

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 10th April 2019 at 1930hrs

1. Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Simon Talbott, Judith Wilson, Roberto Gherseni, Stefan Harris-Wright, Peter Fane (Also District Councillor), and Parish Clerk: Mike Winter
 - District Councillor, Nick Sample not in attendance
 - No County Councillor in attendanceReceived & Accepted apologies for absence
 - Councillor Ian Kydd. On holiday.
 - Councillor Charlie Nightingale. Unable to attend.
 - Councillor Richard Davies. Family commitment
 - Councillor, Graham Townsend, Family commitment
 - Councillor, Barbara Kettel not in attendancePublic
 - One (1) Member of the Public present
2. Received declarations of interest
 - Councillor Mike Nettleton: Eagle Analysis on payment schedule
 - 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 advised Parish Council on Memorial Hall car park issues. Below ground level parking would be challenging due to water table, ventilation and security Memorial Hall car park updated as agenda item
 - Chair confirmed all issues identified were under consideration in the total proposal and were indeed challenging
 - Concern that Nine Wells Nature reserve was being encroached
 - Chair recognised that small area had been taken out of the green belt in previous years and that the Parish Council is opposed to any green belt erosion.
4. Minutes of the Parish Council meeting held on 20th March 2019 were confirmed as being an accurate record and were signed by the Chair
5. Consider matters arising from meeting of 20th March 2019 (new information only)
 - None
6. Receive reports of Elected and Nominative Representatives
 - a) District Councillor (Peter Fane also Parish Councillor)
 - Report will be available for APM
 - Railway Tavern properties and planter enforcement had been dropped by SCDC with no further action
 - b) County Councillor not in attendance
 - No Report Circulated
7. Consider Chair, Deputy Chair, Committee Chairs, Committees and Officers status prior 15th May 2019 Annual Meeting of the Parish Council.
 - Chair stated he was prepared to stand for election in 2019/20 but not beyond.
Thus, if elected the Deputy Chair should be someone who was prepared to stand as Chair for 2020/21

Current Deputy Chair stated willing to stand again as Deputy Chair for 2019/20 and as Chair for 2020/21

Any other requested changes to current Committee members Chairs or Deputies and Co-Ordinating Officers to be advised to Clerk prior May Council meeting, ideally by 8th May 2019 for document proposal.

- Additional support will be required as
 - a) Councillor Ian Kydd has withdrawn from attending to the Memorial Site
 - b) A request has been received for the local resident who looks after the Memorial Hall Sun Flower planted area for assistance from the Parish Council.

Both items discussed with Garden Gang but they are unable to accommodate Clerk requested to obtain professional quotations.

8. Receive Reports from Committees

- a. Highways Committee
April Report Circulated to Councillors and on website
- b. Planning Committee
Minutes of Meeting of 3rd April circulated
- c. Recreation Ground Committee
No Report Circulated
- d. Cemetery & Allotment Committee
No Report Circulated
- e. Finance & General Purpose Committee
No Report Circulated
 - Next Meeting August 2019

9. Receive Reports from Co-Ordinating Officers

- a. Playscape
No Report Circulated
- b. Neighbourhood Plan
No Report Circulated
- c. Parochial Charities
No Report Circulated
Topics of Discussion
 - No Response from SCDC on Pre Planning application
- d. Police
No Report Circulated
 - Reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>
- e. Community Association
Report Circulated
Topics of Discussion
 - Buildings Insurance to resolve for SSYI club room
- f. Twinning Association
No Report Circulated
Topics of Discussion
 - Scotsdales donated trees to be reviewed by Bridget Hodge (Tree Warden) and Helen Harwood
 - Plaque in stainless steel and concreted into position, wording to be resolved.
- g. Library
No Report Circulated
- h. Feast
No Report Circulated
 - Open Dates 9th to 14th July 2019
- i. Greater Cambridge Partnership Report
No Report Circulated
Topics of Discussion
 - Councillors Peter Fane and Mike Nettleton to discuss with Howard Kettel and confirm 7th May workshop
- j. Scouts & Guides
No Report Circulated

- k. Village News
No Report Circulated
- Deadline for May articles, Friday 12th April
 - Big Lunch event to be promoted
 - Report on APM highlights
- l. SSYI Club Room
No Report Circulated
Topics of Discussion
- 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
- Deputy Chair meeting with Sophie Smith to review
- o. Data Protection
No Report Circulated
Topics of Discussion
- GSPC .gov e-mail address now operational
- p. Pavilion
No Report Circulated
Topics of Discussion
- Pavilion has a water leak from underfloor at the entrance to the ladies toilet
 - Underfloor Heating system suspected. Heating turned off to relieve system pressure but further investigation necessary. It will be an expensive process of investigation and possibly repair?
 - Monthly testing of the water system for Legionella Risk is required? In house solution to be found.
 - Various sections of wood cladding (Incl Entrance area) re stained.
Clerk instructed to complete re-staining of full end of building. Un budgeted.
- q. Schools
No Report Circulated
Topics of Discussion
- Councillor Barrie Ashurst had a meeting with Huawei at Sawston VC last week, they are the company who have purchased the old Spicers Site. A 5,000sqft facility providing up to 400 jobs in the area is planned. Good Community engagement has taken place.
- r. Church
No Report Circulated
- s. Health Centre, Dentist & Pharmacy
No Report Circulated
Topics of Discussion
- Proposed move into Health Centre of Mental Health staff is not currently planned to progress
- 10.** 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 Register and Values reviewed.
 - Based on information reviewed value to be increased from £2.1m to £2.8m
Proposed; Councillor Simon Talbott
Seconded; Councillor Malcolm Watson
Vote; For Unanimous
Clerk instructed to utilise revised value when necessary
- 11.** 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
- 12.** Update Arrangements, External Communication and Format for the APM, Wednesday 17th April 2018 at 1900hrs
- Councillors Peter Fane and Judith Wilson to organise event
 - Most Reports received

- Hard Copy of Reports to be provided for Library
 - Clerk to arrange latest versions and full presentation to be on Website
- 13. Update Timetable, Process, Preparation and Costs (Est £3,000) to the Parish Council for a single Parish Councillor By-Election on Thursday 2nd May 2019**
- Three Nominations received by SCDC for the Two vacant Councillor positions
 - SCDC called Full Parish Council Election on Thursday 2nd May 0700hrs to 2200hrs in the Memorial Hall
 - GSPC requested Poll Cards to be utilised
 - GSPC arranged Hustings for Voters to engage with Nominated candidates on 11th April at 1900hrs in the Memorial Hall.
 - To assist engagement GSPC will have a standard set of questions for all candidates response
 - It is not compulsory for any Nominated Candidate to take part in the Hustings
 - Nominated Candidates are
 - Paula Tracy Arnold
 - Michael Gregory Price
 - Theo Wilson
 - The estimated Un Budgeted costs of Election process is £3-4,000. With £3,000 of that being charged by SCDC, plus hire of the MH for hustings and election, printing of posters and anything else necessary.
- 14. Update the Progress of the potential to provide public Toilets on the Recreation Ground**
- Options reviewed
 - Item on APM Agenda for Village Views
- 15. 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
 - Sewer drain connection located below water table about 2/3m down. Old cast iron pipework encased in thick concrete
 - Parking Bay White Lines to be repainted and yellow no parking areas to be established when car park clear of plant & equipment
 - New Pedestrian Entrance not to be started at this point in time
 - Chart showing Asbestos Disposal costs to date reviewed
- 16. 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
- 17. Review arrangements for the CCC / GSPC Big Lunch for villagers on 1st June**
- Ticket process & Charges @ £5 per head
 - Tickets available from Library, and shops
 - Memorial Hall Booked for 1st June
 - Parish Council and any other helpers requested for the day
 - Poster to be circulated within Village
- 18. Review and Approve Financial monthly accounts for payment and Note receipts**
- a) Period, 20th March to 31st March 2019 (Outstanding payments to Financial Year End 2018 – 2019)
- 9 Cheques signed by Chair and Deputy Chair by 31st March 2019 to be in 2018/19 Accounts Yr
 - Total Value of 9 Cheques £30,097-95p
 - SO & DD Payments after 20th March PC meeting to be in 2018/19 Accounts Year £3,000-00p
 - Cash Payments £7-32p
 - Receipts £3,715-82p
 - All Bank Balances and Cash/stamps held £310,352-46p
 - Less PWLB Debt of £60,626-47p
 - Balance Held £249,725-99p

- b) Month of April 2019 (Start of Financial Year 2019 – 2020)
- 13 Cheques presented to sign for up to 10th April 2019
 - Total Value of 13 Cheques £30,207-90p
 - SO & DD Payments £3,436-67p
 - Cash Payments £4-50p
 - Receipts £1,468-58p
 - All Bank Balances and Cash/stamps held £311,529-98p
 - Less PWLB Debt of £60,626-47p
 - Balance Held £250,903-51p

19. Review new relevant external Correspondence

- CCC Street Lighting.
- CCC & PCC Materials & Waste.
- Salvation Army, Clothing Recycling Bank
- Publicly Accessible Bike Parking Spaces.

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
- SSIYI Project Brief, Costs, Financial Support, Lease and Memorial Hall meeting Room Arrangements
- 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 2145hrs

Reminders

Next Parish Council Meetings

Planning Meeting

- Tuesday 16th April 2019 at 1830hrs, Great Shelford Pavilion

Parish Council Hustings (**Tomorrow**)

- 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

Next Parish Council Meeting and 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 10th April 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