

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20th March 2019 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Simon Talbott, Richard Davies, Graham Townsend, Stefan Harris-Wright, Peter Fane (Also District Councillor), Barbara Kettel, Charlie Nightingale, Ian Kydd, and Parish Clerk: Mike Winter
 - District Councillor, Nick Sample in attendance
 - No County Councillor in attendanceReceived & Accepted apologies for absence
 - Councillor Roberto Gherseni, attending Addenbrooke's Council of Governors meeting
 - Councillor Judith Wilson, on Holiday
 - Mark Carey, Stood Down, with immediate effectPublic
 - Three (3) Members of the Public present
2. Received declarations of interest
 - Councillor Mike Nettleton: Eagle Analysis on payment schedule
 - Councillor Charlie Nightingale: Member of Feast and Community Association Committees
 - Councillor Simon Talbott: 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.
 - Resident requested info on Memorial Hall car park status, street cleaning and TRO progress for Spinney Drive
 - Memorial Hall car park updated as agenda item
 - Councillor Barrie Ashurst, confirmed SCDC & CCC perform 3 sweeps (later confirmed as 2) and 1 gully clean per annum but this was insufficient and the Parish Council was negotiating an allowance to take over the process, then pay a private contractor to attend on a more frequent basis and deal with trouble locations as necessary.
 - TRO application had just been made with parking restrictions on one side of Spinney Drive
 - Resident requested info on Parking restrictions at car park adjacent to the Co-Op in Sawston, can same be applied to Great Shelford car parks and could large recycle bins be located in the village centre
 - Co-op in Sawston has paid for a private contractor to manage a 3hr max stay. However, in Great Shelford this would just increase illegal road side parking as no Police enforcement is available
 - Recycle facilities previously discussed and no suitable location is available. The Rugby Club has been suggested for such a facility
 - Representative of the Scouts and Guides interested in general progress on Memorial Hall and Recreation Ground Services
 - Both items updated as agenda items
4. Minutes of the Parish Council meeting held on 20th February 2019 were confirmed as being an accurate record (with spelling of Councillor Barbara Kettel corrected) and were signed by the Chair
5. Consider matters arising from meeting of 20th February 2019 (new information only)
 - None

- 6. Receive reports of Elected and Nominative Representatives**
- a) District Councillor in attendance Nick Sample (Peter Fane also Parish Councillor)
Report Circulated and on Website
Headings covered
- Residents' surgeries reminder
 - February full council. Four Key Areas
 - Grow Business Economy
 - Affordable Housing
 - Environment
 - Accessible for residents
 - Council tax increase on empty homes
 - Greater Cambridge Partnership choices for better journeys survey
 - Grants for mobile warden scheme
 - Awarded for Great Shelford and Stapleford
 - East West Rail Consultation
 - Climate and Environment
 - My South Cambs Customer Portal – Reminder
 - Jobs & Employment
 - Parking report to full Cabinet in April 2019
 - Investment Strategy includes £15m on Science Park building
 - Potential for a Road cleaning allowance to Parish Council for taking over process
- b) County Councillor not in attendance
Report Circulated and on Website
- Outstanding response required on reduction of funding to School and SVC
- 7. Receive Reports from Committees**
- a. Highways Committee
March Report Circulated to Councillors and on website
- b. Planning Committee
Minutes of Meeting of 6th March 2019 Circulated to Councillors and on website
No issues from Meeting on 20th March 2019
- c. Recreation Ground Committee
No Report Circulated
- Resident pursuing CC netting funding support from M. George
- d. Cemetery & Allotment Committee
No Report Circulated
- Annual Invoices outstanding, plan March or April 2019 issue
 - Available Plots to be allocated after completion of Annual accounts
- e. Finance & General Purpose Committee
No Report Circulated
- Next Meeting August 2019
- 8. Receive Reports from Co-Ordinating Officers**
- a. Playscape
No Report Circulated
- Minutes of meeting 26th March on Website
- b. Neighbourhood Plan (Verbal report)
No Report Circulated
Topics of Discussion
- Online survey to be issued 1st May 2019
- c. Parochial Charities
No Report Circulated
Topics of Discussion
- Response from SCDC awaited on Pre Planning application

- d. Police
Report Circulated to Councillors and on website
Topics of Discussion
- Meeting with Inspector Paul Rogerson handled by Sergeant Jim Stevenson who is the Community Sergeant for the Cambridge East Area to discuss issues around policing in the village.
 - Chris Wiseman has now returned as PCSO for the area and held a well-attended surgery on 6th March 2019 in the Memorial Hall.
 - Reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>
- e. Community Association
No Report Circulated
Topics of Discussion
- Annual re-inspection for the Asbestos Certificate Completed at a cost of £225 (Unbudgeted)
 - Report awaited after payment
 - Next Meeting Monday 25th March to update status of Public toilets for the Recreation Ground
- f. Twinning Association
No Report Circulated
Topics of Discussion
- Scotsdales offered donating two significant trees to mark the signing of Twinning Charter planted in the Memorial Gardens on Sunday 7th July
 - Plaque to be funded by the Parish Council
- g. Library
No Report Circulated
Topics of Discussion
- Managers meeting believed to state no cuts likely at Great Shelford
- h. Feast
No Report Circulated
Topics of Discussion
- Councillor Simon Talbott, co-opted onto Feast Committee
 - Céilí planned for as Sunday event to support the Twinning arrangements
 - Open Dates 9th to 14th July 2019
- i. Greater Cambridge Partnership Report
No Report Circulated
Topics of Discussion
- No response re letter to James Palmer
- j. Scouts & Guides
No Report Circulated
- AGM Thursday 21st March
- k. Village News
No Report Circulated
- l. GSFC & Social Club
No Report Circulated
Topics of Discussion
- Topic to be re headed SSYI Club Room
 - Lease and operational arrangements with SSYI to be established for a 25 year period with a 5 year break clause
- 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 nine (9) councillors. Balance to set up prior meeting on 10th April 2019. Any difficulties to be notified and resolved with APC.
 - NOTE. All Parish Council e-mails are always copied to Clerk, must not be blind copied to anyone or forwarded / copied independently to anyone!
 - Objective start of full and sole use on 11th April 2019

- p. Pavilion
No Report Circulated
Topics of Discussion
- Cleaning & de-scaling of the water system completed
- 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 5th December 2018
- Clerk to update and circulate all sections prior end March for Agreed Value at 10th April Parish Council meeting. Then 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 17th April 2018 at 1900hrs
- Councillors Peter Fane and Judith Wilson to organise event
 - Chair of Committee reports to Clerk asap
 - Clerk contacted other groups for reports with a 1st April deadline for receipt
 - Poster to be circulated with Neighbourhood Plan survey
- 12.** Review Timetable, Process, Preparation and Costs (Est £3,000) to the Parish Council for a single Parish Councillor By-Election on Thursday 2nd May 2019
- All reviewed and understood
 - Parish Council Chair proposal to make a preferred candidate status, if more candidates than vacancies, was debated
Vote; For 2, Against 9.
Thus decision made that if an Election and hustings is held the Parish Council would not nominate a preferred candidate
 - Clerk to contact Electoral Services re additional new Parish Councillor vacancy and process
- 13.** Update the Progress of the potential to provide public Toilets on the Recreation Ground
- Providing the facility within a close figure to budget was proving to be a challenge
 - All options with preliminary cost estimates to be reviewed at 10th April meeting
- 14.** Update the Progress on the Recreation Ground Services Project
Project started on time and despite various problems it is expected to be completed on time, 8 weeks from the start
- a) Clerk provided update on the additional costs in monitoring and disposal of Asbestos located on the Recreation Ground
 - b) Implications on the Playscape Project due to Asbestos located on the Recreation Ground
As a precaution a Quote has been obtained via Asium to take 9 sample bore holes over a 100 sqm area and analyse for asbestos content in the adjacent areas where future Playscape build activity is proposed to take place.
Cost quoted as £1,850 plus vat
Proposal to accept Quotation
Proposed; Councillor Malcolm Watson
Seconded; Councillor Barbara Kettel
Vote; For Unanimous
Clerk instructed to arrange samples asap

Clerk Notes

- This only gives an actual record of the dig samples and cannot guarantee no asbestos will be found when any work commences.
- The Parish Council Insurers have confirmed that the Policy has no cover for any clear up claim from any Asbestos identified on site.

15. 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

16. Review and Approve S137 application for Summer Reading Challenge funding, year 2019/20 All as previous years Grant requested for £300 in summer 2019

Proposed; Councillor Charlie Nightingale

Seconded; Councillor Simon Talbott

Vote; For Unanimous

Clerk instructed to arrange payment on 10th April payments run thus in 2019/20 year accounts

17. Consider additional support for the Parish Clerk

Current Assistant Clerk will be moving to Lincoln in May 2019 and will continue remotely running Website and circulation updates, with an adaption of the Website for easier viewing / use on mobile phones and providing a SSL certificate for the Website

However, assistance with local arrangements will not be available.

Role thus changed to Website Administrator and will continue as a self-employed contractor.

Additional New support is required on the following basis

- Duties: general admin, notices & notice board information, management of pavilion and bookings, organising meetings, dealing with public, deputising for Clerk.

Hours: flexible, but probably up to 5/8 per week. Occasional, limited evening work.

Pay: negotiable, but likely to be £10 - £15 per hour. On a self-employed contract.

Personal skills/attributes: organised, good with people, decent computer skills (but not high level).

Location: Great Shelford; probably largely home-based.

Proposed; Councillor Graham Townsend

Seconded; Councillor Richard Davis

Vote; For Unanimous

18. Review and Approve Financial monthly accounts for payment and Note receipts

a) Period, month of March 2019

- 17 Cheques presented to sign for up to 19th March 2019
- Total Value of 17 Cheques £9,089-67p
- SO & DD Payments £3,356-47p
- Cash Payments £22-71p
- Receipts £0-00p
- All Bank Balances and Cash/stamps held £320,586-05p

b) Balance to End of year accounts (31st March 2019) presented separately at 10th April 2019 meeting

- Any Invoices received from 20th March to 31st March will have Cheques signed in advance of 10th April Parish Council meeting and issued for inclusion in the end year accounts

19. Review new relevant external Correspondence

- CCC Big Lunch & Big Get Together

The Big Lunch will be taking place on 1-2 June and The Great Get Together will be taking place on 21-23 June.

Circulated. As part of the Campaign to End Loneliness GSPC plans to host a Big Lunch for villagers on 1st June. Current plans are to hold the event in the Memorial Hall from 1230. More details to follow, but if you or someone you know would be interested in attending or you could help on the day, please contact Mike Nettleton.

GSPC to take part in this event, Volunteers to assist required?

20. Consider matters for future agenda consideration

- Trumpington Farm Lease
- All other Lease agreements
- Policies, Standing Orders, Procedures as necessary
- 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. 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.

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

Reminders

Next Parish Council Meetings

- Next Parish Council Meeting
Wednesday 10th April 2019 at 1930hrs, Great Shelford Pavilion
- Next Planning Meeting
Wednesday 3rd April 2019 at 1830hrs, Great Shelford Pavilion
- Parish Council Hustings
Thursday 11th April at 1900hrs in the Memorial Hall
- Annual Parish Meeting
Wednesday 17th April 2019 at 1900hrs, Great Shelford Memorial Hall
- Parish Council Elections
Thursday 2nd May starting at 0700hrs to 2200hrs in the 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 of 20th March 2019 that have been reviewed by Parish Council with full adoption awaited at the next Full Parish Council meeting

Signed

Chair

Great Shelford Parish Council

Date