

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 15th May 2019 at 1930hrs

1. Chair welcomed two newly elected Councillors
New Councillor's Paula Arnold and Gregory Price signed and returned to Clerk Acceptance of Office documents.
2. Elect the Chair of the Parish Council for the year May 2019 – April 2020
Current Chair Councillor Mike Nettleton offered to stand for another year but stated it would be last as Chairman
Proposed; Councillor Simon Talbott
Seconded; Councillor Barrie Ashurst
Vote; For Unanimous
3. Chair's Acceptance of Office was then signed by Councillor Mike Nettleton and the Clerk
4. Elect the Deputy Chair of the Parish Council for the year May 2019 – April 2020
Current Deputy Chair Councillor Malcolm Watson offered to stand for another year with the intent to stand as Chair the following year
Proposed; Councillor Peter Fane
Seconded; Councillor Richard Davies
Vote; For Unanimous
5. Deputy Chair's Acceptance of Office was then signed by Councillor Malcolm Watson and the Clerk
6. Received & Accepted apologies for absence
Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Simon Talbott, Judith Wilson, Roberto Gherseni, Stefan Harris-Wright, Peter Fane (Also District Councillor), Ian Kydd, Richard Davies, Barbara Kettel and Parish Clerk: Mike Winter
Plus the two New Councillors
 - District Councillor, Nick Sample in attendance
 - No County Councillor in attendance
 - Councillor Graham Townsend, Out of the Country
 - Councillor Charlie Nightingale, Unable to attendPublic
 - No Members of the Public present
7. Received declarations of interest
 - Councillor Mike Nettleton: Eagle Analysis on payment schedule
8. 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.
 - No Members of the public present
9. Review Committees and Appoint Chair's, members to the following Committees and Co-Ordinator Officers for the year May 2019 – April 2020
Clerk presented chart of proposed appointments.
Some review took place resulting in the following chart being accepted

Great Shelford Parish Council Positions (May 2019 to April 2020)				
Parish Council	Chair	Deputy Chair	Committees	TOTAL
	M. Nettleton	M.Watson	Both on All	2
Committee	Chair	Deputy Chair	Members (Chair & Deputy Chair) plus	
Highways	B.Ashurst	S.Harris-Wright	S.Talbott, P.Fane, G.Townsend, C.Nightingale.	6
Planning	R.Gherseni (Joint)	B.Kettel (Joint)	S.Talbott, I.Kydd, G.Townsend, C.Nightingale, J.Wilson, G.Price.	8
Recreation & Pavilion	M.Watson	S.Talbott	S.Harris-Wright, R.Davies, J.Wilson, G.Townsend, B.Ashurst, P.Arnold, G.Price	9
Cemetery & Allotments	R.Davies	J Wilson	B.Ashurst, P.Arnold, P.Fane, I.Kydd.	6
Finance & General Purposes	PC Chair	PC Deputy Chair	Chair of above Committees + S.Talbott, I.Kydd.	6
Co-Ordinator	Lead	Assistant	Option	
Playscape	S.Talbott	S.Harris-Wright		
Neighbourhood Plan	B.Kettel	R.Gherseni		
Parochial Charities	S.Talbott			
Police Liaison	B.Ashurst,	R.Gherseni		
Community Association	B.Ashurst	J.Wilson		
Twining Association	J.Wilson			
Library	B. Kettel	G.Townsend		
Feast	M.Watson	S.Talbott		
Greater Camb Partnership	M.Nettleton	R.Gherseni		
Scouts & Guides	B.Ashurst	S.Harris-Wright		
Village News	J.Wilson	S.Harris-Wright		
SSYI	B Ashurst	S.Harris-Wright		
Land Acquisition	R.Gherseni	M.Nettleton		
Data Protection Officer	Clerk	NA	Webb Administrator (Delegated Items)	
Schools	S.Talbott,	B.Kettel		
Church	S.Talbott	R.Davies		
Health Centre, Dentist, Optician & Pharmacy	M.Nettleton	J.Wilson		

10. Minutes of the Parish Council meeting held on 10th April 2019 were confirmed as being an accurate record and were signed by the Chair

11. Consider matters arising from meeting of 10th April 2019 (new information only)

- None

12. Review Annual Parish Meeting 17th April 2019

Adoption of minutes at APM April 2020 (TBA by Clerk)

Overview of April 2019 event

- Attendance 60/70
- Little interchange of views between presenters and public during meeting
- Probable would be better with break after section 2
- Suggestion of clubs first the questions
- Activity planning and considerations for April 2020 at a later date

13. Receive reports of Elected and Nominative Representatives

a) District Councillor Nick Sample

Report Circulated

Discussed Parking Enforcement. Insufficient support from police. Letter to CCC & Constabulary to extend Camb City & PCSO schemes. Police ruled out PCSO scheme. Intend to raise profile of case. Civil parking enforcement at District level

b) County Councillor not in attendance

No Report Circulated

14. Receive Reports from Committees

a. Highways Committee

May Report Circulated to Councillors

Topics of Discussion

- 5 additional switch of engine signs for Station Rd arrived addition large sign to be provided
- Councillor Greg Price to take responsibility for dog issues / ASB and make proposals for additional dog bin locations with collections

b. Planning Committee

Issues from Meeting of 15th May

- Councillor Roberto Gherseni to request Mini Garage parking enforcement with SCDC
 - Gillings Planning on behalf of Porthaven Care Homes utilising (FOC) the Pavilion on Wednesday 12th June for Public Consultation on proposed Planning Application re Care Home on Shelford Energy site.
- c. Recreation Ground Committee
- No Report Circulated
- Topics of Discussion
- GSFC
Received thanks for all the help and support given over this season, it really has been appreciated. Managed to win the Premier League again this year, making it the 4th time in the last 7 years and the 17th in total. A great achievement indeed!
Request to use Pavilion for AGM one evening (Monday -Thursday) Clerk provided available dates
 - Cricket Club Use Summer 2019
First team and Second Team playing at Great Shelford Recreation Ground
Youth section operating 7 sides at U9, U11(3 teams),U12, U13, U15 and for the 1st time an all girls team.
Also running an 8 week program for 5-8 year olds to introduce them to cricket
There will be approximately 100 children training and playing fixtures all from Shelford, Stapleford or within a 3 mile radius
Thanks to the Parish Council and to you for supporting our growth and allowing us to play a lot more cricket on the Rec this summer.
Summer Invoice to GSCC at £1,020
 - ASB complaints
Clerk recorded Cricket Club complaint to Police re youths surrounding young players and verbally abusing girl players, whilst engaging in drug use activities
Dogs off lead have also been attacking or disturbing children during their Cricket matches and training
Dogs are also fouling the Football, Cricket Pitches and General Recreation Ground
Dog Attacks or Fouling is covered by Public Spaces Protection Orders (PSPO) not Byelaws
 - ASB, Dog Attacks or Fouling
All covered by Public Spaces Protection Orders (PSPO) not Byelaws.
GSPC have none in place
 - Waste Bin burnt out on Recreation Ground (Numerous previous attempts)
 - Byelaws
Previous Byelaws issued on 5th July 1923 are no longer valid
New Byelaws require Secretary of State confirmation after a detailed process
Seven (7) model sets of Byelaws are available for use, only minor modifications can be made, with approval
 - Parish Council Powers
A fixed penalty notice (FPN) can be issued (Not by a Councillor) for the following, if Byelaws/PSPO are in place
Litter, Graffiti or Fly-posting
Breaching Dog Control Orders (PSPO)
 - Separate meeting proposed to review potential actions and report to June Parish Council meeting
 - Chair to prepare an article for issue in Village News
 - Cricket Ball protection netting
Being progressed directly by home owners at no cost to the Parish Council as previously agreed
Discussion re legal position and necessity for operational agreement between residents, cricket club and Parish Council
Councillors who had been previously delegated to reach solution with residents delegated to secure a simple operational agreement between the three parties taking into account all responsibilities, maintenance, liabilities and warranties.
 - AED (DeFib) in the Pavilion has just received a new battery with senior and junior pads at a cost of £378 +vat
Suitable training to be considered
Options Self by Video or Red Cross
Red Cross, Public AED – 2 hours - uncertificated at £250 for 6 to 15 delegates on home site.
Possibility to combine with some first aid training
Chair offered to provide and oversee a Training Video
 - Ladies Toilet Water leak into entrance hallway

Eventually identified as cistern connection leak behind enclosure in cubical at cost of £120
Water run down wall and across floor between old and new ply flooring then materialised at in entrance area

New ply and covering flooring removed to cubical requires replacement after dry out.

Clerk will use Sawston flooring to again replace but guarantee unlikely due to unstable original base.

Estimated cost £1,500 if only floor up to cubical repaired.

Can it occur again? YES!

- d. Cemetery & Allotment Committee
No Report Circulated
- e. Finance & General Purpose Committee
No Report Circulated
 - Next Meeting August 2019

15. Receive Reports from Co-Ordinating Officers

- a. Playscape
No Report Circulated
Topics of Discussion
 - Playscape committee would like to book the pavilion from 4-5pm on Fridays from 7 June until 19 July consecutively. This would be to publicise the Fun Run and hopefully encourage parents to train for the event with their children.
 - Clerk instructed to agree at no cost to Playscape
- b. Neighbourhood Plan
No Report Circulated
Topics of Discussion
 - Survey in progress
 - Posters to be issued re survey in Great Shelford
- c. Parochial Charities
No Report Circulated
Topics of Discussion
 - The Pre-App meeting took place 10th May 2019 and the news is positive.
 - Formal response expected in the next week or two. To be shared with the PC in due course.
- d. Police
No Report Circulated
 - ASB during 5 to 8 yr old and Under 8 to under 15 Cricket Matches and Training, reported by Clerk to Police Sargent and PCSO for future action?
 - Councillor Barrie Ashurst to arrange another progress meeting with Police
 - Public 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
 - Tree planting completed
 - Name Plaque awaited for installing, Chair progressing
 - Arrangements for event
- 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
 - Meeting of 7th May attended by Chair
 - Alternatives being re investigated
- j. Scouts & Guides
No Report Circulated
- k. Village News
No Report Circulated

- I. SSYI Club Room
 - No Report Circulated
 - Topics of Discussion
 - E-mail from SSYI reviewed
 - Draft lease to progress as have a grant from the District Council Community Chest to do that so are anxious to sign
 - Replacement of the Social Club sign with an SSYI sign of similar size approved
 - SSYI would like to come and give an update to the Parish Council on their work and particularly the street-based outreach project that you part funded in the last financial year.
 - Agreed for the July Parish Council meeting. Stapleford and Little Shelford proposals to be included.
 - m. Land Acquisition
 - No Report Circulated
 - n. Clay Pit
 - No Report Circulated
 - Deleted and now part of Recreation and Pavilion Report
 - o. Data Protection
 - No Report Circulated
 - Now retitled Website Administration
 - Parish Council .gov e-mail addresses issued to new councillors
 - p. Pavilion
 - No Report Circulated
 - Deleted and now part of Recreation and Pavilion Report
 - q. Schools
 - No Report Circulated
 - Topics of Discussion
 - Letter from Minister of State for School standards reviewed, praising standard achieved by Sawston Village College
 - r. Church
 - No Report Circulated
 - s. Health Centre, Dentist & Pharmacy
 - No Report Circulated
 - Topics of Discussion
 - Chair to request update meeting with Health Centre
- 16.** 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
- 17.** Update the Progress of the potential to provide public Toilets on the Recreation Ground
 - Presentation of options reviewed with cost estimates from £15k to £22k plus installation
 - Favoured location adjacent to Memorial Hall
 - Final proposals to be prepared for review at June Parish Council meeting
- 18.** Update the Progress on the Recreation Ground Services Project
 - Ground Work Completed
 - Re grassed section and Recreation Ground access closed until grass has established
 - Car Park released Sat 11th May 2019
 - Car Park will be fully closed morning of (Within 7 days) for relining and additional yellow hatching
 - Notice re parking in yellow hatched areas and outside of marked bays to be established, with potential clamping and future payment scheme to be considered
 - Chair to propose draft documentation
 - Chart showing Asbestos Disposal costs to date reviewed
- 19.** Update Status of progress on the Feasibility Study for the Potential rebuild of the Memorial Hall and Car Park arrangements
 - Councillor Malcolm Watson continues consulting with potential Architects and user groups
- 20.** Review arrangements for the CCC / GSPC Big Lunch for villagers on 1st June
 - All arrangements in place via Chair
 - External assistance from WI available
 - Councillors available on the day to assist B.A. R.G. B.K. G.P.

- No cooking will take place in the Memorial Hall
 - Final numbers of ticket sales unknown at this point in time
- 21. Review and Approve continued Membership and Use of CAPALC, NALC and SLCC**
Membership and Councillor conditions of use to remain unchanged (All Via Clerk) except for Clerk to request independent Login for NALC
- 22. Approve Chairs action on**
- a. Repairs to Village sign at Freestones corner (Est Cost Range £500 to £1,000) Actual £330
 - b. Disposal of contaminated waste from Recreation ground (Est Cost Range £10,000 to £13,000) Actual 4 Truck Loads at 20 ton each £9,900
 - c. Repairs to Car park surfacing and entrance pathway (Est Cost Range £2,250 to £3,000) Actual Front Entrance pavement £1,100 Car Park damaged surfaces (Previous) £1,150
 - d. Drain Clearance of MH Car Park, prior re-lining. (Est Cost Range £800 to £1,200)
 - e. Re – lining and additional yellow hatching of MH Car Park (Est Cost Range £750 to £1,200)
- 23. Review and Approve Financial monthly accounts for payment and Note receipts**
Clerk presented full accounts for May 2019
- 16 Cheques presented to sign for up to 15th May 2019
 - Total Value of 16 Cheques £9,040-33p signed by Councillor Watson and Councillor Davies on behalf of the Parish Council
 - SO & DD Payments £7,162-19p
 - Cash Payments £77-32p
 - Receipts £122,896-50p
 - All Bank Balances and Cash/stamps held £366,853-11p
 - Less PWLB Debt of £60,626-47p
 - Balance Held £306,226-64p
- 24. Agree Banking Facilities for Financial Year 2019 – 2020**
- a. Close all Barclays accounts in line with Parish Council recommendations to existing Barclays village residents
 - b. Future use of Unity Trust account for all general transactions with all SO and DD transferred
Proposed; Councillor Mike Nettleton
Seconded; Councillor Barbara Kettel
Vote; For Unanimous
- Clerk stated it would take a few months to complete transfers prior closing of the Barclays accounts
- 25. Confirm Banking Signatory Councillors for Financial Year 2019 – 2020**
Use Unity Trust account for all general transactions after closure of Barclays accounts to be Signatures upgraded as previous Barclays account to Chairs (Incl Joint) all Committees
- 26. Note the Review and Approval of AGAR (Audit and General Accounting Regulations) will be on the 19th June 2019 Parish Council meeting.**
- Full year Accounts not yet completed by Clerk, due to other Council priorities
 - Internal Auditor has been in hospital, came out on 9th May 2019, review to be arranged asap
- 27. Agree the Parish Council and Planning Committee Meeting dates for 2019 – 2020**
Charts presented by Clerk accepted and to be published on website / Notice Boards
- 28. Consider Councillor Training requirements for existing and new Councillors**
New Councillors, Planning and First Aid and / or AED in house training dates to be investigated by Clerk.
Stapleford and other adjacent Parish Councils to be considered for attendance
- 29. Review new relevant external Correspondence**
- Air Quality Monitoring, Clerk to investigate with SCDC or CCC
 - Barclays Petition Letter, Chair to progress
 - SCDC Missing Persons Appeal

- De Freville House Planning. Chair to progress with SCDC
- Marven Centre. Councillor Barrie Ashurst to arrange S137 application for review subject to application of £2.5k
Proposed; Councillor Peter Fane
Seconded; Councillor Simon Talbott
Vote; For 10, Against 1, Abstained 2.

30. Consider matters for future agenda consideration

- Trumpington Farm Lease
- All other Lease agreements (Tennis Club, SSYI)
- Policies, Standing Orders, Procedures as necessary
- Bye-Laws Update and Process
- SSYI Project Brief, Costs, Financial Support and Operational Procedures for the Meeting Room
- Potential Relocation of Tennis Club
- Marven Centre, Sawston Village College

31. 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.

Item adjured to next meeting due to time constraints

32. With all Agenda items covered the Chair closed the meeting at 2230hrs

Reminders

Next Planning Meeting

- Wednesday 5th June 2019 at 1830hrs, Great Shelford Pavilion

Next Parish Council Meeting

- Wednesday 19th June 2019 at 1930hrs, Great Shelford Pavilion

Signed

Date

Chair

Great Shelford Parish Council