

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20th November 2019 at 1900hrs

1. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Barrie Ashurst, Charlie Nightingale, Paula Arnold, Judith Wilson, Ian Kydd, Peter Fane (Also District Councillor) arrived late and Parish Clerk: Mike Winter

District Councillor Nick Sample unable to attend

Apologies for absence:

- Councillor Simon Talbott, working
- Councillor Richard Davies, working
- Councillor Roberto Gherseni, cold
- Councillor, Gregory Price, working
- Councillor Graham Townsend, working
- Councillor Pete Bassett, working

Public

- One Member 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

To Consider applications for Co-Option as Parish Councillors from

- **Mr Eamon Courtney**

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

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

Mr Courtney re-joined the meeting and was confirmed by the Chair as a unanimous (with the exception of Councillor Peter Fane who felt it appropriate to abstain as his late arrival missed the introduction of Mr Eamon Courtney) decision to be Co-Opted to the roll of Parish Councillor.

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

Public Questions.

One member of the public requested

- a) To view the Parish Council response on the Public Consultation | Cambridge South East Transport project
 - Agreed to place as a news item on the website
- b) The extent of co-operation between Stapleford and Great Shelford Parish Councils
 - Two Great Shelford Councillors were also Stapleford Councillors and liaison on suitable subjects took place.
- c) Offered his assistance in one off tasks for the Neighbourhood plan and pulling the documentation together, without becoming a full member of the Neighbourhood Plan Committee
 - Councillor Barbara Kettel from the Neighbourhood Plan Committee thanked the member of the public and recorded his details for further communications.

The meeting was adjourned for a further period of up to 20 minutes to Receive a Presentation from the following and take questions from Public attending the meeting or Parish Councillors

- **Cherie Gregoire Energy Investment Programme Project Manager CCC presented an Update on the Babraham Park and Ride, Clean energy project**

Councillor or Public Questions.

- Councillors questioned the presenter during various stages during the presentation mainly on its financial and practical process, particularly in respect of its Planning process (CCC project approved by CCC planning) and Business Case justification.
- Presenter agreed to return to the Parish Council with the full Business Case review when it was completed and ready for approval.

4. Receive and Adopt Minutes of the Parish Council meeting held on 16th October 2019

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

5. Consider matters arising from meeting of 16th October 2019 (new information only)

- None

6. Approve Chairs action on the following

a) Increase in cost of replacement Football Goals (Principally Due to ASB) approved at Rec & Pav Committee Meeting from £1,600 plus local assembly to £1,880 plus £120 delivery and local assembly.

Proposed Councillor Paula Arnold

Seconded Councillor Peter Fane

Vote Unanimous

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

Clerk presented full accounts for November 2019

- 24 Cheques presented to approval and signature for up to 20th November 2019
- Total Value of 24 Cheques £20,547-63p
- SO & DD Payments £7,131-28p
- Cash Payments £254-79p
- Receipts £13,830-10p
- All Bank Balances and Cash/stamps held £365,645-93p
- Less PWLB Debt of £60,626-47p
- Balance Held £305,019-46p

Cheques were approved and signed by Councillors Malcolm Watson and Barrie Ashurst.

8. Consider and Approve Quotations as Unbudgeted Expenditure for

a) Wall mounted heaters on timers for the Pavilion meeting room.

Existing Underfloor heating is prone to unreliability, failure and long room temperature heat build-up time

Continuous running relieves the issues but produces Electricity account of over £400 to £500 per month

As a back-up and to lower running costs 3 electric wall mounted convection heating units on timed out supply are proposed

Cost of £797-40p

Proposed Councillor Barbara Kettel

Seconded Councillor Eamon Courtney

Vote Unanimous

Clerk to progress with contractor

9. Review Progress on Committee Budget plans for 2020 /2021 precept application

Chair reminded Committee Chairs of necessity to provide Clerk with their Budget proposals well in advance of the F&GP Committee meeting on Wednesday 4th December 2019

10. Receive reports of Elected and Nominative Representatives

- a) District Councillors Peter Fane in attendance
November Report Circulated
Main Topics of Discussion
 - Outline planning consent for expansion of genome campus at Hinxton
 - Councillor Barrie Ashurst reminded Councillor Peter Fane that the Sawston Cycleway improvements whilst open and welcomed were incomplete
- b) County Councillors not in attendance
No Report Circulated
It was noted that both County Councillors had suffered some ill health over the past year but no reports or replacement had been offered by CCC to update the Parish Council on CCC matters.
 - Clerk requested to contact Gillian Beasley CEO of CCC and request some representation at Parish Council level.

11. Receive Reports from Committees

a. Highways Committee

November Report Circulated

Topics of Discussion

- The extraordinary late and intensive leaf fall this year had resulted in road, pavements and verges being thick in leaves. An additional "cut and collect" in the next few weeks, would aid considerably the clearing up of the leaf fall, this would cost around £1500 for the village. SCDC have been contacted requesting information on their programme but there has been no response. Parish Council need to approve the additional £1500 expense.
Proposed Councillor Ian Kydd
Seconded Councillor Barbara Kettel
Vote Unanimous
Clerk to progress with contractor
- Local Highways Initiative 2020-2021 – costings have been received, if successful the PC contribution would be £6000 out of a total cost of £19171. The scheme proposes traffic calming in the High Street and Church Street and will be part of the 2020-2021 Budget proposals
- Councillor Pete Bassett has offered to join the Highway Committee replacing Stefan Harris-Wright

b. Planning Committee

Minutes from Planning Meeting 6th November 2019 circulated and on Website

No Issues from Meeting of 20th November

c. Recreation Ground and Pavilion Committee

No Report Circulated

Topics of Discussion

- Repairs to the Ladies toilet floor have commenced and should be completed by Friday 22nd November 2019
- Meeting room heating system showed initial signs of working but eventually failed again, switched to continuous run but continued to fail.
 - Service Engineers attending Monday 25th November 2019
 - Temp blower heaters in operation?

d. Cemetery & Allotment Committee

No Report Circulated

Topics of Discussion

- Annual Invoices outstanding and available Plots to be reviewed
- Cemetery Hedge, the annual cut has taken place
- New Committee Chair was meeting with previous Committee Chair to review topics on Friday 22nd November 2019

e. Finance & General Purpose Committee

No Report Circulated

Topics of Discussion

- Next Meeting 4th December 2019

12. Receive Reports from Co-Ordinating Officers

- a. Playscape
No Report Circulated
Councillor Pete Bassett to assist with Playscape liaison
- b. Neighbourhood Plan
No Report Circulated
Topics of Discussion
Progress was very slow due to lack of support
- c. Parochial Charities
No Report Circulated
- d. Police
No Report Circulated
Topics of Discussion
Councillors had visited the PCSO attending the Memorial Hall meeting but little progress was achieved due to lack of Police resources
Village residents are reminded to report any police items via the link below to raise the profile of Village issues.
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 and as part of this project users are being asked for feedback on the existing arrangements.
 - No update at present
- f. Twinning Association
No Report Circulated
- g. Library
No Report Circulated
- h. Feast
No Report Circulated
Topics of Discussion
 - Feast Contribution to Services Project of £11,000 for 2019 received
 - Feast scheduled for 6th to 12th July 2020
- i. Greater Cambridge Partnership Report
No Report Circulated
Topics of Discussion
 - Clerk submitted Parish Council response on consultation as drafted by Councillor Barbara Kettel
 - GCP representative Andrew Munro postponed presentation at November Parish Council Meeting until 2020
- j. Scouts & Guides
No Report Circulated
Topics of Discussion
 - Scout / SSIYI doors – quotations have been obtained, they will be refined once the planning issues are resolved, awaiting Councillor Fane to arrange a meeting with SCDC 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. SSIYI Club Room
No Report Circulated
Topics of Discussion
 - SSIYI - a new lease will be drafted by a solicitor, this is likely to take 3 to 4 months.
 - SSIYI Water Meter – a water meter needs to be installed on the SSIYI section so that they can be charged for water / sewerage.
- m. Land Acquisition
No Report Circulated

- n. Website Administration
No Report Circulated
Topics of Discussion
 - Windows 10 Update
 - Clerk advised Councillors that Windows 7 support ends in January 2020
 - All Parish Council and Councillor equipment used for Parish Council communications requires update to Windows 10 to ensure security updates are continued
 - Updates are still available free but charges of up to £120 may be made after January 2020
 - Website News Items added
 - Christmas Lights switch on
 - Bus Services Consultation
- o. Schools
No Report Circulated
- p. Church
No Report Circulated
- q. Health Centre, Dentist & Pharmacy
No Report Circulated

13. Approve S137 Grant Application from Relate

Grant application for £1,250 reviewed
 Relate report identified that the Grant assists many local resident
 Proposed Councillor Barrie Ashurst
 Seconded Councillor Judith Wilson
 Vote Unanimous
 Clerk to arrange for next meeting payments run

14. Consider potential for a Local General Election Hustings meeting as in previous campaigns.

Election Date Thursday 12th December 2019

- Booking of all the Candidates may be an issue within the short timescale
- Booking of the Memorial Hall for the Hustings when all Candidates are available may be an issue

Councillor Peter Fane offered to put aside his Political Elegancies and contact Candidates agents to try and identify a common date that can be accommodated in a suitable Village location. Councillor Barbara Kettel offered to assist.
 It was noted that a Husting was to take place in Sawston on 22nd November 2019.

15. Review progress on Private Road Street Lighting Charges

Clerk receiving quotes from Eon (Current Parish Council Energy supplier) and Haven Power
 Haven Power £1,720.01 incl 5% vat annually based on a 1 year deal
 Eon expected soon
 Budget and Previous Years £1,800 annually
 Michael Richards, Highways Service, Cambridgeshire County Council requested to advise what happens and process required for Parish Council to reject payment of some lamp posts
 Clerk contacted most Private Road areas on Schedule but only Woollards Road appear to have an official residents association that could (If agreed) take on an Unmetered Energy Supply agreement
 Clerk authorised to set up a 12month unmetered supply agreement with the most appropriate supplier but chase Michael Richards for a reply prior to confirming lamp posts to be funded by the Parish Council
 Proposed Councillor Peter Fane
 Seconded Councillor Barrie Ashurst
 Vote 5 For 3 Against
 Clerk to advise Councillors as information progresses

16. 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

No log available

PSPO and Bye Laws proposals awaited

Clerk trying to establish contact with LCPAS for guidance and potential assistance on Bye Laws

Dog control continues to be a hazard to Recreation Ground users

- Councillors are to consider the banning of dog walking on the Recreation Ground

17. 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 Ghersen, Peter Fane and Barrie Ashurst

Councillor Barrie Ashurst produced a typical RISK assessment for another Parish Council as a demonstration and agreed to circulate.

18. Update Village response to the Shelford Rugby Club Village Fireworks Display and consider future years activity

Councillor Paula Arnold reported the event was a great success with SSYI providing a useful role for the Rugby Club. Joint co-operation with activities and events will continue to grow. Plans have been considered for next year with possibility of a laser light show under consideration.

**19. Update progress on the fully Planning Approved Playscape Master Plan
Playscape Master Plan**

Additional Car Parking area section, provides for 9 to 11 car parking spaces

- Mead have quoted £37,340-40p tree protection scheme has to be submitted as a condition
- Consider for 2020-2021 Budget

Clerk requested Parish Council confirmation that this section of the Project was to be progressed prior to spending time and effort in its initial stages

Proposed Councillor Barrie Ashurst

Seconded Councillor Judith Wilson

Vote Unanimous

Demolition of Skateboard Ramp, not used as no bonfire at Rugby Club fireworks evening and no potential second hand users located but expert opinion is that it would not be suitable for relocation.

Mead will clear and dispose using grab truck for £1,200. Approval requested

Proposed Councillor Paula Arnold

Seconded Councillor Peter Fane

Vote Unanimous

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 for Liaison with Playscape,

Community Association and Recreation / Highways Committee

Councillors to be agreed

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

Kompan Report Circulated to Councillors for review

Quotation from Kompan Received and Circulated for repairs

Councillor decisions required on status of items for repair or upgrade, various items of repair suggested for delay by Playscape due to future use

Balance of £8,763 repairs to be progressed with Kompan

Proposed Councillor Barrie Ashurst

Seconded Councillor Peter Fane

Vote Unanimous

21. Review the Design Partnership report on Sites for Affordable Housing in Great Shelford
Item adjourned to next Parish Council meeting

22. Update progress of the Working Group on planning for the Christmas Village events and illuminations

- Switch on Event Saturday 1st December 2019
- Memorial Hall Booked for full day re set up etc
- Poster provided by PTA and on Parish Council Website
- Working Group established as Councillors Richard Davies, Graham Townsend, Judith Wilson and Paula Arnold to progress liaison with PTA and Playscape
- Chair and Clerk meeting PTA in Deli Thurs 21st November at 1030hrs
- Street Lighting organised by Clerk
- Memorial Hall Christmas Tree arranged by Clerk
- Sound for Switch on event booked by Clerk
- SSI Club room arranged by Clerk to be available for PTA as cash security post
- All Memorial Hall Car Park to be closed from 1700hrs latest on Saturday 30th November
- Brass Band Booking, Clerk confirmed with City of Cambridge Brass Band booked for 1730hrs start
- Support for PTA from Councillors required for the Switch On event day (Morn to Eve) most specifically from Councillors at end of the event to clear site etc.
- Continued liaison with PTA and Playscape required?
- Street and event Illumination costs previously agreed
 - Clerk requested to include additional Christmas lights on the small tree at the Memorial Gardens in this years arrangements

23. Review Need for the Councillor Training Programme

Dates Booked but not utilised

Wednesday 9th October Transferred to 13th November due to lack of support

Wednesday 23rd October Cancelled

Topic. Chair and Committee Chairs

Wednesday 30th October Cancelled

Topic. Cemetery & Allotments

Wednesday 13th November Cancelled

Topic. Code of Conduct for Councillors. Including Declarations of Interests at meetings

Suitable potential attendance but unable to confirm arrangements with trainer, unknown

Updated Code of Conduct and Standing Order Guides being proposed by NALC / SLCC for early 2020

Suggest attempted local course after update produced if trainer available?

24. Review new relevant external Correspondence

- Consultation Cambridgeshire and Peterborough Combined Authority to better understand perceptions of bus services in the region in order to create a vision for future bus travel. Closing Sunday 15th December 2019
- Consultation link on Parish Council Website

25. Consider matters for future agenda consideration (As previous minutes)

- Cricket ball protection netting use
- Trumpington Farm Lease
- All other Lease agreements (Tennis Club, SSI)
- Policies, Standing Orders, Procedures as necessary
- Bye-Laws Update and Process
- Legal Services and Tender Provision
- Potential Relocation of Tennis Club

26. Update of Parish Council Reminders

Next Planning Meeting

- Wednesday 4th December at 1830hrs, Great Shelford Pavilion

Subsequent Planning Meeting

- Wednesday 18th December 2019 at 1930hrs, Great Shelford Pavilion

Next Parish Council Meeting

- Wednesday 4th December 2019 at 1930hrs, Great Shelford Pavilion
- Note F&GP Only

Subsequent Parish Council Meeting

- Wednesday 15th January 2020 at 1930hrs, Great Shelford Pavilion

Annual Meeting of the Parish Council

- Wednesday 20th May 2020 (Current Chair Availability)

27. Close Parish Council Meeting

With all Agenda items covered the Chair closed the meeting at 2155hrs

Note. All the above is the official minutes of the Parish Council meeting of 20th November 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