

GREAT SHELFORD PARISH COUNCIL

Minutes

Annual Meeting of the Parish Council to be held in the Pavilion, Woollards Lane on Wednesday 17th June 2020 at 1830hrs

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, 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:

- Councillor Pete Bassett, Not available on Zoom

Public

- Four Member of the Public present on Virtual meeting. Three were representing SSYI and their S137 application

2. Received declarations of interest

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

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.

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

The meeting was adjourned for a further period to Consider applications for Co-Option as Parish Councillors from

- **Mrs Lyn Disley**
- **Miss Ifthi Shareef**
- **Mrs Angela Niblett**

All delivered their reasons and suitability to be considered for a position as a Parish Councillor

After a number of questions from Councillors to all applicants they were moved along with any members of the public to the virtual waiting room whilst the applications were discussed and a vote of Councillors was taken.

All applicants and any members of the public re-joined the meeting.

The Chair declared as a unanimous decision that all three applicants were to be Co-Opted to the roll of Parish Councillor.

Clerk to issue the necessary documentation to all three applicants for their signature and return asap.

The three applicants took their place as Parish Councillors with immediate effect leaving one Councillor Vacancy still to be filled.

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

Minutes of 18th May 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 May 2020 (new information only)

- None

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

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

- 13 Cheques presented for approval and signature up to 17th June 2020
Total Value of 13 Cheques £10,432-24p (Includes Chair Action Agenda Item 7)
- 2 Cheques were signed prior the meeting for
Replacement for cheque number 300075 as 00p not on cheque for Transfer to the CBS savings account of £64,000
Deposit of £1,000 to Essex Doors for replacement Memorial Hall Doors
- SO & DD Payments £3,396-92p
- Cash Payments £0
- Receipts £1,813-00p
- All Bank Balances and Cash/stamps held £388,243-77p
- Less PWLB Debt of £54,864-72p
- Balance Held £333,379-05p

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

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

a) Quotation for Replacement S&SS Goals as increased cost over Budgeted (£2,964 incl vat)

- Pro forma Invoice on June accounts for approval as Chairs Action
- Budget £1,600 excl vat (£1,920 incl vat)
- Previous Year £2,964 incl vat (In Nov 2019)

Proposed, Councillor Greg Price

Seconded, Councillor Simon Talbott

Vote, Unanimous

8. Receive reports of Elected and Nominative Representatives

a) District Councillors Peter Fane in attendance

Report Circulated and on Website

Main Topics of Discussion

- Mores Meadow planning application by the Parochial Charities had been approved and commended by SCDC Planning Committee
- Councillor Barbara Kettel stated the SCDC Planning Applications portal was an improvement over previous but had recently caused some difficulties. A meeting was planned to discuss any issues with the SCDC Planning officials
- Covid-19 information

b) County Councillors None in attendance

9. Receive Reports from Committees

a. Highways Committee

Topics of Discussion

Staff had been redeployed and most Highways projects put on hold by CCC

White lines on cycle lanes in Cambridge Rd have been renewed and widened (railway bridge just renewed)

Cleaning of drains in Station Road remain outstanding

Parking by builders in Church Street continued to be a problem

LHI application was still outstanding with Councillor proposals requested. Additional cycle parking in the Village was suggested. However, this could be done directly by the Parish Council outside of a LHI Grant.

Parking by the Mini Garage was still a problem and SCDC enforcement is being pursued.

b. Planning Committee

Minutes from Planning Meeting 3rd June 2020 circulated and on website

Planning Meeting 17th June 2020 held as a virtual meeting earlier

Noted that the new Planning Portal was easier to use and applications were actively on the increase

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Pavilion is closed and refunds are due to both football clubs, Yoga and Art hires
- Pavilion and its facilities remain fully closed until further notice
- Youth Cricket Club requested use for parents to play at nets with their children
 - Denied by Clerk as unsuitable, cannot control use or open space and sends out a message of non-compliance
- Youth Cricket is looking to restart training and at some stage needs a Parish Council review.
- Tennis Club fully open for restricted play
 - Councillor Greg Price reported that the Covid-19 conditions of play as agreed with the Tennis Club were not being fully observed by players. Councillor Ifthi Shareef requested by Chair to have an initial discussion with the Tennis Club on future compliance.
- No request from Bowls Club to open for practice or play
- Football goals adjacent to the Peacocks have notice placed on them stating not to be used for practice
 - Goal nets subsequently vandalised
 - Replacement required
 - Goals continue to be used for casual practice by small groups
- Youth team football goals vandalised, post broken and net cut around no practice notice
- Playing of Ball sports and Adult Cycling on Recreation Ground restricted but is taking place
- Cricket Club indicating ECB planning potential 4 matches in August 2020 subject to Government restrictions. It was noted that the Cricket Netting will be required and progress on its use needs to be made.

d. Cemetery & Allotment Committee

Topics of Discussion

- Stonehill gate post repaired with concrete post
- All Invoices have now been sent out and payments received
- Allocation of available plots started 11th June 2020 by Chair Allotment Committee
- The Parochial Charities site at Mores Meadow after its relocation is likely to have vacant plots and any unallocated applicants for Stonehill Plots could be considered

e. Finance & General Purpose Committee

- Next meeting August 2020

10. Receive Reports from Co-Ordinating Officers

a. Playscape

Topics of Discussion

- Minutes of meeting on 10th June circulated and on website
- Application to CCC for a Grant had been made and any feedback would be appreciated
- Clerk requested to contact Peter Dann re progress of the civil engineering work previously agreed
- Clerk also requested to progress supply of bark chippings as previously supplied to renew pathways and cover the new saplings

b. Neighbourhood Plan

No Discussion or progress due to lack of support for the Committee

c. Parochial Charities

Topics of Discussion

Mores Meadow planning application has been granted by SCDC

Grant Funding had been made via the John Huntington Trust

d. Police

Topics of Discussion

Police had been contacted re the increased level of ASB on the Recreation Ground

Seems impossible to get beyond the Sargent to obtain any response

If current channels are not working it is suggested that the local MP is notified and assistance requested.

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

- e. Community Association
Topics of Discussion
Replacement doors are progressing at the Parish Councils cost
Trustees in favour of re-opening of the Memorial Hall and attending an ACRE meeting on Local Community Venues re-opening
Next CA meeting Monday 22nd June.
- 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 in November. However Feast in favour of a Sept / October event.
- i. Greater Cambridge Partnership Report
Topics of Discussion
- Cambridge to Cambourne consultation withdrawn
 - Local publicity re Busway plans to be intensified with Village residents encouraged to respond directly to GCP by e-mail
- j. Scouts & Guides
Topics of Discussion
- Windows and Door replacement progressing
- k. Village News
Topics of Discussion
- Distribution back to normal with assistance of volunteers
- l. SSYI Club Room
Topics of Discussion
- SSYI request for S137 Grant funding reviewed as Agenda item 20
- m. Land Acquisition
Topics of Discussion
- Tree fallen into Recreation Ground advised to owners of Grange Field with attempt to discuss ownership of tree belt.
- 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
- o. Schools
Topics of Discussion
- School open for Reception, Yr 1 and Yr 6 with max take up and a waiting list
- p. Church
Topics of Discussion
- Church open for private prayer 0930hrs to 1700hrs on Monday to Friday
- q. Health Centre, Dentist & Pharmacy
Topics of Discussion
- Access footpath from Car Park remains closed
 - angli-EAR Hearing moving from Mill Court to the previous Barclays building

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

- Multiple ASB reported by Village resident. Log to be updated.
 - Football Goals vandalised. Log to be updated and future use to be clarified to Clubs
- No response by Police

12. 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

- Working Group members Councillors Charlie Nightingale, Peter Fane, Greg Price and Barrie Ashurst

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

Potential four (4) cricket matches to be played in August 2020 will require ball protection in place. Urgent review with residents to be arranged.

14. 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.

15. 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

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

Councillor Barrie Ashurst to draw up a proposal for review by Parish Council.
Any suggestions from Councillors to Councillor Barrie Ashurst asap.

17. 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
- NALC have issued RISK Assessment Guidance during Covid-19
- Social distancing on Woollards Lane is a problem

18. Consider process for Markets to reopen in the Memorial Hall

Community Association cannot take an independent decision on re-opening the Memorial Hall without reference to the Parish Council, with subsequent compliance to Government and NALC requirements

- RISK Assessment required with management controls in place
- Insurance cover and confirmation from Community Association insurer required
- Weekly Market to consider
- Private Hires
- Parking issues

19. Note changes to the S137 grant requirements during Covid-19 conditions

Whilst Max rate per elector is fixed at £8-32p for 3,573 electors at April 2020 thus £29,727-36p the informal use of S137 fund can be extended to assist the local community where Covid-19 has had an impact based on individual circumstances.

- Current S137 Budget £25,200

20. Review and Approve S137 grant application from SSYI for 2020/21

The Chair brought forward this item to the end of the Public Session allowing the SSYI representatives to speak in support of their application.

The Treasurer of SSYI explained that the Grant application of £15,000 would fund £10,000 of normal / existing activities and the further £5,000 was to fund Copse Mk2 in conjunction with the Playscape Group.

SSYI had also received a small grant from SCDC

Grant Requested £15,000. Application form completed

Proposed, Councillor Paula Arnold

Seconded, Councillor Greg Price

Vote, Unanimous

Clerk instructed to process payment of the Grant at the next Parish Council meeting

21. Review and Approve S137 grant application from Mobile Warden Scheme for 2020/21

Accounts show shortfall of £10,000 for the year. Chair to discuss with Mobile Warden Scheme

Grant Requested £3,500. Application form completed

Proposed, Councillor Simon Talbott

Seconded, Councillor Barbara Kettel

Vote, Unanimous

Clerk instructed to process payment of the Grant at the next Parish Council meeting

22. Consider Financial Support for Village Groups that may struggle with no Feast Grants in 2020

Clerk provided schedule of all Groups and values supported by the Feast in previous year.

Councillors to make proposals for further discussion at July Parish Council meeting.

23. Establish a Working Group for Consideration on Assets of Community Value (ACV) process and the sites to be potentially considered for nomination

Review proposals at next meeting

- Working Group members Councillors Malcolm Watson, Angela Niblett, Judith Wilson, Simon Talbott and Charlie Nightingale

24. Review new relevant external Correspondence

- South Cambridgeshire District Council; Reopening of High Street Survey

Clerk requested to put survey on website

25. 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 (Church advised available for a mast consideration)
- Village Centre unused Commercial properties

26. Parish Council Reminders

Next Planning Meeting

- Wednesday 1st July 2020 at 1715hrs, Virtual Meeting

Subsequent Planning Meeting

- Wednesday 15th July 2020 at 1715hrs, Virtual Meeting

Next Parish Council Meeting

- Wednesday 15th July 2020 at 1800hrs, Virtual Meeting

27. Close Parish Council Meeting

With all Agenda items covered the Chair closed the adjourned meeting at 2042hrs

Note. All the above is the official minutes of the Parish Council meeting of 17th June 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