

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 18th March 2020 at 1930hrs

1. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Paula Arnold, Gregory Price, Peter Fane (Also District Councillor) and Parish Clerk: Mike Winter

District Councillor, Nick Sample in attendance

County Councillor, None in attendance

Apologies for absence:

- Councillor Barbara Kettel, Coronavirus issue
- Councillor Barrie Ashurst, Coronavirus issue
- Councillor Judith Wilson, Coronavirus issue
- Councillor Charlie Nightingale, Coronavirus issue
- Councillor Eamon Courtney, Coronavirus issue
- Councillor Simon Talbott, away on Business
- Councillor Pete Bassett, Coronavirus issue
- Councillor Graham Townsend, working

Public

- No Members of the Public present

2. Received declarations of interest

- None

3. Public Session

The meeting was adjourned for a period of 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.

- No members of the Public in attendance

The meeting will be adjourned for a further period of up to 15 minutes to Consider application for Co-Option as a Parish Councillor from Mr John Stanton

- Mr John Stanton, delivered his reasons and his suitability to be considered for a position as a Parish Councillor

After any questions from Councillors to Mr Stanton, Chair requested Mr Stanton to leave the room whilst the anonymous vote of Councillors was taken

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

Clerk informed Mr Stanton he would receive various items of paperwork for his earliest completion and Councillor John Stanton took his place as a Councillor with immediate effect.

- Clerk confirmed to the Parish Council that Richard Davies had resigned as a Parish Councillor on Friday 6th March 2020
 - Notification of additional vacancy to SCDC and election Notice to process
- Two Vacancies thus currently remain on the Parish Council
 - One available for Co-Option with applications extended to 10th April 2020

4. Receive and Adopt Minutes of the Parish Council meeting held on 19th February 2020

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

5. Consider matters arising from meeting of 15th February 2020 (new information only)

- None

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

Clerk presented full accounts for March 2020

- 14 Cheques presented for approval and signature up to 18th March 2020
- Total Value of 14 Cheques £4,342-74p
- Other Cheque adjustments to note and previously signed
- CAPALC Training £5 omitted from 300024
- Ace Glass £6,017-20p Replacement for Rejected Cheque 300017
- SO & DD Payments £3,698-63p
- Cash Payments £24-41p
- Receipts £8,691-36p
- All Bank Balances and Cash/stamps held £299,519-22p
- Less PWLB Debt of £60,626-47p
- Balance Held £238,892-75p

Cheques were approved and signed by Councillors Malcolm Watson and as no other cheque signatory attending the meeting Clerk Mike Winter

7. Consider and Approve Quotations as Budgeted Expenditure in 2020/21 for

- a) Replacement Doors to the SSYI Room in the Memorial Hall (Range up to £12,000)
- b) Replacement Windows to the Scout Hut and Memorial Hall (Range up to £8,000)
- c) CAPALC Membership Fee Increase

Five (5) quotations reviewed and after some debate awarded to the lowest bidders of KCW for item b) and EDS for item a)

Proposed Councillor Paula Arnold

Seconded Councillor Greg Price

Vote Unanimous

Item c) was deferred to the next meeting

8. Receive reports of Elected and Nominative Representatives

- a) District Councillors Nick Sample Peter Fane in attendance

March Report arrived late and had not been Circulated but would be on website later

Main Topics of Discussion

- Covid-19 information
District Council had issued a generic pack of information and were supporting local schemes and businesses.
District Council was defending the Green Belt in the East West Rail link proposals

- b) County Councillors None in attendance

9. Receive Reports from Committees

a. Highways Committee

March Report Circulated and on website

b. Planning Committee

Minutes from Planning Meeting 4th March 2020 on website

Planning Meeting 18th March 2020 cancelled

Chair to review Applications by phone with Committee Councillors and respond accordingly being a better solution than no response

Interested Village residents have responded by e-mail

c. Recreation Ground and Pavilion Committee

No Report Circulated

Topics of Discussion

- Kompan have completed specified additional work on Safety repairs in the Children's Playground as authorised at a cost of £961-30p + vat
- Replacement Pavilion front doors installed
 - Interior anti-trip wedge installed by S. Bond
 - Saffron Security to reinstall door lock sensors on 30th March 2020 at a cost of £152
- GSFC First team Visitors dressing room drains blocked, requires Dyno-Rod or similar attendance
- Pavilion roof leak under investigation by Samskara, temp repair by S. Bond

- 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
- Committee Meeting proposed for Monday 30th March 2020?

d. Cemetery & Allotment Committee

No Report Circulated

Topics of Discussion

- Allotment Annual Invoices outstanding, plan to issue previous year and current year after end of Financial Year end March 2020
- Available Plots to be allocated after a Committee Meeting and decision on future of allotments?
- 10 plots available with about 14 applicants, some from Parochial Charities site
- Some applicants not Village residents. In view of Allotments being subsidised by Precept, Committee to consider new applications as Village residents only? Currently any applicant considered.

e. Finance & General Purpose Committee

No Report Circulated

Topics of Discussion

- Next meeting August 2020

10. Receive Reports from Co-Ordinating Officers

a. Playscape

No Report Circulated

Topics of Discussion

Playscape Meeting Minutes of 24th February 2020 on Website

The Playscape Grand Plan planning approval required two surveys to be completed prior commencement of major works

- Tree Protection Survey for Car Park Extension
 - Completed Argenta Tree Surveys (Ian Norman ex SCDC Tree Officer & conducted previous Village Tree Survey)
 - Peter Dan (Completed previous Rec Services extension) quote forwarded to Playscape Group for review

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

March Report Circulated and on website

Community Association – AGM was scheduled to take place on 16th March 2020 but was postponed.

The Memorial Hall is closed until further notice from Friday 20th March 2020

f. Twinning Association

February Report Circulated and on website

Topics of Discussion

- Visit to Verneuil-en-Halatte by Shelford residents 23rd to 26th May 2020 is cancelled
- Visit to Great and Little Shelford by French visitors 4th to 7th July 2020

g. Library

No Report Circulated

h. Feast

No Report Circulated

Topics of Discussion

- Feast scheduled for 6th to 12th July 2020 is under review with insurers

i. Greater Cambridge Partnership Report

No Report Circulated

- j. Scouts & Guides
March Report Circulated and on website
Topics of Discussion
 - Scout / SSIYI doors & Windows – quotes received, the works have been approved by the PC, need now to appoint contractor.
 - Scout / Guide HQ have requested
 - Temporary bracket /wiring for Xmas lights needs to be removed.
Clerk did not see the need for this as all equipment is safe
 - Scout / Guide HQ doesn't appear to be listed on Playscape Consultation Documents
 - Concrete path on west side of the building needs attention (tripping hazard)
 - Concerned about use of electricity by outside users (eg recent Fun Run) and needs a separate metered supply. Clerk to progress and report.
Councillor Barrie Ashurst to review above requests with Scout / Guide HQ
- k. Village News
No Report Circulated
- l. SSIYI Club Room
March Report Circulated and on website
Topics of Discussion
 - PC needs to progress lease as it's causing SSIYI issues when applying for funding streams.
 - A water meter needs to be installed on the SSIYI section so that they can be charged for water / sewerage.
 - Club Room continues in use in line with no school closures.
This may have to be reconsidered in view of Memorial Hall closure and potential future use?
- m. Land Acquisition
No Report Circulated
- n. Website Administration
No Report Circulated
Topics of Discussion
 - Website Items added
 - Agenda and Minutes Updated
 - Reports as received
 - Councillor Vacancies Closing Friday 13th March 2020
 - Pavilion Schedule added to web page (Councillors Only section)
 - Investigating Video Conference calls and Audio Conference calls for use at potential future Parish Council meetings
- o. Schools
No Report Circulated
- p. Church
No Report Circulated
- q. Health Centre, Dentist & Pharmacy
No Report Circulated

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

The Parish Council is legally required to host the Annual Parish Meeting (Village Residents meeting) between 1st March and 1st June.

- The legal requirement has currently not changed but is under discussion with NALC
- The Village Hall has been closed from Friday 20th March until further notice
- Pending further advice from NALC the Parish Council have no choice to suspend the APM until further notice

Clerk to issue appropriate Notice and inform all participants

12. Update event planning for VE Day (Friday 8th May 2020)

Parish Council to await official advice on holding this event but it likely to be cancelled

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

Update on All ASB issues forwarded to Councillor Gregory Price for recording and progressing

- Log available 15-1-20 Link <..\..\Reports\ASB\ASB Report to Council - January 2020.pdf>

- 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

- Further Dog attack reported

14. Update Progress by the RISK Working Group on the Village issues, objective completion asap, for full and final approval of the Parish Council

Deferred to next meeting

15. Update Status of the Ball protection netting used during the previous Cricket Season and agree Parish Council position with the necessary action plan

Deferred to next meeting

16. Agree Future Policy on Legal Services and Subsequent Lease or Agreement Documents

Deferred to next meeting

17. Consider any action necessary in connection with Coronavirus Virus and advice from CAPALC & NALC

Clerk provided update on current legal status for the Parish Council as unchanged but the status was changing each day with dramatic timescale and process changes forecast

Meeting reviewed the actions already started by a local Facebook Group and that of the Parish Council supported Mobile Warden Scheme. It was agreed to support these established local help groups

Pavilion Use to End of June 2020

- Pavilion Classes of Art and Yoga have been cancelled by the organisers
- Football, all grass roots matches to end of season have been cancelled by the FA
 - CGM intend to continue with grass cutting and all other tasks but clerk has stopped football pitch line marking
- Vintage Car in Memorial Hall Car Park on Saturday 21st March not to take place
- GSFC AGM on Wednesday 25th March (Cancelled by organiser)
- Easter Egg hunt on Sunday 29th March (Cancelled by organiser)
- Children's party on Sunday 19th April to be cancelled
- Cricket, directive from ECB states recommend that all forms of recreational cricket are for now suspended. This extends to training, pre-season friendlies and any associated cricket activity.

18. Update progress on replacement Clerk, Assistant Clerk, Responsible Financial Officer

Clerk has sent out 10 job descriptions and application forms.

None have been returned to date. Closing date Friday 27th March

It is unlikely that interviews could take place early April as intended in the current situation

Recommend extending closing date for applications to end June 2020

Note. Current Clerk will delay departure / resignation from end of May to end August 2020 (After August F&GP half year meeting) to assist. Situation reviewed again at August F&GP meeting

Clerk as over 70 will be working from home (Normal situation) and will not be attending meetings after PC meeting of 18th March 2020

All documents for meetings will be provided along with accounts progressed as necessary

19. Review new relevant external Correspondence

Most consultations and presentations have been cancelled

20. Consider matters for future agenda consideration

- Trumpington Farm Lease
- Policies, Standing Orders, Code of Conduct, Procedures as necessary
- Bye-Laws & PSPO Update to Process
- Potential Relocation of Tennis Club

21. Parish Council Reminders

Next Planning Meeting

- Wednesday 1st April 2020 at 1830hrs, Great Shelford Pavilion

Subsequent Planning Meeting

- Wednesday 15th April 2020 at 1830hrs, Great Shelford Pavilion

Next Parish Council Meeting

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

Annual Parish Meeting 2020

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

Annual Meeting of the Parish Council 2020

- Monday 18th May 2020 (New Date)

22. Close Parish Council Meeting

With all Agenda items covered the Chair closed the adjourned meeting at 2130hrs

Note. All the above is the official minutes of the Parish Council meeting of 18th March 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