

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 16<sup>th</sup> October 2019 at 1900hrs

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

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Barrie Ashurst, Roberto Gherseni, Charlie Nightingale, Paula Arnold, Gregory Price, Peter Fane (Also District Councillor) and Parish Clerk: Mike Winter

District Councillor Nick Sample in attendance

Apologies for absence:

- Councillor Simon Talbott, away
- Councillor Richard Davies, alternative meeting
- Councillor Ian Kydd, away
- Councillor Judith Wilson, Cold
- Councillor Graham Townsend, Working late

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) Two members of the public expressed at length their preference to keep the Public phone box at High Green in use and requested the Parish Council to support that view in agenda item 11.

**To Consider applications for Co-Option as Parish Councillors from**

- **Mr Peter Bassett**

Delivered his reasons and his suitability to be considered for a position as a Parish Councillor

- **Mr Eamon Courtney**

Clerk informed Councillors that Mr Courtney had delivered a late apology and could not attend the meeting. A later alternative date would be agreed.

After a number of questions from Councillors to Mr Bassett, Chair requested Mr Bassett to leave the room whilst the anonymous vote of Councillors was taken

Mr Bassett re-joined the meeting and was confirmed by the Chair as a unanimous decision to be Co-Opted to the roll of Parish Councillor.

Mr Bassett signed his declaration of office and took his place as a Councillor with immediate effect.

#### 4. Receive and Adopt Minutes of the Parish Council meeting held on 18<sup>th</sup> September 2019

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

#### 5. Consider matters arising from meeting of 18<sup>th</sup> September 2019 (new information only)

- None

#### 6. Review and Approve Financial monthly accounts for payment and note receipts

Clerk presented full accounts for October 2019

- 15 Cheques presented to sign for up to 16<sup>th</sup> October 2019
- Total Value of 15 Cheques £21,900-75p
- SO & DD Payments £6,899-55p
- Cash Payments £28-65p
- Receipts £121,814-50p
- All Bank Balances and Cash/stamps held £381,483-19p
- Less PWLB Debt of £60,626-47p

- Balance Held £320,856-72p  
Cheques were signed by Councillors Malcolm Watson and Barrie Ashurst.  
Cheque to SCDC as £1,706-20p for the SSI Club Room Rates was withheld (Not Signed)  
Clerk to investigate as SSI a registered charity and should not pay full rates.

## 7. Consider and Approve Quotations as Unbudgeted Expenditure for

- a) Alternative Proposals for Pavilion viewing doors as approved by Parish Council meeting on 18<sup>th</sup> September 2019
- A 4 piece sliding door arrangement was previously approved at a Cost of £7,995
  - On review with Glazing contractor a revised 3 piece sliding door arrangement was considered giving a wider open status and the ability for lift and slide option allowing the doors to be locked into any open position that is required.
  - Cost increases to £9,181
  - Lead times on these doors is 7 weeks
  - No allowance has been made to board them to make them safe if incomplete in the day
  - **Note. This improved sliding door arrangement at additional cost was reviewed in detail by the Pavilion & Recreation Ground Committee on 15<sup>th</sup> October 2019 and recommended for approval.**

Increase Cost Approval

Proposed; Councillor Barbara Kettel

Seconded; Councillor Paula Arnold

Vote; Unanimous

- Clerk to progress with Contractor

## 8. Receive reports of Elected and Nominative Representatives

- a) District Councillors Nick Sample and Peter Fane in attendance  
October Report Circulated  
Main Topics of Discussion
- South Parishes Meeting focus was on Welcome Extension plans
  - Community Chest Grants of up to £49,000 had been issued and included £1,000 to SSI
- b) County Councillors not in attendance  
No Report Circulated

## 9. Receive Reports from Committees

### a. Highways Committee

October Report Circulated

Topics of Discussion

- Lining changes 2019 – progressing slowly
- Stapleford – Sawston Cycle way – hedge remained a problem with liaison between SCDC and CCC being the reason

### b. Planning Committee

Minutes from Planning Meeting 2<sup>nd</sup> October 2019 circulated and on Website

No Issues from Meeting of 16<sup>th</sup> October

Councillor Barbara Kettel verbally reported on the Parish Forum Cluster Meeting

- Majority of discussion based around A1307 and ignored A1301 north of the A505
- Huawei had withdrawn their application
- Decision on Marshalls move to Duxford expected spring 2020

### c. Recreation Ground and Pavilion Committee

No Report Circulated

Topics of Discussion

- Rec & Pavilion Committee Meeting held on Tuesday 15<sup>th</sup> October
  - Replacement Football Goals reviewed. Purchase of one new goal set approved. Second to be reviewed at a later stage.
  - Playscape Master Plan reviewed
  - Development of Car Park extension reviewed

- Budget proposal for 2020/21 reviewed in preparation for F&GP Committee in December

**d. Cemetery & Allotment Committee**

No Report Circulated

Topics of Discussion

- Annual Invoices outstanding and available Plots to be reviewed
- Stonehill Allotments Rats infestation on the Site treated by contractor

**e. Finance & General Purpose Committee**

No Report Circulated

Topics of Discussion

- Next Meeting 4<sup>th</sup> December 2019
- Committee Budget proposals for 2020/21 to Clerk ideally by 18<sup>th</sup> November or as soon as possible after Committee meeting
- Parish Council Meeting date for full approval is Wednesday 15<sup>th</sup> January 2020 (First Meeting after F&GP Meeting)
- Precept Application to SCDC closing date is Monday 20<sup>th</sup> January 2020

**10. Receive Reports from Co-Ordinating Officers**

a. Playscape

No Report Circulated

- Update received at Rec & Pav Committee Meeting 15<sup>th</sup> October 2019
- Minutes of PSWG 7<sup>th</sup> October 2019 circulated

Councillor Pete Bassett to assist with Playscape liaison

b. Neighbourhood Plan

No Report Circulated

c. Parochial Charities

No Report Circulated

d. Police

No Report Circulated

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 progressing a quote for kitchen improvements, users are being asked for feedback on the existing arrangements.

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 attended by Chair and Clerk
- Feast Contribution to Services Project discussed and improved from currently £5,000 over 2 years to £15,000. Likely contribution this year £9,000 to £11,000
- New services worked very well but will improve use of facility at 2020/21 Feast
- Feast Committee believed to be distributing around £31,000 to local groups from the 2019 event
- Feast scheduled for 6<sup>th</sup> to 12<sup>th</sup> July 2020

i. Greater Cambridge Partnership Report

No Report Circulated

Topics of Discussion

- GCP representative Andrew Munro giving presentation at November Parish Council Meeting in addition to an update on the Babraham Park and Ride Environmental Project from Cherie Gregoire Energy Investment Programme Project Manager CCC
- A lengthy energetic discussion took place on the previous response to the consultation on the Busways Project, resulting in the Parish Councils original opinions reconfirmed with Councillor Barbara Kettel proposed to draft a response from the Parish Council on the concerns and

preferences that had been previously expressed on the Busways project for submission prior to closure of the Consultation.

Proposed; Councillor Barrie Ashurst

Seconded; Councillor Charlie Nightingale

Vote; Unanimous

Councillor Barbara Kettel to draft and circulate prior submission

j. Scouts & Guides

No Report Circulated

Topics of Discussion

- Scout / SSYI doors – quotations have been obtained, they will be refined once the GSPC Planning Committee advise on any planning constraints.
  - Councillor Barrie Ashurst to discuss with Conservation Officer
- Scout / Guide HQ – concerned about use of electricity by outside users (eg recent Fun Run) and needs a separate metered supply
  - Clerk investigating options.

k. Village News

No Report Circulated

l. SSYI Club Room

No Report Circulated

Topics of Discussion

- 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.

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

**11. Review and Respond via SCDC Sustainable Communities Team to Proposed Removal of BT Public Phone Box at High Green (Consultation views to SCDC by 10am on Monday 21<sup>st</sup> October)**

Chair brought this agenda item forward to follow item 5 so that members of the public could hear the discussion.

- The options of agree to closure, adopt or object to closure were considered.
- Two boxes in the village are currently adopted and it was considered they are not suitably maintained thus a further box was undesirable
- As this box was the only public call box in the village vicinity the object to closure process was considered the most appropriate

Proposed; Councillor Barbara Kettel

Seconded; Councillor Gregory Price

Vote; 7 in Favour, 1 Abstained

Clerk to respond to SCDC Sustainable Communities Team as Parish Council response, object with suitable logistics as supplied by members of the public

**12. Review Parish Council Log of ASB with Response and Actions necessary relating to recent increase in ASB**

All ASB issue forwarded to Councillor Gregory Price for recording and progressing, update outstanding

ASB on the Recreation Ground is growing by the day with Cricket Club bench being completely destroyed after five (5) attempts, Barclays Private Car Park littered with rubbish, various locations of graffiti, a serious Fire resulting in Fire Brigade attendance, assaults on runner and a

cyclist by youths, car in MH car park having a window broken and dog control continues to be a hazard to Recreation Ground users

Updating of the By-laws was considered to be essential for any action to be successful.

Councillor Gregory Price had been unable to progress the By-laws process thus Clerk was requested to try and find a subcontractor that could lead the Parish Council through the complicated and lengthy process of adopting new By-laws.

Proposed; Councillor Peter Fane

Seconded; Councillor Barrie Ashurst

Vote; Unanimous

Clerk to consult LCPAS

**13. Update Progress by the RISK Working Group on the Village issues, objective completion asap, for full and final approval at November 2019 Parish Council meeting**

Working Group members Councillors Charlie Nightingale, Roberto Gherseni, Peter Fane and Barrie Ashurst had not meet to progress

**14. Update Plans by Shelford Rugby Club for a Village Fireworks Display on Saturday 2<sup>nd</sup> November 2019**

Councillor Paula Arnold verbally reported information from the Rugby Club

- All proceeds from event other than main bar takings would be donated to SSYI
- Exhibitions of Women's Rugby would take place on the day
- SSYI were assisting on the day and doing a advertising letter drop around the area
- RAH Estate Agents had withdrawn from the sponsorship as they wanted to be the sole sponsor of the event
- To date local sponsorship amounted to £250 but others in discussion. Balance to ensure free entry underwritten by the Parish Council
- This year due to insurance and location, no bonfire would be included
- Councillor Pete Bassett to assist Rugby Club with sponsorship support

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

- Clerk and Chair held meeting with Playscape and reported to Rec & Pav Committee meeting
- Clerk held provisional meeting with Mead Construction for Quotation to extend car park Estimated cost could be 300sqm at £100 per sqm plus additions. Say £40 to £50k for 9 to 11 parking spaces
- Demolition of Skateboard Ramp offered to Rugby Club for fireworks evening after checking with potential second users who have no use but expert opinion is that it would not be suitable for relocation. As no bonfire Clerk requesting quote from Mead Construction to clear site of Skateboard Ramp.
- Quote and detail for fencing Tennis Club to Scout Hut required
- Detail of Pedestrian access to Recreation Ground requested from Playscape

**Working Group to be established to progress as Councillors?**

Liaison with Playscape, Community Association and Recreation / Highways Committee

**16. Update progress on the Safety inspection of the existing Playground and consider appropriate work prior Playscape Project development**

Due to 6 to 8 week standard lead time the Pavilion and Recreation Ground Committee meeting had approved the additional cost of an Emergency Inspection at £444 within the next week

This was confirmed as appropriate by the full Parish Council meeting

Future status of all Playground equipment to be reviewed after Inspection report received

**17. Review Arrangements for the Remembrance Service at the War Memorial on Sunday 10<sup>th</sup> November 2019**

Clerk confirmed ordered four (4) wreaths from Royal British Legion subject to normal Annual donation

Chair meeting tomorrow to confirm all arrangements

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

Item adjourned to next Parish Council meeting

**19. Agree Actions on Street Lighting and Supply Options**

Schedule of Lampposts covers 32 lampposts in Great Shelford

Clerk requires clarity on the lamp posts the Parish Council are prepared to cover costs of supply and maintenance

Clerk still working on supply options

**20. Update progress on planning for the Christmas Village events and illuminations**

- Switch on Event Saturday 1<sup>st</sup> December 2019  
Memorial Hall Booked for full day re set up etc.
- Working Group established as Councillors Richard Davies, Graham Townsend, Judith Wilson, Paula Arnold and Pete Bassett to progress liaison with PTA and Playscape
- Chair and Clerk (Part Councillor Judith Wilson) held provisional meeting with PTA and Illumination Company
- Provisional Illumination Costs to be agreed by circulation
- Brass Band Booking, Clerk confirmed with City of Cambridge Brass Band booked for 1<sup>st</sup> December 2019

**21. Consider actions necessary in connection with Cricket Netting around Play Area and Adjacent Private Housing**

Adjourned for consideration at a later meeting after Councillor Barbara Kettel had a update meeting with local residents

**22. Review Councillor Training Programme**

- Wednesday 9<sup>th</sup> October  
Transferred to 13<sup>th</sup> November due to lack of support from Councillors
- Wednesday 23<sup>rd</sup> October  
Topic. Chair and Committee Chairs  
Cancelled due to lack of support from Councillors
- Wednesday 30<sup>th</sup> October  
Topic. Cemetery & Allotments  
Cancelled due to lack of support from Councillors
- Wednesday 13<sup>th</sup> November  
Topic. Code of Conduct for Councillors. Including Declarations of Interests at meetings  
Confirmed attending Councillors Malcolm Watson, Ian Kydd, Paula Arnold, Barrie Ashurst, Gregory Price and Pete Bassett  
Clerk to confirm with Trainer

Local Parish Councils (Stapleford and Little Shelford) to be advised when Dates to Topics confirmed

**23. Review new relevant external Correspondence**

- None not covered in Agenda Items

**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

- Legal Services and Tender Provision
- Potential Relocation of Tennis Club

## **25. Update of Parish Council Reminders**

Next Planning Meeting

- Wednesday 6<sup>th</sup> November at 1800hrs, Great Shelford Pavilion  
Planning Meeting to start 30 minutes early to accommodate below
- Next Parish Council Meeting  
Wednesday 20<sup>th</sup> November 2019 at 1900hrs, Great Shelford Pavilion  
Parish Council Meeting to start early to accommodate two presentations and potentially a new Councillor co-option

## **26. Close Parish Council Meeting**

With all Agenda items covered the Chair closed the meeting at 2205hrs

**Note. All the above is the official minutes of the Parish Council meeting of 16th October 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