

# Great Shelford Parish Council

## Minutes of the Full Council Meeting of the Council, held at via Zoom on Wednesday 21<sup>st</sup> July 2021 at 7pm

Present: Cllr Watson (Chairman), Cllr Price, Cllr Ashurst, Cllr Shareef, Cllr Niblett, Cllr Brown, Cllr Arnold, Cllr Stanton, Cllr Fane, Cllr Rev. Canon Talbott

Clerk: Libby White  
C Cllr Milnes

In attendance: 2 members of the public

The Chairman welcomed Libby as the new Clerk and welcomed all to the first face to face meeting since the beginning of the pandemic.

### 1 Apologies for Absence

Apologies were received and accepted from Cllrs Kettel and Disley (personal).

D Cllr Sample had sent apologies

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 Talbott – Feast and Parochial charities

**Requests to Speak:** None required

**To receive requests for dispensations:** None

**Grant of dispensations:** None.

### 3 Public Participation Session (10 min)

Representative of the mobile warden scheme introduced themselves in case anyone had any questions.

### 4 Approval of Minutes

- a) It was **proposed** by Cllr Stanton, seconded by Cllr Talbott and **RESOLVED** by a unanimous vote that minutes of the Full Council Meeting held on 16<sup>th</sup> June 2021 be approved and signed.
- b) Matters arising: The Clerk noted that though signed off in June, the AGAR is back on agenda and she has managed to get information to appoint an Internal Auditor as promised.
- c) The Clerk noted that at future meetings she would like to be presenting a written report which will summarise activities for the previous month. It was **noted** that since the meeting in June, the accounting software was now in place, all finances for the first quarter has been entered on the system, policies are gradually being updated and will be brought to council for approval over the next few months. Plumbing repairs have been booked for the Pavilion, including drain cleaning due to blocked drains.

### 5 Reports from County & District Council Members

It was **noted** that the reports from the County and District Councillors had been included in the meeting papers and circulated prior to the meeting.

C Cllr Milnes confirmed that the Highways Improvement Board is now set up and they are seeking to improve responsiveness. Cllrs asked various questions of the C Cllr including budget for repairs for the Local Highways Officer, cycle and walking infrastructure plan, clarification on gully cleaning and CSET.

Cllr Talbott left the meeting at 7:20pm

During discussion it was requested that the TTIWG discuss the reopening of the Haverhill Line at their next meeting.

D Cllr Fane noted that the Call for Sites now has 650 sites including the expanded Cambridge Biomedical Campus. The Government has produced a new National Planning Policy Framework (NPPF) which has within it a requirement to consider the beauty and the community around an application.

Cllr Shareef left the meeting at 7.50pm.

## 6 Reports from Committees and Working Groups

The reports from the Committees, Working Groups and Cllr Representatives on community groups and organisations formed part of the meeting papers and had been circulated prior to the meeting.

## 7 Finance Matters

- a) The Clerk provided an update showing the financial situation of the Council as at 30<sup>th</sup> June 2021. The bank reconciliation for the current account had been circulated with the meeting papers and it was proposed by Cllr Price, seconded by Cllr Nibblet and **RESOLVED** that the bank reconciliation be signed off as a true record.

*Action: Chairman to sign off the Bank Reconciliation.*

- b) It was **noted** that Cllr Watson and Cllr Price had been present prior to the meeting to check the invoices for accuracy prior to authorisation. It was **proposed** by Cllr Stanton, seconded by Cllr Arnold and **RESOLVED** by a unanimous vote that the invoices be approved for payment (as listed at the end of the minutes) with Cllrs Watson and Price signing the cheques.

*Action: Cllrs Watson and Price to sign cheques.*

- c) The Clerk provided a brief update on the proposal to move to online banking meaning that payments can be made by BACS. After a brief discussion it was **proposed** by Cllr Ashurst, seconded by Cllr Niblett and **RESOLVED** by unanimous vote to move to online banking.

*Action: Cllrs to complete the required details for the move to internet banking.*

- d) The Clerk provided the Council with an overview about how the Annual Governance and Accountability Return (AGAR) needs to be completed on an Income and Expenditure basis due to the size of the budget in place for the Council. Following advice from the External Auditor it is prudent to 'restate' the figures on the AGAR submitted in June for the external audit process. It was **proposed** by Cllr Price, seconded by Cllr Arnold and **RESOLVED** by unanimous vote that the restated AGAR be signed off by the Chairman.

*Action: Cllr Watson to initial all figures which have been restated, Clerk to send to External Auditor.*

- e) The grant request received from the Community Warden Scheme was considered by members. The Clerk provided an overview on the Local Government Act 1972, s.137 from which this funding is applied. It was **proposed** by Cllr Watson, seconded by Cllr Price and **RESOLVED** by a unanimous vote that funding of £3,500 be provided to the Scheme. (*Local Government Act 1972, s.137*)

*Action: Clerk to arrange payment of the grant.*

- f) It is understood that the rugby club were looking to hold an event on 5<sup>th</sup> November using lasers rather than fireworks and looking for support. After brief discussion it was requested that the Rugby Club provide full costing and provide information in time for the September meeting.

*Action: Cllr Arnold to get further information from the Rugby Club about the proposed event.*

## 8 Council Administration Matters

- a) It was **noted** that meetings held via Zoom in May and June were outside of the scope of various legislation as the temporary rules for online meetings had ceased in May. It was **proposed** by Cllr Price, seconded by Cllr Stanton and **RESOLVED** by a unanimous vote that any/all decisions made during this time are ratified by Council.

- b) It was **noted** that the insurance is due for renewal and though the Council is in a long-term commitment, the insurer is leaving the parish council market but will honour the insurance for a further year. Alternative quotations have been sought for the last year of the contract from Hiscox. The Clerk noted that since the quotation, new play equipment has been added to the asset register, meaning a slight increase in cost to £4,440.29. It was **proposed** by Cllr Ashurst, seconded by Cllr Price and **RESOLVED** by a unanimous vote to place the insurance with Hiscox. (*Standing Orders 2021, Item 5xiv*)

**Action:** Clerk to renew insurance in time for 1<sup>st</sup> August.

- c) Following the last meeting, the Clerk has sought three quotations for Internal Audit for the financial year 2021/22. The Clerk noted that the internal audit should not just be financial but also look at process and procedures of the council which means that there should be two visits per annum for a council of Great Shelford's size. Having considered the quotations, it was **proposed** by Cllr Stanton, seconded by Cllr Price and **RESOLVED** by a unanimous vote that Canalbs be appointed as Internal Auditor for 2021/22. (*Standing Orders 2021, Item 18 aiii*)

**Action:** Clerk to write to Canalbs.

- d) The Clerk presented new Standing Orders, Financial Regulations and a Data Protection Policy which had been circulated by email prior to the meeting. It was **noted** that all three documents are based on the model documents provided by the National Association of Local Councils (NALC). It was **proposed** by Cllr Price, seconded by Cllr Fane and **RESOLVED** by a unanimous vote that the three documents be approved and adopted.

**Action:** Clerk to mark them up as adopted, upload onto website.

- e) The Clerk presented Terms of Reference for the Finance & General Purposes Committee and Playscape Working Group. It was **proposed** by Cllr Ashurst, seconded by Cllr Fane and **RESOLVED** by a unanimous vote that the two Terms of Reference be approved and adopted, confirming that the Playscape Working Group remains a Working Group.

**Action:** Clerk to update accordingly and publish on website.

- f) It was **noted** by the Communications Working Group that the website has been improved considerably in the last month or so. However, it was also noted that there is no 'identity' for the council and the group would like it resolved to look at branding for the council to create a more professional image moving forward. After brief discussion it was **proposed** by Cllr Stanton, seconded by Cllr Price and **RESOLVED** by a unanimous vote that the Communications Working Group look at potential branding for the Council and bring back proposals to the September meeting for review.

**Action:** Communications Working Group to look at the branding/identity of the Council.

- g) It was **noted** that a proposed Communication Protocol had been circulated to Cllrs prior to the meeting. After brief discussion it was **proposed** by Cllr Price, seconded by Cllr Stanton and **RESOLVED** by a unanimous vote to approve and adopt the Communications Protocol.

**Action:** Clerk to mark as adopted and publish on the website.

## 9 Highways and Transport Matters

- a) Cllr Ashurst noted that the members do not have the skills to look at the traffic needs of the area and the Highways Committee requests to seek a consultant to produce a traffic control scheme for Church Street, High Street and Woollards Lane. After a brief discussion it was agreed that the TTIWG write a scope to be brought back to Full Council for consideration.

**Action:** TTIWG to write scope for seeking a traffic consultant.

- b) The Transport and Traffic Infrastructure Working Group (TTIWG) have requested that the council approach our MP to see if it was possible to hold regular meetings about ongoing transport/traffic concerns. After a brief discussion it was noted that Cllr Watson and Clerk are meeting with the MP on 29<sup>th</sup> July, and Cllr Watson will ask him what involvement he can commit to meeting with GSPC (perhaps 3 times per annum).

**Action:** Chairman to speak to the MP and ask availability.

- c) The request from the TTIWG to confirm opposition to the route favoured by the GCP for CSET was considered by members. It was confirmed that GSPC continue to oppose the GCP favoured route and the favoured route by GSPC is A1307.

Cllr Niblett left meeting at 9.25pm.

- d) The TTIWG have requested that Great Shelford look to build alliances with other parishes and groups to understand common positions with ongoing transport proposals. The Chairman noted that he/the Clerk have been invited to a meeting with parishes who border the A1307 towards Newmarket. Cllr

Watson suggested he email the chairman of the group to understand when the next meeting is going to be held and to understand the membership.

**Action:** Chairman to email the Chairman of the A1307 villages group.

- e) The application by Network Rail for a Transport and Works Act Order for the Cambridge South Infrastructure Enhancements Scheme was considered by members. It was noted that the council has always supported the Cambridge South Station and that the Planning Committee has covered this in their meeting on 19<sup>th</sup> July.

## 10 Environmental & Biodiversity Matters

- a) The Clerk noted that the last tree survey carried out for the parish was completed in 2017. It is prudent to ensure that these are carried out every three years as a minimum with additional smaller surveys carried out on individual trees in between where recommended due to the condition of the tree in question. The Clerk noted that she had contacted Ian Lorman as he had been the last person to carry out a detailed survey. It was proposed by Cllr Price, seconded by Cllr Arnold and **RESOLVED** by a unanimous vote that Mr Lorman (Argenta Trees) be appointed to carry out the tree survey and to look at the survey to plant more trees in the village as per the funding received from the Zero Carbon grant. (*Open Spaces Act, 1906 and Health & Safety at Work Act 1974*)

**Action:** Clerk to liaise with Mr Lorman.

- b) The Clerk noted that she had observed that Cllrs have appeared to show an interest in areas concerning the protection of the environment for the village. It was suggested that it may be prudent to consider declaring a climate emergency and to look at formulating an Action Plan to show areas where the parish, community and businesses can all look to make a difference to their carbon footprint on the area.

Following a brief discussion it was agreed that the Clerk do some research and bring back some bullet points on what it actually means to declare it, what the Council can do to reduce their carbon footprint, etc.

**Action:** Clerk to look into the Climate Emergency.

## 11 Community Matters

- a) The Pavilion has remained closed to the public since the outbreak of the pandemic. With lockdown restrictions now lifted, the Clerk requested approval to open the pavilion for use by groups once more. It was agreed to open the Pavilion but only with hirers signing up to the Special Conditions and Risk Assessments as provided by the Clerk. It was noted that existing hirers had been offered 3 months free of charge but based on their existing use.

**Action:** Clerk to liaise with hirers.

- b) Cllr Ashurst provided an update on the request to fit a 3 phase meter to the Scout Hut for use by users on the Rec when holding events. It was noted that power comes from the Scout Hut, but there is no official way to show what is used. After discussion it was **proposed** by Cllr Fane, seconded by Cllr Price and **RESOLVED** by a unanimous vote that the meter be installed at a cost of £380.00+ VAT. (*Local Government Act 1972, s.133*)

## 12 Matters for Future Consideration

It was noted that some items for future consideration include: flooding including an Emergency Plan and the new proposed Code

## 13 Close of Meeting

Next meeting to be held on Wednesday 15<sup>th</sup> September 2021. Finance & General Purposes to meet on 16<sup>th</sup> August.

Meeting closed at 10.20pm

Signed: .....  
Chairman

Date: .....

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| 14/07/2021            |               | Great Shelford Parish Council 2021-22     |                      |                   |                  |                   | Page 1            |  |
|-----------------------|---------------|---|----------------------|-------------------|------------------|-------------------|-------------------|--|
| 13:20                 |               | PURCHASE LEDGER 1 UNPAID INVOICES BY DATE |                      |                   |                  |                   | User: LW          |  |
| Invoice Date          | Invoice No    | A/c Code                                  | A/c Name             | Net Value         | VAT              | Invoice Total     | Balance           |  |
| 01/04/2021            | INV-1362      | PER001                                    | BUILDING PERSPECTIVE | 6,193.75          | 1,238.75         | 7,432.50          | 7,432.50          |  |
| 03/04/2021            | * H19AB0E9A6  | EON005                                    | EONSTREET            | 165.40            | 8.27             | 173.67            | 173.67            |  |
| 28/04/2021            | SUK1124       | SAM001                                    | SAMSKARA             | 367.50            | 0.00             | 367.50            | 367.50            |  |
| 29/04/2021            | * 238107      | CGM001                                    | CGMGROUP             | 1,015.50          | 203.10           | 1,218.60          | 1,218.60          |  |
| 02/05/2021            | * H19C91CD65  | EON005                                    | EONSTREET            | 83.29             | 4.16             | 87.45             | 87.45             |  |
| 17/05/2021            | INV-1374      | PER001                                    | BUILDING PERSPECTIVE | 956.25            | 191.25           | 1,147.50          | 1,147.50          |  |
| 02/06/2021            | * H19E958A87  | EON005                                    | EONSTREET            | 86.07             | 4.30             | 90.37             | 90.37             |  |
| 17/06/2021            | 2017          | FIV001                                    | FIVE RIVERS          | 18,912.53         | 3,782.51         | 22,695.04         | 22,695.04         |  |
| 24/06/2021            | 6089738       | ESPO001                                   | ESPO                 | 96.00             | 19.20            | 115.20            | 115.20            |  |
| 24/06/2021            | 6090882       | ESPO001                                   | ESPO                 | 35.10             | 7.02             | 42.12             | 42.12             |  |
| 29/06/2021            | 6096158       | ESPO001                                   | ESPO                 | 21.05             | 4.21             | 25.26             | 25.26             |  |
| 30/06/2021            | 29038         | RIA001                                    | RIALTAS              | 2,459.00          | 491.80           | 2,950.80          | 2,950.80          |  |
| 30/06/2021            | * 239619      | CGM001                                    | CGMGROUP             | 937.50            | 187.40           | 1,124.90          | 1,124.90          |  |
| 30/06/2021            | ORD507862     | SLCC001                                   | SLCC ENTERPRISES     | 173.50            | 1.40             | 174.90            | 174.90            |  |
| 30/06/2021            | SI-6810       | CLT001                                    | CLTRAVEL             | 300.00            | 0.00             | 300.00            | 300.00            |  |
| 01/07/2021            | 0303 AAK106   | TRA001                                    | TRAVIS               | 60.36             | 12.08            | 72.44             | 72.44             |  |
| 01/07/2021            | EAGS-002      | DUN001                                    | DUNCAN               | 55,963.35         | 11,192.67        | 67,156.02         | 67,156.02         |  |
| 02/07/2021            | H1A06CB074    | EON003                                    | EONPAVGAS            | 15.33             | 0.77             | 16.10             | 16.10             |  |
| 03/07/2021            | * H1A062744E  | EON005                                    | EONSTREET            | 83.29             | 4.16             | 87.45             | 87.45             |  |
| 05/07/2021            | 9155 AKL214   | TRA001                                    | TRAVIS               | 201.05            | 40.21            | 241.26            | 241.26            |  |
| 06/07/2021            | 6509 INTERIM1 | SAU001                                    | PETE SAUNDERS        | 14,336.45         | 2,867.29         | 17,203.74         | 17,203.74         |  |
| 06/07/2021            | H1A0AD0865    | EON002                                    | EONPAVELEC           | 69.42             | 3.47             | 72.89             | 72.89             |  |
| 07/07/2021            | 7 JUL 21      | JMR001                                    | JMR ELECTRICAL       | 3,819.87          | 0.00             | 3,819.87          | 3,819.87          |  |
| 07/07/2021            | 2626          | EVE001                                    | EVENTSTUFF           | 360.00            | 72.00            | 432.00            | 432.00            |  |
| 07/07/2021            | H1A0BA765E    | EON001                                    | EONHUT               | 9.49              | 0.47             | 9.96              | 9.96              |  |
| 12/07/2021            | 26359         | XLP001                                    | XLPRESS              | 100.00            | 20.00            | 120.00            | 120.00            |  |
| 14/07/2021            | 13138         | BRO001                                    | BROOKFIELD           | 192.00            | 38.40            | 230.40            | 230.40            |  |
| <b>TOTAL INVOICES</b> |               |   |                      | <b>107,013.05</b> | <b>20,394.89</b> | <b>127,407.94</b> | <b>127,407.94</b> |  |

\* Disputed invoices

Date: 13/07/2021

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Time: 20:42

Unity Current

List of Payments made between 01/07/2021 and 31/07/2021

| Date Paid             | Payee Name   | Reference | Amount Paid     | Authorized Ref | Transaction Detail  |
|-----------------------|--------------|-----------|-----------------|----------------|---------------------|
| 09/07/2021            | Mrs EG White | 300322    | 733.82          |                | June Salary         |
| 09/07/2021            | Mrs EG White | 300324    | 461.65          |                | June Reimbursements |
| 21/07/2021            | Mrs EG White | REIMBURSE | 669.75          |                | July Reimbursements |
| 21/07/2021            | Mr S Fegan   | SO        |                 |                | July Salary         |
| 28/07/2021            | JM Winter    | SO        |                 |                | July Salary         |
| 31/07/2021            | Mrs EG White | SO        |                 |                | July Salary         |
| 31/07/2021            | HMRC         | SO        |                 |                | July PAYE & NI      |
| <b>Total Payments</b> |              |           | <b>9,192.59</b> |                |                     |