

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 15th January 2020 at 1930hrs and the Adjourned Meeting topics on Wednesday 5th February 2020

1. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Charlie Nightingale, Paula Arnold, Judith Wilson, Richard Davies, Gregory Price, Graham Townsend, Pete Bassett, Eamon Courtney, Peter Fane (Also District Councillor) and Parish Clerk: Mike Winter

District Councillor Nick Sample in attendance

County Councillor Roger Hickford in attendance

Apologies for absence:

- Councillor Simon Talbott, working
- Councillor Barrie Ashurst, recovering from operation

Public

- Ten 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 a period of up to 20 minutes to Receive a Presentation from the following and take questions from Public attending the meeting or Parish Councillors

- **Mike Smith, Consents Development Manager Network Rail. Developing plans for a new station in the vicinity of the growing Cambridge Biomedical Campus along with associated infrastructure to sustainably improve connectivity in Cambridgeshire.**

Note. The full presentation is available on the Great Shelford Parish Council website

Public & Councillor Questions.

- Councillors

Will the current rail line be disrupted?

- Normal operation is expected and line will be open as much as possible

Is there a provision planned for construction traffic and material storage

- Rely as much as possible on the rail line for deliveries

Cycle provision should be as good as available at Cambridge Station to encourage cycle access

- Cycle access was to be encouraged as no parking will be available at the station

Will this result to closure of Great Shelford station

- No knowledge of any plans to close Great Shelford station

Will the new station have links to the Cambridge Metro?

- Talking to other projects and taking into consideration with the plan

- Four platforms will be available and they have been suitable to serve all projected timetable requirements

- Public

Why is new 4 track not extended into Cambridge?

- Timetable modelling has identified sufficient track to deliver the project

Will 4 track line be required when East West line is established?

- East West line is an uncommitted project and cannot be taken into account at this stage

With the extra train via Great Shelford station will a footbridge be included

- Cannot comment but will take back statement

- Support activities include improved signalling and level crossings

The meeting was further 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.

- Residents
 - Litter bin outside wine bar at High Green has been taken away by SCDC as on private land
 - Tree / Bush on Maris Green is obscuring vision to road access
 - Request for a replacement Parish Council Notice Board in vicinity of old Post Office as original removed when Post Office closed
 - Christmas lights on Memorial Green tree appreciated and tree should be left to grow
 - Recently moved seat on Memorial Green is close to another seat and would be better closer to original position
 - Condition of Memorial is poor, black in places, could cleaning be considered
 - Chair agreed to investigate all the above issues
 - S137 Budget for 2020/21 identified for SSYI did not demonstrate value for money
 - The free use of the meeting room by SSYI should be considered as part of the S137 funding
 - Traffic calming Budget for 2020/21 should be subject to a public meeting and consultation
 - The Parish Council should consider a merger with the Parochial Charities allotments
 - Memorial Hall Budget for 2020/21 should be subject to the rebuild feasibility study that has been omitted
 - The Cricket Ball stop proposal was previously properly negotiated and a solution agreed with the cricket club and the adjacent residents
 - Chair agreed to note the above budget comments
 - High Green layby parking signs in confusion with the new yellow lines
 - Clerk stated in absence of the Highways Chair that he was aware of the situation and a correction had been requested
 - Additional Speed indicator devices (SID) were requested
 - Clerk stated in absence of the Highways Chair, two were currently in operation but battery life was reducing restricting use Replacement batteries were planned
 - Air quality testing on Hinton Way was requested some time ago and could Wollards Lane also be included
 - District and County Council assistance and advice is required
 - Village pot holes continued to be an issue
 - Residents are encouraged to report pot holes on the SCDC website and on Fill that Hole website

4. Receive and Adopt Minutes of the Parish Council F&GP meeting held on 4th December 2019

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

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

- Private Road street lighting was an ongoing issue and the clerk as agreed had taken no action

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

Clerk presented full accounts for January 2020

- 16 Cheques presented to approval and signature for up to 15th January 2020
- Total Value of 16 Cheques £18,369-78p
- SO & DD Payments £7,217-35p
- Cash Payments £130-10p
- Receipts £440-00p
- All Bank Balances and Cash/stamps held £321,443-89p
- Less PWLB Debt of £60,626-47p
- Balance Held £260,817-42p

Cheques were approved and signed by Councillors Malcolm Watson and Barbara Kettel.

Noted.

Unity Trust Bank account now in use with Barclays current account terminated

Further changes to the Unity Trust account signatures to be activated by the Clerk

7. Review and make final Approval on the Proposal from the F&GP meeting for the Budget and Precept Requirement in Financial Year April 2020 to Mach 2021

The F&GP Proposal had been openly available on the Website for public comment and prior circulated to all Councillors for review.

In view of a member of the public comments, the full proposal was re-examined at the meeting by Councillors with no significant changes proposed

Thus

- Budget expenditure 2020/21 as £314,867
- Fcst Underspend 2019/20 as -£44,010
- Contribution from PC reserves as -£20,000 (Not used in 2019/20)
- Resultant Precept Application as £250,857
- Precept Increase from 2019/20 as £7,228
- Precept % Increase from 2019/20 as 2.97% (Clerk stated this % will reduce slightly when SCDC calculate)

Proposed Councillor Charlie Nightingale

Seconded Councillor Greg Price

Vote Unanimous

Clerk instructed to submit Precept Application with all necessary details to SCDC prior closing date of Monday 20th January 2020, including a summary of full Budget.

8. Appoint Cemetery & Allotment Committee Chair and new Committee Members

Councillors considered New Cemetery & Allotment Chair position and reviewed all Committee membership

Councillor Judith Wilson was suggested as new Chair of Cemetery & Allotment Committee

Proposed Councillor Malcolm Watson

Seconded Councillor Barbara Kettel

Vote Unanimous

All Committee positions were updated due to change in Councillors available

Clerk to update and issue updated information

9. Receive reports of Elected and Nominative Representatives

a) District Councillors Nick Sample and Peter Fane in attendance

January Report Circulated

Main Topics of Discussion

- D.Jones from SSYI was put forward for the Volunteer appreciation award
- Greater Cambridge local Plan Issues and Options. The consultation began on Monday 13 January and will run until 5pm Monday 24 February 2020. Information and the opportunity to provide views at www.greatercambridgeplanning.org People can also post online using #GCLocalPlan.
- Huawei consultation
- New Energy efficient homes

b) County Councillors Roger Hickford in attendance

January Report Circulated

Main Topics of Discussion

- Network Rail presentation
- Imminent announcement on East West Rail
- LHI Grant review delayed with decisions expected by 18th February 2020

10. Receive Reports from Committees

a. **Highways Committee**

January Report Circulated

- All issues deferred to next meeting when Chair is available

b. Planning Committee

Minutes from Planning Meeting 8th January 2020 and the original Minutes of the Planning Meeting 18th December 2019 reviewed and both to be loaded onto the Parish Council Website.

Proposed Councillor Greg Price
Seconded Councillor Eamon Courtney
Vote Unanimous

Clerk advised that SCDC had confirmed the BT phone box at High Green (opposite old Post Office) will remain in use until the next consultation date.

c. Recreation Ground and Pavilion Committee

No Report Circulated

Topics of Discussion

- Floor repairs in Ladies Toilet completed and back in operation
- Kompan have started work on Safety repairs in the Children's Playground as authorised.
- Replacement Pavilion front doors expected delivery early February 2020
- GSFC First team Visitors dressing room drains blocked, requires Dyno-Rod or similar attendance
- Pavilion roof leak under investigation by Samskara
- Pavilion Heating System flow valves identified as failed. Replacements on order. System in fully open condition
- Pavilion Supplementary Electric wall mounted with timers heating ordered, installation date TBA

d. Cemetery & Allotment Committee

No Report Circulated

Topics of Discussion

- All issues deferred to New Committee Chair for review

e. Finance & General Purpose Committee

No Report Circulated

Topics of Discussion

- Minutes of F&GP Meeting on 4th December 2019 circulated
- Next meeting August 2020

11. Receive Reports from Co-Ordinating Officers

a. Playscape

No Report Circulated

Topics of Discussion

- Skateboard Ramp removed on 2nd January 2020
- Stage 4 Fee Approvals issued to Erect via Playscape Working Group

b. Neighbourhood Plan

No Report Circulated

c. Parochial Charities

No Report Circulated

d. Police

No Report Circulated

Topics of Discussion

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 the proposed kitchen improvements had been abandoned
- Request received by Clerk for clarification if Buildings Insurance can be covered by the Parish Councils general Insurance cover
 - Clerk responded, subject to Lease statement being changed

f. Twinning Association

No Report Circulated

g. Library

No Report Circulated

- h. Feast
No Report Circulated
Topics of Discussion
- Feast scheduled for 6th to 12th July 2020
- i. Greater Cambridge Partnership Report
No Report Circulated
Topics of Discussion
- GCP representative Andrew Munro postponed presentation at November Parish Council Meeting until 2020
 - GCP have Agreed to Presentation at Annual Parish Meeting on Wednesday 22nd April 2020
- j. Scouts & Guides
No Report Circulated
Topics of Discussion
- Scout / SSYI 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.
 - District Councillor Peter Fane clarified that doors would be accepted if a like for like situation and windows were covered by the previous application as within 3 years
 - 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
Topics of Discussion
- Parish Council Meeting dates to be included in the month of issue
- l. SSYI Club Room
January Report Circulated
Topics of Discussion
- SSYI request that Building Works to improve the Youth Centre Club Room be approved as
 1. Confirmation that the works can proceed - they are enhancing the building
 2. Agree to the request for a letter indicating that the lease to be granted will be a minimum of 5yrs.
 Proposed Councillor Greg Price
Seconded Councillor Barbara Kettel
Vote Unanimous
- All other issues deferred to next meeting when Councillor Barrie Ashurst is available
- m. Land Acquisition
No Report Circulated
- n. Website Administration
No Report Circulated
Topics of Discussion
- Windows 10 Update
 - Clerk reminded Councillors that Windows 7 support ends in January 2020
 - Resigned Councillors removed from Parish Council e-mail system and profiles removed from website
 - Website News Items added
 - Village meeting on 21st January 2020
 - Councillor Vacancies
 - Minutes and Agenda updates circulated
- o. Schools
No Report Circulated
- p. Church
No Report Circulated
- q. Health Centre, Dentist & Pharmacy
No Report Circulated

12. Review planning for a Village Meeting in the Memorial Hall on Tuesday 21st January 2020

Open meeting for residents to express their views to the Parish Council on the More's Meadow Development, Planning application ref S/4279/19/FL for Erection of 21 dwellings (almshouses), the relocation of existing allotments and public open space provision, together with associated landscaping and infrastructure.

- Clerk requested to establish if audio recording of the meeting could be arranged
- Councillor Judith Wilson to additionally take notes of the meeting and report directly to the following days Planning Committee meeting
- Parochial Charities representatives to attend

18. Review the Ball protection netting used during the previous Cricket Season and agree Parish Council position with the necessary action plan

This Agenda Item was reviewed immediately after Agenda item 12 to allow an interested resident to leave the meeting

Councillor Barbara Kettel gave an update on the current position

- Protection netting adjacent 2 houses erected on Parish Council land, fully funded by home owners
- Netting installation noted at a Parish Council meeting with legality, liability, insurance, terms of use discussed
- A subsequent meeting with home owners by Councillors Barbara Kettel and Charlie Nightingale secured the temporary terms of use to the end of 2019 cricket season and storage of equipment until required again summer 2020
- Formal agreement between Parish Council, home owners and cricket club now necessary for 2020 cricket season
- Councillors Barbara Kettel and Charlie Nightingale to consolidate Parish Council arrangements with home owners and cricket club into an official agreement to be reviewed by the full Parish Council prior start of the cricket season.
- Update of progress at next Parish Council meeting on 19th February 2020

Chair adjourned the Parish Council meeting at 2212hrs to be reconvened at 1930hrs on Wednesday 5th February 2020

Reconvened Meeting

Received & Accepted apologies for absence at the Reconvened meeting

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Simon Talbott, Charlie Nightingale, Paula Arnold, Judith Wilson, Gregory Price, Barrie Ashurst, Pete Bassett, Peter Fane (Also District Councillor) and Parish Clerk: Mike Winter

Apologies for absence:

- Councillor Richard Davies, working
- Councillor Graham Townsend, working
- Councillor Eamon Courtney, ill at home

Public

- No Members of the Public present

Received declarations of interest

- No additional declarations

Public Session

No additional public session as no members of the public present

13. Review planning for the 2020 Village APM on Wednesday 22nd April 2020

Confirmed speaker from GCP

CEO of SCDC to be contacted by Councillor Peter Fane as a second speaker

Clerk to circulate Village Groups as previous years for reports with an additional request to focus on the future year activities

A Working Group of Councillors Pete Bassett, Judith Wilson and Peter Fane was established to develop plans further and report progress as an Agenda item at 19th February 2020 Parish Council meeting.

14. Consider any event planning for VE Day (Friday 8th May 2020)

Stapleford Parish Council are supporting an event organised by the History Society and it is believed Little Shelford are holding a Street Party

A Sunday Church commemoration Service is proposed.

Councillors Simon Talbott and Charlie Nightingale to liaise on arrangements and advise next Parish Council meeting of progress

15. Consider a Meet Your Parish Councillors Event

Suggested to combine with Village APM on Wednesday 22nd April 2020 and improve agenda information.

Included in activity of the Working Group established for Agenda item 13.

16. Review Parish Council Log of ASB with Response and Actions necessary

Councillor Greg Price presented a report on the ASB log to date

Continued monitoring of all ASB activity is required with the addition of improved CCTV coverage.

- Clerk had been contacted by BBC local radio on 5th February 2020 re banning of dogs on the recreation ground and had responded with previously issued statement that this was not the case but the ASB activity would continue to be reviewed as a RISK action

17. Update Progress by the RISK Working Group on the Village issues, objective completion asap, for full and final approval at February 2020 Parish Council meeting

Working Group members Councillors Charlie Nightingale, Roberto Gherseni, Peter Fane and Barrie Ashurst

No progress has been made. Continued as agenda item for Parish Council meeting on 19th February 2020

19. Review Village the Christmas Lights Switch on event and consider future years activity

- Street and Memorial Hall lighting received excellent comments from Village residents
- Extremely well attended switch on Village event
- PTA raised £4,200
- Playscape raised £360
- Full Street plus Memorial Hall Illuminations and Event Cost to Parish Council £8,600

Memorial Hall lighting to be considered for control by a timer at future event.

Future Event recommended for Christmas 2020 with planning at a later date

20. Review Need for the Councillor Training Programme

Following Training identified by Clerk.

Any Councillor wishing to attend to contact Clerk for booking

- Allotment Training Via CAPALC
 - Thursday 19th March 2020, 0930hrs to 1500hrs Somersham, Huntingdon
- New Councillor Training Via CAPALC
 - Saturday 14th March 2020, 0900hrs to 1600hrs Burwell
 - Saturday 23rd May 2020, 0900hrs to 1600hrs Somersham, Huntingdon
 - Saturday 4th July 2020, 0900hrs to 1600hrs Somersham, Huntingdon

- Local on-site GS Pavilion Group Training Topics to consider again
 - Chair and Committee Chairs
 - Cemetery & Allotments
 - Code of Conduct for Councillors. Including Declarations of Interests at meetings
- 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?

21. Review new relevant external Correspondence

The following communications reviewed

- Consultation Uttlesford District Council Essex Coast RAMS
 - No action required
- CAPALC Nominations for Buckingham Palace Garden Party 27th May 2020
 - Meeting missed nomination deadline
- Fews Lane Consortium Ltd, Proposed changes to planning procedures SCDC
 - Reviewed by Planning Committee, no further action required
- CAPALC Membership Fee Increase
 - Excessive increases to be reviewed when next annual subscription due
- Request to Display Vintage Car in Memorial Hall Car Park on 21st March 2020
 - Request information considered
 - Clerk instructed to give approval for car to be displayed
- Greater Cambridge Local Plan Consultation
 - Clerk instructed to put consultation on website as a News Item

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

- Legal Services and Tender Provision request
 - Agenda Item for 19th February 2020
 - Scope document to be presented by Cllr Richard Davies and Clerk asap
- Trumpington Farm Lease
- All other Lease agreements (Tennis Club, SSYI)
- Policies, Standing Orders, Code of Conduct, Procedures as necessary
- Bye-Laws & PSPO Update to Process
- Potential Relocation of Tennis Club
 - Chair to request update from Tennis Club for next meeting
- Review of Reserves Policy
 - Agenda Item for 19th February 2020
- Councillors concerns re Residents letter published by the Village News
 - Removed and resolved as Village News independent activity and always gives opportunity for response to any published letters

23. Update of Parish Council Reminders

Next Planning Meeting

- Wednesday 19th February 2020 at 1830hrs, Great Shelford Pavilion

Subsequent Planning Meeting

- Wednesday 4th March 2020 at 1830hrs, Great Shelford Pavilion

Next Parish Council Meeting

- Wednesday 19th February 2020 at 1930hrs, Great Shelford Pavilion

Subsequent Parish Council Meeting

- Wednesday 18th March 2020 at 1930hrs, Great Shelford Pavilion

Annual Parish Meeting 2020

- Wednesday 22nd April 2020 at 1900hrs, Great Shelford Memorial Hall

Annual Meeting of the Parish Council 2020

- Wednesday 20th May 2020 (Current Chair Availability)
- To Consider close alternative as Chair unavailable
 - Moved to Monday 18th May 2020 along with identical change to the Planning Committee meeting on same date.

24. Close Parish Council Meeting

With all Agenda items covered the Chair closed the adjourned meeting at 2100hrs

Note. All the above is the official minutes of the Parish Council meeting of 15th January and adjourned meeting on 5th February 2020 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

Un-Adopted