

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 19th June 2019 at 1930hrs

1. Received & Accepted apologies for absence
Present: Councillors Malcolm Watson (Deputy Chair in Chair for this meeting), Barrie Ashurst, Simon Talbott, Judith Wilson, Ian Kydd, Richard Davies, Barbara Kettel, Graham Townsend, Charlie Nightingale, Gregory Price, Paula Arnold and Parish Clerk: Mike Winter
 - Councillor Stefan Harris Wright, out of the country
 - Councillor Roberto Gherseni, on holiday
 - Councillor Peter Fane (Also District Councillor), away on business
 - District Councillor Nick Sample has stated he will not be able to attendPublic
 - One Member of the Public present
2. Received declarations of interest
 - Councillor Simon Talbott, also on Feast Committee, Playscape Committee and Parochial Charities
 - Councillor Charlie Nightingale, also on Feast Committee and Community Association
 - Councillor Greg Price, a friend of Colin Coulson re Extra Pair Hands proposal
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 raised concern that Care Home proposal was in the wrong place, squeezing in too much, provides poor access to green / pleasant space for residents as gardens are small and will be a traffic increase in the area.
 - Chair brought forward report from Agenda item 13 b) for discussion as a reply
Councillor Barbara Kettel stated at the open day presentation by Porthaven most attendees (over 70 attended) supported the development with some concerns over traffic with associated exhaust fumes, parking and a specific tree on the current site.
Porthaven have stated staff would not be located on site when off duty and all would be fully trained thus any increase in the call on local Doctors practice would be minimal.
4. Review and Confirm Status of Chair and Deputy Chair
Item adjourned to next appropriate Parish Council meeting
5. Receive and adopt Minutes of the Parish Council meeting held on 15th May 2019
Some lengthy discussion took place over Agenda item 14c (Cricket Ball Protection netting)
A recorded Vote was agreed as follows to accept the Minutes as issued
Proposed; Councillor Barbara Kettel
Seconded; Councillor Paula Arnold
Vote,
For 4, Councillors Paula Arnold, Simon Talbott, Judith Wilson, Barrie Ashurst
Against 4, Councillors Richard Davies, Ian Kydd, Barbara Kettel, Gregory Price
Abstained 2. Graham Townsend, Charlie Nightingale as both not at meeting on 15th May 2019
Casting Vote with Chair Councillor Malcolm Watson was For, thus Minutes agreed as presented.
Minutes of the Parish Council meeting held on 15th May 2019 were confirmed as being an accurate record and were signed by the Chair
6. Consider matters arising from meeting of 15th May 2019 (new information only)
 - None

7. Minutes / notes of the Extraordinary Parish Council meeting held on 5th June 2019.
These Minutes / notes are Confidential to Parish Councillors only as meeting was held under **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.**
However, Clerk has not completed these minutes / notes due to an overload of work.
8. Consider matters arising from meeting of 5th June 2019 (new information only)
Notes not available for comment as above
9. Review and Approve Financial monthly accounts for payment and note receipts
Clerk presented full accounts for June 2019
- 21 Cheques presented to sign for up to 19th June 2019
Total Value of 21 Cheques £9,939-47p
 - SO & DD Payments £3,472-81p
 - Cash Payments £3-50p
 - Receipts £450-00p
 - All Bank Balances and Cash/stamps held £354,502-84p
 - Less PWLB Debt of £60,626-47p
 - Balance Held £293,876-37p
- Cheques were signed by Councillors Richard Davies and Barrie Ashurst
10. Review and Approve the AGAR (Audit and General Accounting Regulations) for financial year 2018 / 2019 in the following order
Annual Governance Statement
- Parish Council Reviewed statements and agreed the collectively response
 - Approval of the Statement in advance of Accounting Statement was signed by Chair and Clerk
- Annual Accounting Statements
- RFO prepared and signed in advance of this Approval meeting
 - Parish Council Considered statements and agreed collectively
 - Chair signed AGAR Accounting Statement
- All agreed as following
Proposed; Councillor Barbara Kettel
Seconded; Councillor Gregory Price
Vote; Unanimous
11. Agree appointment of Mr Hugh Holland as Internal Auditor for the year 2019 – 2020
Proposed; Councillor Charlie Nightingale
Seconded; Councillor Graham Townsend
Vote; Unanimous
12. Receive reports of Elected and Nominative Representatives
- a) District Councillors not in attendance
June Report Circulated
 - b) County Councillors not in attendance
No Report Circulated
13. Receive Reports from Committees
- a. Highways Committee
No June Report Circulated to Councillors
Topics of Discussion
 - Village hanging baskets to be watered twice a week
 - Colin Coulson (Extra Pair of Hands) has attended and tidied the following areas as instructed on a one off basis
Freestones Corner (Around Village Sign), Memorial Monument, Planted area opposite previous Lloyds Bank and offered assistance to Mr Charlton in planted area of MH car park (Continuous review)

- Colin Coulson (Extra Pair of Hands) proposals for ongoing maintenance of the same areas was circulated and reviewed for acceptance
Proposed; Councillor Simon Talbott
Seconded; Councillor Judith Wilson
Vote: Unanimous
Clerk instructed to make arrangements for maintenance as necessary with reseeded of tree removed section of Memorial Green to take place after the Twinning presentations on 7th July 2019
- b. Planning Committee
No Issues from Meeting of 19th June
Topics of Discussion
- Update on Porthaven Care Homes open day at the Pavilion on Wednesday 12th June as Public Consultation, given in Agenda Item 3
 - Support for the Hinxtton Parish Council letter re the Wellcome Genome proposals was discussed.
 - Only sections that impact on Great Shelford are Traffic flow, local air quality with tree replacement
 - Councillor Barbara Kettel (Joint Chair Planning) to circulate report
- c. Recreation Ground and Pavilion Committee
No Report Circulated
Topics of Discussion
- S&SS FC
Youth training session (as previous year) requested and session overlap with similar youth Cricket session. Both parties have agreed to co-ordinate and share facility.
Season 2019/20. Request for pitch arrangements for 2 teams Sat (am) and 2 teams on Sunday (am and pm) Clerk to agree as no impact on other use.
 - Cricket Club Use Summer 2019
Additional Youth section running second training program, due to great success of first early summer training programme.
 - ASB complaints
Further Dog attack on a youth Cricket player has taken place.
Councillor Gregory Price to further investigate and report necessary action to Parish Council
 - Persons unknown have removed the combination locks on the senior goal sets and relocated them overnight. Clerk notified GSFC for Urgent replacement.
Item along with Cricket covers being relocated to be included as ASB by Councillor Gregory Price
 - Feast Storage
It is suggested that the Parish Council provided a secured exterior store area between the Village mans hut and the residential properties on Parish Council land not the Grange Field land.
Clerk instructed to provide proposals and budget quote.
 - Memorial Hall Car Park
Car space white lines and no parking yellow hatched areas have now been completed. Parking on yellow lined areas continues to be inconsiderate. Notice re parking in yellow hatched areas and outside of marked bays needs to be established. Clerk circulated draft for review and consideration by Councillors involved. No progress.
Safety Bollard on the walkway at side of Memorial Hall have now been replaced with a more substantial type.
 - Quotation requested for
Power to Green Shelter providing Lighting and USB charging points and trial CCTV web based single Camera Installation at corner of Memorial Hall (Shortest Run). No Camera hardware confirmed? Clerk to provide quotation for PC review asap.
 - Test Asbestos Bore Holes (Previously Approved)
Additional areas to be included within the quoted approval
 - Byelaws & PSPOs
Councillor Greg Price reviewing and to make proposals and stated the Seven (7) model sets of Byelaws were not sent to him. Councillor Barrie Ashurst confirmed they were sent on 23rd May as part of the presentation and process to be applied.
 - AED (DeFib) in the Pavilion
No training arrangements have yet been made with a considerable number of youth activities taking place over the summer period. Clubs using facilities to be reminded of equipment available.

- Ladies Toilet Water leak into entrance hallway
Toilet remains closed and probably now dried out as much as it will. Sawston Flooring (Previous installer) has been contacted for a quotation to repair. Clerk to chase response.
- Tennis Club Lease
Current Expired, operating without a suitable lease in place under a general agreement by the Parish Council on same terms as previous lease. A new lease or licence agreement will now require a legal document. No Legal Services budget or legal firm approval exists.
Scope for Parish Council Legal Services tender to be drafted by Clerk and Councillor Richard Davies. Councillor Malcom Watson to discuss status with Tennis Club.
Future years Legal support budget to be considered
- Cricket Ball protection netting
Councillor Barbara Kettel updated Parish Council on status of the Operational Agreement and agreed to draft a letter to the residents re the situation. Draft letter to be circulated to all Councillors for comment / agreement then Clerk to top and tail / send as official communication, ideally by Monday 24th June 2019.
Clerk stated, Portable Netting for Play area on budget at £10,000. No progress has been made on this topic
- d. Cemetery & Allotment Committee
No Report Circulated
Topics of Discussion
 - Annual Invoices outstanding and available Plots to be allocated
Committee Meeting to be called asap
- e. Finance & General Purpose Committee
No Report Circulated
 - Next Meeting August 2019

14. Receive Reports from Co-Ordinating Officers

- a. Playscape
Report of 8th May Circulated
Copse Maintenance plan proposal circulated but not discussed
- b. Neighbourhood Plan
No Report Circulated
Topics of Discussion
 - 411 survey responses received
- c. Parochial Charities
No Report Circulated
Topics of Discussion
 - The Pre-App progressing to full planning application
- d. Police
No Report Circulated
Topics of Discussion
 - 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
Topics of Discussion
 - Dardan Security Patrols extended to cover Memorial Hall door security at no additional cost to the Parish Council
 - Buildings Insurance under investigation for potential Inclusion on Parish Council Insurance policy
 - A long term view the PC needs to get an EPC (Energy Performance Certificate) undertaken to ascertain if any work needs to be undertaken before the lease renewal (3yrs).
 - Councillor Barrie Ashurst enquired if the PC is minded to fund the cost of a kitchen refurbishment?
Parish Council requested Councillor to prepare proposal for review.
- f. Twinning Association
No Report Circulated
Topics of Discussion

- Tree planting completed
 - Name Plaque available and installation agreed
 - Arrangements for event with Councillor Judith Wilson. Councillor Charlie Nightingale suggested as Parish Council speech representative.
 - Separate water meter requested for SSYI Club Room usage to be progressed
- g. Library
No Report Circulated
- h. Feast
No Report Circulated
Topics of Discussion
- Open Dates 9th to 14th July 2019
 - New Services inspected by Feast and Event Contractors. All impressed.
 - Clerk to oversee access arrangements as previous years
- i. Greater Cambridge Partnership Report
No Report Circulated
- j. Scouts & Guides
No Report Circulated
Topics of Discussion
- The Scout Hut lease needs reviewing and the need for an EPC considered.
To be included in the legal scope document
 - Councillor Barrie Ashurst enquired if the PC are minded to fund the cost of the 'external doors' as they are in need of replacement. Parish Council requested Councillor to prepare proposal for review.
- k. Village News
No Report Circulated
- l. SSYI Club Room
No Report Circulated
Topics of Discussion
- Club Room lease, to be included on legal scope document
 - Buildings Insurance requires clarification
 - Work needs to be undertaken on the area (external doors in particular)
 - Dardan Security Patrols extended to cover entrance door security at no additional cost to the Parish Council
 - Latest SSE power invoice forwarded to SSYI for direct payment
- m. Land Acquisition
No Report Circulated
- n. Website Administration
No Report Circulated
- o. Schools
No Report Circulated
Topics of Discussion
- A section S137 application has been submitted to the PC for funding for the Marven Centre and will be reviewed at the next Parish Council Meeting
- p. Church
No Report Circulated
- q. Health Centre, Dentist & Pharmacy
No Report Circulated

15. 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

16. Agree Potential Costs and Location for providing public Toilets on the Recreation Ground
Councillors Judith Wilson & Graham Townsend Proposals were reviewed
Due to escalating costs for a suitable solution it was proposed that the Project be postponed for the immediate future
Proposed; Councillor Richard Davies

Seconded; Councillor Ian Kydd
Vote: For 8, Against 2, Abstained 1

Due to diminishing timescale Chair Adjourned the following Agenda Items for the next suitable Parish Council Meeting

17. Update the Progress on the Recreation Ground Services Project
18. Update Status of progress on the Feasibility Study for the Potential rebuild of the Memorial Hall and Car Park arrangements
19. Review GSPC Big Lunch for villagers that took place on 1st June 2019
20. Update Status on Proposed Porthaven Care Home after Public Presentation on 12th June 2019 (Basics covered in Public Session)
21. Review Statement by Councillor made on 30th April 2019 in response to Clerk e-mail of 23rd April
22. Review Un Authorised Press contact by Councillors

Agenda Items continued

23. Review new relevant external Correspondence
Only as a limited review of a few topics received. Others adjourned to next appropriate Parish Council meeting
 - Trees and bushes causing nuisance etc.
Complaint re overhanging bushes on Granhams Road, Clerk already sent Parish Council letter
Complaint re obscured Village traffic lights, Clerk already sent Parish Council letter
 - Additional complaint just received re further locations of overhanging bushes on Hinton Way.
Clerk to send Parish Council letter to appropriate residents and arrange contractor cutting in other areas that are obstructing footpaths.
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Graham Townsend
Vote: Unanimous
 - GCP Whittlesford Parkway Consultation
Clerk circulated documents and instructed to put consultation on the website
24. Consider matters for future agenda consideration (As previous minutes)
 - 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
25. With all Agenda items covered the Chair closed the meeting at 2220hrs
Reminders
Next Planning Meeting
 - Wednesday 3rd July 2019 at 1830hrs, Great Shelford PavilionNext Parish Council Meeting
 - Wednesday 17th July 2019 at 1930hrs, Great Shelford Pavilion

Note. All the above is the official minutes of the Parish Council meeting of 19th June 2019 that have been reviewed by Parish Council with full adoption awaited at the next Full Parish Council meeting

Signed
Chair

Date

Un-Adopted