

GREAT SHELFORD PARISH COUNCIL

Minutes

Annual Meeting of the Parish Council to be held in the Pavilion, Woollards Lane on Wednesday 15th July 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, Paula Arnold, Charlie Nightingale, John Stanton, Angela Niblett, Ifthinan Shareef, Lyn Disley, Peter Fane (Also District Councillor & joined meeting late) and Parish Clerk: Mike Winter

District Councillor, Nick Sample apologies for absence

County Councillor, None in attendance

Apologies for absence:

- Councillor Pete Bassett, working
- Councillor Gregory Price, unable to attend
- Councillor Judith Wilson, unable to attend

Public

- One Member of the Public present on Virtual meeting, representing Great Shelford Cricket Club.

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 Cricket Club representative stated the Cricket Club case and methods being proposed for the return of Cricket to the Recreation Ground. Confirmed ECB recommendations were to be implemented and that the appropriate RISK assessments were available for the Parish Council.
 - Chair stated Parish Councils preference for a return to restricted Cricket on the Recreation Ground and the RISK assessments would need to be circulated to all Councillors for review / agreement.
 - Chair hoped to have a reply to the Cricket Club by early next week.
- No new e-mail questions had been received

4. Receive and Adopt Minutes of the Parish Council meeting held on 17th June 2020

Minutes of 17th June 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 17th June 2020 (new information only)

- None

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

- a) Clerk presented full accounts for July 2020 (Financial Year 2020/2021)
 - 18 Cheques presented for approval and signature up to 15th July 2020
Total Value of 18 Cheques £37,640-67p
 - SO & DD Payments £6,892-65p
 - Cash Payments £0

- Receipts £2,038-00p
- All Bank Balances and Cash/stamps held £372,017-88p
- Less PWLB Debt of £54,864-72p
- Balance Held £317,153-16p

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

7. Receive reports of Elected and Nominative Representatives

- a) District Councillors Peter Fane in attendance later in the meeting to give a verbal report as follows

Report not received until an hour prior meeting thus not circulated prior but will be loaded to Website
Main Topics of Discussion

- Planning committee in June gave approval for
 - A new 50,000 square metre research and development centre for Huawei at Sawston
 - A 168-bedroom hotel at the Imperial War Museum (IWM), Duxford
The Hampton by Hilton hotel is intended to support the existing on-site conference centre and ensure the viability of the site as a national tourist attraction.
 - Great Shelford Parochial Charities 21 almshouses on More's Meadow
- Covid-19 Shielding being paused at the end of August 2020
- Funding the District Council. A number of Councils in England are reported to be considering section 114 notices, to the effect that they are no longer able to balance their budgets (councils are not allowed to operate a deficit). South Cambs DC is not as badly affected as many councils by the reduced income and increased operating costs during the lockdown period, and there is no immediate prospect of this council being unable to operate a balanced budget.
The Council relies heavily on income from investments. At the meeting on 14th July, approval was given to the agreement reached in principle on two new investment partnerships, with Hill Investment Partnerships and Balfour Beatty Infrastructure Investment Partnerships.
 - Councillor Barrie Ashurst raised concern that this was getting into bed with commercial companies that already were unable to deliver their commitments to the District Council
- Councillor John Stanton asked if the Busway proposal and route had been granted
 - District Councillor confirmed full planning consent had not yet been granted and a full EIA (Environmental Impact Assessment) was necessary prior full approval.

- b) County Councillors None in attendance

8. Receive Reports from Committees

a. Highways Committee

Topics of Discussion

Councillor Barrie Ashurst stated most of CCC & SCDC departments had effectively closed down and no progress was possible at this time.

b. Planning Committee

Minutes from Planning Meeting 1st July 2020 circulated and on website

Planning Meeting 15th July 2020 held as a virtual meeting earlier

Noted that the new Planning Portal was now chaotic!

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
 - Art classes request if its ok to start in September from Thursday 10th September 2020
 - Agreed subject to Government updates and suitable RISK assessment completion
- Tennis Club fully open for restricted play
- No request from Bowls Club to open for practice or play
- Cricket Club requesting to play matches during August 2020 (See Agenda Item 13)
 - Note. (Cricket Netting will be required see Agenda Item 12)
- 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
- Goal support rails now vandalised (See ASB Agenda Item10)
- Peacocks residents continue to complain about disruption from youths playing in the area
- Youth team football goals vandalised, post broken and net cut around no practice notice
 - Replacement ordered awaiting delivery
- Playground opened on 13th July 2020 after RISK assessment, cleaning by fogging machine and suitable notices installed. Sand pit remains closed as a safety precaution
 - Sandpit in use when playground empty 1 hour after opening
 - Physical closure necessary? Parish Council stated only notices of closure to be displayed.
 - Playground fogging taking place twice per week (Sunday and Wednesday eve)
 - Clerk to investigate potential use of a new sanitising material that may be able to reduce fogging to a monthly procedure.
- Playing of Ball sports and Adult Cycling on Recreation Ground restricted but is taking place
 - Notice has been torn down on 3 occasions
- Clerk to progress the following issues
 - Dardan Security sign ripped down from pavilion
 - Potential to continue with the staining of various sections on the Pavilion cladding
 - Potential of fitting a stainless steel cover to the cladding below the water tap
 - Removal of a security chain at front of the Pavilion, previously used to secure the now vandalise table / chairs

d. Cemetery & Allotment Committee

Topics of Discussion

- Stonehill and Cemetery plots allocated to waiting list, some spare plots are still available

e. Finance & General Purpose Committee

- Next meeting 19th August 2020
Any Councillor can attend the F&GP Committee Meeting but only the elected Committee Councillors can Vote on any topic
- Election of one Councillor to the F&GP Committee required
Councillor Proposed as Councillor Ifthinan Shareef
Proposed; Councillor Malcolm Watson
Seconded; Councillor Barbara Kettel
Vote; Unanimous

9. Receive Reports from Co-Ordinating Officers

a. Playscape

Topics of Discussion

- Minutes of meeting on 13th July circulated and on website
 - Engineers report required for grant applications
 - Various Parish Council policy documents required for grant applications
 - Progress on Green Shelter to be reverted back to Parish Council
 - Progress on Willow Shelter to be a priority for Playscape
 - Application to CCC for a Grant had been made and any feedback would be appreciated
- Chair suggested that funding of the Playscape Project should be reviewed at the F&GP meeting in August and Clerk to put on the Agenda

b. Neighbourhood Plan

No progress due to lack of support for the Committee

Survey re Access to Green Spaces Consultation was not allowing submissions?

c. Parochial Charities

Topics of Discussion

Mores Meadow tending process expected within the week with at least 4 companies, some local.

October start expected.

d. Police

Topics of Discussion

- Councillor Barrie Ashurst attending Zoom meeting involving Crime Commissioner on Thursday 16th July

- Topics to be raised
 - Speedwatch equipment costs (£3,000 or £230 in other areas)
 - Parking Enforcement & PCSOs
 - ASB
 - Reporting Systems
 - Police Family Tree / reporting structure up to the Crime Commissioner
- 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
 - Wednesday Market started today
 - Farmers Market to start on 25th July
 - Both operations to be reviewed by CA and PC for compliance to legislation
- f. Twinning Association
No Discussion
- g. Library
 - Opening expected in August but unclear as to actual date
- h. Feast
Topics of Discussion
 - Feast scheduled for 6th to 12th July 2020 fully postponed to 2021 with no alternative smaller event now under consideration.
- i. Greater Cambridge Partnership Report
Topics of Discussion
 - Busway plans and Route approved despite joint opposition from GSPC and Stapleford PC
 - Chair suggested a joint fund is set up to take independent Transport Planners opinion if Parish Council is to continue opposition to the route
 - Proposal of Contribution of £15,000 subject to equal contribution from Stapleford Parish Council Proposed; Councillor Malcolm Watson Seconded; Councillor Barbara Kettel Vote; Unanimous
District Councillor stated a Transport & Works ORDER is still required prior Planning approval for the Project and Route
- j. Scouts & Guides
Topics of Discussion
 - New Windows and Door replacement completed
- k. Village News
No Discussion
- l. SSI Club Room
Topics of Discussion
 - New Door replacement completed
- 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
 - Web Admin returning to Lincoln location from 16th July 2020 and will continue with all functions other than updating local notice boards

- o. Schools
 - Topics of Discussion
 - Primary School, Staff have had a large amount of workload over the past few months and are now concentrating on getting ready for the September start-up date, without much guidance documentation from National Government
 - Sawston School, Staff in identical situation with no National Government assistance
- p. Church
 - Topics of Discussion
 - Church open for private prayer has been well attended
 - Public Services to start on Sunday 19th July 2020
 - Believed the Free Church will start Public Services in Autumn but no date available
- q. Health Centre, Dentist & Pharmacy
 - Topics of Discussion
 - Dentist is now open
 - Concern over National announcement on Boots stores closing. Great Shelford store is well used but no confirmation of Stores to be closed is currently available

NOTE. Chair departed the meeting after the above and brought forward Agenda items 12 and 13. Chair was handed over to Deputy Chair Councillor Barbara Kettel for the remaining Agenda Items

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

- Multiple ASB reported by Village resident. Log to be updated.
- Football Goals and London Road Bus shelter vandalised.
- Police patrol when occurring taking place as unsuitable times to intervene on ASB

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

No progress from Working Group members Councillors Charlie Nightingale, Peter Fane, Greg Price and Barrie Ashurst

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

This Agenda Item brought forward by Chair to immediately after the Public Session allowing Cricket Club representative to observe the discussion and depart the meeting when Cricket Agenda items completed.

- Cricket Club requesting to play Senior matches on 15th , 22nd and 29th August
 - Subject to ECB guidelines and RISK assessment being reviewed by GSCC for Parish Council approval
 - Protection netting will be required for the proposed matches
- Councillors Barbara Kettel and Charlie Nightingale have a proposal from the adjacent land owner as follows
 - Current netting will be donated as ownership to the Parish Council
 - Installation & removal for the Cricket season of the netting will be arranged and paid by the adjacent land owners
 - Maintenance of the netting will be paid by the adjacent land owners
- Clerk suggested that the netting once on Parish Council ownership should be installed, removed and maintained by Parish Council contractor, thus covered by Parish Council insurance. An annual donation towards these costs could be made by the adjacent land owners.
- Proposal for an agreement note including the Clerks recommendations to be drawn up to that effect with the note reviewed by a legal counsel for clarity
 Proposed; Councillor Angela Niblett
 Seconded; Councillor Charlie Nightingale
 Vote; For 10, Abstained 1
 Urgent updated review with residents to be arranged.

13. Consider GSCC request to resume Cricket matches on the Recreation Ground

This Agenda Item brought forward by Chair to immediately after the previous agenda item allowing Cricket Club representative to observe the discussion and depart the meeting when Cricket Agenda items completed.

- Cricket Club requesting to play matches during August 2020 on 15th, 22nd and 29th August
 - ECB guidelines and RISK assessment being reviewed by GSCC for Parish Council approval
 - Chair requested circulation of RISK documents for review by councillors as soon as available.
 - Clerk to advise Cricket Club outcome of review if possible by mid next week

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

Councillor Greg Price and Clerk have not made any progress since last meeting

- Councillor Barrie Ashurst proposed a full lease is prepared by Clerk asap for review will attempt to make some progress.

Proposed; Councillor Paula Arnold

Seconded; Councillor Charlie Nightingale

Vote; Unanimous

15. Consider actions necessary for improving or removing the current Riverbank Access points

- The three access point log steps have been destroyed by vandalism and are potentially a hazard
- Consideration on removal and riverbank planting as balance of riverbank
 - SCDC to establish expert contact to progress when appropriate
- Clerk requested to obtain quotation from original Riverbank contractor to undertake reworking the step sections of the riverbank

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

As no proposals from other Councillors, Councillor Barrie Ashurst suggested a repeat of the previous year's submission of speed restriction devices in the High street and Church Street

Proposed; Councillor Peter Fane

Seconded; Councillor John Stanton

Vote; Unanimous

Councillor Barrie Ashurst to prepare the 2020/21 LHI Scheme Submission documents

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
- NALC have indicated Remote meetings are to continue for many months and recommending Government make optional remote attendance a legal change to Parish Council meeting arrangements

18. Consider issues re the limited reopening of the Memorial Hall from Wednesday 15th July 2020.

- Memorial Hall opened for
 - Village Wednesday weekly Market on 15th July 2020 (RISK Assessment received)
 - Saturday Farmers Market proposed starting 25th July 2020 (RISK assessment not received)
 - Regular Bookings to commence in September when RISK assessments received

19. 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.
- Updated chart proposal from Chair with contributions from Councillors Paula Arnold and Barrie Ashurst reviewed as a total value of £3,000 compared to previous Feast support of £30,000
 - Small changes to the proposals suggested.
 - Clerk to adjust schedule for agreement at the August F&GP Committee Proposed; Councillor Paula Arnold
Seconded; Councillor Simon Talbott
Vote; For 9, Against 1
 - It was noted Stapleford Parish Council would not be increasing its local support for any groups beyond its previous years S137 grants

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

- Working Group members Councillors Malcolm Watson, Angela Niblett, Judith Wilson, Simon Talbott and Charlie Nightingale
- Councillor Judith Wilson proposed sites to be considered
 - Clerk advised that due to the high level of information necessary to make an application the large number of sites being considered should be reduced to a starter application for about two sites.
- To be further reviewed at the August F&GP meeting

21. Review new relevant external Correspondence

- Request from Benjamin Thorndyke Marketing and Events Co-ordinator Greater Cambridge Partnership to present the Cambridge South East Transport (CSET) scheme to the Parish Council on 16th September 2020
 - Clerk to respond with agreement for the September Parish Council Agenda
- Letter from Professor Davis to Chair of Parish Council noted as content not within Parish Council remit

22. 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

23. Parish Council Reminders

Next Planning Meeting

- Wednesday 5th August 2020 at 1715hrs, Virtual Meeting

Subsequent Planning Meeting

- Wednesday 19th August 2020 at 1715hrs, Virtual Meeting

Next Parish Council Meeting (F&GP Committee Only necessary attendance)

- Wednesday 19th August 2020 at 1830hrs, Virtual Meeting

24. Close Parish Council Meeting

With all Agenda items covered the Deputy Chair closed the meeting at 2047hrs

Note. All the above is the official minutes of the Parish Council meeting of 15th July 2020 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed
Chair

Date
Great Shelford Parish Council