

GREAT SHELFORD PARISH COUNCIL

Minutes

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

Wednesday 21st October 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, Lyn Disley, Peter Fane (Also District Councillor) Parish Clerk, Mike Winter and Assistant Parish Clerk Andrea Gothard

District Councillor, Nick Sample apologies for absence

County Councillor, None in attendance

Apologies for absence:

- Councillor Pete Bassett, unable to attend
- Councillor Ifthinan Shareef, unable to attend
- Councillor Angela Niblett, unable to attend

Public

- Two members of the Public in attendance

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

4. Receive and Adopt Minutes of the Parish Council meeting held on 16th September 2020

Minutes of 16th September 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 16th September 2020 (new information only)

- None

6. Approve Chairs action on the following

Purchase of New Computer equipment for the Assistant / Deputy Parish Clerk home working. Total Cost Incl Installation & set up £1,560.29

Equipment held at Assistant / Deputy Parish Clerk home and remains property of Great Shelford Parish Council

- Noted

7. Review Progress on Support for Private Street Lighting and status of outstanding Eon account from November 2019

Clerk has Invoices from Eon for outstanding £1,361-33p since November 2019 transfer of power supply. Clerk has signed no contract with Eon as previously instructed.

However, did receive quotations from Eon and two other suppliers as previously reported.

Eon claim UK Power Networks / SCDC instruction to transfer power supply agreement to GSPC
Outstanding Invoice on October payment schedule for approval
Councillor Barrie Ashurst to Updated Parish Council on communications with Private Road groups

- Users Groups have been approached and one group has refused to pay any contribution.
- SCDC (Councillor Peter Fane) investigating sections on SCDC land
- Option refuse to pay Eon and refer matter to SCDC for solution
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Lynn Disley
Vote; Favour Seven
Against; Zero
Abstained; Three

Councillor Greg Price to produce a note to SCDC advising them of the Parish Council decision
Clerk to issue when the note approved by Parish Council
Clerk instructed to remove Eon payment from October payments run

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

- a) Clerk presented full accounts for October 2020 (Financial Year 2020/2021)
- 21 Cheques presented for approval and signature up to 21st October 2020
 - Total Value of 21 Cheques £17,314-14p
 - Eon cheque for £1,361.33p removed from above
 - SO & DD Payments £7,531-37p
 - Cash Payments £0
 - Receipts £126,797.50p
 - All Bank Balances and Cash/stamps held £426,737-11p
 - Less PWLB Debt of £54,864-72p
 - Balance Held £371,872-39p
- Payments approved with Cheques Signed by Chair and Clerk to minimise physical contact

9. Receive reports of Elected and Nominative Representatives

- a) District Councillor Report
Report circulated & on website
- b) County Councillor
Report circulated & on website

10. Receive Reports from Committees

a. Highways Committee

Report Circulated and on website
Topics of Discussion

- Church Street & General Village Traffic concerns
Councillor Lynn Disley to make a presentation of suggestions at next Parish Council meeting
Councillors Barrie Ashurst to progress.
Clerk to arrange unmetered supply agreement

b. Planning Committee

Minutes from Planning Meeting 7th October 2020 circulated and on website
Planning Meeting 21st October 2020 held as a virtual meeting earlier, no issues to report
Major problems continue to exist on the SCDC Planning Portal

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Status of Clubs using facilities unchanged
- Five Rivers Instructed on 25th Sept to undertake Riverbank Improvements
- Various Pavilion toilet flush systems found to be faulty and cause of excessive Water Bill on accounts.

d. Cemetery & Allotment Committee

Topics of Discussion

- Two plots are available at the Cemetery site
- Seven plots are available at the Stonehill site
- The waiting list has 8 applicants (2 being existing plot holders)
- Once invoices received we often have further plots relinquished. (None to date)
- Cemetery & Allotment Committee Meeting Scheduled for 28th October 2020 at 1830hrs

e. Finance & General Purpose Committee

Next Meeting 16th December 2020

- 2021/2022 Budget & Precept review for January 2021 Parish Council approval
- Committee Meetings required prior for Budget Proposals

11. Receive Reports from Co-Ordinating Officers

a. Playscape

Report of 29-09-20 Circulated & on website

- A working group has been set up between GSP (Great Shelford Playscape) and GSPC (Parish Council), meeting weekly to keep momentum going and oversee the timeline and actions (such as creating PC policies, instructing professionals, discharging planning conditions etc) are all done.
- The Civil Engineer was instructed on 24.09.20 and the manhole uncovered (outside the fence) on 02.10.20. Architects still waiting for confirmation from the CE that the sewer prevents no problems to the design. Working Group has chased.
- Despite movement on the CE's part the timeline now is even tighter to get professional work and tenders out and back for the FCC and Amey Cespa grant deadlines early Dec. The team is looking at using the specialist contractors quote (the equipment company Duncan & Grove that was specified by the PC after competitive tenders last year) for the FCC grant, rather than a main contractor's tender.
- £750 transferred from GSPC to PC towards the Shelter renovation
- c.80 registered for the Virtual Fun Run and about £500 was raised
- Nov PC Pav & Rec committee to review draft grant applications to then be recommended at Nov PC meeting.

b. Neighbourhood Plan

No Discussion

c. Parochial Charities

Tender selection process underway with work expected to start in January

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 incidents

Councillor 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

- SSYI & Scout Hut Leases to be reviewed
- Fire alarm system not linked across separate venues
- Councillor Barrie Ashurst to investigate optional systems and report

f. Twinning Association

No Discussion

g. Library

No Discussion

Opening expected in August but unclear as to actual date

h. Feast

Tentative arrangements being considered for 2021 event

No December event now being considered

i. Greater Cambridge Partnership

SET consultation document now issued

Joint Meeting with Stapleford Parish Council to be arranged to agree future actions

- 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
 - Video Zoom Conference meetings set up as necessary and monitored for assistance
 - Report from Councillor Lyn Disley as requested at previous meeting
 - The website has all the documentation we are obliged to present and is intuitive and easy to operate. The Parish Council may like to consider some additions and updates to make it more visual and I would suggest an upgrade to the Privacy Policy, to ensure GDPR compliance and envisage a time when we have more interactive functions enabled. I would like to propose a Zoom meeting with Councillor Ifthinan Shareef and our Web Administrator to discuss any plans he may already have for further development.
 - Report back at November Parish Council Meeting with any further ideas.
- o. Schools
Sawston and Primary School staff working very hard in current difficult conditions and is taking its toll on all staff
Parish Council expressed their appreciation for all the hard work undertaken at both schools
- p. Church
No Discussion
- q. Health Centre, Dentist & Pharmacy
Recent thefts at chemists not traceable as no cctv installed

12. Review and Adopt New or Updated Policy Statements

- a) Equality – Diversity Policy
 - Draft Policy prepared by Clerk in line with NALC recommendations for agreement
Proposed; Councillor Greg Price
Seconded; Councillor Barbara Kettel
Vote; Unanimous

Councillor Greg Price to update some items of potential improvements and review at December F&GP Committee meeting

13. Agree Arrangements for Remembrance Sunday 8th November 2020

- Six Wreaths ordered by Clerk for delivery to Chair
- Wreath cards provided to Chair by Clerk
- War Memorial arrangements on the day
Max 6 people observing social distancing
Church events to be live streamed
Public advised to observe event from home if possible

14. Review Permissive bridleway agreement from Church Street, Great Shelford to Hauxton Mill

- A permissive bridleway agreement to give better security to the route from Church Street, Gt. Shelford via Jenny's path, alongside the river, under the railway line and the motorway to the A10 at Hauxton Mill was given full Parish Council Support

15. Review Proposals for a Drive in Carol Concert

Various options of Memorial Hall concert, Rugby Club or Scotsdales events discussed

16. Agree requirements / dates for Christmas Street Lighting and any Switch on event

- Switch on date to be Sunday 29th November 2020
- Clerk to make contractor arrangements
- No major event for Switch on to take place

17. Update Status of electrical improvements and related costs of the SSYI Club room

SSYI proposed Four quotes for Parish Council approval

Further quotes to be chased by Clerk failing that lowest quote to be accepted

18. Update Status on EWR / Cambridge Approaches current position

Chair discussed updates on the following

- Attended meeting Chaired by Anthony Browne MP for South Cambridgeshire with numerous Councils and EWR
 - A preferred route to be produced by EWR
 - None Statutory consultation planned for early 2021
 - Statutory consultation by end 2021
 - EWR to undertake meetings with Parishes and Camb Approaches
 - EWR website preferred communication
 - No freight planned by EWR with four high speed passenger trains per hour
- Councillor Greg Price to produce an Information & Implications leaflet for Village circulation
- Chairman's statement on Camb Approaches on Parish Council website
<https://greatshelfordparishcouncil.gov.uk/>
- Cambridge South Station public consultation issued and also on Parish Council website
<https://greatshelfordparishcouncil.gov.uk/>

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

No Discussion

20. 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

Clerk stated RISK assessments due for review at F&GP meeting in December 2020

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

No Discussion

22. Update progress on and Review the Proposed new SSYI lease for Approval

Draft from Councillor Greg Price reviewed

Further adjustments required with objective of completion within two weeks

Parish Council expressed their thanks to Councillors Barrie Ashurst & Greg Price for the extensive amount of work put into the document to date.

23. Review Status on the 2020/21 LHI scheme submission

CCC review expected in January 2021

24. 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 indicated Remote meetings are to continue for many months and recommending Government make optional remote attendance a legal change to Parish Council meeting arrangements
- New updates expected soon

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

- Article to be created by Clerk for December 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.

26. Review Progress on Assets of Community Value (ACV) Working Group Update

Chair requested Working Group to focus on location of the first two most important sites and start the process.

Working Group members Councillors Malcolm Watson, Angela Niblett, Simon Talbott, Ifthinan Shareef and Charlie Nightingale.

27. Review new relevant external Correspondence

- Request for Bon Crepe Coffee sales in Memorial Hall Car Park
Option considered with a 3 month trial and not to clash with any Memorial Hall activities
Proposed; Councillor Peter Fane
Seconded; Councillor Paula Arnold
Vote; Favour: Nine
Against; Zero
Abstained; One
Clerk to make arrangements and obtain necessary paperwork of licences and insurance

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
 - Agenda item next meeting
- Village Centre unused Commercial properties

29. Parish Council Reminders

Next Planning Meeting

- Wednesday 4th November 2020 at 1715hrs, Virtual Meeting
- Subsequent Planning Meeting

- Wednesday 18th November 2020 at 1715hrs, Virtual Meeting

Next Parish Council Meeting

- Wednesday 18th November 2020 at 1830hrs, Virtual Meeting

Next Parish Council Committee Meetings

- Cemetery & Allotment Committee, Wednesday 28th October 2020 at 1830hrs, Virtual Meeting
- Recreation Ground & Pavilion Committee, Monday 9th November 2020 at 1830hrs, Virtual Meeting
- Highways Committee TBA

30. Close Parish Council Meeting

With all Agenda items covered the Chair closed the meeting at 2055hrs

Note. All the above is the official minutes of the Parish Council meeting of 21st October 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