

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Annual Parish Council Meeting held in the Pavilion, Woollards Lane on Wednesday 16th May 2018 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), Stefan Harris-Wright, Richard Davies, Angela Milson, Barrie Ashurst, Malcolm Watson, Peter Fane, Mark Carey, Charlie Nightingale, Roberto Gherseni, Judith Wilson, Barbara Kettel, Ian Kydd and Parish Clerk: Mike Winter
Eight Members of the Public present.
Chair welcomed all new and previous Councillors to the meeting.
Clerk collected all Councillors present Acceptance of Office with any Councillors not in attendance to be collected prior to next meeting.
2. Election of the Chair of the Parish Council for the year 2018 – 2019
Councillor Mike Nettleton offered to stand as Chair for 2018 – 2019
With an unopposed status Councillor Mike Nettleton was elected Chair for 2018 – 2019
3. Councillor Mike Nettleton Signed Chair's Acceptance of Office
Councillor Ian Kydd questioned the continuing order of Business. This was rejected by the Chair as the order on the agenda was clear and acceptable.
4. Election of the Deputy Chair of the Parish Council for the year 2018 – 2019
Councillor Malcolm Watson offered to stand as Deputy Chair for 2018 – 2019
With an unopposed status Councillor Malcolm was elected Deputy Chair for 2018 – 2019
5. Councillor Malcolm Watson Signed Deputy Chair's Acceptance of Office
6. Received & Accepted apologies for absence
 - Councillor Simon Talbott, away co-leading a conference.
 - Councillor Graham Townsend, out of country on businessAbsent
 - None
7. Received declarations of interest
 - Councillor Mike Nettleton, Eagle Analysis on Payments schedule
 - Councillor Charlie Nightingale, member of Feast Committee
8. Public Session
The meeting was 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.
Public Questions
 - Parking issues on pavement outside Cambridge MiniWorks adjacent to the Bus Stop & Shelter.
Councillor Mike Nettleton explained the legal status of the parking location and the complaints received as the reasons for the parking change from the current arrangement.
It was agreed to discuss this item further at the 20th June 2018 Parish Council meeting with views from the Highways Committee
 - Councillor Charlie Nightingale was requested to give an explanation as to his reasons for referring a Planning application to SCDC in his previous role as District Councillor.
Councillor Charlie Nightingale declined to comment

- New District Councillor Peter Fane agreed to review the referral and discuss independently with the member of the public as the District Councillor.

With no further issues raised by the public attending, the meeting was reconvened at this point for the Parish Council Agenda

9. Review Committees and Appoint Chair's, members to the following Committees and Co-Ordinator Officers for the year 2018 – 2019

Chair presented a proposed chart of all Committees and Co-Ordinators for review, explaining that the chart reflected the need to distribute Councillor positions but took into account where possible Councillors preferences.

Reviewed as follows

Councillor Barbara Kettel expressed a strong wish not to be on the Cemetery & Allotment Committee. Councillor Peter Fane agreed to replace as he felt along with his District Council role that Committee would not be over time consuming.

Councillor Ian Kydd enquired why only Committee Chairs served on the F&GP Committee. This was confirmed as standard practice for many years.

F&GP Committee status was debated and it was agreed by a vote of

- In Favour 8
- Against 5

To increase F&GP Committee by up to two (2) councillors

Councillors Charlie Nightingale and Ian Kydd added to the F&GP Committee

Councillor Judith Wilson replaced Councillor Barrie Ashurst as Twinning Association Co-Ordinator

Councillor Barrie Ashurst replaced Councillor Judith Wilson as Scouts & Guides Co-Ordinator

Optician & Pharmacy was added to the Health Centre & Dentist Co-Ordinator role

Chart showing the adjusted Committees and Co-Ordinators to be displayed on Website, notice boards and circulated to local media asap by Clerk.

10. Minutes of the Parish Council meeting held on 9th April 2018 were confirmed as being an accurate record and were signed by the Chair

11. Consider matters arising from meeting of 9th April 2018 (new information only)

- None

12. Receive minutes of Annual Parish Meeting held on 18th April 2018 and to consider matters requiring future action. Adoption at the next APM April 2019. Item adjourned to the next Parish Council meeting

13. Receive reports of Elected and Nominative Representatives

a) District Councillors

Newly Elected District Councillors

- Peter Fane also Great Shelford Parish Councillor
- Nick Sample resident of Stapleford

Introduced themselves and a recently received introduction report was reviewed.

Councillor Barrie Ashurst requested support for the decriminalisation of village parking from both the new District Councillors

- Councillor Peter Fane committed to regular and relative Parish Council reports in advance of Parish Council meetings.
- 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, verbally reported for May, main topics

- £32m efficiency savings made
- Highways receiving extra £2.5m funding for pot hole repairs

Councillor Barrie Ashurst requested

- Assistance on a contact to clarify Bus Route 7a stops and timetable?
- Assurance that Great Shelford would receive the same response as Sawston with all Village pot holes being repaired overnight?

County Councillor Kevin Cuffley committed to support and pressure both topics

14. Receive Reports from Previously Elected Committees and Officers

- a. Highways Committee (Report Circulated, main topics)
 - School signage will operate outside of school term time. Councillor Nettleton considered this was unsatisfactory and would bring the signage into disrepute!
 - Street Yellow & White lining to start 24th May 2018
 - Meeting with County Councillors requested to discuss performance of CCC Highway
- b. Planning Committee
Minutes of 4th May circulated
- c. Recreation Ground Committee (Verbal report, main topics)
 - Vandal damage and open fires on the Recreation Ground responded to by Dardan Security and PCSO on separate occasions
 - Green Shelter seating quotation at £380 agreed
 - Sand Pit safety repairs necessary
- d. Cemetery & Allotment Committee (Verbal report, main topics)
Unallocated allotments to be resolved
Water tap at Cemetery allotment damaged by users again.
- e. Finance & General Purpose Committee
Next meeting August 2018
- f. Neighbourhood Plan (Verbal report as report too late to circulate)
Next meeting on 12th June.
An open meeting at Stapleford pavilion on 23rd May (7.30pm) on green spaces and access to the countryside. This is being held jointly with the Wildlife Trusts, Magog Trust and the CPPF.
Full report on GSPC and Neighbourhood Plan websites
- g. Playscape (Verbal report, main topics)
 - Fund raising event 16th September Shelford Fun Run
 - Grant applications progressing
 - Next Rec & Pav Committee to review Tender Fee proposals and decking at riverbank
 - Interpretation Boards to be created
- h. Police (Report Circulated, main topics)
 - Meeting with new Sargent to discuss policing issues within the village on 5th June
 - Wollards Lane new parking enforcement
- i. Social Media (Verbal report)
Additional 10 subscribers added after APM
The 200 subscribers for the Village requires attention to increase circulation
- j. Community Association (Report Circulated, main topics)
 - Electrical Testing and repairs completed
 - Wi-Fi system now operational, Notices to be displayed and range extender to be tested for Feast application.
- k. Parochial Charities & Schools
Chair requested meeting with Councillors Simon Talbott, Peter Fane Angela Milson along with Bridget Hodge to discuss Mores Meadow extension project
- l. Twinning Association
No new information
- m. Library
No new information
- n. Greater Cambridge Partnership Report
Next Meeting Wednesday 6th June 2018, 1800hrs to 2000hrs, Linton Village College (Main Hall)
Councillor Ian Kydd to attend and stand in for Councillor Nettleton as on holiday

- o. Pavilion (Verbal report, main topics)
 - Floor covering repairs extended to Ladies toilet at extra cost
 - Hartbeeps Classes end on 24th May
 - Art for Wellbeing classes start in September
 - Players corridor Fire alarm sensors to be replaced with correct type
- p. Christmas Planning
Chair requested volunteer by June Parish Council meeting for Christmas 2018
 - Councillor Mark Carey volunteered to assist
- q. Feast (Verbal report, main topics)
 - Insurance for 2018 to be reviewed by Feast Committee member with Clerk
 - 2017 arrangements for services to apply for 2018
- r. Playing Field Acquisitions
No new information

15. Review Proposed Policy on Greenbelt and Affordable Housing

Further debate and Councillor review of proposal necessary at the 20th June Parish Council meeting, with adoption by the Council and Neighbourhood Plan.
Necessary to make certain Policy is compliant with the National Policy

16. Review of APM response (Topics Circulated)

Memorial Hall & Key Projects

- Blue Sky topics, support in principle but stall at Feast agreed to engage Village further
- Some Villagers attached to current Memorial Hall but inefficient and outdated facilities, kitchen especially in need of updating
- Health Centre of great benefit to the Village but some Councillors considered it should be a commercial decision and others stated the Parish Council should do all it could to keep a Health Centre in the village

17. Review Parish Council Policies, Standing Orders, Procedures for 2018 – 2019

Current Policies and Standing Orders are out of date and require large scale updates to comply with either current legislation or operational procedure

GDPR proposed updates on Newsletter and Allotment Privacy Policy with a CCTV Policy Statement had been circulated.

However, Councillors had not fully digested content. Agenda Item for 20th June 2018 meeting.

Other Policies and Standing Orders to be proposed for update objectively at least two per Parish Council meeting

Insurance held for 2018 -19 reviewed.

Potential cost for Public Liability to increase from £10m to £20m and £100m to be requested on Long term Annual Quotation due 31st July 2018

18. Review Implications of GDPR (*General Data Protection Regulation*) compliance

General progression towards compliance discussed with working practices to be adopted, main issues

- Councillor contact details unchanged as they are public officers
- Direct linked and identified as Parish Council e-mail addresses necessary for Councillor and Parish Council protection. List circulated for testing at next Parish Council meeting
- Data protection Officer nominated as Clerk in Councillor positions list
- Telephone & E-mail consent forms to be used only when a topic is formally in discussion
- Steps to Compliance Action Plan, managed by Clerk to be reviewed at each Parish Council meeting

- 19.** Review and Approve the AGAR (Audit and General Accounting Regulations) in the following order
- a) Annual Governance Statement
Parish Council Reviewed statements, agreed collective response with signing by Chair and Clerk
 - b) Annual Accounting Statement
RFO prepared and signed in advance of Approval meeting
Parish Council Considered statements agreed collectively prior to signing by Chair of meeting
 - c) Chair signing of AGAR Accounting Statement
Clerk advised Parish Council of all other documents that are returned to the External Auditor for their review
- 20.** Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed at meeting of Payments and Receipts for Month of April (Period 9th April to 30th April) due to early Parish Council Meeting on 8th April 2018
- Total Value of 12 Cheques and 2 Cheques previously signed £7,930-34p, signed by two approved councillors
Clerk schedule reviewed at meeting of Payments and Receipts for Month of May
 - Total Value of 15 Cheques at £9,117-07p signed by two approved councillors
- 21.** Approve increase in Car Park lease charge and review back dated claim
Lease provides for RPI increases since June 2010 on a 3 year basis
RPI increases identified by Lease holders Land Agent correct and agreed.
Clerk to request memorandum on lease amendment from Land Agent with request to identify back dated claim clause in lease.
- 22.** Agree Banking Signatory Councillors for the New Parish Council elected members
Proposed Bank Signatories
- a. Mike Nettleton
 - b. Malcolm Watson
 - c. Barrie Ashurst
 - d. Richard Davies
 - e. Angela Milson
- Proposed; Councillor Ian Kydd
Seconded; Councillor Barrie Ashurst
Vote; Unanimous
- 23.** Agree appointment of Mr Hugh Holland as Internal Auditor for the year 2018 – 2019
Proposed; Councillor Peter Fane
Seconded; Councillor Ian Kydd
Vote; Unanimous
- 24.** Agree the Parish Council and Planning Committee Meeting dates for 2018 – 2019
Schedule of Parish Council meeting dates reviewed with two meeting dates amended to improve the F&GP review of current YTD, proposed next year budget and precept recommendation for the full Parish Council Meeting.
Schedule of Parish Council Planning Committee meeting dates reviewed and agreed at 1st and 3rd Wednesdays of every month. Any Planning applications that do not meet the 21 day response deadline to be requested an extension from SCDC
- Clerk to Circulate both document to Councillors and put all meeting dates on website.
- 25.** Consider Councillor Training requirements for existing and new Councillors
New Councillor In House Training provisionally Evening Tuesday 12th June at Pavilion (Subject to trainer confirmation)
Additional Planning Training to be requested by Clerk

26. Review new external Correspondence

- Pbo & CCC, Mineral & Waste Local Plan Draft Consultation
- Gt Shelford Free Church, Mission Team from USA. Visitors for volunteer work wk. com 24th June, youngsters to carry out some community activity around the village. Use of Pavilion for a pop up coffee shop whilst they take an after school activity event on the green, agreed.
- Invite to Fields in Trust AGM, Tuesday 5th June.
- E-Mail from Jim Chisholm re Dernford Lane, removal of improved access

27. Consider matters for future agenda consideration

- Trumpington Farm Lease
- All other Lease agreements
- Car Park Lease retrospective charges
- Review of Pavement Parking as item 8 in minutes
- Policies, Standing Orders, Procedures (20th June Meeting and as necessary)
- Proposed Policy on Greenbelt and Affordable Housing (20th June Meeting)
- Blue Sky topics, stall at Feast (20th June Meeting)
- GDPR progress update (20th June Meeting)
- Receive minutes of Annual Parish Meeting held on 18th April 2018 and to consider matters requiring future action.

28. With all Agenda items covered the Chair closed the meeting at 2225hrs

Reminders

Next Parish Council Meeting

- Wednesday 20th June at 1930hrs, Great Shelford Pavilion
Deputy Chair Malcolm Watson to Chair
- Next Planning Meeting
- Monday 21st May 2018 at 1900hrs, Memorial Hall Committee Room
(New Planning Committee Members)

Note. All the above is the official minutes of the Parish Council meeting on 16th May 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