

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20<sup>th</sup> February 2019 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Roberto Gherseni, Graham Townsend, Mark Carey, Stefan Harris-Wright, Peter Fane (Also District Councillor), Barbara Kettel, Judith Wilson, Charlie Nightingale, Ian Kydd, and Parish Clerk: Mike Winter
  - No other County Councillor or District Councillor in attendanceReceived & Accepted apologies for absence
  - Councillor, Simon Talbott, family funeral in Warrington.
  - Councillor, Richard Davies, on holiday.Public
  - Three (3) Members of the Public present
    - Chair introduced Matt Bird as a person interested in becoming a future Parish Councillor
2. Received declarations of interest
  - Councillor Mike Nettleton: Eagle Analysis on payment schedule
  - Councillor Charlie Nightingale: Member of Feast and Community Association Committees
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.
  - Resident requested info on the proposal for the Public Toilets at the recreation ground.
    - Chair brought forward Agenda item 12 for discussion as a reply
4. Minutes of the Parish Council meeting held on 16<sup>th</sup> and 23<sup>rd</sup> January 2019 were confirmed as being an accurate record and were signed by the Chair
5. Consider matters arising from meeting of 16<sup>th</sup> and 23<sup>rd</sup> January 2019 (new information only)
  - None
6. Receive reports of Elected and Nominative Representatives
  - a) District Councillor in attendance (Peter Fane also Parish Councillor)
    - SCDC in process of setting budgets
    - A brief report will be provided separately after 21<sup>st</sup> February 2019 SCDC meeting
    - Believed Sawston Co-Op parking would be a charged system operated by the Co-Op
  - b) County Councillor not in attendance
    - No Report available
7. Receive Reports from Committees
  - a. Highways Committee
    - Minutes of 13<sup>th</sup> February 2019 Circulated to Councillors and on website
  - b. Planning Committee
    - Meeting of 19<sup>th</sup> February 2019 confirmed Councillor Barbara Kettel as Joint Chair
  - c. Recreation Ground Committee
    - No Report Circulated
      - Fire Brigade called to Recreation Ground morning of 9<sup>th</sup> February to serious fire at back of Village Mans shed
      - Brigade reported to Police as ARSON not endangering life, Crime Ref 35/9588/19
  - d. Cemetery & Allotment Committee
    - No Report Circulated

- e. Finance & General Purpose Committee  
No Report Circulated
- 8. Receive Reports from Co-Ordinating Officers
  - a. Playscape  
No Report Circulated
  - b. Neighbourhood Plan (Verbal report)  
No Report Circulated  
Topics of Discussion
    - A letter circulation at a cost of £120 + printing was jointly agreed by Stapleford and Great Shelford Parish Councils
    - A online survey at a cost of less than £500 was jointly agreed by Stapleford and Great Shelford Parish Councils
  - c. Parochial Charities  
No Report Circulated  
Topics of Discussion
    - Pre Planning application was now with SCDC
  - d. Police  
Report Circulated to Councillors and on website  
Topics of Discussion
    - Reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>
    - Meeting arranged on 28<sup>th</sup> Feb at 14:00 with Inspector Paul Rogerson to discuss issues around policing in the village.
    - Attended a meeting in Melbourn Hub in Jan – a general meeting on Police priorities
    - Drop in Police Surgery on 6<sup>th</sup> March 2019 9:30-11:00 in the Memorial Hall (Farmers market Day)
  - e. Community Association  
Report Circulated to Councillors and on website  
Topics of Discussion
    - The amendment to the lease between the PC and Community Association has been signed which removes the Sports and Social Club from the area leased by the Community Association.
    - The Community Association have signed a cessation of lease document with the Sports and Social Club
    - SSYI will lease the “Sports and Social Club Area” directly from the PC, the lease fee will be nominal.
    - Annual re-inspection for the Asbestos Certificate required at a cost of £225  
Clerk instructed to proceed
  - f. Twinning Association  
No Report Circulated  
Topics of Discussion
    - Scotsdales offered to donate significant trees to mark the signing of Twinning Charter planted in the Memorial Gardens
      - Planting Sunday 7<sup>th</sup> July (1500hrs) with speeches from visiting members and a local member
      - No financial support required from the Parish Council
  - g. Library  
No Report Circulated
  - h. Feast  
No Report Circulated
  - i. Greater Cambridge Partnership Report  
No Report Circulated  
Topics of Discussion
    - Chair to finalise letter response to light rail survey
  - j. Scouts & Guides  
No Report Circulated
  - k. Village News  
No Report Circulated

- I. GSFC & Social Club  
No Report Circulated  
Topics of Discussion
    - Sports and Social Club ceased from 31<sup>st</sup> December 2018
    - GSFC just notified Plough Public Hose will now be utilised for after match socialising.
    - Overall, just as it is now with pictures on wall
    - Lease and operational arrangements with SSYI to be established
  - m. Land Acquisition  
No Report Circulated  
Topics of Discussion
    - Proposal for progress on any acquisition to be prepared as agenda item at March 2019 Parish Council meeting
  - n. Clay Pit  
No Report Circulated  
Topics of Discussion
    - Chair Rec & Pavilion inspected site and reported site is badly overgrown
    - S. Smith to be asked for a review and recommendations
  - o. Data Protection  
No Report Circulated  
Topics of Discussion
    - GSPC .gov e-mail address set up with only four (6) councillors.
    - Thus not ready for full Parish Council use.
    - Log on Passwords for first setup can only be changed by administrator
    - Objective start. NOW must start by April 2019 Parish Council Meeting
  - p. Pavilion  
No Report Circulated  
Topics of Discussion
    - Additional Meeting room tables acquired and in place
    - Additional Storage cupboards acquired and in the Players corridor
    - Cricket both First, Seconds and 3 youth teams will be playing at Great Shelford this summer
      - Almost all Saturdays and Sundays will be in use
      - Thus little opportunity for private hires of the meeting room
    - Pavilion Service of Heating and Hot water equipment along with a Legionella Risk Assessment has been completed
      - Recommendations to relocate the Air Source Heat Pump equipment made on efficiency and service grounds
      - Cleaning & de-scaling of the water system is required at cost of £960.00  
Clerk instructed to proceed
      - Monthly testing of the water system for Legionella Risk is required?
  - q. Schools  
No Report Circulated
  - r. Church  
No Report Circulated
  - s. Health Centre, Dentist & Pharmacy  
No Report Circulated
9. Update, Review and Agree the Asset Register list as proposed by Committee Chairs and requested at the F&GP meeting on 5<sup>th</sup> December 2018
    - Clerk to update and circulate all other sections prior March Parish Council meeting for approval and adjust values as necessary for end of year March 2019 accounts
  10. Update Monthly Status Chart on Key Village Projects / Issues for 2018 / 2019  
Status Chart reviewed by all Councillors
    - Chart requires update for next meeting, thus not reviewed
  11. Review Arrangements, External Communication and Format for the APM, Wednesday 17<sup>th</sup> April 2018 at 1900hrs
    - Councillors Peter Fane and Judith Wilson Volunteered to organise event

- Chair of Committee reports to Clerk asap
  - Clerk to contact other groups for reports with a suitable deadline for receipt
  - New poster to be created
- 12.** Update the Progress of the potential to provide public Toilets on the Recreation Ground
- Current status and options reviewed
  - Additional options being investigated for a full costed report at March Parish Council meeting
- 13.** Update and Review summary of the Quotations received for the Feast Services Project
- Councillor Malcolm Watson and Clerk meeting with Architect and Mead Construction on 8<sup>th</sup> February to Review details of proposal
  - Preferred bidder status issued to Mead Construction on 11<sup>th</sup> February subject to final approval
  - All Quotations Summaries reviewed
  - Proposal to accept Quotation from Mead Construction of £54,806 and commence work asap
    - Proposed; Councillor Roberto Ghersemi
    - Seconded; Councillor Stefan Harris-Wright
    - Vote; For 11, Against 0, Abstained 1
  - Subsequent Car Park partial closure from Monday 25<sup>th</sup> February Notices etc issued asap
- 14.** Update Status of progress on the Feasibility Study for the Potential rebuild of the Memorial Hall and Car Park arrangements
- Councillor Malcolm Watson consulting with potential Architects and user groups
  - Councillor Mark Carey offered to assist with consultation process.
- 15.** Review proposals and quotations for an increased cleaning schedule at the Pavilion  
 A revised cleaning schedule was quoted against by three (3) local suppliers and a national provider of facilities for disposal  
 Clerk as Pavilion Manager had reviewed each potential supplier on site and gave impressions along with a recommendation
- Proposal to accept Quotation from VHS that subject to various frequencies would be an annual cost of £4,903 inclusive of an initial Deep Clean prior to start of contract. Jointly with a PHS quotation for the provision of Air scent burst equipment in toilets and discreet disposal at an annual cost of £800.
    - Proposed; Councillor Peter Fane
    - Seconded; Councillor Malcolm Watson
    - Vote; For 11, Against 0, Abstained 1
- Clerk requested decision kept confidential until current supplier contacted and arrangements were put in place for the change of supplier.
- 16.** Agree request to CAPALC for a change of Login User Name and Password information and re-confirmation of GSPC user arrangements  
 Discussion took place on the reasons behind this request
- Proposal (subject to continued CAPALC & NALC annual membership being fully reviewed when next annual membership is due) to request CAPALC & NALC issue new login User Name and Password only to the Clerk and no other Councillors thus observing the Parish Councils operational procedures.
    - Proposed; Councillor Barbara Kettel
    - Seconded; Councillor Graham Townsend
    - Vote; For 9, Against 1, Abstained 2
  - Prior to membership review Clerk will issue topics covered in the CAPALC Members Area for Councillors consideration
- 17.** Review and Approve Financial monthly accounts for payment and Note receipts
- a) Clerk's schedule reviewed and approved at meeting of Payments and Receipts for Month of February 2019
- Total Value of 15 Cheques £6,558-50p signed by Councillor Watson and Councillor Ashurst on behalf of the Parish Council
  - Total Value of SO & DD Payments £3,449-27p

- Total Value of Cash Payments £34-49p
  - Total Value of Receipts £5,800-00p
  - Total Value of All Bank Balances and Cash/stamps held £330,026-70p
- b) Clerk instructed to transfer full value of all Barclays Accounts into the single current account at Barclays to provide sufficient funds available for March payments

**18. Agree position on Barclays Bank accounts and implications of potential account closure**

- Proposal to utilise the same Barclays account signatures in the recently established Unity Trust account and review Barclays account closure at a later date
  - Proposed; Councillor Barbara Kettle
  - Seconded; Councillor Mike Nettleton
  - Vote; Unanimous

**19. Review new relevant external Correspondence**

- Mr Taco request for Food Van at Memorial Hall. Requesting Friday Lunchtime Proposal to offer a 3 month trial
  - Proposed; Councillor Malcolm Watson
  - Seconded; Councillor Mark Carey
  - Vote; For 8, Against 3, Abstained 1
- D. Rayner request for suitable site for a Textile Recycling Bank  
Clerk instructed to reply, no suitable central village space available and suggest an approach to Shelford Rugby Club where other similar recycling facilities are available
- Uttlesford District Council  
Sustainability Appraisal. No input considered necessary  
Statement of Community Involvement (SCI). No input considered necessary

**20. 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
- Asset Register Update
- Potential Relocation of Tennis Club
- Bye-Laws Update and Process

**21. With all Agenda items covered the Chair closed the meeting at 2135hrs**

Reminders

Next Parish Council Meetings

- Wednesday 20<sup>th</sup> March 2019 at 1930hrs, Great Shelford Pavilion
- Wednesday 10<sup>th</sup> April 2019 at 1930hrs, Great Shelford Pavilion

Next Planning Meeting

- Wednesday 6<sup>th</sup> March 2019 at 1830hrs, Great Shelford Pavilion

Annual Parish Meeting

- Wednesday 17<sup>th</sup> April 2019 at 1900hrs, Great Shelford Memorial Hall

Annual Meeting of the Parish Council

- Wednesday 15<sup>th</sup> May 2019 at 1930hrs, Great Shelford Pavilion

***Note. All the above is the official minutes of the Parish Council meeting of 20<sup>th</sup> February 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