

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 16th and 23rd January 2019 both at 1930hrs

Chair Councillor Mike Nettleton opened the meeting with a 1 minute silence out of respect for recently deceased Councillor Nick Pett, Chair of Stapleford Parish Council.

Note. Chair rescheduled the order of business to accommodate priorities over the two meeting dates.

1. Present: Councillors Mike Nettleton (Chair), Richard Davies, Barrie Ashurst, Roberto Gherseni, Stefan Harris-Wright, Peter Fane, Barbara Kettel, Judith Wilson, Charlie Nightingale, Ian Kydd, and Parish Clerk: Mike Winter

- County Councillor Kevin Cuffley in attendance (16th January Only)
- District Councillor, Nick Sample in attendance (16th January Only)

Received & Accepted apologies for absence

- Councillor Malcolm Watson, work commitment (23rd January Only)
- Councillor Simon Talbot, Recovering. (Both 16th & 23rd January)
- Councillor Mark Carey, Away on Business (Both 16th & 23rd January)
- Councillor Graham Townsend, Family commitments (Both 16th & 23rd January)
- Councillor Angela Milson, relinquished role on Parish Council, effective from 14th January 2019. Chair requested volunteers to replace this councillor as Joint Chair of Planning Committee

Absent

- None

Public

- Three (3) Members of the Public present on 16th January 2019

2. Received declarations of interest

- Councillor Mike Nettleton: Eagle Analysis on payment schedule
- Councillor Charlie Nightingale: Member of Feast Committee and Community Association

3. Public Session

The meeting was adjourned for up to 10/20 minutes for a presentation from the Energy Investment Unit, Cambridgeshire County Council on a project at the Babraham Park and Ride site to build a smart energy grid then a further 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

CCC Presentation

Brief Outline as follows

- Project is to use the Babraham Park and Ride site, parking spaces and cover them with solar panels.
- Objective to make the site self-sufficient in power with on-site electric vehicle charging
- Project cost £11.5m funded by a PWLB loan with minimum break even over 25 years

A Public meeting and wider Presentation on this CCC project will be held in the Memorial Hall Great Shelford on Tuesday 5th February 2019 at 1830hrs

Councillor and any Public Questions on the Project

- Parking capacity of the site
 - Project team confirmed "No Change from current."
 - However, sections will be closed during construction for safety and logistics reasons

- Concern that view and visual impact from the Gog Magog Downs would be deteriorated
 - Project team confirmed that a Visual Impact Assessment will be undertaken and that a 40 week public consultation period would take place

General Agenda Public Questions.

- Resident questioned the authority of the F&GP Committee to authorise the inclusion of a Public Toilet on the Recreation Ground in the Budget?
 - Public Toilets were included in a number of Consultation processes and also discussed at various Parish Council meetings
 - F&GP proposal is a recommendation and could be removed prior agreed budget.
 - Public Toilet expenditure would also have to be brought back to the Parish Council for final approval subject to tendered quotations
 - Resident stated the Area around High Green was looking tatty, footpath to DeFreville Road was overgrown with bushes and the Clay Pit was also looking untidy. Why was the Christmas tree at the Memorial Garden not decorated this Christmas?
 - High Green and De DeFreville Road footpaths was recognised and already being attended to by Village Man and Contractors
 - Clay Pit maintenance was to be undertaken by a voluntary organisation but clearly this had not taken place. Further investigation was necessary
 - The Memorial Garden Christmas was not and never has been part of the Parish Councils Christmas lighting programme. Christmas decoration of the small tree was previously done by volunteers who decided this year not to do so.
4. Minutes of the Parish Council F&GP Committee meeting held on 5th December 2018 were confirmed as being an accurate record and were signed by the Chair
 5. Consider matters arising from meeting of 5th December 2018 (new information only)
 - None
 6. Review and Approve Financial monthly accounts for payment and Note receipts
 - a) Period, month of January 2019 and any December 2018 not previously approved at the F&GP meeting
 - 20 Cheques presented to sign for up to 31st January 2019 signed by Councillor Davies and Councillor Ashurst on behalf of the Parish Council
 - 1 Cheque previously signed to SSYI for the additional S137 grant
 - Total Value of 21 Cheques £29,033-51p
 - SO & DD Payments £7,123-55p
 - Cash Payments £95-11p
 - Receipts £7,403-73p
 - All Bank Balances and Cash/stamps held £355,440-94p
 - b) Previously Agreed Transfer of Funds to the New Unity Trust Bank Account
 - Clerk transferred from Barclays Current Account to Unity Trust Current Account £40,000
 - Clerk did not then move £20,000 from Unity Trust Current Account to Unity Trust Savings Account as the current Barclays account will not fulfil routine payments to end of March 2019.
 - Unity Trust cheques can be used for some payments or a transfer back to the Barclays account can be made. No further or retrospective action is currently necessary
 7. Review and make final Approval on the Proposal from the F&GP meeting for the Budget and Precept Requirement in Financial Year April 2019 to Mach 2020
 - Councillors reviewed and debated the F&GP proposal in some detail
 - Councillor Peter Fane gave his views and indicated that as also a District Councillor he felt it appropriate to abstain on any vote on this topic as a Parish Councillor
 - Proposal to Agree the F&GP Committee recommendation of a 2019/20 Budget of £375,219 supported by a Precept of £243,629
 - Proposed; Councillor Mike Nettleton
 - Seconded; Councillor Barrie Ashurst
 - Vote; For 9, Against 1, Abstained 1

Clerk instructed to make the necessary Precept application to SCDC

Clerk to prepare Parish Council Public statement on Precept for issue with minutes as previous years

8. Receive reports of Elected and Nominative Representatives

- a) District Councillor in attendance
January 2019 Report Circulated to Councillors and on website
- b) County Councillor in attendance
No Report Circulated, (Verbal report)
 - CCC engaged in similar Budget process to Parish Council for financial year 2019/20
 - Highways concerns should now be addressed to Simon Varter
Parish Council list requested
 - £6.6m allocated to Highways repairs
 - Parish Councillor asked re progress on Education funding
Suggested lobby of local MP was appropriate

9. Receive Reports from Committees

- a. Highways Committee
January 2019 Report circulated to Councillors and on website
Topics of Discussion
 - LHI bid for two central refuges was amended to one
 - Skip utilised to clear various highways areas around Granhams Road junction
- b. Planning Committee
2nd January 2018 Planning Committee Minutes circulated and on website
- c. Recreation Ground & Pavilion Committee
No Report Circulated (Verbal report)
Topics of Discussion
 - Cleaning inadequate for current use, quotations requested for improved arrangements
 - Skateboard Ramp closure panel broken away again and now replaced
 - Dardan report of youths smoking Cannabis under the Cricket covers, youths moved on
 - S&SS Goal frame damaged, repairs necessary
 - Pavilion Players corridor screening fitted
 - Various sections of wood cladding (Incl Entrance area) re stained, consideration of other sections?
Un budgeted.
 - Additional Meeting room tables and storage cupboards necessary for Private Hires and General meetings
 - Cost Estimate £950 Equipment, Furniture and Contingency in 2018/19 end year budget fcst
 - Additional Facilities to accommodate GSFC after move from Sports and Social Club need to be considered
- d. Cemetery & Allotment Committee
No Report Circulated (Verbal report)
Topics of Discussion
 - Annual Invoices outstanding, plan Feb / March 2019 issue
 - Plots continue to be available
 - Replacement Gate at Stonehill should arrive next week for installation
- e. Finance & General Purpose Committee
5th December 2018 F&GP Committee meeting circulated and on website

10. Receive Reports from Co-Ordinating Officers

- a. Playscape
No Report Circulated
- b. Neighbourhood Plan (Verbal report)
No Report Circulated
Topics of Discussion
 - Joint Great Shelford and Stapleford Committee requires at least 1 member from each Council
 - Councillor Barbara Kettel now representing Stapleford and a nominee from Great Shelford is required
 - Chair requested a volunteer

- Finances
 - Bank account signatures were out of date and a request was made for GSPC to temporarily cover any urgent minor payments on behalf of the Neighbourhood Plan
Proposed; Councillor Charlie Nightingale
Seconded; Councillor Barrie Ashurst
Vote; Unanimous
- c. Parochial Charities
No Report Circulated
- d. Police
No Report Circulated
- e. Community Association
January 2019 Report circulated to Councillors and on website
- f. Twinning Association
No Report Circulated
- g. Library
No Report Circulated
- h. Feast
No Report Circulated
- i. Greater Cambridge Partnership Report
No Report Circulated
- j. Scouts & Guides
No Report Circulated
Note from Scouts & Guides on Potential Memorial Hall Circulated but not discussed
- k. Village News
No Report Circulated
- l. GSFC Social Club
No Report Circulated
Topics of Discussion
 - Sports and Social Club ceased from 31st December 2018
 - Bar Equipment being removed
 - Football Pictures being transferred to Pavilion
 - After match socialising agreed with SSYI in previous Sports & Social Club until facilities arranged in Pavilion
- m. Land Acquisition
No Report Circulated
- n. Clay Pit
No Report Circulated
- o. Data Protection
No Report Circulated
Topics of Discussion
 - GSPC .gov e-mail address set up with only six (6) councillors.
 - Thus not ready for full Parish Council use?
 - Log on Passwords for first setup can only be changed by administrator
 - Objective to NOW start by April 2019 Parish Council Meeting?
- p. Pavilion
No Report Circulated
- q. Schools
No Report Circulated
- r. Church
No Report Circulated
- s. Health Centre, Dentist & Pharmacy
No Report Circulated

Meeting Adjourned at 2140hrs

Meeting reconvened on Wednesday 23rd January with an updated Agenda including two new items as 26 and 27

Councillor Attendance as stated above with Four (4) Members of the Public present

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

- Resident requested that Fireworks be replaced by light shows to protect domestic and wild animals
 - Suggested that Rugby Club may restart 5th Nov Fireworks as a public event and that may reduce amount of private fireworks and spread of evenings when fireworks are being used
 - A request in Village News for use of fireworks to be considerate
- Resident stated that Agenda Item 26 was similar to a proposal from about 10 years ago that the then Parish Council did not support
 - Both are expansion but current proposal had differences to be considered

No additional declarations of interest were received

11. Update, Review and Agree the Asset Register list as proposed by Committee Chairs and requested at the F&GP meeting on 5th December 2018
 - Asset list circulated for review
 - Only Highways responded
 - Must be updated for end of year March 2019 accountsChair requested all updates to the Clerk in time for review at the February Parish Council meeting
12. Update status on Cricket Ball meeting held with two local residents and consider the Implications or Actions necessary
 - Cricket Netting – Rec & Pav Chair wrote to Jon Stump at Mick George, waiting to hear back from their Community Fund chap – Will chase him next week.
13. Update Monthly Status Chart on Key Village Projects / Issues for 2018 / 2019
Status Chart reviewed by all Councillors
 - Item Deferred to February meeting
14. Sign the addendum to the Community Association Lease on the Memorial Hall, returning the area utilised by the Sports & Social Club to the direct administration of the Parish Council.
 - Addendum Signed by Chair Councillor Mike Nettleton and Councillor Stefan Harris-Wright
 - Councillor Barrie Ashurst to take Addendum to next Community Association Meeting for their signature
15. Review Arrangements, External Communication and Format for the APM, Wednesday 17th April 2018 at 1900hrs
Chair Requested Volunteers to Co-ordinate the APM activities
 - Councillors Peter Fane and Judith Wilson Volunteered
 - Chair of Committee reports to Clerk asap
 - Clerk to contact other groups for reports with a suitable deadline for receipt
16. Update the Progress of the potential to provide public Toilets on the Recreation Ground
 - Options of stand-alone toilet on the recreation ground or converting toilets in the Memorial Hall to a set of unisex toilet arrangement reviewed
 - Further investigations are necessary
 - Meeting to discuss with Community Association planned for January 28th.
17. Update and Review summary of the Quotations received for the Feast Services Project
 - Three Quotations received and reviewed
 - Proposal to progress with lowest tender as close to agreed Budget
 - Proposed; Councillor Peter Fane
 - Seconded; Councillor Richard Davies
 - Vote; For 9, Against 0, Abstained 1

- Clerk and Councillor Malcolm Watson instructed to hold a meeting with Architect, determine the most suitable contractor and then with the potential contractor to establish if any further cost savings could be identified, reporting progress back to Parish Council
- 18. Update Status of progress on the Feasibility Study for the Potential rebuild of the Memorial Hall and Car Park arrangements**
- Rec & Pav Chair writing to architects for expressions of interest
- 19. Update Status of the 2019/20 LHI Grant application**
The proposed two refuges on Cambridge Road has been reduced to one based on technical advice and costs from CCC
- Response on application from CCC expected by April 2019
- 20. Review proposals and quotations for an increased cleaning schedule at the Pavilion**
Item deferred to February meeting
- 21. Update and Review proposals for improved security around the Memorial Hall and surrounding area**
Currently no new progress
Item deferred to February meeting
- 26. Consider Response to the Wellcome Trust Development**
Chair reviewed as applicable only to Great Shelford with Councillor comments as reviewed
Council views to be reflected in a letter drafted by Chair, circulated and sent to SCDC by 4th February 2019
- 27. Consider Response to the Barclays Bank announcement on Closure of their Great Shelford Branch**
- Chair made calls to various Barclays Management in protest to the closure
 - Chair also made a BBC Radio Cambridgeshire and Anglia TV news interviews on the closure
 - Parish Council main account held at Barclays to be considered for moving to an alternative banking arrangement and this message conveyed to Barclays management
 - Public Meeting on 5th February 2019 to allow residents to make their views known
 - A petition asking Barclays to reconsider is being circulated.
 - We are asking Barclays customers to complain in writing and also to give consideration to moving their accounts.
 - We will be lobbying other local parish councils, District and County councillors and our MP for support
- 22. Review new relevant external Correspondence**
- Cambridge City Council and South Cambridgeshire District Council, Greater Cambridge Draft Housing Strategy
Chair and Chair of Planning to respond
 - CCC Business Plan Survey
Councillor Stefan Harris-Wright to respond
 - D. Rayner request for suitable site for a Textile Recycling Bank
Deferred to February meeting
 - CCC Street Lighting Energy Oct 2017 to Sept 2018 Notification
Clerk to advise CCC the Parish Council will not accept responsibility of costs from April 2019
 - Uttlesford Dist Council
Sustainability Appraisal
Deferred to February meeting
 - Statement of Community Involvement (SCI)
Deferred to February meeting
 - Business Introduction, Highways Contractor
Highways Chair Councillor Barrie Ashurst to investigate and consider for future projects
 - Councillor Ian Kydd raised issue of the bench on the Memorial Green
 - Chair confirmed once again to Councillor Ian Kydd that this was an issue for the Highways Committee and it would be reviewed accordingly

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
- SSYI Project Brief, Costs, Financial Support, Lease and Memorial Hall meeting Room Arrangements
- Pavilion Facilities necessary to Support SSYI in Memorial Hall
- Asset Register Update
- Potential Relocation of Tennis Club
- Bye-Laws Update and Process
- Barclays Bank
- Removal and Addition of Councillors Signatures (RG & AM)
- Bank Standing Order Updates and Signatures
 - Salary Changes for April 2019
 - Rayments Lease payment (Next Payment Due April 2019)

24. 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.

25. With all Agenda items covered the Chair closed the meeting at 2125hrs

Reminders

- Cambridge County Council Village Meeting, Park & Ride, Energy Project followed by Barclays Bank Tuesday 5th February 2019 at 1830hrs, Great Shelford Memorial Hall
- Next Parish Council Meeting Wednesday 20th February 2019 at 1930hrs, Great Shelford Pavilion
- Next Planning Meeting Monday 4th February 2019 at 1900hrs, Great Shelford Memorial Hall (Club Room)
- Annual Parish Meeting Wednesday 17th April 2019 at 1900hrs, Great Shelford Memorial Hall
- Annual Meeting of the Parish Council Wednesday 15th May 2019 at 1930hrs, Great Shelford Pavilion

Note. All the above is the official minutes of the Parish Council meeting on 16th and 23rd January 2019 that have been reviewed by Parish Council with full adoption awaited at the next Full Parish Council meeting

Signed _____ Date _____
Chair
Great Shelford Parish Council