

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Meeting of the Parish Council to be held in the Pavilion, Woollards Lane on Wednesday 17<sup>th</sup> March 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, John Stanton, Lyn Disley, Ifthinan Shareef, Angela Niblett, 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, working
- Councillor Pete Bassett, working
- Councillor Peter Fane (Also District Councillor), held up in previous meeting

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 & SSYI
- Councillor 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.

Questions from the Public

- Resident, EWR
  - Concerned that if EWR consultation states new line will join the Kings Cross line it becomes acceptable to Great Shelford. However, this increases options for other large projects to become more feasible. Additionally Shepreth Branch Junction would need to be graded and that would be a major eyesore.
- Resident, EWR
  - Following meeting of 18<sup>th</sup> Feb meeting provided draft letter to the Parish Council that requires additional info from the Parish Council. Encourages Parish Council to keep pressure on EWR and equally concerned on the development pressure from other projects to EWR.

#### **4. Receive and Adopt Minutes of the Parish Council meeting held on 17<sup>th</sup> February 2021**

Minutes of 17<sup>th</sup> February 2021 were confirmed as being an accurate record and held for signature until a physical meeting could be achieved with the additional comments as recorded at this meeting as

Late request After Issue of Un adopted Minutes to reword Item 3 Public Session, 4<sup>th</sup> Bullet point to "The Traffic and Transport Infrastructure Working Group is looking at how to improve

communication with parishioners on the many traffic and transport issues facing the village and to support proactive measures to improve village life".

**5. Consider matters arising from meeting of 17<sup>th</sup> February 2021 (new information only)**

- Terms of reference for the Traffic and Transport Infrastructure Working Group to be circulated.
- Commercial advertising signs around the village have now been removed.

**6. Consider S137 Grant Application from Relate for Financial Year April 2020 to March 2021**

Application circulated to Councillors for Grant request of £1,250

Proposed: Councillor Angela Milson

Seconded: Councillor Barrie Ashurst

Vote: Unanimous

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

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

- 19 Cheques presented for approval and signature up to 17<sup>th</sup> March 2021  
Total Value of 19 Cheques £12,796-85p
- SO & DD Payments £4,070-02p
- Cash Payments £0
- Receipts £1,485-52p
- All Bank Balances and Cash/stamps held £355,218-25p
- Less PWLB Debt of £54,864-72p
- Balance Held £300,353-72p

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

**8. Receive reports of Elected and Nominative Representatives**

a) District Councillor Report

Report circulated & on website

Main Topics of Discussion

- Gypsy Roma Workshop provided by SCDC but funded by Police  
Police trying to encourage local representatives to engage with Travellers and negotiate movements. SCDC contact to be provided for further workshop availability.
- SCDC Financial figures in report, cost of pandemic to SCDC about £2.35m
- Grants on Housing and Community Chest available with relaxed conditions for Covid support  
Covid Support Group and SSYI applications could be accepted

b) County Councillor Report

Report circulated & on website

As requested at Parish Council meeting of 17<sup>th</sup> February Clerk sent letter from Chair to leader of CCC and the CEO. A reply received and circulated.

**9. Receive Reports from Committees**

a. **Highways Committee**

Report circulated & on website

Additional points discussed

- Davey Crescent – SCDC have indicated that they will start work on 22<sup>nd</sup> March to provide additional off road parking in the area.
- Drain / Gully Clearance – the PC has paid for a number of gullies to be cleaned in the centre of the village, some gullies are broken and we are awaiting information from our contractor as their location so we can then ask CCC to replace/repair.
- Road Traffic Accidents – we are investigating the accidents recorded on the CCC website so that we can use the information as evidence in pursuing improvements.
- CCC Work in Great Shelford – Thin surfacing work is now planned in Woollards Lane and Station Road on 22<sup>nd</sup> March.
- CGM – we have met with CGM to discuss the landscaping / grass cutting for the next year. Potential minor price increase may be requested on the contracted prices.
- Rat Run – Cllr Disley and Talbott are in discussion with Little Shelford PC regarding the route from LS High St to GS Church St being a rat run and are exploring possible solutions.

- Church St Bus Timings No 31 – discussions are ongoing with A2B (the bus operator) but no updates received.
- Mini Garage – the PC has been in touch with SCDC trading standards and discussions are ongoing regarding the use of the pavement as a forecourt.
- Verges – many verges, in particular in Cambridge Road are being damaged by “delivery vehicles” and in some cases “residents”. This matter will be discussed at the next Highways Committee meeting. 2G3S support for wild flowers on verges to be investigated.
- Replacement Railway direction sign at London Road / Station Road traffic lights with higher sign and including Post Office
- Memorial Hall Front Fencing. Councillor has requested consideration be given to repainting the fencing at front of the Memorial Hall. Councillor advised by Clerk the topic has been discussed previously. However, requested new discussion but Councillor concerned is not in attendance. No action to be taken at this point in time.
- Damage to Car Park wall in Memorial Hall. Contractor repaired again.
- Various correspondence received encouraging the Parish Council to oppose any EWR southern route options and traffic safety on Church Street.
- Jennys path (Permissive Path) flooded under railway under pass. Chair has corresponded with Trumpington Farm (Land Owner) but not yet had a response. Councillor Lyn Disley to chase a response.

**b. Planning Committee**

Minutes from Planning Meeting 3<sup>rd</sup> March 2021 circulated and on website

- Update from Councillor Barbara Kettel on Area 1 meeting with Planning on 22<sup>nd</sup> February 2021  
Recording Circulated to Councillors  
New contacts established for Planning matters

**c. Recreation Ground and Pavilion Committee**

Topics of Discussion

- Pavilion is closed and refunds are due to both football clubs, Yoga and Art hires
- Expected re opening of facilities and clubs  
Tennis Club opens 29<sup>th</sup> March  
Bowls Club opens 23<sup>rd</sup> April  
Cricket Club, next season starts May  
Football Clubs, fixtures planned from 10<sup>th</sup> April extending into May
- Use of Pavilion facilities for Private Hires not available to 21<sup>st</sup> June
- Changing Room toilets only available for Football & Cricket (Players and officials only) from 17<sup>th</sup> May 2021 subject to RISK assessment stating controlled / managed access and cleaning after every use.
- No changing rooms available until 21<sup>st</sup> June 2021
- Football requested to be extended into May rejected
- Cricket facilities requested by Stapleford CC to use Great Shelford cricket facilities.  
Facilities are to be only available to Great Shelford Cricket Club this season
- Playground currently OPEN, fogged twice per week, end date to be reviewed
- Five Rivers Instructed on 25<sup>th</sup> Sept to undertake Riverbank Improvements. Work to commence April / May 2021

**d. Cemetery & Allotment Committee**

Topics of Discussion

- Councillor Greg Price (Not in attendance) requested the Assistant Parish Clerk to make the report
- Stonehill and Cemetery vacant plots allocated at Open Day on Saturday 13<sup>th</sup> March 2021, attended by Councillor Greg Price, Clerk & Assistant Clerk
- Status after Open day  
No plots now available at Cemetery location  
3 Plots remain available at Stonehill location
- Clerk to invoice April 21 to March 22 season in April 21 to new plot holders only and existing plot holder invoices to be Sept / Oct 2021

**e. Finance & General Purpose Committee**

Next meeting August 2021

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

a. Playscape

Grant Funding now secured from a number of applications that secure funding for the Project to commence

- Schedule of secured Funding to be produced
- Documentation for all funding streams to be reviewed to ensure all secured
- Update on Playscape GS playground redevelopment
  - Playscape fund raising started in 2015
  - Scheme designed by recognised playground architects
  - Scheme approved by parish council in 2017
  - Planning permission granted in 2018
  - Applications for grants started in 2018 and continued into 2020
  - Duncan and Grove identified as preferred contractors with tender for £320k
  - Parish Council has now received offers of grants for £250k
  - Along with Playscape charity funds sufficient money now to go ahead
  - Little or no Parish Council financial input should be needed.
  - Waiting now for Certificate of Lawful Development following small amendments to plans
  - Aim to commence work in April with completion early July 2021
- Green Shelter Upgrade being progressed by Parish Council
  - Work expected to start 22<sup>nd</sup> March 2021 (Painting and horse installation)
- Parish Council expressed their thanks to Eleanor and Vaila with the Playscape Working Group for their extensive work / support on this project and Grant applications with a letter to follow.
- Parish Council representatives to contact SCDC Planning re process for rest of full approved Planning permission tasks on the project

b. Neighbourhood Plan

Chair of Neighbourhood Plan has contacted all the previous group members to gain their support. A meeting is to be called the week after Easter with new and previous volunteers including District Councillor Peter Fane.

c. Parochial Charities

Construction work should start late April / May 2021 with completion by October 2022

d. Police

No Discussion

e. Community Association

- Memorial Hall currently Closed  
Planned reopening for ballet from 13<sup>th</sup> April, Covid compliant as children only from 12<sup>th</sup> April
- Planned reopening for Country Market from 19<sup>th</sup> May  
New RISK assessment for both activities is required to Parish Council
- Memorial Hall used for a Funeral gathering that contravened Covid 19 procedures  
No notification provided to Parish Council from Community Association  
RISK assessment requested from Community Association by Parish Council not received  
A strong letter to be issued from the Parish Council to the Community Association expressing disappointment at the lack of observance on Covid restrictions and production of RISK assessments
- Lease of Memorial Hall to Community Association expires May / August 2022  
6 month Notice required if lease not to continue from May / August 2022  
Councillor Barrie Ashurst to bring matter up at the next CA Committee meeting. Parish Council request a response by the June meeting of the Parish Council
- Energy Survey – this is a funded scheme by SCDC, it is likely our survey will now be in August.
- Fire Alarm System – quotes being assembled, expected to be £12 - £15k
- Asbestos Survey – a re-inspection took place on 15 March (Scout & Guide Hq / Memorial Hall / SSSI) at a cost of £250 plus vat.

f. Twinning Association

No Discussion

- g. Library  
No Discussion
- h. Feast  
Limited Feast Event being planned for mid-2021
- i. Greater Cambridge Partnership  
No Discussion
- j. Scouts & Guides
  - Scout HQ – closed
  - Scout and Guide Lease – Expired December 1994, 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.
  - Lease gives requirement / permission to construct a building not ownership
- k. Village News  
No Discussion
- l. SSSI Club Room
  - Lease – completed and signed
  - SSSI: Roof – a JCT contract has been signed for the sum of £14,314.76 (plus vat) plus architects fees of 13% with JCC. Scaffolding is now up and work is scheduled to start in the next few days (18<sup>th</sup> March)
  - Electrical & Interior Refurbishment works -- Discussions are concluded with Building Control (via our architect Samskara) on the insulation of the inside walls, specifications / drawings have been issue to 3 contractors for prices, once these are returned we will have a clearer idea of the final costs. Projected completion is expected by the end of May.  
Work will certainly exceed current budget estimates and approvals  
Refurbishment budget increased to £50,000 from £34,600  
Proposed: Councillor Simon Talbott  
Seconded: Councillor Peter Fane  
Vote: Unanimous  
Nesting Boxes to be provided on the wall around the CA building
  - Energy Survey – this is a funded scheme by SCDC, it is likely our survey will now be in August.
- m. Land Acquisition  
No Discussion
- n. Website Administration  
No new Items of Discussion
- o. Schools  
Primary School opened last week.  
Parish Council recognises the extraordinary amount of work being undertaken by Primary School and Sawston Village College staff to enable a return to school activities
- p. Church  
Open for Sunday morning services
- q. Health Centre, Dentist & Pharmacy  
No Discussion

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

- East West Rail
  - Reply received re Chairs letter of 1<sup>st</sup> Feb 2021
  - Reply identified that response to first consultation was from former Chair of Parish Council but at that time personal e-mail communications were used and this cannot be investigated. However former Chair has stated these communications did not take place.
  - EWR Meeting with Parish Council and Action Group took place on 18<sup>th</sup> February 2021
  - Chair to reply to EWR after a draft (utilising the EWR Action Group proposal as a starting point) is circulated for approval. Chalk stream issues to be included. Comments to Chair or Clerk by end next week to issue prior EWR second Consultation issued.
  - Request for funds from Camb Approaches  
Parish Council approved pledge, not transfer of funds prior commitment to Judicial Review  
Cambridge Approaches now requesting release of funds

**At this point in proceedings the Chair invited involved members of the Public to contribute to the discussion on this topic only**

Member of EWR Action Group, having funds in the bank account to clearly identify sufficient is available for the Judicial Review is critical.

Members of Cambridge Approaches, study from junior council have now been engaged to start preparing the case for a Judicial Review with about £7k of spending committed.

Speed of committing funds to the Judicial Review is critical as imminent issue of EWR Consultation

Other Village Pledges and individuals contributions reviewed

Clerk / RFO would require security of payee account prior release of any funding in this manner. Leigh Day client account to be utilised for payment of any pledge.

A simple agreement to be produced for Leigh Day to proceed via e-mail contact with Chair and Clerk.

Funds need to be in place with Leigh Day within two weeks after Easter subject to Chair & RFO being satisfied on payment method, structure of expenditure payments made and viewing of the agreement between Leigh Day and Cambridge Approaches.

Proposed: Councillor Simon Talbott

Seconded: Councillor Peter Fane

Vote: Unanimous

- Action Group requesting Parish Council funding of £250 for Bin Stickers, agreed.

**Chair closed meeting to members of the Public**

- Cambridge South Station
  - No further update
- Guided Bus
  - Second stage of i-Transport confidential report expected imminently
  - Followed by Councillor review and comment on report prior public release

**12. Review Progress of the Transport & Traffic Infrastructure Working Group**

- Positional Paper and Drafts for consideration by GSPC for first online Consultations presented by Councillor Lyn Disley
  - Both documents after meetings additional comments to be on the Parish Council Website
- Parish Council gave a massive vote of thanks to the working group for producing the initial reports to establish a basis of further discussions

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

South Local Highway Improvement Panel meeting assessed the LHI 2021/22 application on Monday 8<sup>th</sup> February 2021. Decision within a few months.

**14. Review Proposals for Improving GSPC Website and other Public Communication methods**

Councillor Ifthinan Shareef presented proposals for updating the Parish Council Website to make it more engaging for the Public

Phase 1 Working Group and Budget proposed for £2.5k in 2021/22 to consult with Webadmin development and acquiring any necessary templates on producing a new format for the website.

Phase 2 Working Group to make longer term proposals for Website improvements

Proposal to be reviewed prior application.

Proposed: Councillor Simon Talbott

Seconded: Councillor John Stanton

Vote: Unanimous

**15. Review Requests for Food Vans on the Memorial Hall Car Park**

Adjourned to next meeting

**16. Consider any actions necessary to support VE Day on 8<sup>th</sup> May 2021**

Corvid restrictions suggest any communal event should be skipped this year. However, a Church service will be available.

**17. Advise and Update on Parish Council response submitted to the Greater Cambridge Local Plan Survey as recommended by the Working Group**

Adjourned to next meeting

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

Adjourned to next meeting

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

Adjourned to next meeting

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

Adjourned to next meeting

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

Adjourned to next meeting

**22. Review any action necessary in connection with Coronavirus Virus and advice from CAPALC & NALC**

Adjourned to next meeting

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

Adjourned to next meeting

**24. Consider Process for planning of the 2021 Village APM on Wednesday 21<sup>st</sup> April 2021**

- The Annual Parish Meeting in 2020 was cancelled due to Covid issues
- It is a meeting of the Parish Electors taking place between **1<sup>st</sup> March and 1<sup>st</sup> June.**
- Electors can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community.
- The Chair of the council, any two councillors or any six electors can call the Annual Parish Meeting.
- The Chairman, if present, will chair the meeting.
- Covid issues will continue to present a logistical problem between March and June 2021 for any physical meeting.
- Many topical issues are influencing the Village this year thus the Parish Council is proposing to hold a Zoom Annual Parish Meeting on Wednesday 12<sup>th</sup> May 2021 on basis of an open Q&A session to Councillors covering any topics raised by residents.
- Whilst this is not ideal or in the normal format for the Annual Parish Meeting it is an improvement on previous year when no meeting took place.
- Resident's questions can be submitted to the Clerk on e-mail to [clerk@greatshelfordparishcouncil.gov.uk](mailto:clerk@greatshelfordparishcouncil.gov.uk) by Wednesday 5<sup>th</sup> May 2021.  
However, the Parish Council will take additional questions spontaneously at the meeting.
- An Agenda Notice will be issued with details of Logon information prior the Zoom meeting

**25. Review new relevant external Correspondence**

- Adjourned to next meeting

**26. Consider matters for future agenda consideration**

- Adjourned to next meeting

Clerk noted that prior reserved matters some Councillors had left the meeting without notification and requested a proper notification in future when possible.

## 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 7<sup>th</sup> April 2021 at 1715hrs, Virtual Meeting
  - Subsequent Planning Meeting
  - Wednesday 21<sup>st</sup> April 2021 at 1715hrs, Virtual Meeting
- **Next Parish Council Meeting**
  - Wednesday 14<sup>th</sup> April 2021 at 1830hrs, Virtual Meeting
  - Subsequent Parish Council Meetings
  - Wednesday, 19<sup>th</sup> May 2021
  - Wednesday, 12<sup>th</sup> May 2021 (Annual Parish Meeting) Virtual Meeting
  - Wednesday, 19<sup>th</sup> 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 2235hrs

**Note.** All the above is the official minutes of the Parish Council meeting of 17<sup>th</sup> March 2021 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed

Date

Chair

Great Shelford Parish Council