

# GREAT SHELFORD PARISH COUNCIL

## Minutes

Meeting of the Parish Council to be held in the Pavilion, Woollards Lane  
on  
Wednesday 13<sup>th</sup> January 2021 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), Ifthinan Shareef, Parish Clerk, Mike Winter and Assistant Parish Clerk Andrea Gothard District Councillor, Peter Fane

County Councillor, None in attendance

Apologies for absence:

- Councillor Pete Bassett, working
- Councillor Angela Niblett, recovering from illness

Public

- Ten 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, Parochial Charities and Feast Committee also Resident of Church Street
- Councillor John Stanton, member of Playscape Group & SSYI
- Lyn Disley Resident of Church Street

### 3. Public Session

The meeting was adjourned for a period of up to 10 minutes when members of the public will be able to ask questions of the Parish Council and put forward points of view in respect of the business on the agenda.

Chair reminded Members of the Public that Vacancies exist on the Parish Council if anyone interested please contact the Clerk.

Questions from the Public

- Hinton Way Resident, copy of i-Transport report states demolishing their home property, why it is a viable option for the Parish Council and Commissioned report.
  - Report to persuade GCP that other options are available to solving transport problems other than going through Green Belt land.
  - Report authors state only one property potentially demolished in Chaston Road not Hinton Way
  - Report objective to open mind set of GCP to other options in particular option of dualling the A1307 with Bus lane either side.
  - Report only looks at Mot McDonald proposals and other potential options
  - i-Transport only start of process to hopefully get GCP to look at the other options available
  - District Councillor Peter Fane, GCP considered A1307 and rejected but looking at old Haverhill line.
  - Resident wishes to be involved in any further discussions
- Resident it is obvious that some people are unaware of previous mentioned report.

Note. Chair brought forward Agenda Item 12 forward to the Public Session for open discussion.

- Busway previously discussed
- Request from EWR Action Group to arrange a meeting with EWR for discussions.  
Clerk chased a number of times and reply now seems reluctant to a full Village meeting but a meeting with representatives of Parish Council and the Action Group should be considered
- Group to prepare a list of Questions for any potential meeting with EWR
- Parochial Charities also want clarity from EWR prior commissioning their new project and request representation at any future meeting
- Consultation on lack of consideration for the Northern Route is main consideration for the Action Group
- Camb Approaches request for pledge fund to take EWR to a Judicial Review at a total cost of £80k. Chair suggestion of pledge at £24k from Great Shelford further supported by other impacted Parish Councils
- Resident request full picture of all 3 projects prior any support being considered
- Action Group representative believes that any route alignment in option E corridor has a major impact on Great Shelford, including the threat of freight trains.  
Other transport projects of concern but quick action re EWR issue most pressing.
- Resident considered Guided Bus is main threat to the Village
- Cambridge South Station response indicates all work will take place on Network Rail land
- Multiple Parishes along EWR route have already pledged support to Cambridge Approaches
- Contribution to Initial legal review by Leigh Day prior commitment to full pledge proposed at £1,000 along with list of other Parish Councils involved
- Resident agreed work on EWR but questions legality of pledge  
Clerk responded that initial Pledge not on Agenda but initial £1k should have an official agreement as not budgeted  
Proposal for the £1k support subject to Legal Opinion being circulated  
Proposed Councillor Greg Price  
Second Councillor Lyn Disley  
Vote Unanimous
- Cambourne Council letter re Cambourne Station Location to North of Cambourne  
Clerk to reply in support of Cambourne Station Northern Location and indicating GSPC in support of EWR Northern Route as proposed by CamBedRailRoad
- Chair has requested views on EWR from Sawston Parish Council but awaiting reply
- Action Group signs being placed on Parish Council land and any residential land the occupiers agree. GSPC contractor to assist action group with assembly and installation
- Busway i-Transport report.
  - Part 1 and Part 2 of the report to be released to the public and it is probably better to release the finished full report rather than the individual Parts of the reports.
- Chair stated all currently known transport projects in the Village include
  - EWR
  - Guided Busway
  - Cambridge South Station
  - Alteration to Curve at Shepreth Branch Junction
  - Sawston Greenway
  - Potential re opening of Haverhill Line
- PC to create a Working Group including members of the Public
- Resident supportive of Working Group with priority of Guided Busway / Cambridge South Station
- Councillor Lyn Disley stated Agenda Item 14 General Village Traffic concerns should be capable of considering all the Working Group topics and would be happy to be part of Working Group, potentially as Group Chair, Councillor Barrie Ashurst, John Stanton, Peter Fane also agreed to be part of Working Group. Later Jim Rickard, Mark Howell (to Consider)

and Mrs Hobson as members of the Public also agreed to join the Working Group. Other Residents participation is requested

- Resident asked if i-Transport report on public release
  - Chair to consult with Stapleford but confirmed Part 1 of the report available to date to Councillors and would be subject to exemption of document release until Part 2 is completed, as expected shortly.
  - Resident stated Part 1 of the report has been leaked
- Resident, Precept application should be considered with a 10% to 15% increase to cover Transport topics and any additional Covid - 19 support required within the Village

#### **4. Receive and Adopt Minutes of the F&GP Parish Council meeting held on 9<sup>th</sup> December 2020**

Clerk Updating to Un Adopted F&GP Minutes as follows

##### **Agenda Item 3. Public Session**

Additional Resident Comments

- EWR, points covered in previous topics but considers EWR should utilise the old Haverhill line and put whole line underground through the centre of Shelford  
Noted
- Perceived over-funding of SSYI relative to their contribution to the village.  
Noted
- Councillor conduct  
On Agenda for Reserved Matters

##### **Agenda Item 19. Review Current Policy Documents and Documents for Updating**

- 1) Standing Orders Adopted May 2014 not September 2018

##### **Agenda Item 20. Consider Applications for Financial Support for Village Groups that may struggle with no Feast Grants in 2020**

- Cricket Club £500 not £800

Minutes of 9<sup>th</sup> December 2020 were confirmed as being an accurate record with the above changes and held for signature until a physical meeting could be achieved.

#### **5. Consider matters arising from meeting of 9<sup>th</sup> December 2020 (new information only)**

- None

#### **6. Approve Chairs action on the following**

- a) Support funding for the EWR Action Group against Invoices paid £737.95p
  - On January 2021 Payments schedule
  - Additional Installation cost (Contractor) of Banners

Proposed; Councillor Barbara Kettel

Seconded; Councillor Greg Price

Vote; Unanimous

#### **7. Review and Approve Financial monthly accounts for payment and note receipts**

- a) Clerk presented full accounts for January 2021 (Financial Year 2020/2021)
  - 24 Cheques presented for approval and signature up to 13<sup>th</sup> January 2021
  - Total Value of 24 Cheques £24,081-97p
  - SO & DD Payments £7,862-91p
  - Cash Payments £0
  - Receipts £500
  - All Bank Balances and Cash/stamps held £365,562-89p
  - Less PWLB Debt of £54,864-72p
  - Balance Held £310,728-17p

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

## 8. Review and make final Approval on the Proposal from the F&GP meeting for the Budget and Precept Requirement in Financial Year April 2021 to March 2022

### F&GP Proposal

• Budget proposed expenditure 2021/22 as	£348,408
• Fcst Underspend 2020/21 as	-£44,878 (This will now be reduced)
• Contribution from PC reserves as	-£20,000 (Not used in 2020/21)
• Potential Budget And Precept Application as	£283,530
• Recommended Delayed Expenditure to 2022/23	
Revised Car Park	-£12,000
Car Park Lighting	-£2,000
Mem Hall Heating replacement	-£20,000
Additional Contingencies	£1,327
• Resultant Budget 2021/22	£250,857
• Precept % Increase from 2020/21 as	0%
• Resultant 2021/22 Precept Application as	£250,857

Due to the increase in housing stock in Great Shelford this Precept Application will result in a % decrease when calculated by SCDC

The above was debated by Councillors and Agreed with no changes proposed.

Reserves to be held as current balance

Proposed; Councillor Greg Price

Seconded; Councillor Barbara Kettel

Vote; Unanimous

Clerk instructed to submit Precept Application to SCDC prior closing date of Wednesday 20<sup>th</sup> January 2021 including a summary of Budget

### Note

Councillors Barbara Kettel, Simon Talbott and Charlie Nightingale departed the meeting at this point (2000Hrs)

## 9. Receive reports of Elected and Nominative Representatives

- a) District Councillor Report  
Report circulated & on website  
Councillor Barrie Ashurst again requested report was more specific to Great Shelford
- b) County Councillor  
Report circulated & on website

## 10. Receive Reports from Committees

### a. Highways Committee

Report circulated & on website

Additional points discussed

- Road kerbside sweeping and gully cleaning costs to Parish Council to be identified in a letter of complaint to CCC
- Road Traffic Accidents (Village), Records available from CCC appear to be incorrect, CCC to be contacted
- Accident to child in car park reviewed. Repairs to surface in progress

### b. Planning Committee

Minutes from Planning Meeting 6<sup>th</sup> January 2021 circulated and on website

### c. Recreation Ground and Pavilion Committee

Topics of Discussion

- Pavilion, Tennis Club, Bowls Club closed
- Cricket Club, next season starts May 2021
- Football Clubs, all Fixtures, all age levels suspended
- Playground currently OPEN  
Fogging of Play Equipment twice per week to restart

- Five Rivers Instructed on 25<sup>th</sup> Sept to undertake Riverbank Improvements
  - Design details circulated for agreement
  - Playscape are not in favour of end rail to decking
  - Five Rivers completing the documentation required for the Flood Risk Activity Permit (FRAP) and will notify Parish Council of the associated fees which will be required and determined by the Environment Agency.
- Parish Council received SCDC ZCC Grant payment of £5,750 (Not on January 2021 accounts statement)

**Note**

Councillor Greg Price departed the meeting at this point (2030Hrs)

**d. Cemetery & Allotment Committee**

Topics of Discussion

- Stonehill and Cemetery plots with waiting list to be allocated when viewing is permitted
- Two side of Stonehill hedges cut other two sides to cut in January 2021

**e. Finance & General Purpose Committee**

Minutes of 9<sup>th</sup> December 2020 reviewed as Agenda Item 4

**11. Receive Reports from Co-Ordinating Officers**

a. Playscape

Minutes of Meeting 11<sup>th</sup> January 2021 circulated and on website

Additional points discussed

- FCC grant and Amey grant application in progress
- Architect contractor tenders due back by 18<sup>th</sup> January 2021 for QS recommendation  
May require PC approval prior next meeting via circulation

b. Neighbourhood Plan

No Discussion

Councillor Volunteers to join Committee requested

c. Parochial Charities

No Discussion

d. Police

No Discussion

e. Community Association

No Discussion

- Memorial Hall Closed

f. Twinning Association

No Discussion

g. Library

No Discussion

h. Feast

No Discussion

i. Greater Cambridge Partnership

On Agenda as Item 12 and Open Discussion Topic in Public Session

j. Scouts & Guides

- Scout HQ – closed
- Scout and Guide Lease – enquires are taking place with CCC to see if the PC minutes at the time the lease was signed can give any indication on the ownership of the building. Unfortunately access is not permitted at present due to Covid.
- Energy Survey – the PC made a bid to SCDC for an Energy survey of all the building and was successful. We are working with a Consultant who will produce a report with recommendations on the way forward together with possible funding streams.

k. Village News

l. SSYI Club Room

- Lease – complete
- Roof – meeting with roofing contractor being arranged. Order for electrics placed, work on the upgrade (by SSYI) with proceed after lockdown.

- Water Meter – a water meter needs to be installed on the SSYI section so that they can be charged for water / sewerage. **Clerk to report progress**
  - Energy Survey – the PC made a bid to SCDC for an Energy survey of all the building and was successful. We are working with a Consultant who will produce a report with recommendations on the way forward together with possible funding streams.
- m. Land Acquisition  
No Discussion
- n. Website Administration  
Topics of Discussion
- Website Items added
    - Agenda and Minutes Updated
    - Reports as received
    - Pavilion Schedule updated on web page
    - Various News Items & Updates
  - Video Zoom Conference meetings set up as necessary and monitored for assistance
  - Assistance with EWR leaflet delivery
- o. Schools  
No Discussion
- p. Church  
No Discussion
- q. Health Centre, Dentist & Pharmacy  
No Discussion

#### **12. Update Status on the Three External Infrastructure Projects that have an impact on Great Shelford**

- East West Rail
- Cambridge South Station
- Guided Bus

Agenda Item taken forward to Public Session for open discussion

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

- Clerk has Invoices from Eon for outstanding £1,876-73p 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.
- SCDC update e-mail of 12<sup>th</sup> January 2021 reviewed  
SCDC to write directly to all individuals where private roads have street lighting and advise process necessary to retail lighting
- Clerk Instructed to make a Payment on Account to Eon of £600 at next Payment Run February 2021  
Proposed; Councillor Paula Arnold  
Seconded; Councillor Lynn Disley  
Vote Unanimous

#### **14. Review Church Street & General Village Traffic concerns**

Councillor Lynn Disley made a presentation of suggestions circulated and on website

- Working Group to be established to progress all topics

#### **15. Review Status on the 2020/21 LHI scheme submission**

- South Local Highway Improvement Panel meeting will be assessing the LHI 2021/22 applications on Monday 8<sup>th</sup> February 2021
- Councillor Lyn Disley attending Panel Meeting with LHI team

## **16. Review Parish Council Log of ASB with Response and Actions necessary**

- 1) Update on all ASB issues forwarded to Councillor Gregory Price for recording and progressing
- 2) A Drone has been flying on the Recreation Ground and landed on Pavilion Roof.
  - Operator states he has a licence.
  - Parish Council has received complaints about this activity, including a statement that a Drone had been flying over the tennis club when in use
  - WebAdmin researched the Drone flying code and it states
    - Minimum 50m zone from Buildings or People
    - Must not fly over People
    - If larger Drone must keep at least 150m away from residential, recreational, commercial and industrial areas

Parish Council discussion to place 4 Notices on Recreation Ground fully banning the Flying of Drones anywhere on the Recreation Ground or its Clubs

Proposed; Councillor Malcolm Watson

Seconded; Councillor Barrie Ashurst

Vote; Unanimous

Clerk to locate and arrange installation of suitable notices

### **Note**

Councillor Peter Fane departed the meeting at this point (2100Hrs)

## **17. 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

## **18. 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

## **19. Review 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
- New updates expected soon

## **20. Review Progress on Assets of Community Value (ACV) Working Group Update**

No Discussion

## **21. Review new relevant external Correspondence**

None

## **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
- Mobile Phone Signal strength around the Village
  - Agenda item when update available
- Village Centre unused Commercial properties

### **23. Parish Council Reminders**

#### **Next Planning Meeting**

- Wednesday 20<sup>th</sup> January 2021 at 1715hrs, Virtual Meeting
- Subsequent Planning Meeting
- Wednesday 3<sup>rd</sup> February 2021 at 1715hrs, Virtual Meeting

#### **Next Parish Council Meeting**

- Wednesday 17<sup>th</sup> February 2021 at 1830hrs, Virtual Meeting
- Subsequent Parish Council Meeting
- Wednesday, 17<sup>th</sup> March 2021

### **24. Close Parish Council Meeting**

With all Agenda items covered the Chair closed the meeting at 2110hrs

**Note. All the above is the official minutes of the Parish Council meeting of 13<sup>th</sup> January 2021 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting**

Signed  
Chair

Date  
Great Shelford Parish Council

Un-Adopted