

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 17<sup>th</sup> July 2019 at 1930hrs

#### 1. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Deputy Chair in Chair for start of this meeting), Barrie Ashurst, Judith Wilson, Ian Kydd, Richard Davies, Charlie Nightingale, Gregory Price, Paula Arnold and Parish Clerk: Mike Winter

Councillor Peter Fane (Also District Councillor) late arrival

District Councillor Nick Sample in attendance

- Councillor Stefan Harris Wright, Family Commitments
- Councillor Roberto Gherseni, on holiday
- Councillor Barbara Kettel, on holiday
- Councillor Graham Townsend, unwell
- Councillor Simon Talbott, away on business

Public

- One Member of the Public present

#### 2. Received declarations of interest

- Councillor Charlie Nightingale, also on Feast Committee and Community Association
- Councillor Barrie Ashurst, Sawston Village College Governors and S137 agenda Item 18

#### 3. Confirm Status of Chair and Elect Deputy Chair to May 2020

Deputy Chair Councillor Malcolm Watson agreed to step up to Chair status from July 2019 to May 2020. No other Proposals for Chair were received

Proposed; Councillor Barrie Ashurst

Seconded; Councillor Richard Davies

Vote; Unanimous

Elected Chair signed Chair's Acceptance of Office in presence of Clerk

Councillor Barbara Kettel in absence at this meeting offered to stand as Deputy Chair subject to a Proposer, Second and Vote at the meeting

No other Proposals for Deputy Chair were received

Proposed; Councillor Gregory Price

Seconded; Councillor Judith Wilson

Vote; Unanimous

Elected Deputy Chair to sign Deputy Chair's Acceptance of Office in presence of Clerk at first opportunity

#### 4. 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 former Parish Council Chair and Councillor Mike Nettleton raised the following concerns

##### a) Public Toilets on the Recreation Ground

Decision at the previous Parish Council meeting not to proceed with this project was not as previously advised to residents and indicated at the APM and should be put back onto the table for reconsideration

##### ➤ Response.

Quotes with full cost and other features such as vandal resistance were not as previously expected thus project was to be postponed for the immediate future

It was agreed that the Project would be reconsidered at a future date

- b) Legal Services  
The proposal to provide funds for legal services to consider Parish Council documents was taking a sledge hammer to crack a nut and would drag down Parish Council decision making processes. Proposal was protecting Parish Councillors not serving the Village and some Councillors should step back from their professional rolls when considering Parish Council proposals.
- Response.  
Parish Council noted comments for future response
- c) Cricket Ball Netting  
At a private meeting with Resident and Cricket Club representative it was noted the local house residents had been told by the Parish Council not to use the netting. Mr Nettleton had told residents the Parish Council had not a leg to stand on after a 6 month discussion and agreement had taken place. No way could they now be told not to use the netting.
- Response.  
Parish Council noted comments for future response
- d) Chair Handover  
No formal handover of Parish Council Chair activities had been arranged and things were not being picked up
- Response.  
Chair of Parish Council agreed and would arrange handover discussions asap subject to Chair and Clerk personal circumstances.  
Resident and former Chair Mike Nettleton accepted the difficult personal circumstances agreeing to a meeting when suitable for all parties.
- e) Parish Council Minutes of 19<sup>th</sup> June 2019  
The attempt by some Councillors to change the minutes of this meeting was a disgrace and showed mistrust amongst Councillors. Perhaps a similar system as Sawston Parish Council of Video recording every meeting should be considered.
- Response.  
Parish Council noted comment
- f) E-mail from Councillor Gregory Price  
Resident Mike Nettleton raised a complaint against Councillor Gregory Price and presented a hard copy of an e-mail from Councillor Gregory Price to the Chair that was claimed to be critical of the previous Parish Council Chair Mike Nettleton. The document handed to the Chair was also accompanied by independent documents identifying Parish Councillor Declarations of interest conditions.  
The e-mail was from Councillor Gregory Price's official Parish Council address and thus resident Mike Nettleton requested Councillor Gregory Price withdrew the comments on the provided e-mail, gave a personal apology and the Parish Council also gave an apology.
- Response.  
Councillor Gregory Price immediately refused to withdraw the comments or offer an apology, without asking to see the document. Councillor Gregory Price then further stated his desire to have the complaint referred to the SCDC Monitoring Officer.  
The Chair did not immediately respond to resident Mike Nettleton's complaint statement pending Clerks review of the process to be followed. Resident Mike Nettleton accepted that situation.
5. Minutes of the Parish Council meeting held on 19<sup>th</sup> June 2019 were confirmed as being an accurate record and were signed by the Chair
6. Consider matters arising from meeting of 19<sup>th</sup> June 2019 (new information only)
- Clerk reported that the Hanging Basket after previous Council Meeting had twice weekly watering but resulting from various Parish Councillors request as plants were struggling in the hot weather, three weekly watering had started from 10th July.
7. Review and Approve Financial monthly accounts for payment and note receipts  
Clerk presented full accounts for July 2019
- 19 Cheques presented to sign for up to 17<sup>th</sup> July 2019
  - Total Value of 19 Cheques £62,540-44p
  - SO & DD Payments £6,994-93p
  - Cash Payments £61-00p

- Receipts £865-00p
- All Bank Balances and Cash/stamps held £338,559-10p
- Less PWLB Debt of £60,626-47p
- Balance Held £277,932-63p

Cheques were signed by Councillors Richard Davies and Barrie Ashurst

It was Noted that a cheque direct from CBS (being lowest Interest rate) to Barclays Account for £65,000 as a transfer to cover this month's payments and providing funds until Barclays Accounts closed.

8. Approved Chairs action on the following  
Additional Switch box to Recreation Services point for Internet & CCTV connections (Feast & ASB) Est Cost Range £300 to £1,000 Labour & Materials provided by Eagle Analysis on July payments run.
9. Agree change of the Parish Council Insurer for July 2019 to June 2020, as recommended by the Parish Council broker Came & Co.  
Came & Co (PC Insurance Broker) has advised that the Policy with Hiscox agreed last year is not suitable / competitive for August 2019 to July 2020.  
They have now recommended a switch of Policy to Ecclesiastical who also provided a quotation in July 2019.  
The recommended Policy on a three year LTA is £4,230.62p representing a saving of £433.89 from £4,664.51p in August 2018  
Proposed; Councillor Charlie Nightingale  
Seconded; Councillor Gregory Price  
Vote; Unanimous
10. Review and Agree Unbudgeted Scope document for Legal Services and Tender / Provision request.
  - Item adjourned to next meeting giving Clerk and Councillor Richard Davies additional time to prepare a suitable document for review.
11. Review and Agree Scope of Memorial Hall CCTV test plan and power / USB points at Green Shelter
  - Item adjourned to next meeting, subject to quotation arrival
12. Consider and Approve Quotations as Unbudgeted Expenditure for Replacement Doors to the Scout Hut
  - Item adjourned to next meeting, subject to quotation arrival

It was **noted** that a pre planning application requesting a change of door materials used would be a wise precaution.
13. Receive reports of Elected and Nominative Representatives
  - a) District Councillor Nick Sample in attendance  
July Report Circulated  
Topics of Discussion
    - Local Plan 2040 & beyond, consultation process
    - Parking, Deputy Leader of SCDC in contact with various Parish Councils.  
Councillor Barrie Ashurst to ensure GSPC views included.
    - Cambridge City Blue Plaque Scheme to honour the most famous people or events associated with the city is being extended to South Cambridgeshire
  - b) County Councillors not in attendance  
July Report Circulated
14. Receive Reports from Committees
  - a. Highways Committee  
July Report Circulated to Councillors

#### Topics of Discussion

- Lining changes 2019 – a number of lining changes have been submitted to CCC, these have been checked for accuracy and returned. We await the consultation documents being issued.
- Bus Route 7A rerouting – the issue of allowing the 7A to stop at Stagecoach stops remains unresolved.
- Heritage Direction Sign junction Woollards / High St – investigating possible supplier
- Stapleford – Sawston Cycleway – work continues on the route which is used by many of our youngsters bike riding to Sawston Village College. Work is almost complete.
- High Green Layby – we await action from CCC to undertake resurfacing and relining. Initially the PC agreed to fund but CCC is now funding the works.
- SCDC works – are investigating some ‘cutting back’ on growth around trees on the DeFreville cut through. We have also received a request to put up signs requesting ‘dog walkers’ not to allow their dogs to foul the area.
- Granhams Bridge Lining – Local Highways Officer is investigating rectifying the faded lining which was only put down a few months ago.
- Footpath outside 167 Cambridge Rd – an order has been placed by CCC for remedial works to prevent flooding, this is scheduled for Sept.
- Hinton Way – CCC have undertaken extensive works on pot holes, drain clearance work towards Shelford Bottom needs to be completed as tree roots were found on the first visit and specialised equipment now needs to be ordered. PC has funded extensive hedge cutting in Hinton Way.
- CGM Grass Cutting – meeting to take place 18<sup>th</sup> July to discuss issues on the areas taken over from SCDC.
- Local Highways Officer, John Obrien – meeting took place on 8<sup>th</sup> July to discuss issues
- 2020-2021 LHI application, Speed bumps at various locations in the Village to be proposed

#### b. Planning Committee

No Issues from Meeting of 17<sup>th</sup> July

#### Topics of Discussion

- Lack of co-ordination between SCDC and CCC re planning agreements on De Freville House, 56 High Green. District Councillors confirmed efforts being made to find a solution

#### c. Recreation Ground and Pavilion Committee

No Report Circulated

#### Topics of Discussion

- S&SS FC and Cricket Club Use Summer 2019  
Combined Youth sections are co-ordinating well.  
**Noted** that it was good to see so many youths in organised activities on the Recreation Ground most evening
- ASB complaints  
Cricket Club table vandalised 9<sup>th</sup> July 2019, repaired by Cricket Club  
ASB issue forwarded to Councillor Gregory Price for recording and progressing
- Feast Storage  
Quotation requested for Feast storage providing a secured exterior store area both sides of the Feast door to the Village mans Hut. Making a secure compound from RHS of hut to fencing at the previous Barclays Bank Car park. All feast external stored items and PC cones etc will then be stored on PC land not the Grange Field land.
- Memorial Hall Car Park  
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 to Councillors involved
- Test Asbestos Bore Holes (Previously Approved)  
Parish Council to proceed with the Test Bore Holes in the proposed Playscape Skate park area at a suitable time in the future
- 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 and chased for a quotation to repair

- Councillor Greg Price update on ASB (Circulated)  
Content discussed and following actions proposed
  - To agree process for reporting issues to Crimestoppers, Cambridgeshire Constabulary and SCDC by formally delegating reporting to two Councillors as Greg Price and Barrie Ashurst
  - Clerk to update and add any Policy documents necessary for agreement by the Parish Council
  - Delegate to the Recreation & Pavilion Committee further consideration of the establishment of an Antisocial Behaviour Working Groups, including preparing for further consideration by the full Council of the proposed stakeholder members of the Working Group and Terms of Reference for the Working Group
 Proposed; Councillor Charlie Nightingale  
 Seconded; Councillor Richard Davies  
 Vote; Unanimous
  
- 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 after return of Committee Chair from holiday in late August
  
- e. Finance & General Purpose Committee  
No Report Circulated
  - Next Meeting, due to absence of main budget holders on scheduled 21<sup>st</sup> August 2019 meeting moved to Wednesday 28<sup>th</sup> August 2019

## 15. Receive Reports from Co-Ordinating Officers

- a. Playscape  
No Report Circulated
- b. Neighbourhood Plan  
No Report Circulated
- c. Parochial Charities  
No Report Circulated
- d. Police  
July Report Circulated  
Topics of Discussion
  - A 15 minute meeting has been arranged with the Police and Crime Commissioner, Jason Ablewhite, on 26<sup>th</sup> July. Councillors Peter Fane and Barrie Ashurst to attend.
  - The Clerk, Councillors Price and Ashurst had a meeting with Sergeant Emma Hilson on 23 June 2019, we had hoped that Inspector Rogerson to attend but he was unavailable.
  - Public reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>
- e. Community Association  
July Report Circulated  
Topics of Discussion
  - Community Association – no meeting held yet to discuss the possibility of the PC funding a new kitchen.
  - Scout / SSYI doors – quotations are being organised to replace the existing wooden doors with metal ones to match the existing Memorial Hall ones.
  - SSYI - a new lease will be drafted by a solicitor, this is likely to take 3 to 4 months.
  - SSYI Water Meter – a water meter needs to be installed on the SSYI section so that they can be charged for water / sewerage.
  - Buildings Insurance is being finalised with our broker Came and Co, we are aiming for one policy to cover Memorial Hall, Scout and Guide HQ and SSYI funded by the PC. The PC will not be responsible for contents or public liability.  
Clerk confirmed that after discussion with Parish Council Insurance broker that as the current lease requires CA to provide insurance that section of the lease needs to be removed before the current PC insurance could cover the PC asset of the Memorial Hall.

- f. Twinning Association  
No Report Circulated  
Topics of Discussion
  - 51 Visitors from France attended the Twinning event
- g. Library  
No Report Circulated
- h. Feast  
No Report Circulated  
Topics of Discussion
  - Feast and use of new Recreation Ground services went well with a few administrative issues
  - Dardan Security identified after Friday eve event (0300hrs Sat) Pavilion was left fully open with interior lights on. Clerk reported status to Feast and will be discussed a Feast / Parish Council meeting.
  - Feast and Councillor with Clerk to meet asap to review items identified for improvement
  - Clerk & Councillor Barrie Ashurst requested Mead Construction to change concealed underground connections to surface cover plats due to difficulty in locating and work involved in restoration after use at Feast 2019. Cost to be advised asap
- i. Greater Cambridge Partnership Report  
No Report Circulated
- j. Scouts & Guides  
No Report Circulated
- k. Village News  
No Report Circulated
- l. SSI Club Room  
No Report Circulated  
Topics of Discussion
  - SSE power supply and invoice taken over by SSI for direct payment
- m. Land Acquisition  
No Report Circulated
- n. Website Administration  
No Report Circulated
- o. Schools  
No Report Circulated
- p. Church  
No Report Circulated
- q. Health Centre, Dentist & Pharmacy  
No Report Circulated

**16.** Review and re allocate tasks previously undertaken by resigned Councillor  
Clerk provided current view but more will become apparent as issues progress.  
Clerk current list to be circulated for Councillors to indicate back to the Clerk their interest in taking over the activity prior next Parish Council meeting, September 2019.

**17.** Update Councillors on status and timescales of the Councillor Vacancy

Clerk confirmed the following

- Notice of Election expires 23<sup>rd</sup> July 2019
- SCDC will inform Clerk after 23<sup>rd</sup> July of Election or Co-Option process
- If Election is called SCDC determine Election Date and a notice for Candidates is posted
- If Co-Option available GSPC issue Notice of Vacancy by Co-Option with appropriate timescales
- If Co-Option based on info to date and previous election Clerk expects 5 to 7 applications
- If Election called Clerk expects all to drop out of interest.
- Clerk awaiting SCDC Invoice for previous Election expected to be £4,000 to £5,000, Unbudgeted.
- Clerk expecting a new Election to be called at same cost again, Unbudgeted
- Future years Admin Budget to include two Elections per year.

- 18.** Review and Approve S137 application for Mobile Warden Scheme year 2019/20  
 Application Circulated  
 Request for £3,500. Previous Year £2,500. Budget £4,000  
 Proposed; Councillor Ian Kydd  
 Seconded; Councillor Gregory Price  
 Vote; Unanimous  
 Clerk to make £3,500 Grant Award on next payments run August 2019
- 19.** Review and Approve S137 application for Sawston Arts Appeal Fund (Sawston Village College)  
 Application Circulated  
 Request for £2,500. Previous Year £0. Budget £0.  
 Request approved at 15<sup>th</sup> May 2019 Parish Council meeting, Item 29, subject to application for £2,500  
 Clerk to make £2,500 Grant Award on next payments run August 2019
- 20.** Consider suitable Parish Council meeting dates requested for a
- a. Presentation from GCP
    - Clerk to arrange for the September Parish Council meeting
  - b. Presentation from SSYI in support of their additional activities and increased S137 application
    - Clerk to arrange for the August F&GP Parish Council then a recommendation to the September Parish Council meeting for approval.
- 21.** Update Monthly Status Chart on Key Village Projects / Issues for 2018 / 2019
- Clerk to revisit and update chart for F&GP meeting, thus not reviewed
- 22.** Review the Status and Final Costs of the Recreation Ground Services Project
- Full Project within Budget including over £12,000 of extras
  - Samskara approved Interim Certificate Issued dated 3<sup>rd</sup> July 2019
  - Clerk & Councillor Ashurst requested Mead Construction to change concealed underground connections to surface cover plates due to difficulty in locating and work involved in restoration after use at Feast 2019. Cost to be advised asap
- 23.** Update Status of progress on the Feasibility Study for the Potential rebuild of the Memorial Hall and Car Park arrangements
- Chair chasing progress
- 24.** Update status on Cricket Ball netting
- a. Residential Area  
 An informal but official Parish Council meeting with the two residents involved for a specific review of the current status and their views to be arranged followed by a proposal to the next standard Parish Council meeting of an agreed solution.  
 Clerk to arrange meetings and agendas as necessary
  - b. Playground Area  
 Budget available in 2019/20 of £10,000  
 No progress to date
- 25.** Review GSPC Big Lunch for villagers that took place on 1<sup>st</sup> June 2019  
 Consider future year suitability of the event and funding
- Event considered excellent and should be continued
  - However, use of Memorial Hall kitchen area requires review
  - An afternoon Tea Event, similar to that held by the Feast / Twinning Association was considered as a suitable addition.
  - Councillor Gregory Price to make proposals for the Afternoon Tea Event to be held early 2020.

- 26.** Review Statement by Councillor made on 30<sup>th</sup> April 2019 in response to Clerk e-mail of 23<sup>rd</sup> April
- Clerk presented his views that a Councillors circulated e-mail was incorrect and misleading.
  - However, in the interests of not creating any further Parish Council disharmony the Clerk is once again prepared to let the issue drop with all Councillors having the understanding of the facts relating to the exchange of e-mails as the Clerks response was not issued.
- 27.** Review Un Authorised Press contact by Councillors
- Clerk presented list of all councillor who had confirmed they had no press contact and those Councillors who had not responded with their position.
  - It was recognised that only Councillors were present at a closed meeting of the Parish Council. Thus, a Councillor must have reported some content of the meeting to someone and local press?
- It is hoped this practice will now be ceased by all Councillors.
- 28.** Review new relevant external Correspondence  
Following correspondence reviewed
- Mike Nettleton (Private) Statement of his position Village News communication
    - Councillor Judith Wilson to circulate draft reply on behalf of the Parish Council
  - Consultation on the Cambridgeshire and Peterborough Combined Authority Local Transport Plan
    - No additional action required
  - South Cambs / Essex Border New Town: Call to Parish Councils for funding
    - No additional action required
  - RAF Benevolent Fund in Cambridgeshire
    - Clerk to respond with S137 application form and documents
  - Withdrawal of Services for Managing Street Lighting Energy for District and Parish Council Lights.
    - Further discussions required
- 29.** 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
  - Parish Councillor e-mails being circulated / sent without copy to Clerk
  - Site selection for affordable housing
- 30.** With all Agenda items covered the Chair closed the meeting at 2200hrs
- Reminders  
Next Planning Meeting
- Wednesday 7<sup>th</sup> August 2019 at 1830hrs, Great Shelford Pavilion
- Next Parish Council Meeting
- Note F&GP Only
  - Wednesday 28<sup>th</sup> August 2019 at 1930hrs, Great Shelford Pavilion
- Training Requested  
Clerk arranging the following training at the Pavilion via LCPAS for GSPC and any other local PCs.
- 1) Chair and Committee Chairs
  - 2) Cemetery (& Allotments if combined)
  - 3) Code of Conduct for Councillors (Including Declarations of Interests at meetings)
- Councillors requested separate days on evenings are preferred for the training  
Clerk to arrange.

Signed  
Chair

Date  
Great Shelford Parish Council