

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Annual Meeting of the Parish Council to be held in the Pavilion, Woollards Lane on Wednesday 19<sup>th</sup> May 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. Elect the Chair of the Parish Council for the year May 2021 – April 2022

Current Chair Councillor Malcolm Watson was proposed as Chair for May 2021 – April 2022

Proposed: Councillor Simon Talbott

Seconded: Councillor John Stanton

Vote: Unanimous

#### 2. Deliver Chair's Acceptance of Office

Chair & Clerk to sign paperwork at next physical meeting

#### 3. Elect the Deputy Chair of the Parish Council for the year May 2021 – April 2022

Chair indicated that by April 2022 he would unlikely to be standing again and that any Deputy Chair should be suitably involved during 2021 -2022 and be fully prepared to stand as Chair the following year.

Joint Deputy Chair positions were proposed for 2021 -2022 as Councillors Greg Price and John Stanton

Proposed: Councillor Ifthinan Shareef

Seconded: Councillor Lyn Disley

Vote: Unanimous

#### 4. Deliver Deputy Chair's Acceptance of Office

Chair & Clerk to sign paperwork at next physical meeting

#### 5. Received & Accepted apologies for absence

Present: Councillors Malcolm Watson (Chair), Barbara Kettel, Greg Price, Barrie Ashurst, Simon Talbott, Paula Arnold, John Stanton, Lyn Disley, Ifthinan Shareef, Angela Niblett, Peter Brown, Peter Fane (Also a District Councillor), Parish Clerk Mike Winter

District Councillor, Nick Sample

County Councillors, Brian Milnes and Maria King (Arrived later in meeting)

Apologies for absence:

- Councillor Pete Bassett, having Covid jab

Public

- Seven members of the Public in attendance

#### 6. Received declarations of interest

- 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

#### 7. 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 Present

- None

#### E-Mail Question from the Public

- Resident requesting information on Parish Councils position on EWR to assist their response on the EWR consultation document
  - Councillor Lyn Disley drafted response, Chair noted contents and to reply

#### **8. Receive and Adopt Minutes of the Parish Council meeting held on 28<sup>th</sup> April 2021**

Minutes of 28<sup>th</sup> April 2021 were confirmed as being an accurate record and held for signature until a physical meeting could be achieved.

- Councillor Lyn Disley requested comments on Church Street between 8d and 8e be updated with the following  
“Residents are awaiting advice re TTRO and the contractor has applied for a hording licence. The residents will do whatever is required – but are raising the issue as they believe this offers an opportunity to explore/test traffic calming measures. The works are required primarily due to damage from the road to the properties, and the residents are keen that having undertaken repairs, the situation will not re-occur and so seek Parish Council support in addressing both the temporary and long-term issues. The school and Church have also raised concerns and support collaborative action.”
- Chair noted that previous Agenda Item 19 clarified the Parish Councils decision to hold Zoom meetings up to 21<sup>st</sup> June 2021

#### **9. Consider matters arising from meeting of 28<sup>th</sup> April 2021 (new information only)**

- None

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

Clerk presented full accounts for May 2021 (Financial Year 2021/2022)

- 17 Cheques presented for approval and signature up to 19<sup>th</sup> May 2021  
Total Value of 17 Cheques £7,253-92p
- SO & DD Payments £7,636-48p
- Cash Payments £0
- Receipts £26-00p
- All Bank Balances and Cash/stamps held £389,282-14p  
Less PWLB Debt of £48,965-61p
- Balance Held £340,316-53p

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

Cheque 300291 is a replacement for 300277 that had a numerical to words error.

Cheque 300300 Dor-2-Dor later with held for investigation on distribution

Cheque 300304 high due to Zoom & Survey Monkey annual subscriptions

Additional Cheque 300307 to Duncan Grove for playscape deposit approved for this month signing but to be recorded in June accounts as Invoice arrive after end of payments record but requires payment to allow work to commence.

#### **11. Update status of the AGAR (Audit and General Accounting Regulations) for financial year 2020 / 2021**

RFO has received AGAR documents from the External Auditors

Objective to present for Parish Council approval at June Parish Council meeting.

#### **12. Agree Banking Facilities for Financial Year 2021 – 2022**

Bank Accounts as shown on May 2021 monthly accounts review

Additional New Bank Account required to be covered by FCS in due course

#### **13. Confirm all Banking Signatory Councillors for Financial Year 2021 – 2022**

- Unity Trust Bank, Cheque Signatories. Any two from

Councillor Watson

Councillor Kettel

Councillor Ashurst

Councillor Talbott

Councillor Price to be added asap (Clerk to arrange completion and signing of documents)

Plus Clerk / RFO in emergency if only one Councillor available

- CBS (Can only transfer GSPC Unity Trust account)

Councillor Watson

Clerk / RFO

- Nationwide (Can only transfer to GSPC Unity Trust account)

Councillor Watson

Clerk / RFO

- Camb & Counties (Can only transfer to GSPC Unity Trust account)

Councillor Watson

Clerk / RFO

- Barclays

Current Account Closed

Savings Account Open with minimal value

Note. Clerk signature to be changed over the next few months due to departure from role

#### **14. Agree the Parish Council and Planning Committee Meeting dates for 2021 – 2022**

- 1) Proposed Parish Council Meeting Dates
- 2) Proposed Planning Committee Meeting Dates

Chair reviewed circulated proposed dates; all Councillors agreed both schedules of dates.

#### **15. Review Committees, Co-ordinator Officers and Working Group Councillor status for Year May 2021 to May 2022**

Council consists of 15 Councillors, currently 2 vacancies (1 cleared to be filled by Co-option)

Clerk circulated current status of Committees

- Councillor Peter Brown added to Planning and Recreation & Pavilion Committees
- Councillor Paula Arnold deleted from Recreation & Pavilion and Cemetery & Allotments
- One of Deputy Chairs to be on each Committee

Otherwise agreed as no changes

Clerk circulated current status of Co-Ordinator Officers

- Village News Officer to be Councillor Angela Niblett
- Communications Group Officer to be added as Councillor Ifthinan Shareef
- Tree Officer optional if any volunteers

Otherwise agreed as no changes

#### **16. Receive reports of Elected and Nominative Representatives**

- a) District Councillor Report

Report circulated & on website

Main Topics of Discussion based on Annual Report and four areas of strategic focus to District Council

- Help Business to Grow
- Building Affordable Homes
- Green Agenda
- Putting Residents at Heart of Everything Done

Councillors questioned on various specific topics of being overwhelmed by the multiple of local transport projects, private road street lighting, grants and recycling improvements.

- b) County Councillor Report

Report circulated & on website

New County Councillors Brian Milnes and Maria King updated Council on their roles and political status at County Council

- Councillor Milnes, Transport, Infrastructure and Environmental
- Councillor King, Social topics
- Big change in shift of control at Mayor and Combined Authority (now includes transport)

Considerable discussion took place on catch up issues as County Council had not attended Parish Council for over a year

County Councillor Maria King departed the meeting at this point.

## 17. Receive Reports from Committees

### a. Highways Committee

Report circulated & on website

Topics of Discussion

- County Council running list of projects is very slow to progress with updates not timely or explanatory when delayed
- RTA lack of reporting system
- LHI applications for improvements in Church Street continue to be rejected but a serious problem exists
- Mini Works showroom continues to overtake pavement area

### b. Planning Committee

Minutes from Planning Meeting 5<sup>th</sup> May 2021 circulated and on website

- Any Topics from Planning Meeting 19<sup>th</sup> May 2021
- Accessibility to District Council Planners has improved
- Planning Portal continues to be difficult to navigate
- Holistic view of planning important to consider

County Councillor Brian Milnes departed the meeting at this point.

### 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  
Club status  
Tennis Club opened 29<sup>th</sup> March  
Bowls Club opened 23<sup>rd</sup> April  
Cricket Club, season started May  
Football Clubs, season ended April
- APC Updated Booking Schedule
- Yoga and Art classes starting after 21<sup>st</sup> June with 3 month free period to assist restart
- Playground currently OPEN, fogged twice per week stopped from 17<sup>th</sup> May
- Event Bookings  
Feast 9<sup>th</sup> to 12<sup>th</sup> July  
Rainbow Pre-School (Req) Friday 9<sup>th</sup> July to be discussed with Feast and R&P Committee  
Rainbow Pre-School (Req) Wednesday 21<sup>st</sup> July 1500 to 1900hrs, Year 6 leavers party (Parish Council Date)  
Children's Party Sunday 27<sup>th</sup> June, Pav, Rec space & bouncy castle. Conflicts with cricket match

### d. Cemetery & Allotment Committee

Topics of Discussion

- Status currently (APC cleared all applications)
- 1 Plot available at Cemetery and 1 Plot available at Stonehill  
Chair Cemt & Allot interested in Cemetery Plot for own use, agreed as no waiting list
- APC to arrange initial clearance of worst 4 plots at PC expense
- Clerk to invoice April 21 to March 22 season in May 21 to new plot holders only
- Existing plot holder invoices to be Sept / Oct 2021

### e. Finance & General Purpose Committee

Next meeting August 2021

**Note. Chair brought forward Agenda items 19 and 21 to this point but recorded in sequence**

## 18. Receive Reports from Co-Ordinating Officers

### a. Playscape

Councillor John Stanton updated Councillors on

- Cert of Lawful Development received and granted
- Contract ready to be signed and within budget
- Total contract of £339,000 being funded by £40,000 from Playscape Charity, Parish Council £17,000 with balance from confirmed Grants

- Construction to start on 1<sup>st</sup> June 2021 for a period of nine (9) weeks
  - Deposit to Duncan Grove required prior start of work by contractor  
Invoice received and requested to be included on current payments run  
Proposed: Councillor Simon Talbott  
Seconded: Councillor Greg Price  
Vote: Unanimous  
Clerk Noted separate invoice from Building Prospectives received by e-mail but addressed to a previous Councillors home address. Councillor John Stanton to investigate and have the invoice re issued correctly.
  - Access to recreation ground available at all times during construction
  - Temp Playground equipment proposed as build project covers half term and summer holidays  
Budget of £10,000 to Playscape proposed to provide alternative supervised play equipment  
Proposed: Councillor Greg Price  
Seconded: Councillor Ifthinan Shareef  
Vote: Unanimous  
Clerk requested full details and RISK assessment to inform Parish Council Insurers
  - Signage of works to be promoted
  - Notice that new playground will not be fenced with dog walkers to keep to right on entering Recreation Ground
- b. Neighbourhood Plan  
No Discussion
- c. Parochial Charities
- Construction work will start on 21<sup>st</sup> June 2021 completed November 2022
- d. Police  
No Discussion
- e. Community Association
- Concerned re clash of SSYI work and Playscape Work
  - Memorial Hall – Committee Meeting took place on 18 May. The Hall is slowly taking bookings from existing users (eg Ballet / Markets / Exercise classes). No private bookings at present but hopefully these will be accepted after 21<sup>st</sup> June.
  - Energy Survey – this is a funded scheme by SCDC, it is likely our survey will now be in August.
  - Fire Alarm System – we approached 4 contractors for prices, to date we have two quotations (two failed to finalise quotes).
  - SCDC have now opened up the “zero carbon communities grant” – we could apply for a grant to upgrade the rest of the Memorial Hall to a warm roof system (as per SSYI). We could get a maximum grant of £15,000. The likely cost of a warm roof is approx. £66,000. We need PC approval to pursue this course of action.
  - Chair advised EWR Action Group requested a table at the Saturday Farmers Market from the CA but CA directed to Farmers Market admin who the redirected them back to the Parish Council.  
As Car Park administered by the Parish Council no issue exists.
- f. Twinning Association  
No Discussion
- g. Library  
No Discussion
- h. Feast
- Limited Feast Event being held on Saturday 10<sup>th</sup> July 2021
  - Clerk agreed Feast use of Pavilion as a Bar for the Saturday with access on Friday and Sunday for setup etc.
  - No Public access to the Pavilion or its toilets
- i. Greater Cambridge Partnership  
No Discussion, on Agenda Item 19
- j. Scouts & Guides
- Scout HQ – closed
  - Scout and Guide Lease expired **December 1994**. 6 month Notice required if lease not to continue
  - Scout & Guide HQ – investigating fitting of a 3ph meter to enable “Feast supply” to be charged out when used. A line drawing has been completed for further discussion with the Chair and Clerk.
  - Scout and Guide Lease – enquires still taking place on the ownership status.

- k. Village News
  - Chair thanked Councillor Lyn Disley for the contributions to the next issue of Village News with the Parish Councils position statements on the major Traffic and infrastructure projects
- l. SSYI Club Room
  - SSYI: internal works should begin w/c 24 May 2021
  - SSYI Water Meter – a water meter needs to be installed on the SSYI section so that they can be charged for water / sewerage, work progressing as SSYI undertake works on their own plumbing installation.
- m. Land Acquisition  
No Discussion
- n. Website Administration  
No Discussion
- o. Schools  
No Discussion
- p. Church  
No Discussion
- q. Health Centre, Dentist & Pharmacy  
No Discussion

**19. Review Progress of the Transport & Traffic Infrastructure Working Group including update on status the Three External Infrastructure Projects that have an impact on Great Shelford**

- a. East West Rail
- b. Cambridge South Station
- c. Guided Bus

Councillor Lyn Disley reported.

- The Working Group has had two meetings. Surveys and information on website with good feedback.
- EWR survey, received 208 replies to date with 86% being from Great Shelford. The current Parish Council position is supported by 73% of replies.
- Draft response to EWR consultation in preparation for review by Parish Council prior submission.
- Preparation underway for a presentation from the Working Group at the Village Open meeting on 23<sup>rd</sup> June 2021
- Three other surveys on line for progressing.
- Request for Website updates, only factual to be done without reference back to Parish Council, no Parish Council views expressed. Chair required any changes to be run by Chair and Deputy Chair prior any updates.

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

Deferred to next meeting

**21. Review Progress for Improving GSPC Website and other Public Communication methods**

Councillor Lyn Disley updated the Parish Council meeting.

- Village News included large amount of information from the Parish Council
- Leaflet promoting surveys delivered to the full Village but distribution has not been as expected.  
Clerk requested to hold previously agreed payment for the distribution until the issues could be investigated
- Website updated by Webadmin with improved themes, further improvements investigated by Webadmin
- Proposed updates by Working Group to be reviewed by Parish Council if more than factual

- E-mail contacts debated and their use.  
Clerk stated members of the Public wishing to communicate with the Parish Council should do so via the Clerk (Publically available e-mail address) who then distributes to relevant Councillors for action.
- Bio page on Website to be updated for all Councillors.
- Auto copy e-mail to Clerk and Audit trail of any correspondence to be investigated by Webadmin

All to be reviewed again with further information at next meeting

- Request for Website updates, only factual to be done without reference back to Parish Council, no Parish Council views expressed. Chair required any changes to be run by Chair and Deputy Chair prior any updates.
- Clerk confirmed that the Working Group or any individual Councillor have no power to make any decision on behalf of the Parish Council.

Councillors Lyn Disley and Barbara Kettel departed the meeting at this point.

## **22. Review Public Access to WiFi (CambWiFi system)**

Deferred to next meeting

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

Deferred to next meeting

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

Deferred to next meeting

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

Deferred to next meeting

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

Deferred to next meeting

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

Deferred to next meeting

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

Deferred to next meeting

## **29. Consider Process for planning of the 2021 Village Open Meeting on Wednesday 23<sup>rd</sup> June 2021**

- Guest Speaker Anthony Brown (MP) agreed to speak
- County Councillors to be invited and as back up District Councillors
- Transport and Infrastructure
- Chair proposed Communications Working Group take on task of organising event details
- Clerk stated current bits of publicity for the event say it is a Hybrid Event when Parish Council previously agreed it was a physical meeting only
- In event that Government restrictions delay 21<sup>st</sup> June release of conditions meeting will be transferred to a Zoom event or postponed

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

- Summer Reading Challenge  
Clerk to respond with S137 application Grant form
- Condition of Great Shelford  
Railings at Memorial Hall

- Flood Plans (SCDC & CCC)  
Meeting on 2<sup>nd</sup> June
- Covid 19 Outdoor Banners  
SCDC banners available

### **31. 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  
Progressing and on next agenda
- Village Centre unused Commercial properties

### **32. 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.

### **33. Parish Council Reminders**

- **Village Open Meeting**
  - Wednesday, 23<sup>rd</sup> June 2021 (Village Open Meeting)
- **Next Planning Meeting**
  - Wednesday 2<sup>nd</sup> June 2021 at 1715hrs, Virtual Meeting
- **Subsequent Planning Meeting**
  - Wednesday 16<sup>th</sup> June 2021 at 1715hrs, Virtual Meeting
  - Wednesday 7<sup>th</sup> July 2021 at 1715hrs, Physical Meeting at Pavilion
- **Next Parish Council Meeting**
  - Wednesday 16<sup>th</sup> June 2021 at 1830hrs, Virtual Meeting
- **Subsequent Parish Council Meetings**
  - Wednesday 21<sup>st</sup> July 2021 at 1830hrs, Physical Meeting at Pavilion

### **34. Close Parish Council Meeting**

With all Agenda items covered the Chair closed the meeting at 2200hrs

**Note. All the above is the official minutes of the Parish Council meeting of 19<sup>th</sup> May 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