hrs of PCSO time was necessary in Great Shelford and thus declined the offer from Stapleford. Clerk to inform Stapleford Clerk.

Most Councillors considered it appalling that the Council was being asked to pay for PCSO time to manage a parking problem. However, no immediate alternative was available other than the District Council taking over in the longer term when parking revenue could be used to fund the policing of parking.

**Proposed Councillor Mike Nettleton**  
**Seconded Councillor Charlie Nightingale**  
**Carried, 7 For, 2 Against**

**Clerk to confirm with Sgnt Sandra Davidson and arrange administration**

12. Clerk Mike Winter presented a schedule of payments and receipts for the month of September 2015 (known to date). This was accepted and 12 cheques valued at £6,228.76p for payment duly signed by two councillors.

The Clerk presented a monthly review of budget status was circulated for reference

The Clerk informed Parish Council of S106 claim for 63 Hinton Way had just been received, it would be an agenda item at next meeting for minute approval and witnessed signature

13. External correspondence received was reviewed and replies agreed as follows

a) Request from resident to erect permanent 30 mph signs on Cambridge Road or replace stuck on advisory signs as previous have faded.

Parish Council agreed to replace faded signs with current stock as permanent signs contravene legislation

14. 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) Review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location within a communications policy. Clerk to draft policy for approval by Parish Council.

c) Network rail to be consulted on footbridge proposal and potential traffic congestion from additional crossing closures expected at 4 per hour in each direction.

d) Update on response of proposal to disperse cost of street lighting to local residents, required by next meeting

e) Review of internal field maintenance costs in comparison to external contractor potential costs

f) Joint meeting of Little Shelford, Stapleford and Great Shelford proposed to review items of common interest

15. With all Agenda items covered the Chair closed the meeting at 2130hrs.

Signed

Date

Chair  
Great Shelford Parish Council