

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 18th October 2017 at 1930hrs

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1. Present: Councillors Mike Nettleton (Chair), Bridget Hodge (Vice Chair), Malcolm Watson, Peter Fane, David Coggins, Richard Davies, Helen Harwood, Stefan Harris-Wright (Late Arrival), Simon Talbott, Ben Shelton (Also District Councillor), Charlie Nightingale (Also District Councillor) and Parish Clerk: Mike Winter
County Councillors in attendance: Kevin Cuffley
Two members of the public.
Apologies Received & Accepted: Councillors Carrie Hillard, Barrie Ashurst and Angela Milson
2. There was one declarations of interest received.
 - Charlie Nightingale also a member of the Feast Committee and the Community Association
 - Charlie Nightingale, Tim Nightingale on payment schedule
3. **The meeting was then adjourned for up to 10 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.**
Members of the Public
Public Questions were taken on all issues after the Presentation as agenda item 4, Village Big Issues October Topic
Questions & Answers
 - Resident stated that presentation on Finances, was interesting but would benefit from more detailed and open information
 - Chair confirmed that as these Big Issue topics develop the Parish Council would try to improve information presented and clarify more detail at the APM
 - Resident questioned why his request for the Neighbourhood Watch was not on the agenda?
 - Chair confirmed request was in its correct place as external correspondence but agreed to discuss request under the public session. Resident declined and wanted item on the agenda for public awareness and debate by the Parish Council. Chair agreed to agenda item for the next meeting.
4. Village Big Issues Presentation, October Topic
Finances, Outstanding Projects, Grange Field and 2018/19 Precept Implications
Main Topics of Presentation
 - Village consisted of around 4,300 residents in 2000 homes
 - Parish Councils share of Council Tax was 5.6%
 - SCDC increase in 2016/17 was limited to 2%, Parish Councils was unchanged from the previous year, though there was no cap on the precept.
 - Parish Council produces a cautious budget for each year that is not always achieved in that year due to many circumstances but most projects are carried forward with their projected expenditure into the following year
 - The Parish Council budgets and expenditure compares favourably with other surrounding Parish Councils
 - S106 funds and reserves were necessary to expand the villages under provided Recreational Space and a number of sites were being considered

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 20th September 2017 were confirmed as being an accurate record and were signed by the Chair
6. Consider matters arising from meeting of 20th September 2017 (new information only)
None
7. Receive reports of Elected and Nominative Representatives
 - a) District Councillor Ben Shelton verbally reported
 - Paper caddies in the bin collections would end by 11th December when all paper could then be placed directly in the blue bins
 - Community Chest grant awards had been made to Great Shelford Bowls Club and the Football Club
 - Village Hero nominations were required for consideration
 - Taxi drivers in Duxford had been charged with operating without correct details
 - b) County Councillor Kevin Cuffley, October report circulated, main topics
 - 2017/18 Budget process commencing with a deficit of £37.5m. However £31.5 of savings had already been identified
 - Three options for the A1307 LLF are under consideration
 - The New Sawston Community Hub will be the new location for the Child and Family Zone, being an improvement from the existing BellBird School location
 - Innovation Fund partnership meeting had taken place
 - Local Highways Improvement Scheme (LHIS), five villages had applied / bid for funding review

The Parish Council thanked Councillor Cuffley for his support and progress on TRO / PRO 372. Councillor Cuffley indicated some residents may appeal the decision and would advise as necessary

8. Standing Committees and Officers Reports
 - a. Highways Committee
Minutes of the meeting of 19th September circulated
October report circulated, main topics
 - CCC Highways meeting of 27th September produced no timescales for the outstanding works
Significant additional costs for the pedestrian crossing were indicated but the CCC officers were to review and hopefully resolve
 - Station Road work was expected to be completed on 23rd October 2017
 - LHI 2018, requested CCC safety survey and proposals to improve Granhams Corner for all road users and possibility of pedestrian central refuges in Cambridge Road
 - LHI 2017, still awaiting CCC final scheme for two flashing school lights.
 - LHI 2016 Highways changes, CCC now in a position to implement scheme
 - Second Speed Indicator Device, 6 new positions identified and should be in place shortly.
 - Bus Stop real time information displays requested from CCC. Committee approval on 14th November
 - b. Planning Committee
Minutes of 27th September circulated. No additional information
Station Road development planters were unacceptable as they could be moved by residents for street pavement parking
 - c. Recreation Ground Committee
Minutes of the meeting of 10th October circulated, main topics
 - Review of Boiler House potential movement into the Memorial Hall with the Trustees of the Community Association
 - Review of the Progress on the Master Plan
 - Approval of expenditure to Design Stage for the Recreation Ground Utility Services extensions
 - d. Cemetery and Allotments Committee
October report circulated, main topics
 - Chair Councillor Helen Harwood, confirmed her resignation as Chair of the Committee

- Annual allotment Invoices were due for issue by the Clerk
 - Stonehill water supply requires much work during the winter season in preparation for better use during summer periods
 - Two complaints received re grass maintenance at Cemetery and that paths at the allotments had become narrow
 - Garden Gang completed planting work in the High Street Freestones Corner flower bed was also tidied
- Parish Council thanked all members of the Garden Gang for their hard and well done work
- e. Finance and General Purposes Committee
Next Meeting 13th December 2017
- f. Neighbourhood Plan
Councillor Peter Fane verbally reported, main topics
- Minutes of Neighbourhood Plan Steering Group 5 Oct 2017 had just been issued, main topics
 - Finance & Administration to be reviewed with new Stapleford Parish Clerk when settled down in position
 - Agreement to fund 6 days work by Cambridgeshire Acre
 - Draft plan would be available for consultation in Oct 2018
- g. Playscape Liaison Officer
Eleanor McCrone on behalf of the Playscape Group sent report by e-mail, main topics
- **Fun Run.** Final total a great £5500.
 - **Planning permission.** Surface water management progress outstanding
 - **Copse.** The remains of a fire were recently found. Woodland plants are ordered along with bridge and stepping stones
 - **SSYI** have chatted with 18-20 yr-olds again at the rec, all pleasant. SSYI keen to help in any way to get the skate area off the ground, stats for grant applications, blogs, fundraising events etc.
 - **Aviva Community Fund** Entered Playscape for the Aviva Community Fund 2017
- h. Police Liaison Officer
October report circulated, main topics
- A meeting with our designated PCSO re further anti-social behaviour around the Memorial Hall late at night. Police patrols will increase; Ollie from Romsey Mill will also increase his efforts to engage with the group.
 - Next Police Panel Meeting at Sawston VC on 17th Oct, PCSO Julie Hajredini e-mail update
 - Crimes reported from 6th September to 6th October.
Two Burglaries – Winners Lt Shelford and Gog Magog Way.
Youths causing issues by using the cycle bay for purposes other than storing bikes at Gt Shelford Free Church.
Stolen vehicle from Burwell found in Macaulay Avenue.
 - Reports of youths on Gt Shelford recreation ground.
 - General stuff.
 - Two parking tickets issued in Great Shelford
- i. Social Media
Assistant Clerk verbally reported, main topics
Website
- Uploaded backlog of Parish Council and Finance/General Purpose committee minutes and agendas dating back to 2015.
- Newsletter
- Current mailing list size: 170
 - Ave Open Rate: 60%
 - Ave Click Rate: 30%
- Notice Boards
- Removed all parish council related notices from the former post office notice board.
- j. Community Association
October report circulated, main topics
- Meeting of the Executive Committee held 4th October

- Trustees requested to attend the next Rec & Pav Committee meeting on the 10th October re the Boiler House proposals
 - The PC lease with the CA is being reviewed and an audit of H&S is underway for the whole building (Hall / Sports Club / Scout Hut).
 - The Community Association Committee continues to provide excellent facilities for the village and input a lot of time and effort into the smooth running of the Hall. The PC should continue to provide as much support as they are able.
- k. Parochial Charities & Schools
No new updates
- l. Twinning Association
Councillor Charlie Nightingale verbally reported that France partners will visit Great Shelford from 3 to 5th November
- m. Library
No new updates
- n. Greater Cambridge Partnership (Previously LLF)
Meeting scheduled in Trumpington next week
- o. Pavilion
Minutes of the meeting of 10th October circulated, main topics
- Agreed Quotation for the Annual Maintenance of the Pavilion Security & Fire Alarm Systems.
 - Agreed Quotation for the Annual Maintenance of the Pavilion Heating Systems. Status and Action necessary due to continued ASB around the Pavilion
- p. Christmas 2017 planning
Christmas street Illuminations and Village Hall lights switch on to be 1830hrs Saturday 2nd December 2017
Preparations ongoing
- q. Feast Liaison
Potential contribution from Feast towards cost of extending service facilities discussed.
A contribution from the Feast would be requested from 1 of 3 options
Option 1. Full cost paid by Parish Council
Option 2. Up to £10k funded by Feast
Option 3. Up to £5k funded by Feast
On a vote Option 2 was agreed and to be discussed with the Feast Committee
9. Parish Councillor Training Options
Clerk advised a programme from CAPALC of 3 separate 2/2.5hr training sessions, to be held in the Pavilion, dates to be discussed.
Clerk to consult other local Parish Councils on participation
10. Parish Councillor (All meetings) Apologies Procedure
Clerk provided extract from Good Councillor Guide and Chair agreed that the procedure would be utilised.
11. Parish Council Land Registry updates
Clerk indicated that the Form provided by Land Registry was probably for new applications and looked unsuitable. Further discussions with Land Registry are required.
12. Housing Needs Survey and its implications
Item adjourned to next Parish Council meeting Agenda
13. Approve S137 application for SSYI funding, year 2017 / 2018
Annual Grant of £2,400 as previous years considered
Proposed; Councillor Bridget Hodge
Seconded; Councillor Simon Talbott
Vote; Unanimous
14. Approve S137 application for Relate Cambridge funding, year 2017 / 2018
Annual Grant of £1,120 as previous years considered

Proposed; Councillor Helen Harwood
Seconded; Councillor Simon Talbott
Vote; For 10 Against 1
Grant Awarded

15. Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of October in
Financial Year 2017 / 2018
This was accepted with 17 cheques valued at £13,355-99p
16. Bank account balances and any adjustments necessary to 2017/18 financial year end
Bank account balances and FSCS limits reviewed.
 - Application documents for an additional account at Cambridge & Counties Bank signed by
Chair & Vice Chair for Clerk to progress and cheque signed for opening of the account.
 - Further Cater Allen Private Bank application to be progressed by Clerk
17. Review new external Correspondence
 - Circus Tanya request to visit May 2018
 - Details requested but no response received
 - Request to discuss Neighbourhood Watch support
 - Response covered in Agenda Item 3, Public Questions
 - Replacement of lamp post SC9 Woodlands Close / Road
 - Clerk to confirm proposal with SCDC
18. Consider matters for future agenda consideration
None
19. Meeting closed to public (Parish Council Members Only) for this item as HR topic
Review process of the recent Highways activity and conduct / action of Parish Councillors.
Parish and District Councillors, Shelton and Nightingale on legal advice chose not to take part
in this item and withdrew from the meeting.
20. With all Agenda items covered the Chair closed the meeting at 2130hrs.
Reminders
 - Next Parish Council Meeting
Wednesday 15th November 2017, 1930hrs at the Pavilion

Note. All the above is the official minutes of the Parish Council meeting on 18th October 2017 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed
Chair
Great Shelford Parish Council

Date