

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council to be held in the Pavilion, Woollards Lane

on

Wednesday 16th September 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, Gregory Price, 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, late apology

Public

- No members of the Public in attendance
- One representative of Playscape
- Four representatives of GCP

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.

- None and no new e-mail questions had been received

Chair brought forward the GCP report to allow the representatives from GCP to make a presentation on the current position of Cambridge South East Transport Phase 2

- A lengthy discussion took place during the presentation between Councillors and representatives with Councillors expressing their dissatisfaction with the process being adopted, the lack of information being considered and the views of Local Public / Parish Council seemingly being ignored.
- Various sections of information requested by Councillors to be provided at a later date by GCP
- Clerk to provide GCP presentation on the Website with the Minutes of the meeting

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

Minutes of 19th August 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 19th August 2020 (new information only)

- None

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

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

- 19 Cheques presented for approval and signature up to 16th September 2020
Total Value of 19 Cheques £20,193-41p
- SO & DD Payments £3,423-15p

- Cash Payments £0
- Receipts £0
- All Bank Balances and Cash/stamps held £327,194-63p
- Less PWLB Debt of £54,864-72p
- Balance Held £272,329-91p

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

7. Consider and approve Quotation from Five Rivers for budgeted plan to update previous work undertaken on the Riverbank and install decking at riverbank feeding position.

The Quotation was reviewed with consideration of reducing the current three access points to one.

Proposal to progress reworking keeping all three access point and attending to the Himalayan Balsam + Mesh Removal and providing the decking for the duck / swan feeding area at cost of £21,009

Proposed; Councillor Angela Niblett

Seconded; Councillor Barrie Ashurst

Vote; Unanimous

- Clerk to progress with contractor Five Rivers

8. Update Progress of Playscape Grants and Agree Financial / Progress plan of subsequent Works

Playscape representative provided an update on progress to date and officially announced a grant had been awarded from Cambridge County Council, Communities Capital Award of £109,000

The following Parish Council Press statement was considered

- Great Shelford Parish Council and the Playscape charity would like to thank Cambridgeshire County Council for this generous Communities Capital award. This investment will enable significant progress towards building an inspiring village Playscape that provides inclusive recreation for all ages and abilities, welcomes nature in and renews an important social hub. This funding comes at a critical time when access to high quality, freely available outdoor spaces is even more essential.

Proposed; Councillor John Stanton

Seconded; Councillor Simon Talbott

Vote; Unanimous

- Clerk to produce and circulate on headed notification

Playscape representative indicated other Grants were in the process of application and were hopeful of further funding being available.

The current financial status enables Phase 5 of the Grand Plan to progress and detailed work can commence on the playground area rework with the wheelscape plan. Some exploratory work prior tender process is necessary.

Playscape progressing a draft plan of works and milestones for GSPC to review

Parish Council thanked the Playscape Group for their extensive commitment to this project and confirmed their continued support

9. Receive reports of Elected and Nominative Representatives

a) District Councillor Report

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

- Development of the combined South Cambs and City Local Plan
- Business Support and Businesses reopening
- Zero Carbon Communities Grant
- Electoral Register
- South Cambs re-opening to public

b) County Councillor

None in attendance

10. Receive Reports from Committees

a. Highways Committee

Report Circulated and on website

Topics of Discussion

- PRO452, An order has been placed by CCC for the additional DYLS
- Meeting with John Obrien (CCC Highways Officer) took place on 21st August to review a number of issues
- LHI Grant application to be prepared by Councillor Lyn Disley
- Meeting with A2B, Chair Shelford Primary School and Councillors Disley and Ashurst on 11th Sept to discuss the safety issue of the Route No31
- Footpath Chaston – Granhams: path growth
- Cambridge Road Rail Bridge,
- Hedge Creep, public notice issued
- Building Work Cambridge Road / Trinity Lane
- Street Lights, meeting with SCDC Development Officer Environment Commissioning 9th September SCDC updating all street lights to LED in the longer term
Parish Council agreed to keep all ornate street lights (as LED) and to continue funding unmetered supply but private roads to be charged from the Parish Council for their respective use.
Councillors Barrie Ashurst to progress.
Clerk to arrange unmetered supply agreement

b. Planning Committee

Minutes from Planning Meeting 2nd September 2020 circulated and on website

Planning Meeting 16th September 2020 held as a virtual meeting earlier, no issues to report

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Pavilion is closed and refunds are due to both football clubs, Yoga and Art hires
- Art classes proposed start on 17th September delayed, Yoga Classes to start in October
- Parish Council to consider use of Pavilion for Classes in excess of six mixed individuals
- Councillor Greg Price presented an overview of current legislation and it was agreed Classes could start subject to no further change in legislation
- Tennis Club fully open for restricted play
- No request from Bowls Club to open for practice or play
- Cricket Club, season ended
- Football Fixtures limited, only Pavilion access is via players entrance to single toilet
- Supervised entry for Players and officials only and Cleaning in place by Football Club using facility
- Football goals adjacent to the Peacocks have not been moved and new goals assembled for use
- Playground opened on 13th July 2020, cleaning by fogging machine and suitable notices installed. Sand pit remains closed as a safety precaution
- Cambridge Water advised water usage considerably in excess of normal and request our inspection for leaks.
- Towards end of lockdown when Pavilion Toilets inspected one toilet was on continual flush, not notified by only user (Youth Cricket) and Village Man did not enter Pavilion for normal inspection / work during lockdown
- Clerk found second toilet in players changing room area in same condition some time later
- Next Pavilion Water Bill will be excessive as I don't know when both Toilet defects occurred thus how long they were running.

d. Cemetery & Allotment Committee

Topics of Discussion

- Original Stonehill and Cemetery plots allocated to waiting list
- Some spare plots were still available
- Further plots have been surrendered and further new applications have been received
- Councillor Greg Price and Clerk to liaise and progress asap
- Fencing Suggestion received from Allotment holder reviewed but not considered appropriate

e. Finance & General Purpose Committee

- Minutes of meeting 19th August 2020 circulated and on Website

11. Receive Reports from Co-Ordinating Officers

- a. Playscape
Update provided as Agenda Item 8
- b. Neighbourhood Plan
No Discussion
- c. Parochial Charities
No Discussion
- d. Police
Topics of Discussion
 - Meeting with Police identified the following methods of progressing concerns
 - Public reporting of incidents
 - Use of local and social media to increase awareness of incidentsCouncillor Lyn Disley supported by Councillor Ifthinan Shareef to make proposals for media coverage
Public reporting link for any observed crimes : <https://www.cambs.police.uk/report/REPORT>
- e. Community Association
Topics of Discussion
 - Most Classes restarted with RISK Assessments provided by users
- f. Twinning Association
No Discussion
- g. Library
No Discussion
Opening expected in August but unclear as to actual date
- h. Feast
No Discussion
- i. Greater Cambridge Partnership
Presentation and Discussion took place in Public Session
- j. Scouts & Guides
No Discussion
- k. Village News
No Discussion
- 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
 - Assistant Parish Clerk set up on system and personal laptop updated with necessary software including One Drive access (All Parish Council Files & Documents)
 - Video Zoom Conference meetings set up as necessary and monitored for assistance
 - Website updated to WCAG 2.1 Accessibility Regulations compliance (Web Content Accessibility Guidelines) prior 22nd September 2020 and achieved level AA
Councillor Lyn Disley to review and advise any further suggestions
- o. Schools
School staff spent most of summer period on organising process for school to reopen
- p. Church
No Discussion
- q. Health Centre, Dentist & Pharmacy
No Discussion

- 12. Review Parish Council Log of ASB with Response and Actions necessary**
No Discussion
- 13. 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
- 14. Update Status of the Ball protection netting used during the previous Cricket Season and agree Parish Council position with the necessary action plan**
- Cricket Season Ended
 - Proposal from adjacent residents
 - Clerk to Progress formal document as agreed at F&GP Parish Council Meeting asap
 - Playground protection netting progress necessary
- 15. 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 progressed waver form and Lease
- Waver form signed and Clerk to check status of lease
- 16. Review any Proposals for the 2020/21 LHI scheme submission**
Repeat of the previous year's submission of speed restriction devices in the High street and Church Street to be submitted
- 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 Financial Support for Village Groups that may struggle with no Feast Grants in 2020**
- Article to be created as a News Item for the Website and Village News stating previously Feast supported clubs / activities can apply to the Parish Council for a discretionary grant subject to their current difficulties due to loss of Feast Grant being established.
- 19. 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, Simon Talbott, Ifthinan Shareef and Charlie Nightingale
 - Chair requested Working Group to focus on location of the first two most important sites and start the process.
- 20. Review and respond (by 30th September) on BT proposed removal of pay phone at High Green (1 call per month)**
- Clerk to respond as no change from previous year
 - Noted. No BT Notices on High Green Phone Box
- 21. Update progress of Maintenance on Village War Memorial**
- War Memorial Cleaned and Painted at a Cost of £3,715 by Ivett & Reed
- 22. Review new relevant external Correspondence**
- Request to Photograph Bullnose Morris of 1924 that was found in Great Shelford, adjacent to the Village Sign
 - Clerk to respond as agreed

- Zero Carbon Communities Grant, Claire Lord for 2G3S (Green Groups in the Shelfords, Stapleford and Sawston)
 - Councillor Paula Arnold to respond
 - Councillor Barrie Ashurst previously responded to Grant as Community Association for the Village Hall

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
- Mobile Phone Signal strength around the Village
 - Agenda item next meeting
- Village Centre unused Commercial properties

24. Parish Council Reminders

Next Planning Meeting

- Wednesday 7th October 2020 at 1715hrs, Virtual Meeting

Subsequent Planning Meeting

- Wednesday 21st October 2020 at 1715hrs, Virtual Meeting

Next Parish Council Meeting

- Wednesday 21st October 2020 at 1800hrs, Virtual Meeting
- Proposed Extraordinary (Closed to Public & Press) Meeting Tuesday 22nd September 1830hrs
 - Items of Commercial Sensitive and Personnel Matters

25. Close Parish Council Meeting

With all Agenda items covered the Chair closed the meeting at 2135hrs

Note. All the above is the official minutes of the Parish Council meeting of 16th September 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