

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Monday 9th April 2018 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), David Coggins, Richard Davies, Angela Milson, Barrie Ashurst, Malcolm Watson, Peter Fane, Mark Carey, Charlie Nightingale and Parish Clerk: Mike Winter
Apologies Received & Accepted: Councillors Simon Talbott, Helen Harwood, Stefan Harris-Wright and Ben Shelton
County Councillor in attendance: Kevin Cuffley
Three members of the public.
2. There were two declarations of interest received.
Councillor Mike Nettleton, Eagle Analysis on payment schedule
Councillor Charlie Nightingale, Member of the Feast Committee
3. **Public Session**
The meeting was 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.
Chair welcomed and introduced 3 of the 4 new Parish Councillors due to join the Parish Council after Election Day as Graham Townsend, Judith Wilson and Ian Kydd all attending the meeting.
Public Questions
 - None**With no further issues raised by the public attending, the meeting was reconvened at this point for the Parish Council Agenda**
4. Minutes of the Parish Council meeting held on 21st March 2018 with additional wording in **RED** font were confirmed as being an accurate record and were signed by the Chair
5. Consider matters arising from meeting of 21st March 2018 (new information only)
6. Receive reports of Elected and Nominative Representatives
 - a) District Councillor Charlie Nightingale, verbally reported
 - Energy grants available for community's groups as previous report.Chair requested a more proactive report from SCDC. Councillor Nightingale to progress
 - b) County Councillor Kevin Cuffley, April report circulated, main topics
 - White Ribbon Campaign, Ambassadors shortlisted
 - Meeting with Highways team for discussion on general road conditions, now considered to be poor. Two additional road repair machines had been introduced. South Cambs was considered to be top rated in spend per capita on road repairs but acknowledged that road required much further attention. Details of the comparison spends were requested by Councillors.
 - Mobile Warden Innovative Fund available from £2k to £10k
7. Standing Committees and Officers Reports
Only updates reviewed from previous recent Parish Council Meeting
 - a. Highways Committee
 - Zebra Crossing operational with flooding modification to be undertaken asap
 - Yellow & White lining to start this week
 - b. Planning Committee
Minutes of 21st March circulated and update from meeting on 4th April 2018 discussed.
Chair & Clerk met SCDC to review standard conditions on planning applications and procedures.
Conditions had been included on last batch of Planning recommendation returns

Councillor Nightingale stated he considered recently issued draft minutes of 4th April meeting to be inaccurate in respect of their recording of his declaration of interest in and voting on application S/1041/18/FL. Chair stated he considered the minutes were accurate. Cllr Nightingale stated that before the meeting he had decided to use his role as District Councillor to request a review of this Planning application by SCDC Planning Committee. Chair requested that Parish Council must be represented at the SCDC review.

A review of process for the Planning Committee meeting would take place when new Committee is formed in May 2018.

Updated 4th April Planning Committee minutes apply.

- c. Recreation Ground Committee
Minutes of 15th March circulated
 - g. Playscape Liaison Officer
Erect Architecture Planning application with SCDC
 - o. Pavilion
Minutes of 15th March circulated
 - q. Feast Liaison
Liability Insurance being discussed between Clerk and Feast Committee
8. Review Arrangements, External Communication and Format for the APM, Wednesday 18th April 2018
Items Checked as
- Agenda
 - External Reports
 - Parish Council Reports
 - Facilities
- All in place and covered
9. Review and Approve Quotations for Feast Services proposals, subject to completion of works by 3rd week in June 2018
Current quotations were insufficient, over cost estimates and could not confirm completion prior to Feast 2018. Thus tender could not be awarded.
Postponement of the works with updated quotations and subsequent review of project is scheduled for after Feast 2018.
10. Review proposals and likely costs for Internet and CCTV coverage of Memorial Hall, Feast and Pavilion
Recreation and Pavilion Committee after review had recommended the installation of the supporting equipment to the Parish Council for final approval.
Total Expenditure £3.5k to £4k
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Angela Milson
Vote; Unanimous
11. Review and Approve S137 application for Summer Reading Challenge funding 2018
Application Form received and circulated for a Grant of £300 to support Summer 2018 Challenge from Cambridge Libraries on behalf of Great Shelford Library.
Total Grant Proposed £300
Proposed; Councillor Angela Milson
Seconded; Councillor Mark Carey
Vote; Unanimous
12. Formulate a response for the A1307 Greater Cambridge Partnership proposal
All 3 Strategies reviewed with views and advice from County Councillor Kevin Cuffley.
Chair tasked with completing the survey on behalf of the Parish Council on line that evening being the last date available.

13. Formulate a policy on Greenbelt and Affordable Housing
Policy to be agreed in draft by Councillors Mike Nettleton and Peter Fane for the May Parish Council meeting to review and presented to the June Parish Council meeting for final agreement.
14. Review potential Conflicts of Interest Policy being an Agenda Item at meeting of 16th May 2018 when New Councillors are Elected
Options reviewed and withdrawn by Chair after discussion.
Councillors asked to take a more serious stance on this topic and make any potential conflicts of interest clear at every meeting
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 March (Period 21st March to 31st March) to complete Financial year 2017/2018 was accepted
 - Total Value of 10 Cheques for up to 31st March 2018 and 1 Cheque previously signed £7,857-68p, signed by two approved councillors
 Review and Approve Financial monthly accounts for payment and Note receipts
Clerk schedule reviewed at meeting of Payments and Receipts for Month of April (Period 1st April to 9th April 2018) Start of Financial Year 2018/2019
 - Total Value of 10 Cheques for up to 9th April 2018 at £16,099-52p
 - **Note.** 2018/2019 9th April accounts include all currently received invoices or charges up to 9th April 2018
16. Review new external Correspondence
 - SCDC confirmed that Parish Council Nominations were uncontested with 15 Councillors Elected to serve from May 2018 to April 2022
Declaration of Interests and Acceptance of office paperwork will be circulated by Clerk for completion and return to Clerk at Parish Council meeting on 16th May 2018
 - Rayments Car Park lease
Notification of increase and back payments received.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is 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 (Item discussion excluded to public and press as Staff information)

17. Agree changes to Staff salaries in line with the Nationally agreed pay scales for the sector in financial year 2018 – 2019
All Staff reviewed and changes agreed for implementation by Clerk
Proposed; Councillor Charlie Nightingale
Seconded; Councillor Richard Davis
Vote; Unanimous
18. Consider matters for future agenda consideration
 - Trumpington Farm Lease
 - All other Lease agreements
 - Car Park Lease retrospective charges
 - GDPR impact on Parish Council
19. With all Agenda items covered the Chair closed the meeting at 2140hrs.
Reminders
Next Parish Council Meetings.
 - 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 Meetings

- Tuesday 17th April 2018, 1900hrs at the Pavilion
- Friday 4th May 2018, 1830hrs at the Pavilion
- Wednesday 16th May 2018, 1830hrs at the Pavilion
- Wednesday 6th June 2018, 1830hrs at the Pavilion
- Thereafter as New Parish Council Schedule Plan but 1st and 3rd Wednesday of the Month (i.e. 2 weekly)

Note. All the above is the official minutes of the Parish Council meeting on 9th April 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

Un-Adopted