

GREAT SHELFORD PARISH COUNCIL

Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 21st October 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Harwood, Ashurst, Coggins, Watson, Talbott, Nettleton, Fane and Shelton (District Councillor)
No member of the public
Apologies Received: Councillors Stephen Chittenden, Angela Milson.
Absent: County Councillor Kenney, County Councillor Orgee, District Councillor Whiteman Downes
2. There were no new declarations of interests received.

No Members of the public were present
3. Minutes of the Parish Council meeting of 16th September 2015 were confirmed as being an accurate record and were signed by the Chair.
4. No matters arising were raised.
5. Reports from Elected Representatives were received
 - a) District Councillor Ben Shelton outlined planning changes under discussion that should improve the planning approval process. A discussion on the status of the purchasing of Social Housing confirmed that it would have little impact in South Cambs and that a House of Lords amendment should result in charities being exempt.
District Councillor Charlie Nightingale stated the request for hard core covering on Davey Crescent had been rejected in favour of a road widening proposal.
 - b) County Council
No County Councillors were in attendance
6. Standing Committee Reports
 - a) **Highways:** Chair Mike Nettleton, presented highlights from the attached report with additional comments of
 - i. Driveway road access mirror to be installed as a trial outside the Post Office / No 20 High Green. Clerk to arrange fitting on purchase
 - ii. The LHI grant application for the zebra crossing had been submitted and confirmation of acceptance would be chased
 - iii. The railway crossing shelter has been fitted with a set of local murals and was much improved. Chair Charlie Nightingale is arranging the local painters name tag (Francis Richardson) to be fitted to the shelter frameReport for 21st October 2015 circulated
 - b) **Planning:** Chair Bridget Hodge, reviewed the minutes of Planning Committee meeting on 28th September 2015
Minutes for 28th September 2015 circulated
Councillor Peter Fane had attended the SCDC planning meeting on 14th October when the planning approval changes were discussed. These changes should result in 95% of applications being decided by planning officers with only the most significant applications being referred to the planning committee. Parish Council S106 contributions from developers now have to be made to specific projects – generic contributions are no longer allowed

- c) **Recreation Ground:** Chair Malcolm Watson, advised
 - i. Vat registration is completed
 - d) **Cemetery and Allotments:** Chair Helen Harwood presented highlights from the attached report
Report for 21st October 2015 circulated
 - e) **Finance and General Purposes:** No report items. Next meeting 16th December to review 2016/2017 budget proposals and proposed Precept.
 - f) **Playscape Liaison:** Councillor Simon Talbott reported that fund raising proposals were starting to take place and would report as confirmed
 - g) **Police Liaison:** No report items. Clerk reported that no response had been received on the commencement of PCSO parking enforcement from Sgt Sandra Davidson.
 - h) **Environmental & Sustainable Shelford:** Councillor Peter Fane reported that SPEP initiative had been downgraded confirming that we don't know what funds SCDC will still be able to devote to SPEP, but the Green Deal funding which was being used for some of the measures has been wound up by the Government. Also Climate Energy, which was doing much of the work to improve the energy efficiency of the housing stock in the District has been put into liquidation in anticipation of the reduction of government funding for such schemes.
The eCoton scheme, supported by SPEP, which is currently resulting in an additional 50-75 private houses in the district securing solar PV panels at a reduced price before the feed in tariffs are 'slashed' (ie. reduced by 87% in the current proposals) in the New Year.
 - i) **Social Media:** Councillor Peter Fane reported no new items. Clerk confirmed posting to Webb site via David Martin was most efficient process
 - j) **Community Association:** Councillor Barrie Ashurst reported no new items
 - k) **Parochial Charities:** Councillor Simon Talbott reported no new items
 - l) **Twinning Association & Feast Liaison:** Councillor Charlie Nightingale reported no new items but updated the council on the status of the Christmas street illuminations. Business and local supporters had pledged sufficient contributions to extend the illuminations to all of Woollards Lane and most of the High Street. Grand Fair and first switch on are scheduled for Friday 27th November at the Memorial Hall.
 - m) **Schools & Library:** Councillor Helen Harwood reported other than the well locally reported break in at the school there were no new items.
 - n) **Pavilion:** Clerk Winter presented highlights from the attached October report with additional comments of
 - i. Update on report of Omnis final retention payment proposed and recommended as £18,789-80p. This was approved to process by the Clerk for the October payment run
 - ii. Chair Charlie Nightingale requested a provision of coat hooks in the Pavilion meeting room.
 - iii. Councillor Mike Nettleton was requested to pursue costs of Wi-Fi to the pavilion
 Report for October 2015 circulated
7. The S106 indemnity for S/1367/12/FL was reviewed, signed and witnessed for the Clerk to proceed with the claim
8. The S106 indemnity for S/1380/13/FL was reviewed, signed and witnessed for the Clerk to proceed with the claim
9. The following quotations were reviewed
- a) Repairs to Tarmac surface of Memorial Hall car park
 - LSL Surfacing £1,750 + vat
 - Gatward £830 + vat
 - A&S No quotation
 - Decision: Award to Gatward
 - Proposed: Councillor Ben Shelton

Seconded: Councillor David Coggins

Vote: Unanimous

b) Bus Shelter Repairs

Only quote from:

S. Bond Woodwork £907 + vat

Decision: Award to S. Bond Woodwork

Proposed: Councillor Charlie Nightingale

Seconded: Councillor Simon Talbott

Vote: Unanimous

c) Redecoration of Bus Shelters

Further quotations to be provided

10. Additional Storage facilities in the Pavilion

Clerk presented a report and recommendations on improved storage facilities with up to £1,912 + vat + delivery expenditure

Decision: Approved for Clerk to progress

Proposed: Councillor David Coggins

Seconded: Councillor Helen Harwood

Vote: Unanimous

11. Crayfish Survey for Riverbank Project

Councillor Stephen Chittenden previous meeting request for approval at a total survey cost of £785-20p + vat with 50% funded by SCDC. Thus GSPC expenditure of £392-60p +vat

Decision: Approved for Clerk to progress

Proposed: Councillor Peter Fane

Seconded: Councillor Simon Talbott

Vote: Unanimous

12. Status of Neighbourhood Plan

Councillors Bridget Hodge and Peter Fane updated meeting on progress and were given authority to continue process with neighbouring Stapleford Parish Council.

13. Status of Building Contractors parking on Cambridge Road and Westfield Road

Councillors Mike Nettleton and Barrie Ashurst expressed concern over the way Planning Authority had handled this complaint. However, any amount of contractor parking was now allowed at Scotsdales and the respective Planning / Contractor management individuals had agreed a resolution.

It was agreed that much greater Parish Council involvement, attention and monitoring should take place when any further such developments are considered or given planning approval.

14. Appointment of Erect Architecture on behalf of PSWG

Clerk circulated Erect Architecture proposed appointment documents. Clerk expressed concern over exposure of Parish Council.

A cap of £6,500 + four meeting costs was proposed.

Meeting with Councillors Mike Nettleton, Simon Talbott, Clerk and PSWG to resolve concerns prior to signing Erect document by Parish Council was agreed.

15. Clerk Mike Winter presented a schedule of payments and receipts for the month of October 2015 (known to date including previously agreed Omnis payment). This was accepted and 18 cheques valued at £26,149-77p 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 that Committee Chairs would receive details of current year budget and YTD expenditure for review and preparation of 2016/2017 proposals prior to 18th November Parish Council meeting.

16. External correspondence received, reviewed and replies agreed as follows

a) None

17. 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

18. With all Agenda items covered the Chair closed the meeting at 2115hrs.

Signed

Date

Chair

Great Shelford Parish Council

Note. All the above is the official minutes of the Parish Council meeting on 21st October 2015 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting.