

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council to be held in the Pavilion, Woollards Lane
on
Wednesday 17th February 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), Ifthian Shareef, Angela Niblett, Pete Bassett, Parish Clerk, Mike Winter and Assistant Parish Clerk Andrea Gothard

District Councillor, Peter Fane and Nick Sample
County Councillor, None in attendance

Apologies for absence:

- Councillor Greg Price potentially arriving late but arrived just as meeting started
- Public
- Nine 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
- Councillor John Stanton, member of Playscape Group & SSSI

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

- Resident, Re Item 18 on agenda
 - Request clarification on Private Road Street Lighting on movement of responsibilities
 - Councillor Barrie Ashurst detailed the current situation and responsibilities confirming that SCDC would be contacting Private Road residents to establish their views and willingness to now fund the cost of power supply. Failure to agree with SCDC may result in lighting being removed.
- Resident, Call for Sites linkage to EWR.
 - Chair confirmed all the sites within Great Shelford are to be opposed on Green Belt basis
 - Councillor Barbara Kettel confirmed that this is the normal process and most are dismissed by SCDC but this year Parish Councils are being consulted. A short list from SCDC will be issued later in the year for public consultation
- Resident, concerned about Cambridge South on the call for sites
 - Chair confirmed 1st March deadline on response is for the Parish Councils initial response on the call for sites. No further action necessary from Parish Council or residents until second consultation on potential sites is issued in normal planning application process.
 - District Councillor, confirmed process as indicated

- Resident, letter from Mayor re development on housing around Cambridge South is concerning
 - District Councillor stated a consultation put out about 10 days ago but not specific to Cambridge South
 - Transport & Housing proposed in the area requires Parish Council to proactively develop a policy response to protect the Village
 - Transport Infrastructure Working Group trying to react proactively to all the potential developments
 - Copy of Mayors letter to be reviewed when located by District Councillor or Resident
 - **Note** Councillor Simon Talbott left the meeting at 1900hrs to return later
- 4. Receive and Adopt Minutes of the F&GP Parish Council meeting held on 13th January 2021**
Minutes of 13th January 2021 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 13th January 2021 (new information only)**
- Support letter to Little Shelford Parish Council not confirmed as appropriate
- 6. To Receive and adopt Minutes of the Extraordinary Parish Council meeting held on 27th January 2021**
Minutes of 27th January 2021 were confirmed as being an accurate record with the above changes and held for signature until a physical meeting could be achieved.
- 7. To Consider matters arising from meeting of 27th January 2021 (new information only).**
- None
- 8. Approve Chairs action on the following**
- a) Support funding for the EWR Action Group against Invoices paid £786.00p
 - On February 2021 Payments schedule
 - Balance of total expenditure less previously paid and contribution from Little Shelford direct to Action Group
- 9. Review and Approve Financial monthly accounts for payment and note receipts**
- a) Clerk presented full accounts for February 2021 (Financial Year 2020/2021)
 - 16 Cheques presented for approval and signature up to 17th February 2021
 - Total Value of 16 Cheques £13,881-40p
 - SO & DD Payments £4,157-37p
 - Cash Payments £0
 - Receipts £25,733-59p
 - All Bank Balances and Cash/stamps held £370,793-19p
 - Less PWLB Debt of £54,864-72p
 - Balance Held £315,928-47p

Councillors noted that the provisional payment to Eon for Street Lighting was previously agreed at £600 not the £1,000 on the payment schedule.
Clerk agreed and would change value to £600 prior cheque signing.
Total Value of 16 Cheques thus reduced to £13,481-40p
Payments approved with Cheques Signed by Chair and Clerk to minimise physical contact
Proposed; Councillor Greg Price
Seconded; Councillor Barbara Kettel
Vote; Unanimous
- 10. Receive reports of Elected and Nominative Representatives**
- a) District Councillor Report
Report circulated & on website
Main Topics of Discussion
 - Local Plan, Fewer than 10% of previous submissions made it into next stage
 - Housing Strategy consultation open to 23rd March for Residents and Parish Councils

- Environmental statement, area lowest in Country on Tree cover as agricultural area and needs to be addressed
 - Decline of Chalk Stream
 - Drainage and Flooding responsibilities
 - Grant Schemes open
 - Community Action (Covid-19) to be supported by SCDC and to maintain in the future for other roles
 - Chair confirmed he is already in discussion with the local support group leader on this topic
 - Bourne Airfield on Agenda for Special meeting of Planning Committee
 - Green Energy support initiative standards to be reviewed by SCDC
 - Councillor Barrie Ashurst disappointed that SCDC did not give Parish Council advance notice on the brochure issued by Jesus College on the Southern Fringe and what is SCDC position on Southern Fringe
 - Spatial strategies still being looked at in a series of meetings
 - SCDC not aware of brochure prior issue
 - Protection of Green Belt is main objective
- b) County Councillor Report
 Report circulated & on website
 Noted County section of Council Tax increased at 2.99%
 County Councillor none attendance
 Chair and Clerk to prepare a letter to CEO and leader of the County Council re absence of County Councillors at Parish Council meetings over the past 2 years.

11. Receive Reports from Committees

a. Highways Committee

Report circulated & on website

Additional points discussed

- Pavement seating in front of Mini Garage to be progressed
- Next Highways Committee meeting to invite Mini Garage for discussion
- Delivery Vehicles and Residents Vehicles damaging grass verges.
 - Councillor Greg Price suggested charging residents for repairs
 - Councillor Barrie Ashurst confirmed Verges belonged to County Council but are grass cut by Parish Council and damage restricting cutting process. Pictures of offenders can be submitted to County Council who may then make an insurance claim.
 - Councillor Angela Niblett stated you cannot prevent people parking on the verges as a resident parked on their local verge stating quite frankly given a few dry weeks the grass recovers and the Parish Council is making mountain over something that is not important.
 Parish Council did not support this view.
- Replacement Railway direction sign at London Road / Station Road traffic lights with higher sign and including Post progressed at cost of £270-50p plus installation
- Noted. County Council have cleaned Village street signs
- Signs for private business appeared around Village promoting a company
 - Councillor Barrie Ashurst to investigate and have removed if not legally allowed

b. Planning Committee

Minutes from Planning Meeting 3rd February 2021 circulated and on website

- Many Tree applications currently being received prior nesting season
- Requested for more trees to be given TPO status as concerned on the amount of trees being removed without replacements being required
- Councillor Barrie Ashurst suggested Parish Council should have a strategy for planting many more trees.
- Tree Warden Network via SCDC to be considered

c. Recreation Ground and Pavilion Committee

Topics of Discussion

- All facilities currently closed
- Playground currently OPEN
- Five Rivers Instructed on 25th Sept to undertake Riverbank Improvements
 - Decking for Duck feeding area now deleted from Work Plan due to Safety concerns

- Revised Quote £17,424-40p + vat
- Decking to be replaced by ground levelling and re turfing using CGM
- Five Rivers have submitted the Flood Risk Activity Permit (FRAP) and are experiencing delays for consent approvals from the Environment Agency due to COVID. Hopefully they will receive a decision by 12 April 2021. Parish Council responsible for the associated fees which will be required and determined by the Environment Agency.
- No Drone Signs (10) being installed around the Recreation Ground
- Flooding on Recreation Ground a concern
 - Ground drains quickly when river flows but believed a few dry days will rectify problem

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 February 2021 asap
- Request from existing allotment holder to switch from existing plot to a vacant plot
 - This was agreed, Clerk to confirm with allotment holder

e. Finance & General Purpose Committee

Next meeting August 2021

12. Receive Reports from Co-Ordinating Officers

a. Playscape

Report Circulated & on Website

Additional points discussed

- FCC grant and Amey grant application submitted
- Tender documents reviewed with two selected for consideration
- Proposed preferred contractor status confirmed by Councillor e-mail consent as Duncan & Grove
- Planning permission granted for full Master Plan development due to run out in June 2021
- Playground only proposed in 2021 thus conditions on other areas complicated.
- Current proposal to do playground as permitted development (Lawful Development Certificate) on condition that Parish Council receive a statement from District Council to that effect
Proposed; Councillor Barrie Ashurst
Seconded; Councillor Greg Price
Vote; Unanimous

b. Neighbourhood Plan

No Discussion

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

Chair informed by Feast Treasurer that subject to Government conditions something will be possible in 2021

i. Greater Cambridge Partnership

On Agenda as Item 14

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.

- k. Village News
No Discussion
- l. SSYI Club Room
 - Lease – complete
 - SSYI: Roof – a letter of intent has been issued to the roofing contractor (RCC) and work should commence within four weeks, the electrical work is proceeding. Discussions continue with Building Control (via our architect Samskara) on the insulation of the inside walls, at present the proposed solution may cost in excess of £5000. The PC has a budget figure of £30k for the roof and electrics and we expect to exceed this figure by 10%, we may need to consider additional support to SSYI for the internal wall insulation if we cannot find a solution with Building Control. The Parish Council is minded to support the additional costs on its own building when final costs are known
 - SSYI 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 – this is a funded scheme by SCDC, it is likely our survey will now be in August for the Memorial Hall
- 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
 - GCP Data Survey chart created
- o. Schools
Sawston Village College
It is excellent news that the College has been chosen as 1 of 50 schools nationwide that will part of a Government scheme aimed at rebuilding / modernising schools, no detail is available as yet but it is hoped it will be a substantial sum of money. The College is again “full” for its’ intake for Sept 2021. All staff should be congratulated for their efforts during these lockdown times by continuing to ensure that pupils engage with education.
No Discussion
- p. Church
No Discussion
- q. Health Centre, Dentist & Pharmacy
No Discussion

13. Formally Agree the Playscape Grant Application made to the Amey Community Fund

Formally Agree the Playscape Grant Application made to the Amey Community Fund

- Application agreed by Councillor e-mail to achieve submission date of 15th February 2021
 - Previously confirmed Duncan & Grove as Preferred Contractor
 - Total Project Costs £329,361
 - Amey Grant Application £54,867

Proposed; Councillor Barrie Ashurst

Seconded; Councillor Greg Price

Vote; Unanimous

14. Update Status on the Three External Infrastructure Projects that have an impact on Great Shelford

- East West Rail
 - Parish Council and Action Group representatives (Four Each) meeting EWR on Thursday 18th February 2021 with tabled questions.
 - Meeting has been requested as recorded for Public access on Website
 - Meeting confirmed as an EWR meeting not the Parish Council

- Councillor Paula Arnold stated a resident of Trumpington not aware of EWR activities Action Group in communication with Trumpington Residents Association
- Cambridge South Station
 - No update
- Guided Bus
 - Second stage of report from Consultant should be available soon in draft and available for public release in March 2021
 - Summary Report of I-Transport Stage 1 to be sent from Joint Parish Councils to GCP Assembly, Mayor Cambridge Authority, Joint Assembly and Chair of Local Liaison Forum stating that the Alignment can be achieved in opposition to the GCP preferred route
 - Parish Council to view and agree with the Summary Report prior to its issue to other bodies stated above
 - Chair confirmed reluctant to send prior 25th February until reviewed by Parish Council
 - Detailed discussion on content of I-Transport Stage 1 report took place
 - Clerk concerned that level of detail discussed with public present renders Stage 1 the report in Public domain

15. Review Progress of the Transport Infrastructure Working Group

Parish Council March Meeting to receive full update of Working Group activities and proposals to date

Terms of Reference for Working Group proposed and to be circulated for full Parish Council agreement

Online Communications to be proposed for improvement

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

South Local Highway Improvement Panel meeting assessed the LHI 2021/22 application on Monday 8th February 2021. Councillor Lyn Disley attended

17. Review and Agree a response by 1st March 2021 to the Greater Cambridge Local Plan Survey as recommended by the Working Group

Proposed Working Group Response circulated by Asst. Parish Clerk

Details will be input on the Survey by Asst. Parish Clerk when agreed

Chair confirmed every single site is a green belt site and thus not considered suitable for development

Councillor Paula Arnold requested chalk stream points to be added to the survey and will jointly confirm details with Councillor Lyn Disley to APC after meeting

Proposed; Councillor Simon Talbott

Seconded; Councillor Greg Price

Vote; Unanimous

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

- Clerk has Invoices from Eon for outstanding £2,050-40p since November 2019 transfer of power supply. £600 cleared on February payments run.

- No updated received from SCDC on discussions with residents

19. 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) No Drone signs to be fitted around Recreation Ground

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

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, awaiting fixtures.

22. 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 to May 2021 and Government indicating that optional remote attendance will be ended after May 2021
- New updates expected soon

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

No Discussion

24. Consider Process for planning of the 2021 Village APM on Wednesday 21st April 2021

- No APM 2020 due to lockdown
- Consideration for a Zoom APM but Zoom licence volume requires attendee extension to 300
- Clerk to identify latest date available for APM
- Plan for Zoom meeting with default as actual meeting when Government conditions announced
- Streamlining of Agenda will probably be useful along with early request for Village Group reports

25. Review new relevant external Correspondence

- S137 Grant Application from Relate Cambridge
 - Clerk to send appropriate documentation

26. 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

27. Reserved Matters

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.

28. Parish Council Reminders

- **Next Planning Meeting**
 - Wednesday 3rd March 2021 at 1715hrs, Virtual Meeting
 - Subsequent Planning Meeting
 - Wednesday 17th March 2021 at 1715hrs, Virtual Meeting
- **Next Parish Council Meeting**
 - Wednesday 17th March 2021 at 1830hrs, Virtual Meeting
 - Subsequent Parish Council Meetings
 - Wednesday, 14th April 2021
 - Wednesday, 21st April 2021 (Annual Parish Meeting)
 - Wednesday, 19th May 2021 (Annual Meeting of the Parish Council)
 - Includes Election of Council Positions

29. Close Parish Council Meeting

With all Agenda items covered the Chair closed the meeting at 2230hrs

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