

# Great Shelford Parish Council

## Minutes of the Full Council Meeting of the Council, held at via Zoom on Wednesday 16<sup>th</sup> June 2021 at pm

Present: Cllr Watson (Chairman), Cllr Price, Cllr Kettel, Cllr Ashurst, Cllr Disley, Cllr Shareef, Cllr Niblett, Cllr Brown, Cllr Arnold, Cllr Stanton, Cllr Fane (from item 4), Cllr Talbot (from item 10)

Clerk: Mike Winter

Minute Taker: Libby White, BEM Fda FSLCC  
D Cllr Sample  
C Cllr Milnes

In attendance: 4 members of the public

The Chairman welcomed Libby as the new Clerk and thanked Mike for all his hard work as Clerk and Cllr beforehand.

### 1 Apologies for Absence

Absent: Cllr Bassett.

### 2 Councillors' Declarations of Interest

**Declarations of interest from Councillors on items on the agenda:** Cllrs informed the new Clerk of personal interests they hold as follows: Cllr Stanton – Playscape and SSYI, Cllr Talbot – Feast and Parochial charities and Cllr Disley – Church Street.

**Requests to Speak:** None required

**To receive requests for dispensations:** None

**Grant of dispensations:** None.

### 3 Public Participation Session (10 min)

Residents raised concerns about the potential Cambridgeshire South Waterpark and the Guided Bus.

### 4 Approval of Minutes

It was agreed that minutes of the Full Council Meeting held on 19<sup>th</sup> May 2021 be approved and signed.

### 5 Matters Arising (for information only)

An email was received from Shelford Rugby Club ask they are keen to do a laser show rather than fireworks. There has been a request to see if the Parish Council would contribute as they have previously. It would be free entry, SSYI would be going around with a bucket. To be discussed at the July meeting.

### 6 Monthly Financial Accounts

The Clerk provided an update on the financials of the council for the current month.

### 7 Review and Approval of AGAR

a) Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return was presented to Cllrs. The Clerk summarised each assertion and with approval from Cllrs, the original document will be provided to the Chairman to sign on 17<sup>th</sup> June 2021.

b) Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2021 was presented by the Clerk. It was **proposed** by Cllr Price, seconded by Cllr Kettel and **RESOLVED** by a unanimous vote that the Accounting Statements for 2020/21 be approved and signed by the Chairman.

**Action:** Clerk to meet with Chairman to sign the documents to be passed to the new Clerk on 21 June.

c) It was agreed that the Chairman sign the AGAR after the meeting in the presence of the Clerk.

### 8 Internal Auditor

The current Internal Auditor has declined continuing providing this service due to ill health. The new clerk is to bring proposals for a new Internal Auditor back to a future meeting.

**Action:** 'Clerk' to bring proposals to a future meeting.

## 9 Reconsideration of Planning Meeting Dates

Cllr Kettel noted that Cllrs were finding it difficult to make planning meetings on the 3<sup>rd</sup> Wednesday of the month and wish to change to the first and third Monday of the month to be held at 7pm. It was **proposed** by Cllr Kettel, seconded by Cllr Price and **RESOLVED** by a unanimous vote that the meetings be changed to the Monday evening at 7pm from July and will be held in person.

**Action:** Clerk to update all instances of where the meeting dates are displayed

## 10 Reports from Elected Representatives

It was noted that a written report from D Cllrs had been forwarded prior to the meeting. It was requested that these reports be sent to the Clerk one week prior to the meeting to enable them to be sent to Cllrs along with meeting papers prepared by the Clerk.

## 11 Reports from Committees

**Highways** Cllr Ashurst noted nothing further to report. No communication from the Local Highways Officer.

**Planning** Cllr Kettel explained concerns raised by potential plans for the Dernford Reservoir site. The parish council believed that this would be a nature reserve once the gravel had been extracted. Feelings of the Planning Committee are that there should be access for the public and to remain free. Committee feels nature has found a place with many birds and other animals which have moved in. Any development would be damaging this site.

Cllr Shareef left meeting at 8.05pm

**Rec & Pavilion:** It was agreed that the Pavilion remains closed until the end of the extended lockdown. The Cricket club have asked for stop netting in line with the trees (length of the playing area) to stop balls being lost to the wild areas. Would need to be removed outside of playing cricket. It was **proposed** by Cllr Talbot, seconded by Cllr Price and **RESOLVED** by a unanimous vote that they are allowed to put up the stop netting but must be removed once play has ceased. It was also agreed to change the code for the Cricket Club due to a key not being returned and for Cllr Price to be given a key for emergencies.

**Cemetery & Allotments:** Complaint received about the state of the cemetery and allotments with lots of garden waste. The Clerk noted that the allotment holders are responsible for taking the waste in the green bins to the entrance. Nothing seems to have happened with Plot 13 - person interested if available

**F&GP:** Nothing to report

## 12 Reports from Co-ordinators

**Playscape:** Construction has started on the playground. There have been one or two issues: shortage of documents about drains and electricity cables/water pipes not marked meaning a water pipe has been damaged. Meeting on site on Friday morning. Some residents have raised concern about some safe working practices.

**Neighbourhood Plan:** No report. Need interest from Shelford residents to help move the project forward. Need to raise the profile and put out a plea for support.

**Parochial Charities:** contractors are mobilised and breaking ground on Monday morning.

**Police Liaison:** reports of antisocial behaviour and PCSO will investigate.

**Community Association:** no news about the lease. Meeting on 21<sup>st</sup> June.

**Twinning Association:** no report.

**Library:** no report.

**Feast:** one day event will be held on 10<sup>th</sup> July. Public access will be granted if necessary subject to Covid-19 regulations. Access to Pavilion from Wednesday to set up the bar. Cllr Disley requested a space at the Feast to display information on current highways issues. Still waiting risk assessments for the food vans, some are concerned about the pitch charges.

Cllr Price left the meeting at 8.38pm

**Greater Cambridge Partnership:** no report

**Scouts and Guides:** no report

**SSYI:** not sure whether there will be the grand opening. Progress is a little slow but most electricians have been completed

**Land acquisition:** Cllr Watson noted that Grange Field is being valued by Bidwells.

**Schools:** Sawston Village College require some further Trust governors.

**Health** no report

**Pharmacy** no report

### 13 **Infrastructure Projects**

**Guided Bus:** It was requested that the key eight points from the Greater Cambridge Partnership meetings held the meeting the previous week be shared on the website. Feeling that the meetings are undemocratic, they have been difficult for those attending to participate. Local Liaison Forum noted that the GCP let drop changes they are implementing without consultation and then it will be too late to submit questions to the Joint Assembly Meeting. Edward Leigh petition to go on website.

### 14 **Transport Infrastructure Working Group**

Covered under item 13.

### 15 **2020/21 LHI Submission**

Not covered at this meeting.

### 16 **Public Access WiFi**

Cllr Talbott wanted to find out how far the Cambs WiFi is taken within the community as they are considering supplying in the More's Meadow development. To investigate and see what the options are.

### 17 **Website and Public Communication**

Item was brought to within item 11.

Cllr Shareef noted the website has been improved to ensure items are more accessible. Suggestion is that all work is carried out offline as it is currently constantly changing. Comms group to meet with Clerk and Web Admin to discuss the concerns over the website week commencing 21<sup>st</sup> June.

**Action:** Comms Group, Clerk and Web Admin to meet.

Meeting returned to item 11 from this point.

### 18 **Streetlighting**

Meeting to be held on 17<sup>th</sup> June to report back.

### 19 **ASB**

There was a brief report that there has been some anti-social behaviour reported.

### 20 **RISK Working Group**

On agenda for F&GP.

### 21 **Ball Protection Netting**

The stop netting up alongside the Recreation Ground to protect the properties is believed to be being donated to the parish council and an agreement is needed. New Clerk to investigate.

**Action:** Clerk to investigate ownership of netting and status of agreement.

### 22 **Cambridge Biomedical Campus**

It is believed this may be a big issue for the village and the council would like to set up a Working Group to look into this. It was suggested for neighbouring villages to come together with a co-ordinated response starting with GSPC and then expanding to other villages. Other villages have started to communicate with CBC and it is believed other villages are keen to work together. Annabel Sykes (resident), Peter Brown, John Stanton and Malcom on working group. Concern raised about the redaction in planting. Cllrs Ashurst and Disley to contribute

### 23 **Coronavirus Action**

It was agreed to defer the Village Meeting until September. It was **proposed** by Cllr Disley, seconded by Cllr Watson and **RESOLVED** by a unanimous vote to keep the transport surveys open until the end of July.

### 24 **Assets of Community Value**

Nothing to report.

**25 Village Open Meeting**

See item 23.

**26 Planning Committee Response to Cambridge Biomedical Campus**

Duplicated from item 22.

**27 Accounts Software**

The new Clerk presented information on accounting software by Rialtas Business Solutions she would appreciate being in place for her time as Clerk which would help streamline activities, especially with no Assistant Clerk for the time being. After a brief discussion it was **proposed** by Cllr Talbott, seconded by Cllr Niblett and **RESOLVED** by a unanimous vote to purchase the software up to a cost of £3,500 + VAT.

*Action: Clerk to liaise with Rialtas to get the software installed and set up.*

**28 Telecommunications**

The new Clerk noted that the current clerk uses their personal telephone for council business. The new Clerk suggested that a Voice Over Internet Protocol solution would enable continuity of telephone number and it can be transferred to a mobile when the Clerk is not at the desk. It was **proposed** by Cllr Tablott, seconded by Cllr Kettel and **RESOLVED** by a unanimous vote that the Clerk arrange for a contract with Ring Central for a cost of £191.90 + VAT per annum.

*Action: Clerk to set up account as soon as possible to allow continuity of calls.*

**29 Access to Accounts**

After a brief discussion it was proposed by Cllr Talbott, seconded by Cllr Disley and **RESOLVED** by a unanimous vote to update the contact for the accounts held by the parish council to have the new clerk to have access but not to be a signatory.

*Action: Clerk to arrange for accounts to be updated.*

**30 External Correspondence**

Items of external correspondence were considered by Cllrs. These items included a proposed Disabled bay on Church Street.

It is felt it is important that all emails are archived and that there is a suitable solution in place following requests for access to previous emails.

It was noted that communication had been received from the CEO of East West Rail confirming the correspondence they sent to the previous GSPC Chairman.

**31 Future Agenda Items**

None

**32 Closed meeting**

During a confidential discussion it was agreed to ensure that any items which are currently being paid on Mike’s credit card be transferred to an appropriate method of payment. It was also noted that the Assistant Clerk had left employment of the Council.

**33 Parish Council Reminders**

The Chairman took this opportunity to express thanks to Mike for his time as Clerk.

**34 Close of Meeting**

Next meeting to be held on Wednesday 14<sup>th</sup> July 2021.

Meeting closed at 9.50pm

Signed: .....  
Chairman

Date: .....