

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20th June 2018 at 1930hrs

1. Present: Councillors Malcolm Watson (Deputy Chair), Richard Davies, Angela Milson, Barrie Ashurst, Graham Townsend, Peter Fane (also District Councillor), Mark Carey, Charlie Nightingale, Roberto Ghersemi, Judith Wilson, Barbara Kettel, Ian Kydd and Parish Clerk: Mike Winter

One Member of the Public present.

Two Police Officers

Received & Accepted apologies for absence

- Councillor Mike Nettleton, on holiday
- Councillor Simon Talbott, attending Parochial Charities Meeting
- Councillor Stefan Harris-Wright, out of country on business
- County Councillor Roger Hickford, Previous engagement
- County Councillor Kevin Cuffley, Ill Health
- District Councillor Nick Sample, attending Parochial Charities Meeting

Absent

- None

2. Received declarations of interest

- Councillor Charlie Nightingale, member of Feast Committee

3. 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

- None
- Emma Hilson, Police Sergeant 0964, Partnership and Prevention Team Sergeant, South Cambridgeshire attended meeting with a colleague to update the Parish on Policing arrangements. Main Topics

- The Local Policing review established three (3) departments

Response, 999 calls

Investigate, crime investigations

Neighbourhood, local crime prevention

- Stressed necessary to report all crimes so that prioritisation can be established

- The Neighbourhood Crime prevention team consisted of 9 PCSO's

- Parking offences remain a very low priority.

- Crime reporting process

Call 999 if a crime in action

Call 101 none emergency situation

On line at www.cambs.police.uk/report/report

Benefits of above include quicker response with a possible online chat, all reports receive a ref number and used for prioritisation data

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

4. Minutes of the Parish Council meeting held on 16th May 2018 were confirmed as being an accurate record (With 1 typing error rectified) and were signed by the Deputy Chair

5. Consider matters arising from meeting of 16th May 2018 (new information only)
 - None
6. Receive minutes of Annual Parish Meeting held on 18th April 2018 and to consider matters requiring future action. Adoption at the next APM in April 2019.
 - No current action required
7. Receive reports of Elected and Nominative Representatives
 - a) District Councillor Peter Fane also Great Shelford Parish Councillor. Main Topics
 - Political landscape becoming more complex with County, District, GCP, Combined Authority and Mayor all having inputs.
 - The GCP Assembly and GCP Board on 4th July. If approved, will see the allocation of £750,000 of funding to widen and resurface the path from Stapleford to Sawston, with work starting later this summer.
 - Planning application for an extension to 22 Cambridge Road (S/1041/18/FL) had been called in to committee. It was approved by the committee at officer recommendation, but officers were persuaded to include the parish council's request for conditions as to limits on working hours. This does not form a precedent, but we will continue to press for such conditions on extensions as well as new developments.
 - Car Parking Enforcement. There are two reports currently underway into the issue: one by County into costs of extending the Cambridge City CPE initiative, another by the Police intended to present councils with comprehensive guidance on parking control options.
 - b) No County Councillor's in attendance
 - Parish Councillors expressed their good wishes to County Councillor Kevin Cuffley and wished him a speedy and full recovery
8. Receive Reports from Elected Committees and Officers Committees
 - a. Highways Committee (Minutes of Meeting 8th June circulated) Main Topics
 - PRO372/ Highways changes and other village CC projects. The majority of the work was now completed.
 - LHI bid 2018-19. Bids have to be submitted 31st July. It was agreed to bid for central refuges on Cambridge Rd. One near Scotsdales and the other in the Davey Crescent area.
 - Stapleford PC requested to review their grass cutting approach to improve local areas between Stapleford and Sawston
 - Buses idling at a Bus stop in High Green causing noise disturbance. Progressing discussion with operator on potential solutions.
 - b. Planning Committee (Minutes of 6th June circulated) Main Topics
 - Five Planning application and One Tree application reviewed
 - GSPC Standard Conditions to be word condensed for clarity
 - c. Recreation Ground Committee (Verbal report, main topics)
 - Additional Topics for Feast Village Consultation to include Public Toilets and Cricket Ball protection netting.
 - Open Fires on Rec to be discouraged
 - Free Wi-Fi at Memorial Hall installed and operational
Access Point: GSFreeWiFiMH01
Password: GreatShelford
 - d. Cemetery & Allotment Committee (Verbal report, main topics)
Unallocated allotments to be resolved
 - e. Finance & General Purpose Committee
Next meeting August 2018

Co-Ordinating Officers

- a. Playscape (Verbal report, main topics)
 - Planning Application for Total Project approved by SCDC

- Playscape Request to start a Village competition for design of paintwork for the Green Shelter agreed as competition only with no commitment to proceed
- b. Neighbourhood Plan (Verbal report as report too late to circulate)
 - Stapleford and Great Shelford Neighbourhood Plan have been awarded a grant from Locality towards the costs of a Landscape Character Assessment of the land within the NP area. This will identify issues such as significant views within the parishes and across open spaces and areas that could benefit from landscape enhancement. It will NOT identify sites for development although it would be expected to point to areas in the green belt where development might be discouraged.
 - In addition to this grant the NP group have been offered technical assistance from AECOM. This is a free service and will help towards updating the Village Design Plan that was undertaken in Great Shelford in 2004 and extending this to cover Stapleford. This support is only available to the NP process and not available to Parish Councils.
 - The Neighbourhood Plan group are expecting to obtain more residents views during the Stapleford Village Weekend and the Shelford Feast as public consultation must be the foundation of the NP considerations.
- c. Parochial Charities
No new information, meeting taking place this eve.
- d. Police (Report Circulated, main topics)
 - Meeting held with new Sargent to discuss policing issues within the village on 5th June
 - Rec Ground ASB site survey to take place
 - Crime Reporting link : www.cambs.police.uk/report/REPORT
- e. Community Association (Verbal report, main topics)
 - Wi-Fi system now operational,
- f. Twinning Association (Verbal report, main topics)
 - July 2019 will be the 30th anniversary of signing of the twinning charter in Shelfords. For the equivalent in France there is considerable involvement by local authorities including the Mayor. For this event the Association would like
 - some formal involvement by the Parish Councils (Great & Little Shelford) at the ceremony
 - if possible, use of the Feast marquee on the Sunday (beginning of Feast week)
 - some sort of concrete acknowledgement of the event (in France, a 'Bridge of Friendship' was erected)
 All to be reviewed at a future Parish Council Agenda item
 - The Twinning sign at Halatte gardens (originally provided by the developer) was removed by residents as in poor condition. Land owners to be requested permission to reinstate by TA as location name suitable to twinning location. Option positions to be considered.
- g. Library
No new information
- h. Feast (Verbal report, main topics)
 - Insurance for 2018 to be combined and placed with Parish Council Insurer providing considerable savings
 - Services update meeting on 3rd July
- i. Greater Cambridge Partnership Report (Report Circulated, main topics)
 - Mayoral request to pause process until Sept / Oct
 - Weighted responses of individuals and Parish Councils not taken into account
 - Quick fixes of:- The Granham's Road / A1307 junction improvements would be in 2019/20. The Wandlebury/Gogs Farm Shop junction and the Wandlebury underpass would be 2020/21.
- j. Scouts & Guides
No new information
- k. Village News
No new information
- l. GSFC Social Club
No new information
- m. Land Acquisition
No new information
- n. Clay Pit (Verbal report, main topics)

- Approval given for The Ecology Consultancy (TEC) working on behalf of The Greater Cambridge Partnership (GCP) as part of the Cambridge South East Transport Study to undertaking an ecology an arboricultural survey on land parcel CB309465, the Clay Pit
- o. Data Protection (Verbal report)
 - Data protection Act has now been passed
 - p. Pavilion (Verbal report, main topics)
 - Floor Covering defect Update
 - Ladies toilet floor repairs approved at Rec & Pav Committee Meeting
 - Pavilion players corridor Fire Alarm sensor replaced on Tuesday 19th June
 - q. Schools
No new information
 - r. Church
No new information
 - s. Health Centre, Dentist & Pharmacy
No new information
- 9. Review Proposed Policy on Greenbelt and Affordable Housing**
Councillor Kydd challenged the process of this Policy and why it was not in public domain.
- Policy is for review by Parish Council as a Proposed Policy and then would be made public for discussion, response and approval at a later Parish Council meeting.
- Process to include Neighbourhood Plan consultation and Inclusion
Item referred to Planning Committee for update and review with input from this evening Parochial Charities meeting and to make certain Policy is compliant with the National Policy
- 10. Review Highways Committee approach to Parking on Pavements**
Prevention by option of benches considered unsafe
Bollards options at High Green Bus stop to restrict parking
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Richard Davies
Vote; For 6. Against 6. Chair Casting Vote Against.
Bollards will not be positioned
- 11. Review Parish Council Policies, Standing Orders, Procedures for 2018 – 2019**
Wording for new legally required GDPR Policy Documents on Newsletter, CCTV and Allotment agreed with minor tidy updates by Clerk
- 12. Consider Arrangements (Volunteers 1200hrs to 1700hrs) and Questionnaire necessary for Village Key Issues Stall at Feast on Sunday 15th July 2018**
Volunteers, Councillors Milson, Wilson, Gherseni, Kydd, Davies. Others required?
Physical Stand, Clerk to book and request adjacent to Playscape and Neighbourhood Plan stalls
Questionnaire or Topic Chart, to be reviewed with Chair asap
- 13. Approve increase in Car Park lease charge and back dated claim**
Clerk presented Memorandum covering June 2013 and June 2016 for signature in compliance with the current lease agreement. Both documents signed by the Deputy Chair and Clerk to return to Cheffins as Land owner's agent.
Councillor Kettel challenged Lease Value for money but this was not pursued as Lease conditions are clear. Only option to give Notice on current Lease

14. Review and Approve Financial monthly accounts for payment and Note receipts
 Clerk's schedule reviewed at meeting of Payments and Receipts for Month of June 2018
- Total Value of 14 Cheques and 1 Cheques previously signed £8,197-60p, signed by two approved councillors
- Councillor Kydd challenged the process and stated accounts cannot be approved in absence of Financial Regulations
 Deputy Chair requested Proposal to Accept Monthly Accounts
 Proposed; Councillor Peter Fane
 Seconded; Councillor Roberto Ghersemi
 Vote; For 9. Against 3.
 Accounts approved
15. Review new external Correspondence
- E-mails from local resident re Cricket Balls falling into private garden
 Informal consultation with Residents, Cricket Club, Bowls Club took place on Monday 11th June to evaluate problem. Cricket Club meeting representative from Cricket East 21st June for advice. Clerk attending. Ongoing consultation.
16. Consider matters for future agenda consideration
- Trumpington Farm Lease
 - All other Lease agreements
 - Car Park Lease retrospective charges
 - Policies, Standing Orders, Procedures as necessary
 - Proposed Policy on Greenbelt and Affordable Housing (After update from Planning Committee)
 - Twinning Association July 2019 30th anniversary plans
 - GDPR progress updates
 - Councillor Kydd called for review of Chairs final statement on the Greater Cambridge Partnership submission
 - Councillor Kydd reported the following items for repair
 - Broken signpost at Woollards Lane / High Street Junction
 - Memorial Green reseeding after tree removal
 - Shelter at Station Road railway crossing, bushes overgrown
 Clerk aware of all the above and many others
17. With all Agenda items covered the Deputy Chair closed the meeting at 2005hrs
- Reminders
- Next Parish Council Meeting
- Wednesday 18th July at 1930hrs, Great Shelford Pavilion
- Next Planning Meeting
- Wednesday 4th July 2018 at 1830hrs, Great Shelford Pavilion
- Planning Training
- Tuesday 14th August at 1830hrs Great Shelford Pavilion

Note. All the above is the official minutes of the Parish Council meeting on 20th June 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