

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 19<sup>th</sup> September 2018 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Richard Davies, Simon Talbott, Barrie Ashurst, Roberto Ghersemi, Graham Townsend, Stefan Harris-Wright, Barbara Kettel, Mark Carey, Charlie Nightingale, Judith Wilson, and Parish Clerk: Mike Winter
  - County Councillors Kevin Cuffley
  - District Councillors, not in attendanceReceived & Accepted apologies for absence
  - Councillor Ian Kydd: Away
  - Councillor Angela Milson: On holiday
  - Councillor Graham Townsend: Out of Country on Business
  - Councillor Peter Fane: Local Plan MeetingAbsent
  - NonePublic
  - No Members of the Public present
  - Representatives of Relate and SSYI in attendance to support their respective S137 Grant applications
2. Received declarations of interest
  - Councillor Mike Nettleton: Eagle Analysis on payment schedule
  - Councillor Charlie Nightingale, Tim Nightingale on payment schedule
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.**

  - No Public in attendanceBoth S137 Agenda Items 16 and 17 were brought forward to allow open discussion and review. See Agenda Items 16 and 17 for decisions
4. Minutes of the F&GP Parish Council meeting held on 15<sup>th</sup> August 2018 were confirmed as being an accurate record and were signed by the Chair after Councillor Ian Kydd circulated e-mail was noted with no additional comment from any Councillor.
5. Consider matters arising from meeting of 15<sup>th</sup> September 2018 (new information only)
  - None
6. Receive and adopt Minutes of the Extraordinary Parish Council meetings held on 1<sup>st</sup> August, 16<sup>th</sup> August and 5<sup>th</sup> September 2018  
Minutes of 1<sup>st</sup> August were previously signed at the 16<sup>th</sup> August meeting but now received by full Parish Council. Minutes of 16<sup>th</sup> August and 5<sup>th</sup> September 2018 were confirmed as being an accurate record and were signed by the Chair
7. Consider matters arising from meetings of 1<sup>st</sup> August, 16<sup>th</sup> August and 5<sup>th</sup> September 2018 (new information only)
  - None
8. Receive and adopt Minutes of the Extraordinary Parish Council meetings held on 12<sup>th</sup> September 2018  
Clerk had not completed the Minutes for circulation. Item adjourned to next meeting

9. Consider matters arising from meeting of 12<sup>th</sup> September 2018 (new information only)  
As above

10. Receive reports of Elected and Nominative Representatives

a) No District Councillor in attendance

September 2018 Report Circulated to Councillors and on website

b) County Councillor Kevin Cuffley in attendance

September 2018 Report Circulated to Councillors and on website

Councillor asked County Councillor why Great Shelford was not represented on the attached Village Highways issues spread sheet

- Believed matters were in hand to repair thus not included

Councillor has independently agreed to a meeting with CC Local Highways Officer for a Village inspection and the list will be substantially increased with Great Shelford issues still requiring urgent attention

11. Receive Reports from Elected Committees and Officers  
Committees

**Note.** Councillor Barbara Kettel has been added as a member of the Pavilion and Recreation Ground Committee

a. Highways Committee

September 2018 Report Circulated to Councillors and on website

Topics of Discussion

- Finger direction post at High Street / Woollards junction  
Repair cost of existing finger £2.5k  
Councillor Charlie Nightingale believed Mr Eric Knowles had the damaged section.  
Councillor Barrie Ashurst to contact and recover to reduce cost of repair if it is available
- Replacement of notice boards  
Both older Wooden Notice boards were in poor repair / condition.  
Clerk to arrange Cemetery board to be replaced with a larger aluminium type as budgeted item and replace Memorial Hall when necessary
- Organising the PC survey and progress on Station Rd vehicle idling signs  
Good response from local residents and the sign proposed by Resident Stephen Chittenden considered most suitable for positioning at all supporting properties  
Councillor Stefan Harris-Wright to progress

b. Planning Committee (Minutes of 4<sup>th</sup> July circulated)

4<sup>th</sup> September 2018 Planning Committee Minutes Circulated to Councillors and on website

Topics of Discussion

- Coop: discussions with Coop/SCDC/CCC continue. Coop have offered to (largely) fund TRO for parking restrictions in Granhams / High Green, but will only install bollards on 'their side' of the roads. Blockage appears to be CCC Highways.

c. Recreation Ground Committee

No Report Circulated

Topics of Discussion

- Skateboard Ramp remains closed awaiting new CCTV & Monitoring installation.  
Damage to closing boards experienced on two occasions and ofo bike set on fire adjacent to closed ramp

d. Cemetery & Allotment Committee

No Report Circulated

Topics of Discussion

- Tree work at Cemetery completed as Argenta Tree Survey requirements
- Stonehill Allotment plots allocated to 1 new holder and 3 existing holders.  
Six (6) remain unallocated  
Village News and a Poster in Library suggested to advertise allotments available

- e. Finance & General Purpose Committee  
15<sup>th</sup> August 2018 Committee Minutes Circulated to Councillors and on website  
Topics of Discussion  
Next meeting 5<sup>th</sup> December 2018 for 2019/20 Budget and Precept review.  
Committee Chairs reminded to arrange budget review meeting well in advance of 5<sup>th</sup> December meeting for 2019/20 proposals to Clerk

## 12. Receive Reports from Co-Ordinating Officers

- a. Playscape  
No Report Circulated  
Topics of Discussion
- Fun Run took place on Sunday 16<sup>th</sup> September 2018, believed successful
  - Councillor Malcolm Watson meeting with Playscape representative next week for update on all topics
- b. Neighbourhood Plan (Verbal report)  
No Report Circulated  
Next Meeting Thursday 20<sup>th</sup> September 2018
- c. Parochial Charities  
No Report Circulated  
Topics of Discussion
- New website launched as [gspc.org.uk](http://gspc.org.uk)
  - Newsletter to be published four (4) times per year
  - Parish Council to provide link to Parochial Charities Website and circulate when Newsletter issued
- d. Police  
No Report Circulated
- **Reporting link for any observed crimes** : <https://www.cambs.police.uk/report/REPORT>
- e. Community Association  
No Report Circulated
- f. Twinning Association  
No Report Circulated  
Topics of Discussion
- Request to use the Feast Marquee next year has gone through.
  - Proposal for a small orchard to celebrate the twinning anniversary next year to be added to the agenda of a future Parish Council meeting. Contribution to the cost from the Twinning Association requested for the future discussion
  - Recreation Committee and Playscape to be consulted
  - Also a plaque at Great Shelford / Little Shelford Bridge to replace the missing Halatte Gardens Plaque under consideration by the Twinning Association
- g. Library  
No Report Circulated
- Councillor Barbara Kettel invited to the next Friends of Library meeting on Tuesday 25<sup>th</sup> September 2018
- h. Feast  
No Report Circulated  
Topics of Discussion
- Parish Council meeting with Feast Committee representative re update on proposals after 2018 Feast experiences urgently required.
- i. Greater Cambridge Partnership Report  
No Report Circulated  
Topics of Discussion
- GCP intend going ahead with option 1 ('guided busway') for A1307 corridor without any of the mitigations requested by GSPC.
  - GS and Stapleford were the only PCs objecting to option 1. Need to work out response with SPC:
  - Try to get Haverhill line back on agenda - would come in on the lines through Shelford station?
  - Insist on mitigations for option 1?
  - GSPC Chair and Stapleford Chair to discuss situation

- j. Scouts & Guides  
September 2018 Report Circulated to Councillors and on website
- k. Village News  
No Report Circulated
- l. GSFC Social Club  
No Report Circulated
- m. Land Acquisition  
No Report Circulated  
Topics of Discussion  
Councillor Roberto Ghersemi progressing discussions with SCDC and expects to have a plan for proposal to the Parish Council by December 2018 with documentation in January 2019
- n. Clay Pit  
No Report Circulated
- o. Data Protection  
No Report Circulated  
Topics of Discussion
- GSPC .gov e-mail address set up with only four (4) councillors.
  - Thus not ready for full Parish Council use. Chair requested all Councillors establish test with Clerk prior next Parish Council meeting for full application and use by all Councillors after next meeting
  - Clerk noted various Councillor E-mails sent with unrelated attachments, previous e-mail chain and copied e-mail addresses as a forward or copy all process.  
If this occurred outside of Parish Councillor circulation, it would be a potential offence under GDPR.  
Could all Councillors please double check all forward or Copy all e-mails prior sending as a standard their procedure and remove unnecessary or unrelated information / content
- p. Pavilion  
No Report Circulated  
Topics of Discussion
- Football season started with 2 GSFC teams and 2 S&SS teams (Less than previous years)
  - Art for Wellbeing Classes start Thursday 20<sup>th</sup> September at 1000hrs on a weekly basis
- q. Schools  
No Report Circulated
- r. Church  
No Report Circulated
- s. Health Centre, Dentist & Pharmacy  
No Report Circulated  
Topics for Discussion
- Merger with Granta completed 4<sup>th</sup> Sep without major issues.
  - Many more appointments now available.
  - Next major change will be merger of switchboards (date TBD).
- 13. Review Proposed Terms of Reference for a potential Feasibility Study on a Replacement Memorial Hall with Car Park as requested by the August F&GP Committee**  
Feasibility Study Circulated for review  
Various topics discussed for inclusion  
Councillor Charlie Nightingale stated that the advice of SCDC planners should be sort before starting the Feasibility Study and he would abstain on the vote for this item.  
Feasibility Study Terms of Reference with minor updates agreed as circulated by Councillor Mike Nettleton within 24 hrs of the meeting.  
Proposed; Councillor Malcolm Watson  
Seconded; Councillor Stefan Harris-Wright  
Vote; 9 in Favour, 3 Abstained  
Clerk to progress Expressions of interest and Quotations for a Study with the Study approval and costs at a future Parish Council meeting

- 14. Review and Agree Parish Councils position on Planning Application in the Green Belt, with specific reference to Hinton Way Planning Applications**
- Part of Hinton Way existing houses is in the Green Belt
  - Authority for Planning approved in the past
  - New planning applications subject to enforcement of the Green Belt in that no size increase is accepted or any rebuild is dimensionally similar to existing
- Planning Committee to apply and Note for any future applications
- 15. Review Chairs final statement on the Greater Cambridge Partnership submission**
- Councillor Ian Kydd e-mail on the topic was read out for debate by Councillors.
  - Clerk advised Councillors that the meeting of 9<sup>th</sup> April requested and gave Chair full Authority to respond on behalf of the Parish Council, as submission was required by that eve and time was not available for the Parish Council to respond on every question on the GCP survey.
  - All comments are noted and future similar responses must be allocated sufficient Parish Council time for a fully agreed response.
- No further discussion or debate was necessary on this current topic
- 16. Review and Approve S137 application for SSYI funding, year 2018 / 2019**
- Previous Year SSYI funding £2,400
  - Budget for 2018/19 SSYI funding £2,400
  - Current SSYI application for 2018/19 funding £3,400 circulated
  - Potential additional SSYI application to follow for increase in activities
  - John Greaves, Treasurer, SSYI attended Parish Council Meeting in support of the application Meeting requested GSPC to discuss lease situation and costs with GS Community Association, Stapleford PC and SSYI along with any further contribution SSYI can make to assist in relieving the ASB activity. A further funding Grant to be considered in 2018/19 when meeting has taken place and proposals made.
- In the interim a Grant of £2,400 (Identical to previous year) was proposed  
Proposed; Councillor Simon Talbott  
Seconded; Councillor Barbara Kettel  
Vote; Unanimous  
Clerk to process S137 Grant payment
- 17. Review and Approve S137 application for Relate funding, year 2018 / 2019**
- Previous Year Relate funding £1,120
  - Budget for 2018/19 Relate funding £1,120
  - Current Relate application for 2018/19 funding £1,250 circulated
  - Claire Godward, CEO, Relate Cambridge attended Parish Council Meeting in support of application
- Claire clarified that the Local Relate Charity is completely independent of the National Body for Relate; also weekly meetings now take place in the Free Church  
A Grant of £1,250 (Slightly increased from previous year) was proposed  
Proposed; Councillor Simon Talbott  
Seconded; Councillor Richard Davies  
Vote; Unanimous  
Clerk to process S137 Grant payment
- 18. Review Cricket Ball Strike Survey undertaken by Labosport then Consider Implication and Actions necessary**
- Survey undertaken by Labosport on Friday 7<sup>th</sup> September 2018 (Cost £1,600 unbudgeted)
  - Report expected for circulation prior meeting but not arrived
  - Item Adjourn Item to next meeting and / or any prior Rec & Pav Meeting

19. Update Monthly Status Chart on Key Village Projects / Issues for 2018 / 2019  
Status Chart reviewed by all Councillors and Clerk to now circulate for continuous review  
Lead Councillor on Christmas Illuminations requested. Councillor Roberto Ghersemi agreed to lead the project with assistance from Local School, Playscape Group, Chair and Clerk  
Urgent meeting of above required starting the planning process
20. Review and Approve New or Updated Policy Statements  
The following New or Updated documents had been circulated for Approval
- a) Financial Procedure and Processes Policy as Recommended by the F&GP Committee  
Proposed; Councillor Barrie Ashurst  
Seconded; Councillor Roberto Ghersemi  
Vote; Unanimous  
Clerk to post policy on Website
- b) Updated Greenbelt and Affordable Housing Policy  
Proposed; Councillor Judith Wilson  
Seconded; Councillor Simon Talbot  
Vote; Unanimous  
Clerk to post policy on Website  
Councillor Barbara Kettel to advise any potential amendments requested by Stapleford Parish Council when received
21. Review and Approve Financial monthly accounts for payment and Note receipts  
Clerk's schedule reviewed and approved at meeting of Payments and Receipts for Month of September 2018
- Total Value of 14 Cheques and 2 previously signed Cheques £9,901-78p signed by Councillor Watson and Councillor Ashurst on behalf of the Parish Council
  - Total Value of SO & DD Payments £3,187-03p
  - Total Value of Cash Payments £60
  - Total Value of Receipts £2,717-29p
  - Total Value of All Bank Balances and Cash/stamps held £303,642-24p
22. Review new external Correspondence
- Community Association Letter and E-mail re Memorial Hall Statements
    - Councillor Barrie Ashurst to progress and respond to the Community Association in his capacity as Parish Council CA Co-Ordinating Officer
  - E-mail from Cambridgeshire County Council and Peterborough City Council who are in the process of writing a new Joint Minerals and Waste Local Plan.
    - Reviewed by Chair Mike Nettleton and Councillor Roberto Ghersemi. Requires no further response or action
23. Consider matters for future agenda consideration
- Trumpington Farm Lease
  - All other Lease agreements
  - Policies, Standing Orders, Procedures as necessary
  - Twinning Association July 2019 30th anniversary plans
  - Labosport Survey
24. With all Agenda items covered the Chair closed the meeting at 2150hrs  
Reminders  
**Reminders**  
Next Parish Council Meeting
- Wednesday 17<sup>th</sup> October at 1930hrs, Great Shelford Pavilion
- Note.** Clerk on Holiday but will issue Agenda, prep presentation, accounts statement with Cheques and payment slips for approval and posting as designated by the Chair  
Minute taker required with Minutes Template provided by Clerk

Next Planning Meetings

- Tuesday 2<sup>nd</sup> October 2018 at 1900hrs, Great Shelford Pavilion
- Tuesday 16<sup>th</sup> October 2018 at 1900hrs, Great Shelford Pavilion

**Note.** Clerk on Holiday but will issue agenda

- Thereafter 1<sup>st</sup> and 3<sup>rd</sup> Tuesday 1900hrs of each month unless notified separately.

Planning Training (Replacement)

- Tuesday 23<sup>rd</sup> October at 1830hrs Great Shelford Pavilion
  - Councillor Barbara Kettel (Withdrawn)
  - Councillor Judith Wilson
  - Councillor Mark Carey
  - Councillor Mike Nettleton
  - Councillor Stefan Harris-Wright
  - Councillor Roberto Gherseni
  - Any Others?
  - Training Evening open to Stapleford and Little Shelford Councillors or staff

**Note.** All the above is the official minutes of the Parish Council meeting on 19<sup>th</sup> September 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