

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 18th September 2019 at 1930hrs

1. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Barrie Ashurst, Judith Wilson, Roberto Gherseni, Richard Davies, Charlie Nightingale, Graham Townsend, Paula Arnold, Peter Fane (Also District Councillor) and Parish Clerk: Mike Winter

District Councillor Nick Sample not in attendance

Apologies for absence:

- Councillor, Ian Kydd on holiday
- Councillor Barbara Kettel, on holiday
- Councillor, Gregory Price on holiday
- Councillor Simon Talbott, away on business

Public

- Three Members of the Public present

2. Received declarations of interest

- Councillor Charlie Nightingale, also on Feast Committee and Community Association

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.

- a) Representative of S&W Rail User Group (SAWRUG) explained their objectives and function within the local community. Meetings are quarterly but reactive to rail situations with attendance by Network Rail and Greater Anglia. Any attendance is welcomed.

➤ Response.

- Village News Councillor offered to publicise meetings as they occur
- Councillor Barrie Ashurst requested that the SAWRUG representative at their next meeting, bring to the attention of Network Rail the poor state of the road at the crossing (the PC have tried unsuccessfully to get any improvements). This was agreed.

- b) Representative of Shelford Rugby Club explained their plans for a Firework Display on Saturday 2nd November 2019. Display cost would be covered by charge on the door (Between £3 to £5) with other sales topics (food, drinks, misc) going to the Rugby Club. The Firework Display would be undertaken by a professional company at their Silver package giving about a 20 minute display. Sponsorship was to be sort to minimise charge on the door.

➤ Response.

- The Parish Council expressed a desire to make the event a Community Village activity with the display being a free entry, encouraging local residents to attend in an effort to restrict individual firework activities over multiple evenings and be environmentally friendly to wildlife as well as the local Village.
- The Parish Council expressed a view that the Silver package was insufficient to draw a large local response and requested an improved package was obtained
- To achieve the free entry and improved display it was agreed as Chairs action to underwrite the display costs and match fund all local sponsorship up to £1,000 with publicity stating the event was a Free Entry Parish Council Display Sponsored Event.

Clerk instructed to liaise with the Rugby Club representative and progress as a free entry Community Event organised by the Rugby Club.

4. Minutes of the Parish Council F&GP meeting held on 4th September 2019

Minutes were confirmed as being an accurate record and were signed by the Chair

5. Consider matters arising from meeting of 4th September 2019 (new information only)

- None

6. Minutes of the Parish Council meeting held on 17th July 2019 (Carried forward from F&GP meeting of 4th September 2019)

Minutes were confirmed as being an accurate record and were signed by the Chair

- Clerk confirmed Minutes of 17th July were circulated to all Councillors on 26th July for comment and response by 29th July, any issues raised were responded to or updated by Clerk, all prior 4th September 2019. Thus as the F&GP is a Parish Council meeting, that assumes the full functions and powers of the Council and were able to adopt Parish Council Minutes, especially as circulated to all Councillors for comment prior the F&GP meeting.

7. Consider matters arising from meeting of 17th July 2019 (new information only)

- Clerk confirmed the presentation from GCP proposed for 16th October meeting now confirmed for 20th November meeting, due to potential agenda congestion on October meeting.

8. Approved Chairs action on the following

- a) Make a donation, similar as that given by other local villages, to Steve Edmondson for providing / fitting Bus Stop Flags and Timetables throughout the Village of £200 (£25 per Flag) from the Highways budget
Proposed; Councillor Richard Davies
Seconded; Councillor Judith Wilson
Vote; Unanimous
- b) Make and fit a Security cover to the Water supply at new Recreation Services location. Max £350
Proposed; Councillor Paula Arnold
Seconded; Councillor Graham Townsend
Vote; Unanimous

9. Review and Approve Financial monthly accounts for payment and note receipts

Clerk presented full accounts for September 2019

- 14 Cheques presented to sign for up to 18th September 2019
- Total Value of 14 Cheques £6,466-38p
- SO & DD Payments £3,419-47p
- Cash Payments £24-41p
- Receipts £520-00p
- All Bank Balances and Cash/stamps held £274,326-86p
- Less PWLB Debt of £60,626-47p
- Balance Held £213,700-47p

Cheques were signed by Councillors Richard Davies and Barrie Ashurst

10. Consider and Approve Quotations as Unbudgeted Expenditure for

- a) Replacement Doors to the Scout Hut and Memorial Hall (Range up to £12,000)
Proposed; Councillor Richard Davies
Seconded; Councillor Roberto Gherseni
Vote; 8 For, 1 Abstained
 - Clerk to progress with Councillor Barrie Ashurst, subject to Planning Committee checking on status of any Planning requirement
- b) Security fencing to open store area at Side of Village man's Hut (Range £3,500 to £4,000)
Proposed; Councillor Judith Wilson
Seconded; Councillor Richard Davies
Vote; Unanimous
 - Clerk to progress, subject to Planning Committee checking on status of any Planning requirement
- c) Repairs to Pavilion viewing doors or replacement with sliding doors (Range £3,000 to £8,000)
Clerk presented options of a like for like outward opening door arrangement and a much safer system of sliding doors.

The safer and improved Sliding Door arrangement was preferred by Councillors at the higher price of £8,000

Proposed; Councillor Peter Fane

Seconded; Councillor Paula Arnold

Vote; Unanimous

- Clerk to progress details and arrangements with contractor

11. Review and Approve S137 application for SSYI as recommended by the F&GP Committee meeting on 4th September 2019

F&GP recommendation supported by Clerk identifying maximum S137 funds available and suitable budget allocation for full £15,850 was reviewed by full Parish Council.

John Greaves representing SSYI confirmed to Councillors that Stapleford and Little Shelford Parish Councils had also been requested funding to support the extended local work of SSYI.

Proposed; Councillor Charlie Nightingale

Seconded; Councillor Richard Davies

Vote; Unanimous

- Clerk to progress for payment at next Parish Council meeting
- John Greaves, attending meeting on behalf of SSYI expressed their thanks for the extensive support given to SSYI by the Parish Council.

12. Receive reports of Elected and Nominative Representatives

a) District Councillor Peter Fane in attendance

September Report Circulated

Topics of Discussion

- Councillor Barrie Ashurst requested that some specific issues related to Great Shelford were in future included in the report

b) County Councillors not in attendance

No Report Circulated

13. Receive Reports from Committees

a. **Highways Committee**

September Report Circulated

Topics of Discussion

- Lining changes 2019 – required re advertising due to slight changes
- Stagecoach have now agreed that the Route 7A can stop at all bus stops in Great Shelford
- Committee meeting of 13th August was abandoned as not quorate on the eve. This was embarrassing as two members of the public had attended.

b. **Planning Committee**

Minutes from Planning Meeting 4th September 2019 circulated and on Website

No Issues from Meeting of 18th September

c. **Recreation Ground and Pavilion Committee**

No Report Circulated

Topics of Discussion

- Cricket Clubs
 - Season ended with a visit from Heather Knight, England Woman's Captain (A Super Star in Cricket) to give a talk to over 50 youths at the Great Shelford Pavilion
 - Next Season expected to be more Youth activity than 2019 season
 - ASB complaints
 - Fire Brigade called to Copse on 2nd Sept by Clerk for serious Fire, Police declined to take a report or attend
 - Cricket Club table vandalised yet again
 - Green Shelter Vandalised with unacceptable Graffiti. Clerk arranging removal or repainting
- All ASB issues forwarded to Councillor Gregory Price for recording and progressing via ASB Working Group
- Councillor Barrie Ashurst in contact with Gamlingay PC who have a similar Working Group for info on liaison processes

- Clerk requested to revisit CCTV provision and monitoring by Dardan
- Ladies Toilet Water leak into entrance hallway
On commencement of repair, further sections of the covered floor found to be damp requiring longer drying time with additional cost for recovering additional area. Clerk to progress.

d. Cemetery & Allotment Committee

No Report Circulated

Topics of Discussion

- Annual Invoices outstanding and available Plots to be reviewed
- Clerk received two communications from Stonehill Allotment holders re Rats infestation on the Site.
 - Clerk to respond re adjacent to farmers field, thus likely to have rats in location and make necessary arrangements
- Three anonymous letters sent to Great Shelford Online as complaints re condition of Cemetery
 - Clerk declined response to Great Shelford Online as anonymous offering direct contact to review complaints
 - Two letter writers have contacted Clerk and issues responded to
 - Helen Harwood with the Garden Gang has recently undertaken some work in the Cemetery and stated the area is in good condition
 - Councillor Peter Fane suggested a walk about at the Cemetery and Allotments by Councillors to review status. To be assisted by Councillors Judith Wilson and Paula Arnold
- Chair of Cemetery and Allotments, Councillor Richard Davies stated he is standing down as Chair but remaining a Parish Councillor on the Committee.
 - Committee member Councillor Ian Kydd in his absence has offered to take over as Chair. However, he is unavailable for several weeks from the beginning of October until mid-November.
 - This has an impact on F&GP Committee as both above Councillors are on F&GP Committee, with agreement they simply switch rolls as Chair and representative
 - Clerk also suggests that all F&GP Committee members are included on the revised Cheque signing update
Proposed; Councillor Richard Davies
Seconded; Councillor Peter Fane
Vote; Unanimous

e. Finance & General Purpose Committee

Minutes from F&GP Meeting 4th September 2019 circulated

- Next Meeting 4th December 2019

14. 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

No Report Circulated

- Clerk disturbed at Police refusal to attend or investigate Rec Ground Fire prior Fire Brigade attendance.

Public reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>

e. Community Association

No Report Circulated

Topics of Discussion

- Councillor Charlie Nightingale stated a request to double size of kitchen in the Memorial Hall had been sent to the Clerk with a funding request of £15,000.
Clerk not received but both will investigate

f. Twinning Association

No Report Circulated

- g. Library
No Report Circulated
- h. Feast
No Report Circulated
Topics of Discussion
 - 2019 Feast review meeting with Committee to be arranged by Clerk
 - Feast Contribution to Services Project to be discussed, currently £5,000 over 2 years
- i. Greater Cambridge Partnership Report
No Report Circulated
 - GCP representative Andrew Munro giving presentation at November Parish Council Meeting
- j. Scouts & Guides
No Report Circulated
- k. Village News
No Report Circulated
- l. SSI Club Room
No Report Circulated
- 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

15. Reallocate a Councillor to assist with Playscape Co-ordination as previously undertaken by a resigned Councillor

Councillor Richard Davies volunteered to assist with these topics

16. Review and Approve New or Updated Policy Statements

- a) Proposal for a Councillor Co-Option Procedure & Policy exactly as Reviewed by the 4th September F&GP Committee and previously circulated
Process necessary for potential review and selection of two Councillors at 16th October Parish Council meeting
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Charlie Nightingale
Vote; Unanimous
- b) A RISK management document (Previewed at the F&GP meeting) with establishment of a Working Group for the Village issues, objective completion asap, with full and final approval at November 2019 Parish Council meeting
Working Group members Councillors Charlie Nightingale, Roberto Gherseni, Peter Fane and Barrie Ashurst

17. Update Councillors on status and timescales of the two Councillor Vacancies

Clerk confirmed the following

- SCDC confirmed Co-option process available for the two Councillor Vacancies and adverts placed.
- To date two (2) e-mail applications have been received. New application form as 16a) above to be forwarded to applicants by Clerk
- All applicants to be invited to Parish Council meeting on 16th October (Meeting to start early at 1900hrs) for the selection process

18. Review a proposal that progresses a number of Parish Council topics from the fully Planning Approved Playscape Master Plan

Chair and Clerk presented Planning Approved layout for consideration and progressing the Playscape Master Plan (Parish Council issues only) as follows

- a) Remove existing Skateboard Ramp
- b) Install hedged barrier from corner of Scout hut to tennis Courts, with temp Emergency Entrance
- c) Remove existing Emergency Gate at side of Memorial Hall
- d) Provide additional parking from existing boiler house to tennis courts
- e) Once the above completed work can start on providing the Recreation Ground pedestrian entrance walkway with car park lighting, bike racks, seating and planting
- f) At a later stage relocate Memorial Hall twin heating units currently in the boiler house to the Memorial Hall unused beer pump room or unused toilet adjacent to SSYI club room entrance
- g) Rework current boiler house into Public toilet
Site location not ideal but has benefit of ample space, power, water supply and drainage within a 3/4m range

Note a) to d) objectively taking place 2019/20 financial year and balance to be budgeted for in 2020/21 or beyond. Budget allocation from Public Toilet in 2018/19 should cover most of a) to d)

Proposed; Councillor Peter Fane

Seconded; Councillor Graham Townsend

Vote; Unanimous

- Clerk to progress, establish Working Group with liaison from Playscape, Community Association and Recreation / Highways Committees then report back to Parish Council on proposed details

19. Review Safety inspection of the existing Playground and consider appropriate work prior Playscape Project development

Clerk provided a Quotation for the delayed Annual Inspection and Operational Inspection process as £547.

Any associated repair or removal costs to be reported after Inspection identifications

Proposed; Councillor Paula Arnold

Seconded; Councillor Graham Townsend

Vote; Unanimous

20. Review the Design Partnership report on Sites for Affordable Housing in Great Shelford

Councillor Peter Fane identified and previewed the proposed sites

Further review at next Parish Council meeting on 16th October 2019

21. Consider planning necessary for Christmas Village events and illuminations

Working Group established as Councillors Richard Davies, Graham Townsend, Judith Wilson and Paula Arnold to progress liaison with PTA and Playscape for the switch on event Sunday 1st December 2019.

- Clerk to progress improved street and Memorial Hall lighting with contractor
- Clerk to check with previous Councillor Angela Milson on Brass Band booking but confirmed Memorial Hall booked

22. Review Councillor Training Programme

Clerk confirmed dates booked as

- Wednesday 9th October
- Wednesday 23rd October
- Wednesday 30th October

on topics of Chair and Committee Chairs, Cemetery & Allotments, Code of Conduct for Councillors (Including Declarations of Interests at meetings)

- Clerk to advise adjacent Local Parish Councils to be advised for free attendance

23. Review new relevant external Correspondence

Following correspondence reviewed

- Withdrawal of Services for Managing Street Lighting Energy for District and Parish Council Lights.
 - Further discussions required
- Greater Cambridge Housing Trajectory and Five Year Housing Land Supply Consultation
 - Further discussions required

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
- Parish Councillor e-mails being circulated / sent without copy to Clerk

25. With all Agenda items covered the Chair closed the meeting at 2005hrs

Reminders

Next Planning Meeting

- Wednesday 2nd October 2019 at 1830hrs, Great Shelford Pavilion

Next Parish Council Meeting

- Wednesday 16th October 2019 at 1900hrs, Great Shelford Pavilion
 - Start time subject to review of potential new Councillors
 - Planning Meeting on 16th October to also start 30 minutes early to accommodate above

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.

Note. All the above is the official minutes of the Parish Council meeting of 18th September 2019 that have been reviewed by Parish Council with full adoption awaited at the next Full Parish Council meeting

Signed
Chair

Date
Great Shelford Parish Council