

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 21st February 2018 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), David Coggins, Richard Davies, Angela Milson, Simon Talbott, Barrie Ashurst, Malcolm Watson, Helen Harwood, Stefan Harris-Wright, Peter Fane, Charlie Nightingale and Parish Clerk: Mike Winter

Absent: Councillor Ben Shelton

County Councillor in attendance: Kevin Cuffley

Eleanor McCrone representing Playscape

Three members of the public.

No Apologies Received and Councillor Ben Shelton recorded as absent

2. There were two declarations of interest received.
Councillor Mike Nettleton, Eagle Analysis on payment schedule
Councillor Simon Talbott, Parochial Charities

3. Village Big Issues Presentation, February Topic

Recreation, Including Playscape and Grange Field status

Councillor Malcolm Watson presented an overview of the current status on all topics as follows

- Current Position of all facilities including the Clay Pit
- Summary of all the significant improvements completed over the past two years
- Noted the valued assistance to the Parish Council from Playscape and SSYI
- Future Potential for the Recreation Ground, additional play areas and the Clay Pit

The full presentation is available on the Parish Council Website at
greatshelfordparishcouncil.gov.uk

Open Discussion and Questions from Councillors

- Parochial Charity representative stated that any current proposed development would include one third of the site for community open space use
- Shared use of Rugby Club facilities should be explored
- Clay Pit access should be considered for improvement and managed as a wild space

4. **The meeting was then adjourned for up to 15 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 or the Village Big Issues February Topic.**

Public Questions were taken on all issues after the Presentation as agenda item 4

Questions & Answers

- No questions on Village Big Issues Presentation, February Topic
- General Questions
- One Member of the Public raised a number of issues that related to procedural matters of the Parish Council and handed in a transcript of issues raised.
 - This was not responded to by the Parish Council

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 F&GP meeting held on 17th January 2018 were confirmed as being an accurate record and were signed by the Chair

6. Consider matters arising from meeting of 17th January 2018 (new information only)
Councillor Coggins considered the inclusion and provision of a Public Toilet in the 2018/19 Budget unnecessary and requested it is put on the Agenda as a new topic for discussion at a future meeting.
7. Receive reports of Elected and Nominative Representatives
 - a) District Councillor Charlie Nightingale, February report circulated and verbally reported
 - Granhams Road proposals should be reviewed by an independent consultant prior to any planning application.
 - Chair confirmed that was the proposal for the LHI 2018 application
 - SCDC tightening regulations for Taxi drivers. They will require all taxies to be Wheelchair friendly and fitted with cctv. Drivers will be required to pass a knowledge test and have a good understanding of English and have a good knowledge of the area.
 - b) County Councillor Kevin Cuffley, verbally reported
 - 2018/19 Budget & Precept levels at 2.99% plus 2% for adult Social Care
 - 2018/19 LHI applications all looked at favourably
 - He was the CCC Chair of the White Ribbon Group for Violence Against Women and Girls
 - 1307 Consultation was issued on 9th February with various open consultation days and locations advertised

Councillor Questions

 - Cambridge Road was is an appalling state, what could be done
 - CC Cuffley agreed and as funding was not available, suggested lobbying local MP for additional funding
 - It was noted that pavements, drains and signposts were in a similar condition
 - What Reserves did the County Council hold
 - A 27 day period existed before CCC would be out of funds if no income received
8. Standing Committees and Officers Reports
 - a. Highways Committee
February report circulated, main topics
 - LHI 2017 scheme for School signs expected implementation within weeks
 - LHI 2016 scheme for general Village improvements including Zebra crossing work had commenced and would last a number of weeks
 - Second Sid in operation and first now back from repairs
 - Bus Stop time indicator board at High Green expected in March
 - LHI 2018 scheme presentation made to CCC, decision expected in March 2018
 - b. Planning Committee
Minutes of 14th February circulated. No additional information
Councillor Bridget Hodge had resigned as a Parish Councillor and the Deputy Chair of Planning would be replacing previous Chair
 - c. Recreation Ground Committee
Councillor Malcolm Watson verbally reported, main topics
 - Football field maintenance is a challenge in the very wet weather and some matches have been postponed to prevent damage to pitches being severe.
 - Skateboard Ramp has again been closed due to damage from Town & Country Tree repairs at neighbouring property.
Town & Country had accepted responsibility and cost of repair
 - Review of Feast Service Facilities ongoing with tender delayed due to clarification of electrical requirements
 - Grange Field progress limited
 - Recreation Ground Fees increased by 10% for 2018/2019
 - Private Security Patrols have been introduced from mid-February 2018 to minimise ASB around the Recreation Ground and the Pavilion

- d. Cemetery and Allotments Committee
Councillor Richard Davies verbally reported, main topics
- Stonehill water supply protection and 30m extension completed
 - Allocation of Vacant allotments outstanding
- e. Finance and General Purposes Committee
No new information
- f. Neighbourhood Plan
Minutes of 18th January circulated with no additional comments
Bridget Hodge (Previous Parish Councillor) is expected to continue as a member of the Neighbourhood Plan Working Group
- g. Playscape Liaison Officer
Chair invited Eleanor McCrone representing Playscape Group to verbally report, main topics
- Planning Application in Draft awaiting final approval
 - Grant applications in progress but some require planning application to be confirmed
 - Upcoming Events
 - Fun Run
 - Pop up skate park
 - Tree planting
- Parish Council thanked the Playscape Group for their continued efforts and fundraising for the development of the Recreation Ground
- h. Police Liaison Officer
February report circulated, main topics
- A major review of Community Policing is underway and the outcome is expected in April.
 - Local Panel meetings have been suspended.
 - Tim Clearly, our local Sergeant, has moved on and to date there is no replacement.
 - Some parking tickets have been issued in the High Street and Woollards Lane.
 - A number of drivers have been counselled about parking in front of Tesco.
 - The most reported crimes in Great Shelford are for shoplifting.
- i. Social Media
Assistant Clerk reported on presentation, main topics
- Website
- Uploaded committee minutes and agendas as issued.
- Newsletters
- 8 sent out
 - Current mailing list size: 178
 - Ave Open Rate: 58%
 - Ave Click Rate: 32%
- j. Community Association
February report circulated, main topics
- The PC has funded a full Management Asbestos survey for the whole building on Fri 19th Jan and a demolition survey for the Boiler House.
 - Mike Nettleton and the Parish Clerk attended the Community Association Meeting on 24 Jan 2018 and explained:
 - The PC has committed to reviewing the leases including the Scout Hut and Sports Club.
 - The PC is considering funding a CCTV system for the building.
 - The PC is considering funding a fixed wiring test, any work that is highlighted by this will not be funded by the PC.
 - A Fire Risk Assessment and Risk Assessment have been completed for the Memorial Hall. The Committee is meeting on 28th Feb to review the Fire Risk Assessment and to implement any actions required.
 - Simon Sparrow is actively trying to recruit additional members of the committee.
- Chair encouraged any member of the Playscape Group to consider joining the Community Association
- k. Parochial Charities & Schools
Charities Planning Advisors for land development is under discussion
Mrs Alison Evans (Head teacher) replacement is at interview stage in March 2018

- I. Twinning Association
No New items
 - m. Library
Councillor Helen Harwood is to be Chair of Friends of the Library
Head of Library Services has stated No Library closures as a policy
Library open hours to be reviewed by Parish Council
 - n. Greater Cambridge Partnership (Previously LLF)
A dedicated A1307 meeting is recommended
 - o. Pavilion
Pavilion Manager verbally reported
 - Repair of Flooring in Gents Toilet & Kitchen approved at Rec & Pav Committee meeting
 - Pavilion Heating maintenance contract signed
 - ASB to be monitored by Local Security Contractor
 - p. Christmas 2018
Chair requested volunteer for Lead on 2018 planning
 - q. Feast Liaison
Clerk verbally reported
 - Services Tender delayed due to Power requirements being reviewed
 - Clerk & Councillor Ashurst meeting Feast representatives, Power design contractor and Feast Events contractor for review on Tuesday 20th February
 - Planned and Additional features looking likely to exceed current budget
 - Review will be required when all tenders have been received and may cause further delays in confirmation of work to be undertaken.
9. Review Process, Dates and Paperwork for Election of Parish Councillors
Clerk advised Councilors of timescales and requirements for Election with all application documents to be returned to the Clerk at next Parish Council meeting on 21st March 2018. Clerk will deliver all applications to SCDC before the deadline on 6th April 2018.
It is envisaged that a number of long standing Councilors will not be standing for election in May 2018 thus new applications are to be encouraged with applications via Chair or Clerk.
 10. Review and Approve additional S137 application for funding to the Mobile Warden Scheme
Item carried forward from previous meeting
No relevant additional information that enhances the previous application has been received.
Thus, Item withdraw until an additional application is received
Chair Noted that Little Shelford and Stapleford are attempting to start a similar local scheme
 11. Review Arrangements, External Communication and Format for the APM, Wednesday 18th April 2018
Councillor Peter Fane to progress planning for the meeting and update Council at next meeting
Clerk to send request to Local groups for their annual submission / contribution
 12. Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of February in Financial Year 2017 / 2018
This was accepted with 17 new cheques valued at £10,485-13p
Clerk to remove Bridge Hodge from Cheque signatory list and replace with Councillor Malcolm Watson where appropriate.
 13. Review new external Correspondence
None
 14. Consider matters for future agenda consideration
 1. Chair of Planning
 2. Reconsider Public Toilet on Recreation Ground
 3. Trumpington Farm Lease

15. To Review Councillor Issues (Reserved Matters)
Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it was resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters
16. With all Agenda items covered the Chair closed the meeting at 2130hrs.

Reminders

Next Parish Council Meetings.

- Wednesday 21st March 2018, 1930hrs at the Pavilion
- Monday 9th April 2018, 1930hrs at the Pavilion
- Annual Parish Meeting. Wednesday 18th April, 1900hrs at the Memorial Hall
- Annual Meeting of the Parish Council. Wednesday 16th May, 1930hrs at the Pavilion

Next Planning Meeting

- Friday 23rd February 2018, 1100hrs at the Pavilion
- Wednesday 7th March 2018, 1800hrs at the Pavilion
- Wednesday 21st March 2018, 1800hrs at the Pavilion

Note. All the above is the official minutes of the Parish Council meeting on 21st February 2018 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed
Chair
Great Shelford Parish Council

Date