

GREAT SHELFORD PARISH COUNCIL

Minutes

Annual Meeting of the Parish Council to be held in the Pavilion, Woollards Lane on Monday 18th May 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. Elect the Chair of the Parish Council for the year May 2020 – April 2021

- Councillor Malcolm Watson agreed to stand for the year 2020/21
Proposed Councillor Barbara Kettel
Seconded Councillor Simon Talbott
Vote Unanimous

2. Deliver Chair's Acceptance of Office

Clerk to arrange signing of document at earliest physical opportunity

3. Elect the Deputy Chair of the Parish Council for the year May 2020 – April 2021

- Councillor Barbara Kettel agreed to stand for the year 2020/21
Proposed Councillor Malcolm Watson
Seconded Councillor Greg Price
Vote Unanimous

4. Deliver Deputy Chair's Acceptance of Office

Clerk to arrange signing of document at earliest physical opportunity

Clerk advised that the Advice from NALC & CAPALC due to the Covid-19 restrictions where ever possible Council positions should remain unchanged from 2019 – 2020 for 2020 – 2021. This advice had been followed by Councillors

5. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Barrie Ashurst, Simon Talbott, Judith Wilson, Paula Arnold, Gregory Price, Charlie Nightingale, Pete Bassett, 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:

- None
- District Councillor Nick Sample attending Little Shelford Parish Council meeting

Note.

- Graham Townsend resigned as a Parish Councillor on Monday 18th May 2020

Public

- One Member of the Public present on Virtual meeting

6. Received declarations of interest

- Councillor Charlie Nightingale, member of Community Association and Feast Committee
- Councillor Simon Talbott, member of Playscape Group
- Councillor John Stanton member of Playscape Group & SSYI

7. 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.

- The member of the Public declared they were only observing the meeting and had no questions.
- No new e-mail questions had been received

8. Receive and Adopt Minutes of the Parish Council meeting held on 15th April 2020

Minutes of 15th April 2020 were confirmed as being an accurate record and held for signature until a physical meeting could be achieved.

9. Consider matters arising from meeting of 15th April 2020 (new information only)

- Clerk had responded with an agreed response to a member of the public as requested at the previous meeting and now circulated the response.
A further Parish Council reply had been circulated for consideration.
Clerk was instructed to send the reply after the meeting as the agreed response.

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

a) Clerk presented full accounts for May 2020 (Financial Year 2020/2021)

- 12 Cheques presented for approval and signature up to 18th May 2020
- Total Value of 12 Cheques £67,387-13p
Including a Transfer to a GSPC savings account of £64,000
- SO & DD Payments £7,015-70p
- Cash Payments £0
- Receipts £129,706-83p
Including 1/2yr Precept from SCDC
- All Bank Balances and Cash/stamps held £393,038-98p
- Less PWLB Debt of £54,864-72p
- Balance Held £338,173-66p

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

Note

Statement from SCDC on Precept Payment

When I wrote to you last month to ask for your support with our cash flow, the actual impact of the pandemic on the Council finances was unknown and we had some real concerns.

As a precaution we therefore took the reluctant step of paying a quarter of your precept in April, with a second quarter to be paid in July. We said that if this caused you a problem you should contact us and we would pay both quarters in April as normal.

I am now pleased to say that our cashflow position is looking better than we expected. Not wanting to hold on to your precept money for longer than is necessary we will therefore be paying the second quarter of your precept on 14 May, instead of in July.

As I promised in my previous letter it is our intention to pay the third and fourth quarters together in September as normal.

I cannot thank you enough for allowing us to pay your first two quarters separately and I can assure you that your help has been much appreciated. Thank you also for your ongoing work to support our communities during this crisis.

11. Review and Approve the AGAR (Audit and General Accounting Regulations) for financial year 2019 / 2020 in the following order

a) Annual Governance Statement

- Parish Council Reviewed statements and agreed collectively the response
- The Statement was Approved in advance of Accounting Statement then signed by Chair and Clerk

- b) Annual Accounting Statements
 - RFO had prepared and signed the Statement in advance of the Approval meeting
 - Parish Council Considered the statement and agreed collectively prior to signing by Chair of meeting
- c) Chair agreed to wet signing of AGAR documents on the following day after the meeting

Clerk had circulated all sections and support information for the AGAR prior the meeting.
 Clerk had also circulated the Parish Council Statement of Accounts from 2014 to 2020 for review
 All Sections of the AGAR and statement of Accounts
 Proposed Councillor Charlie Nightingale
 Seconded Councillor Barbara Kettel
 Vote Unanimous

12. Agree appointment of Mr Hugh Holland as Internal Auditor for the year 2020 – 2021

Proposed Councillor Paula Arnold
 Seconded Councillor Barbara Kettel
 Vote Unanimous

Due to potential ill health over the next 12 months of Mr Hugh Holland a potential replacement should become familiar with the Parish Council accounts.

Chair suggested Clerk approaches a specific member of the Feast Committee to identify if they would be willing to consider taking over Internal Audit if it becomes necessary for 2020/21 financial year.

Clerk would then bring the person up to date with processes during the financial year just in case a problem existed towards the end of the financial year.

Clerk agreed to progress this option during the financial year.

13. Agree Banking Facilities for Financial Year 2020 – 2021

- a) Barclays current account closed and transferred to Unity Trust from 20th January 2020
- b) Barclays other accounts hold balance of £1-79p (To continue)
- c) Additional Bank account to be sourced, Triodos Bank to be considered

14. Confirm all Banking Signatory Councillors for Financial Year 2020 – 2021

- a) Unity Trust (Main Trading Account)
 - Councillors Watson, Kettel, Ashurst, Wilson and Talbott
 - Clerk in emergencies and second signature whilst remote meetings are held
 - Any TWO from above
- b) Nationwide
 - Councillors Watson, Kettel and Clerk
 - Any TWO from above to Nominated Account Only as Unity Trust
- c) Cambridge Building Society
 - Councillors Watson, Kettel and Clerk
 - Any TWO from above as CBS Cheque to Great Shelford Parish Council only
- d) Cambridge & Counties
 - Councillors Watson and Kettel
 - Nominated Account Only as Unity Trust
- e) Barclays
 - Current Account closed

Proposed Councillor Charlie Nightingale
 Seconded Councillor Judith Wilson
 Vote Unanimous

15. Agree the Parish Council and Planning Committee Meeting dates for 2020 – 2021

Clerk had circulated schedule prior meeting.

Planning meeting to start at 1715hrs instead of 1700hrs

Clerk to update website, notice boards and circulate to website subscribers

16. Receive reports of Elected and Nominative Representatives

- a) District Councillors Peter Fane in attendance
Annual report Circulated and on Website
Main Topics of Discussion
 - Covid-19 information
- b) County Councillors None in attendance

17. Review Committees and Appoint Chair's, members to the following Committees and Co-Ordinator Officers for the year May 2020 – April 2021

Advice from NALC & CAPALC is due to the Covid-19 restrictions where ever possible Council positions should remain unchanged from 2019 – 2020 for 2020 – 2021

Agreed by all Councillors with addition of new Councillor John Stanton to the Highways and the Recreation Ground Committees

Co-Ordinating Officers all as previous year with

Councillor John Stanton being Assistant on Library and Councillor Greg Price being Assistant on Parochial Charities

Clerk to update website and notice boards

18. Receive Reports from Committees

a. Highways Committee

No Discussion

b. Planning Committee

Minutes from Planning Meeting 5th May 2020 circulated and on website

Planning Meeting 18th May 2020 held as a virtual meeting earlier

Noted that the new Planning Portal was easier to use

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Tennis club request to reopen for all ages was discussed at length
All LTA restricted play conditions were being applied with additional local RISK review requirements from the Parish Council

The opening of the Tennis Club to over 70s was discussed in detail as to whether it complied to Government legislation, differences of opinion were expressed especially from Councillor Greg Price who considered legislation restricted play for the over 70s

A suggested reply agreeing to Restricted Play for all Ages was reviewed and voted on as follows

In Favour 7 Councillors

Against 1 Councillor

Abstained 3 Councillors

Clerk instructed to confirm to the Tennis Club play for all ages can commence on the conditions of the suggested reply reminding the Tennis Club of their responsibilities to their over 70s players

- Chair & Clerk meet with a few residents of the Peacocks re complains of Football being played adjacent to the stored goals and causing a nuisance with ball ending up in the Peacocks property
Interim agreement to place notice on goals requesting the area is not used for casual practice
Further discussions necessary
- Youth team football goals in poor state and require replacement in 2020/21 as stated in 2019/20 when senior goals replace
Clerk to obtain quotes for consideration at next Council meeting

d. Cemetery & Allotment Committee

Report Circulated and on Website

Topics of Discussion

- Stonehill gate post is dislodged and requires attention when contractor available
- Invoices for 2018/19 and 2019/20 have now been issued by the Clerk to allotment holders with updated tenancy agreements
- A number of Current Allotment holders have thus relinquished their Allotments from May 2020

- Current Status of plots was reviewed with a view to start the allocation of vacant plots from beginning of June 2020 by Councillors Judith Wilson and Greg Price
- Clerk contacted all previous requests for allotments to establish home address and current continued interest
- Two Allotment holders have objected to the issuing of two years invoices
Their e-mails have been circulated and Clerk is responding with approved replies

e. Finance & General Purpose Committee

No Report Circulated

Topics of Discussion

- Next meeting August 2020

19. Receive Reports from Co-Ordinating Officers

a. Playscape

Topics of Discussion

- Playscape Group have requested assistance and support of County Councillors Cuffley and Hickford to apply for the Communities Capital Fund
The County Councillors are our community champions for the fund
Parish Council proposal to support the Playscape Application
Proposed Councillor John Stanton
Seconded Councillor Simon Talbot
Vote Unanimous excluding Councillors John Stanton and Simon Talbot
Clerk to progress with County Councillors

b. Neighbourhood Plan

No Discussion

c. Parochial Charities

Topics of Discussion

Mores Meadow planning application expected to be made in June 2020

d. Police

No Discussion

Public reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>

e. Community Association

Topics of Discussion

Progress on replacement door had been on hold but could now progress.

Councillor Barrie Ashurst and Clerk to progress ideally prior to facilities being brought back into operation with full RISK assessments being applied by contractors

f. Twinning Association

No Discussion

g. Library

No Discussion

h. Feast

Topics of Discussion

- Feast scheduled for 6th to 12th July 2020 postponed to 2021. However, a one day event may be considered in the Autumn, possibly in conjunction with the Rugby Club fireworks event
- Parish Council to consider impact of no donations from the Feast to local groups or charities and review what assistance can be provided from S137 funding

i. Greater Cambridge Partnership Report

No Discussion

j. Scouts & Guides

No Discussion

k. Village News

Topics of Discussion

- June issue would again be available on line website <https://shelford.org/news.htm> with free copies available in some village shops

l. SSYI Club Room

Topics of Discussion

- Clerk received SSYI request for clarification of potential funding in 2020/2021

Clerk instructed to reply advising budget available in 2020/2021 and suggest full application made at the next Parish Council meeting

- 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 Zoom Conference meetings set up as necessary and monitored for assistance
 - Annual subscription to Zoom set up and paid via Clerk expenses
 - Attempt to change date of Website Domain Name registration blocked by WebAdmin
 - Annual subscription for Website Domain Name updated and paid via Clerk expenses
- o. Schools
No Discussion
- p. Church
Topics of Discussion
 - Preparations being made for potential starting of Services in July
 - Excellent feedback on recorded VE75 service being available on line
- q. Health Centre, Dentist & Pharmacy
No Discussion

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

No Discussion

21. 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

22. 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

23. 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.

24. 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

25. Review any Proposals for the 2020/21 LHI scheme submission

Application requirement for submission by April 2020 have been delayed indefinitely.

A few suggestions made but Councillor Barrie Ashurst to draw up a proposal for review by Parish Council asap

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

- No Change or Update in Legal advice from NALC, SLCC or CAPALC
Advice received on temp procedure for

- Annual Governance and Accountability Returns (AGAR).
 - Section 137 spending
- GSPC complied with all requirements in advance
- Bonfires causing concern to shielded residents
- SCDC environmental officer to be contacted by District Councillor for advice

27. Review new relevant external Correspondence

- Request for return of Food Van to Memorial Hall Car Park from 3rd June 2020 circulated
 - Subject to compliance of all safety proposals
- Agreement Proposed Councillor Barbara Kettel
Agreement Seconded Councillor Paula Arnold
Agreement Vote Unanimous
Clerk instructed to advise Pimp My Fish of agreement

28. 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
- Mobile Phone Signal strength around the Village
- Village Centre unused Commercial properties

29. Parish Council Reminders

Next Planning Meeting

- Wednesday 3rd June 2020 at 1715hrs, Virtual Meeting
- Subsequent Planning Meeting
- Wednesday 17th June 2020 at 1715hrs, Virtual Meeting
- Next Parish Council Meeting
- Wednesday 17th June 2020 at 1800hrs, Virtual Meeting

30. Close Parish Council Meeting

With all Agenda items covered the Chair closed the adjourned meeting at 1955hrs

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