

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 15th April 2020 at 1800hrs

NOTE. This meeting was conducted Via Zoom under the temp legislation L01-20 | THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 by the Chair to progress the Business as stated on the Agenda, due to the Corvid-19 meeting restrictions.

1. Received & Accepted apologies for absence

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

District Councillor, Nick Sample apologies for absence

County Councillor, None in attendance

Apologies for absence:

- Councillor Pete Bassett, not available
- Councillor Graham Townsend, working

Note.

- **Eamon Courtney resigned as a Parish Councillor on Thursday 9th April 2020**

Public

- One Member of the Public present on Virtual meeting

2. Received declarations of interest

- Councillor Charlie Nightingale, member of Community Association and Feast Committee

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 live questions over the virtual meeting but the member of the public praised the Parish Council for setting up the virtual meeting
- An e-mail had been received from a village resident and was prior circulated to all Councillors and its content noted.

The e-mail assertions were lengthy and considered by some Councillors to be inaccurate or unfounded.

Chair and Clerk to construct a full e-mail reply in due course to the resident.

4. Receive and Adopt Minutes of the Parish Council meeting held on 18th March 2020

Minutes of 18th March 2020 were confirmed as being an accurate record and held for signature until a physical meeting could be achieved.

5. Consider matters arising from meeting of 18th March 2020 (new information only)

- None

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

a) Month of March 2020

Period, 19th March to 31st March 2020 (Outstanding payments to Financial Year End 2019 – 2020)

- 5 Cheques signed by Chair and Clerk by 31st March 2020 to be in 2019/20 Accounts Year
- Total Value of 5 Cheques £2,538-17p
- SO & DD Payments after 19th March PC meeting to be in 2019/20 Accounts Year £3,516-20p
- Cash Payments £0
- Receipts £0

- Bank Balances and Cash/stamps held £289322-21p
- Less PWLB Debt of £60,626-47p
- Balance Held £228,695-74p

Payments approved with Cheques Signed by Chair and Clerk to minimise physical contact
NOTE. All subject to Clerk End of Year Audit and subsequent Internal Auditor Review with full prior Parish Council review of LittleJohn External Audit reply process

- b) Clerk presented full accounts for April 2020 (Financial Year 2020/2021)
- 13 Cheques presented for approval and signature up to 15th April 2020
 - Total Value of 13 Cheques £16,176-09p
 - SO & DD Payments £3,524-25p
 - Cash Payments £0
 - Receipts £0
 - All Bank Balances and Cash/stamps held £206,731-80p
 - Less PWLB Debt of £54,864-72p
 - Balance Held £145,867-08p

Payments approved with Cheques Signed by Chair and Clerk to minimise physical contact

Note

Statement from SCDC on Precept Payment

In April, we intend to pay a quarter of the precept that you are owed, rather than the usual half. Then, in July, the second quarter will be paid to you. While we don't know how long these cashflow issues will affect us, it is currently our intention to pay the full second half of the precept to you in September which will mean a return to our normal payment dates.

Councillors questioned the District Councillor present on this process. However, agreed to the request as the Parish Councils prudence had provided sufficient reserves to cope with the situation.

7. Consider and Approve Quotations or Fees as Un-Budgeted Expenditure in 2020/21 for

- a) CAPALC Membership Fee Increase
- From £689 to £793 per year a 15% increase
 - In view of current situation future advice from CAPALC that covers NALC is required
 - Clerk has thus included in April payments
 - Agreed by April payments approval
- b) Repairs to the Verges at multiple locations & Recreation Ground (Range £1,500 to £2,000)
- CGM day rate of £550 has been quoted for the above estimated 2 days plus materials
- Councillor Greg Price suggested that a letter be sent to the adjacent households or businesses stating that future repairs would be charged to the adjacent properties as their visitors or deliveries had caused the damage.

Proposed Councillor Barrie Ashurst

Seconded Councillor Simon Thomas

Vote Unanimous

Clerk instructed to authorise repairs and circulate a draft letter for Councillor approval prior issue

8. Receive reports of Elected and Nominative Representatives

- a) District Councillors Peter Fane in attendance
- Main Topics of Discussion
- Covid-19 information
- District Council and CCC had a co-ordinated approach and were in liaison with all other support groups
Councillors were invited to attend the next SCDC meeting on the actions being taken. Councillor Simon Talbott volunteered to attend
- b) County Councillors None in attendance

9. Receive Reports from Committees

- a. **Highways Committee**
No Discussion

b. Planning Committee

Minutes from Planning Meeting 1st 2020 circulated and on website
Planning Meeting 15th April 2020 held as a virtual meeting

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Social activity on the Recreation Ground was initially significant but has now become suitable.
- Pavilion is closed and refunds are due to both football clubs, Yoga and Art hires

Clerk suggested that a reduced rate or free period is considered when activities recommence to assist in the restarting process. General agreement and to be considered when appropriate

d. Cemetery & Allotment Committee

Topics of Discussion

- Stonehill gate post is dislodged and requires attention when contractor available
- Chair had a phone call this morning from a longstanding allotment holder on Stonehill Road expressing concern about the state of many of the allotments. She says many of the plots are overgrown and in a very poor state and need a lot of work doing on them. She also wanted to know when invoices would be sent out, and why the empty allotments were not being distributed. She says the allotment holders cannot understand why a decision has not been made about the empty allotments, and feel that information is being kept from them.
- Chair has also had several phone calls from a man who is on the waiting list and eager to start work on an allotment, who is also confused about why no decision is being made.

Chair, Councillors Greg Price, Paula Arnold and Clerk to try and resolve allocations by May 2020

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 Discussion

b. Neighbourhood Plan

No Discussion

c. Parochial Charities

No Discussion

d. Police

Topics of Discussion

Cambridgeshire Chief Constable adamant that PCSO would not be allocated to Parking enforcement regardless of funding available from Parish Councils contrary to SCDC statement on this topic
Public reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>

e. Community Association

No Discussion

f. Twinning Association

Topics of Discussion

- Visit to Verneuil-en-Halatte by Shelford residents 23rd to 26th May 2020 is cancelled as is the return visit by the Verneuil group to Great Shelford planned for 4-7 July.

g. Library

No Discussion

h. Feast

Topics of Discussion

- Feast scheduled for 6th to 12th July 2020 postponed to 2021. However, a weekend event is being considered for September / October 2020.

i. Greater Cambridge Partnership Report

Topics of Discussion

- Support for alternative route from MP

j. Scouts & Guides

No Discussion

- k. Village News
 - Topics of Discussion
 - After some discussion the Village News decided that to reduce any risk to readers and distributors copies of the May issue would not be delivered to subscribers' homes. Instead this issue will be available online free of charge on the Village News page on the Great Shelford website <https://shelford.org/news.htm> and there will also be some free printed copies available in local shops for those unable to access it online.
This isn't ideal as subscribers who aren't online will probably not be shopping in the village, but we'll see how it works this month.
Please let the Village News know if you have any feedback.
- l. SSYI Club Room
 - No Discussion
- m. Land Acquisition
 - No Discussion
- n. Website Administration
 - Topics of Discussion
 - Website Items added
 - Agenda and Minutes Updated
 - Reports as received
 - Pavilion Schedule added to web page <https://greatshelfordparishcouncil.gov.uk/>
 - Various News Items & Updates
 - Notice Boards Updated as necessary
 - Video Conference facilities set up with test meetings to identify Councillor issues in use
 - Equipment and software sourced to provide Video Conferencing and Lamination of Notices
 - Councillors expressed thanks to WebAdmin in the speed of establishing the virtual meeting facilities and requested a full 12 month professional facility is provided at the lowest rate available
- o. Schools
 - No Discussion
- p. Church
 - No Discussion
- q. Health Centre, Dentist & Pharmacy
 - Topics of Discussion
 - Granta Medical Practice have closed the footpath between the Woollards Lane Car Park and Ashen Green from Monday 13th April 2020 between the hours of 8.00 and 18.00 each day, to prevent the risk of any cross infection whilst patients are assessed outside the surgery prior to admission.

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

The Parish Council is no longer legally required to host the Annual Parish Meeting (Village Residents meeting) between 1st March and 1st June. Thus Postponed until further Notice.

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

Event Cancelled

Councillor Simon Talbott to investigate if a virtual Church event could be achieved

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

No Discussion

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

Review at next physical 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

Review at next physical meeting after any meeting with residents.

No Cricket currently planned for 2020 season

- 16. Update progress on web based lease provider as an objective test for the new SSYI lease and Future Policy on Legal Services and Subsequent Lease or Agreement Documents**
Review next physical meeting. However Councillor Greg Price and Clerk will attempt to make some progress.
- 17. Consider actions necessary for improving or removing the current Riverbank Access points**
The three access point log steps have been destroyed by vandalism
Consider removal and riverbank planting as balance of riverbank
SCDC to establish expert contact to progress when appropriate
- 18. Review any Proposals for the 2020/21 LHI scheme submission**
Application requirement for submission by April 2020 have been delayed indefinitely.
Review when appropriate
- 19. Consider any action necessary in connection with Coronavirus Virus and advice from CAPALC & NALC**
Clerk Advised
- Legal status of Parish Council Meetings has changed
 - On 2 April, the government published [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#). These regulations come into force on 4 April 2020.
 - Virtual remote meetings are permitted, guidance provided
 - APM are suspended until further notice
 - AMPC are suspended. It is expected that Council positions will remain unchanged until a physical meeting can be held
 - External Audits are suspended until further notice with publication of final Audited accounts moved from 30th September to 30th November 2020. This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.
 - PKF-littlejohn (External Auditors) statement
In light of the government's announcement on 23 March 2020 to introduce stringent lockdown measures in response to the coronavirus pandemic, our instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities.
- 20. Consider Staff status under the Governments furlough scheme for members of staff and potential reclaim a proportion of their salaries**
Claim can only be made if employee is 100% without any work
- Village Man continues to clear bins, open facilities for maintenance and will attend to any suitable item raised by Clerk. However, is on vastly reduced hours on full pay
 - Clerk is working from home on slightly reduced hours on full pay
- No claim under the Government Scheme is appropriate and the guidance states that "the government expects that the scheme will not be used by many public sector organisations
- 21. Update progress on replacement Clerk, Assistant Clerk, Responsible Financial Officer**
- Clerk has sent out 10 job descriptions and application forms
 - Two have been returned to date.
 - Clerk has informed all applicants of job descriptions that progress on filling the positions are suspended until further notice due to the current situation
 - 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 but continuation to May 2021 is potentially available

22. Review new relevant external Correspondence

- Most consultations and presentations have been cancelled
- High Green Road sign has been damaged
 - Councillor Barrie Ashurst and Clerk to investigate
- Memorial Garden has fallen twigs that require clearance
 - Clerk to progress when appropriate
- Footballers who practice, utilising the football nets situated at a very close distance from the Peacocks' bungalows. All too frequently the football will fly over the nets and into the Peacocks grounds and on a recent occasion thumping into the window of one of the vulnerable elderly resident's property.
 - Noted for investigation when appropriate

23. 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

24. Parish Council Reminders

Next Planning Meeting

- Wednesday 6th May 2020 at 1700hrs, Virtual Meeting
- Subsequent Planning Meeting
- Monday 18th May 2020 at 1700hrs, Virtual Meeting
- Next Parish Council Meeting
- Monday 18th May 2020 at 1800hrs, Virtual Meeting
 - Limited processes as Annual Meeting of the Parish Council for 2020

25. Close Parish Council Meeting

With all Agenda items covered the Chair closed the adjourned meeting at 1925hrs

Note. All the above is the official minutes of the Parish Council meeting of 15th April 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