# GREAT SHELFORD PARISH COUNCIL Minutes

# Annual Parish Meeting held in the Memorial Hall, Woollards Lane on Wednesday 20th April 2016 at 1900hrs

1. Present: Councillors Charlie Nightingale (Chair) and other Parish Councillors, County Councillor Gail Kenney, Parish Clerk Mike Winter, various local sports club representatives, various representatives of local Associations/Schemes/Schools and between 20 to 30 members of the public. Total estimated at 50 to 60 attendees.

Apologies Received: Parish Councillor David Coggins, County Councillor Tony Orgee, GS Football Club Tony Holden, Twinning Association Colin Jefferson.

- 2. Minutes of the Annual Parish Council meeting of 16<sup>th</sup> April 2015 were confirmed as being an accurate record and were signed by the Chair.
- 3. Parish Council Chair Annual Report, copies available on display
  - No Questions or Comments
- 4. Reports from Parish's Elected Representatives
  - a) County Councillor Tony Orgee and Gail Kenney, report copies available on display
    - No Questions or Comments

County Councillor Gail Kenney verbally reviewed

• Replacement street light performance of Balfour Beatty contract. Request for public to respond to Balfour Beatty Newsletter on their poor performance record *Floor Question, Why, given the importance of the BB lighting project, didn't CCC manage it properly?* 

Reply, CCC managed BB but had no control over the Power Supply provider to the new street lights. The contractor is not part of the BB contract and operate on their own time scales as explained in the above briefing.

- City Deal expenditure
- Devolution, Mayor sticking point
- Homecare contractor withdrawal due to vat complications
- LHI grant to Great Shelford for Woollards Lane crossing
- Floor Question, Given that CCC is currently failing to meet it's obligations in areas such as cleaning of gullies (and is blaming such failure on lack of resources), why has there been no increase in the council tax (and yes, I understand the social care element has increased, but that isn't the point)?

Reply, CCC working within its budget constraints.

District Councillor Ben Shelton report copies available on display

No Questions or Comments

District Councillor Ben Shelton verbally reviewed

- Mayor Office (If implemented) should be at no additional cost
- 5. Reports from Parish Councils representative bodies of **Note,** All initially ran through with no questions asked. Later recovered on request with representatives where available giving verbal addition to their report as follows
  - a) Governing Body of Great and Little Shelford Primary School, report copies available on display
    - No Questions

- b) Governing Body of Sawston Village College, report copies available on display
  No Questions
- c) Shelford Twinning Association, report copies available on display
  - No Questions
- d) Great Shelford Community Association, report copies available on display
  - No Questions
- e) Mobile Warden Scheme, report copies available on display
  - No Questions
- f) Shelford and Stapleford Youth Initiative, report copies available on display
  - Operating for past 17 years with active Fri evening venue at Memorial Hall
- g) Great Shelford Village News, report copies available on display
  - 18 years of coverage on Village matters as a booklet issue, 800 copies monthly distribution.
  - David Fuller, departed news editorial but still assisting with various items
- h) Police, report copies available on display
  - Crime Prevention event on 19<sup>th</sup> July at the Village Pavilion with PCSO's available to visit local address to give security advice
  - PCSO parking patrols in Village to continue
  - Question / Concern from the floor over other infringements in Woollards Lane discussed
- i) Great Shelford Cricket Club, report copies available on display
  - No Questions
- j) Great Shelford Football Club, report copies available on display
  - No Questions
- k) Shelford & Stapleford Strikers Football Club, report copies available on display
  - No Questions
- I) Great Shelford Bowls Club, report to be circulated later
- m) Great Shelford Tennis Club, report copies available on display
  - No Questions
- 6. Receive, Financial Statements from
  - a) Parish Council Summary of Accounts and Balance Sheet for Year 2015/2016
    - Report copies available on display
    - Clerk reviewed highlights and gave some explanations
    - No Questions
  - b) Statement of the Great Shelford Parochial Charities
    - Report copies available on display
    - No Questions
- 7. Highways Report on Traffic and Road safety issues in the Village
  - Report copies available on display
  - No Questions
- 8. PSWG Report on Village Views of the Proposed Master plan for the Recreation Ground
  - Report copies available on display
  - All proposals to be reviewed by Parish Council and a Parish Council vote to accept proposal required prior to any progression
  - No Questions
- 9. Planning Report on Current Status of Neighbourhood Plan
  - Report copies available on display
  - Plan covers Great Shelford and Stapleford. Little Shelford being encouraged to join process but have recently completed a Village Design statement and may want to remain at that status

- Village residence assistance requested to enhance the plan
- Next Consultation period at the Shelford Feast
- 10. Riverbank Report on Current Status
  - Report copies available on display
  - Floor Questions
    - > Little info on proposal appears to be available
    - Suggestion of display of proposal in the Library for comment
  - Clerk confirmed current position as EOI (expression of interest) for Grant application agreed and full application to be prepared by Parish Council. Grant funding is critical to progression of project. Timing for Grant application end May is very tight and extension of timing is being investigated. Parish Council agreed to provide information in library for further review by the Village.
- 11. Discuss other matters of Village and Local interest Concern with over 20 reports on display that only a few (5) had been presented was address by revisiting section 5 with any representatives available making a further comment, all as above. Suggestion made of putting reports on website in advance of meeting. Clerk explained that many reports arrive just prior to the meeting in time for printing but understands the issue and will attempt alternative for the next APM.
- 12. With all Agenda items covered the Chair closed the meeting at 1950hrs.

Signed	Date	ZOX
Chair Great Shelford Paris	sh Council	

## Annual Report of Shelford Twinning Association (2015/16)

We have had another successful year in terms of the growth of activities, the growth in membership, 'balancing the books' through fund-raising activities and continuing to develop our links with Verneuil-en-Halatte. We received a very generous gift from the Shelford Feast Committee and Little Shelford Parish Council towards our children's activities.

As Chairman, I would like to say a personal thank you to all the committee whose time, ideas, practical help and other methods of support have contributed significantly to the success of Shelford Twinning Association in 2015/16. This year, we have added Sarah Unsworth to our committee with a view to developing links between our local 'running clubs' and those of Verneuil-en-Halatte. Penny Pearl has been working hard to forge links between local choirs and those of Verneuil-en-Halatte. We continue to be very open to forging links between clubs/societies in Great and Little Shelford with those in Verneuil-en-Halatte as we believe that this was, in part, the original aim of the Twinning links in the first place.

Social and fund-raising activities have continued to develop during the year. We aim to hold an event every month with a view to promoting Shelford Twinning Association in the area and encouraging people to become members with a view to participating in the 'Exchange Visits' and developing more links with Verneuil. A fine balance between child-orientated events and adult-orientated events has been struck. Our website, shelfordtwinning.org.uk, is constantly updated by our webmaster, Graham Denton, so we would encourage all Shelfordians to consult it on a regular basis to find out what is happening each month, book the date in their diary, inform the organiser that you'd like to attend .... then come along! Shelford Free Church has been very kind in allowing us to use their hall and kitchen facilities which give an added ambience to our activities.

One of the keys to the success of the strong links with our twinning counterparts from Verneuil-en-Halatte is forward planning. To that end, we met with them in Folkestone this year. Friendships old and new go from strength to strength each year and both groups are continually looking for further ways to develop links. We are always open to ideas from the people of Great and Little Shelford as well as others who would like to get involved.

The combined adults' and children's visits continue to be very successful with 48 children and adults were hosted in French homes and 52 French children, teenagers and adults being welcomed to the Shelfords. We are indebted to Sarah Haddow and her team for liaising with our French friends to ensure that the experience of everyone participating in the 'Twinning Visits' continues to be memorable. Again, we were very appreciative of the involvement of Great & Little Shelford Primary School which hosted the French children for a morning of joint activities. As per usual, our guests wanted to have a shopping trip into the centre of Cambridge. They also enjoyed a visit to Hampton Court Palace. One of the key aims of the 'exchanges' is to learn from each other. To this end, incorporating spending a 'day with the family' has been a great success. Participants have learned much about each other's culture and language.

Throughout the year, both Shelford and Stapleford Twinning Associations have continued to support each other in their activities providing mutual support and encouragement. The events have been a great success because of the support, practical help and enthusiasm of both Associations.

2016/17 will be a challenge to both Associations as the migrant situation has put pressure on Channel Crossings limiting the n umber of coaches per crossing and the Insurance companies have significantly increased their premiums. Added to this is the huge fines incurred by coach companies if a migrant is found to be 'on-board'! It became clear in February 2016 that we would be unable to travel to Verneuil by coach due to various restrictions imposed by Cross Channel Ferry/Train companies. As a result, we will be travelling by Eurostar and SNCF which has significantly increased our costs. We are now looking at ways in which we can bridge the resulting 'funding gap' for 2016/17 .... ideas/donations would be very welcome.

We look forward to welcoming new members to the Association in 2016/17 and for the continued development of social activities.

On behalf of the ShTA Committee, I would like to express our thanks to everyone who has helped to make it such a successful year. I'm sure that ShTA will grow from strength to strength in 2016/17 as more people become involved in its activities.

Colin Jefferson (Chairman, Shelford Twinning Association)

# GREAT SHELFORD COMMUNITY ASSOCIATION SECRETARY'S REPORT TO THE A.G.M 14 MARCH 2016

Bookings for the Memorial are still at a premium and very often we are unable to accommodate all enquiries. However, we are very fortunate that we do have ample car parking.

It is worth noting that the upkeep and continual improvement in the facilities available at the Memorial Hall for the use of all the community are dependent entirely on the income derived from bookings. Of particular importance are those bookings that are made on a regular basis throughout the year.

During the 2015 we have enrolled a new Ballet Class held on a Wednesday from 3.30 p.m. – 6.30 p.m. and Granta Flower Club have relocated their floral demonstrations to the Memorial Hall on the second Tuesday of each month from 7.30 p.m. which is proving a great success. Another new class Ki Aikido has started on a every Monday evening. The Sequence Dancing classes are no longer using the hall due to lack of support.

We have had the front stage curtains replaced which is a vast improvement to the hall and the back stage curtains, although somewhat old, have been cleaned and re fireproofed and the tracking for these also replaced.

Another busy year under the Chairmanship of Simon Sparrow.

Sheila Tilbury-Davis Secretary, Gt. Shelford Community Association



ShelfordPlayscape f @GSPlayscape y

Charity no. 1164326

# Great Shelford Playscape Update April 2016

- **February 2015** Great Shelford Playscape was formed to engage with the local community, commission an inspiring design that will transform the play provision and raise funds to realise this vision.
- Summer and Autumn 2015 GSP conducted over a dozen community focus groups and launched an online questionnaire to understand how people feel about the rec and it's facilities.
- **November 2015** Erect Architecture was appointed by the PC to initially produce an over-arching masterplan for the rec.
- March 2016 The Draft Masterplan was presented at a public consultation. The full presentation and a summary of the proposals can be found on our website www.shelfordplayscape.org under "The design". All comments will be taken to the Architects and the PC to find a workable solution for the whole community.

Adopting a Masterplan means having a long-term plan for the rec. It will have to be done in phases and in partnership with different groups in the village. GSP will raise funds primarily for the play and skate area, which we estimate to be in the region of £200,000. So far we have raised nearly £11,000. We will raise the further sums needed through events, donations, sponsorship and grants.

- April 23<sup>rd</sup> 2016 this Saturday we will be hosting "It's A Knockout!" on the rec. Please come along and cheer-on the teams, eat cake and consider sponsoring a team! More details on our website.
- We welcome any ideas or expertise, particularly with fundraising and events management. We would also like to build a database of willing volunteers for events so please get in touch info@shelfordplayscape.org.

We can only do this with your help - thanks for all your support so far!

Eleanor McCrone, GSP Chair

## GREAT SHELFORD ANNUAL PARISH MEETING 20th April 2016-04-21

#### **GREAT SHELFORD BOWLS CLUB**

It is of some concern that the trend for falling membership continues, resulting in our lowest number of playing members since the club's foundation in 1920.

In some ways this is a mystery, as bowls is a sociable game of skill, where men and women play on equal terms, with the challenge of friendly competition and provides gentle exercise in fresh air. Although a game for all ages, it is ideal for retired people, at a time when their numbers are increasing and they are living longer, healthier lives

The other main concern of the past year has been the aftermath of the building of the new sports pavilion, which severely disrupted our joint boundary and access to the green.

Although a funding shortage was frustrating for both the club and the Parish Council, the problems have largely been resolved, thanks to goodwill and common sense prevailing on both sides. Club members have created a new garden along the shared boundary and most recently a new path has been built with suitable ramps to facilitate access.

However, the toilet facilities provided by the new pavilion are a major improvement and most welcome.

The club continues to rely on self help and is especially thankful for those members who manage the green; There have been many compliments on the quality of the playing surface by visiting clubs. We are also very appreciative of support from the Feast and from the people of Great Shelford for our fund raising table-top sales.

We continue to play in four local leagues and we welcome those interested who want to watch our matches or try their hand at bowling. Since the county council election in 2013, no one political party has been in control at Shire Hall and no party has a majority on any of the council's committees.

#### The County Council's 2016-17 budget

The County Council decided to increase its portion of the Council Tax by 2.0% for 2016-17. This followed a lengthy meeting where proposals ranged from no increase in the County Council's portion of Council Tax to a 4% increase. This was in line with the Council's consultation on the level of Council Tax, where about one-fifth of respondents supported no increase, 60 percent up to a 2% increase and about a fifth an increase of up to 4%.

# Appeal: 'availability of route between Sawston Village College and Great Shelford, Little Shelford and Stapleford'

In 2015, the County Council declared the route between Sawston Village College and Great Shelford, Little Shelford and Stapleford' as 'available', and therefore sought to remove the free transport for students living in Great Shelford, Little Shelford and Stapleford and less than three miles from the College

This was a block appeal on behalf of over 40 parents, and we both supported the parents' case. Tony had attended a number of meetings on the route (including the site meeting with the local M.P.) and with parents to help them prepare their case.

The parents' case at the hearing was very well organised, clearly presented and covered all the main issues with the route. There was a supporting presentation from a member of the Governing Body of Sawston Village College. At the end of these presentations Tony (having been asked by parents to do so) summed up the parents' case against the County Council's decision to declare the route 'available'.

**The outcome was very disappointing**. The Appeal Panel felt that the council had made the case for the route to be 'available' and so did **not** uphold the parents' appeal.

#### 31 bus service

Following the lengthy County Council review of subsidised bus services in the area and in particular the number 31 bus service, a review that included representatives from all villages on the route, a revised service taking into account the views expressed by local residents and councils commenced in July 2015.

The revised service continues to operate through Great Shelford and round the Stapleford loop; the first bus into Cambridge and the last two outbound from Cambridge operating to/from Drummer Street, with all the other buses operating to/from the Addenbrooke's bus station.

#### **Greater Cambridge City Deal**

Greater Cambridge City Deal between national government and the County, City and District councils was agreed in 2014 and gives the local councils a grant of £100 million for the period 2014 – 19 to address infrastructure issues. Under the arrangement further tranches of £200 million for 2019-24 and £200 million for 2024-29 will come to the local area provided certain conditions are met.

The City Deal Executive Board decided to prioritise two specific routes to/from Cambridge, the A428 to Cambourne and the A1307 Cambridge – Linton – Haverhill route.

There has recently been a consultation on high level transport concepts that had emerged from initial study work undertaken regarding the A1307 corridor. The agenda papers for the March meeting of the Executive Board argued for concentrating on rapid transport schemes between Four Wentways and Addenbrookes / Cambridge on the A1307 corridor.

We thought that there was an opportunity to argue the case for involving Sawston and Stapleford / Great Shelford areas and the A1301 corridor in the discussion and that the agenda papers represented a missed

opportunity to consider the inter-related major bio-medical and bio-technology employment sites of Addenbrookes, the Babraham campus, Granta Park/TWI, the Genome Campus, the Great Chesterford site and the congestion hotspots of Linton and the A505/A1301 roundabout in a more holistic and integrated way.

One thing that did emerge from this March meeting was a comment from one of the county council officers that a separate road over the Gogs was not really needed but that there might need to be some divergence from the A1307 itself from near the Gogs roundabout going towards Cambridge.

Consultation on possible major schemes will be held **starting in June**, and it may well be appropriate to respond about the need for wider thinking that covers all the major centers of employment and traffic bottlenecks in the area bordered by the A1301 and A1307 south of Cambridge and implications for villages such as Stapleford.

#### **SCDC Local Plan consultation**

In December 2015 and January 2016 there was a District Council consultation on the outcomes of the further work carried out in response to a request from the planning inspector for further work on key issues.

The major local change proposed was to take a portion of land out of the Green Belt in the Addenbrookes. We felt that there was little supporting evidence to take this land out of the Green Belt, at least part of the land could flood and it is very close to and could impact on the Nine Wells site. We regard the Green Belt as an important planning concept that seeks to maintain the setting of Cambridge City and to prevent the coalescence of surrounding villages into Cambridge, and for this reason and the reasons above we opposed this proposal.

#### Local Government Boundary Commission – electoral review of the County Council

The Local Government Boundary Commission for England (LGBCE) carried out a review of County council divisions in 2015-16. The object of the review was to ensure that as far as possible each councilor represents the same number of electors. This is not the case at present due to much greater levels of development in some areas than in others over the last 10 to 15 years.

The LGBCE consulted on proposals where every new division in the South Cambridgeshire area of the county would be a one-member division. The new proposals included a separate Sawston division contained Sawston, Stapleford, Babraham and Pampisford and a new separate Shelfords division including Great Shelford, Little Shelford, Harston, Hauxton, Newton and Haslingfield.. The Commission issued its final decision in February. Locally, following representations from the Shelfords and Stapleford area that these villages should remain in the same division, the LGBCE decided to retain a two-member Sawston and Shelfords division to cover the seven villages in the existing division plus Babraham and Haslingfield.

However, there have been a number of complaints regarding whether some residents and local groups had had sufficient opportunity for their views to be considered.

Accordingly, and exceptionally, the Commission has agreed to hold **a new phase of public consultation** on the electoral arrangements for Cambridgeshire County Council. The consultation will open on 10 May 2016 and close on 19 June 2016. The Commission has stated that it has an open mind about potential changes to its recommendations as a result of the consultation and will welcome views in support of the proposals and suggestions for alternative boundaries that meet the criteria set out in law. Once the consultation has closed, the Commission will carefully examine all the evidence presented and publish final recommendations in September 2016.

#### Tony Orgee and Gail Kenney, County Councillors for Great Shelford

# **GREAT SHELFORD PARISH COUNCIL**

Annual Parish Meeting 20<sup>th</sup> April 2016

# Parish Council Chair Statement for Year 2015 to March 2016

For the second year running we have had to start the year with a new Parish Clerk, Mike Winter formally a Parish Councillor stood down so that he could take on the post as clerk.

It's been a year of meetings, as we have spent many hours discussing our improvement plans for highway improvements in and around the village. After mouths of discussion we have submitted our application for the improvements along with an application for a funding grant from the County Council the grant for £10,000 has been approved, it is hoped for the improvement to take place later this year.

Work is planned for repairs and improvement to the river bank with a grant from South Cambridgeshire District Council of £40,000 work will take place this summer.

We are still trying to obtain the much needed Grange Field for extra playing space.

Playscape a group set to look into our children's play area needs, the planned improvements are about to be submitted to the Parish Council for their approval.

Our new Pavilion has been completed all Football and Cricket clubs have been using for the last year.

This year we improved our Christmas festivities by adding a Christmas fair and street illuminated decorations for the first time, the illumination where we'll received, a number of home owners joined in by decorating their own homes, next year we plan to hold a competition for the best decorations.

To mark the Queen 90th Birthday we are holdings 2 events the first will be a tea dance for our senior residents of our community in the evening a dance for our younger set both events will take place on Saturday 11th June in the Village Hall.

Shelford Stapleford and Lt Shelford are teaming up to develop a neighbourhood plan this will take about 18 months to develop, if you are interested in taking part we will pleased to see you.

Work is well underway on the former Welches site, to called River Side View, work is expected to be completed by the end of this year.

Work has begun on the former Railway Traven in Station Road after many years.

As the Police no longer carry out parking enforcement as a property the Parish Council is funding an off duty officer to perform the duties on a 6 month trail.

I would like to thank all my fellow councillors for their support this year, our Parish Clerk Mike Winter. Not forgetting our village Seamus Fegan my fellow District and County Councillors

Cllr Charles Nightingale Chairman Parish Council District Councillor for Shelfords

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Cllr Charles Nightingale Chairman Parish Council District Councillor for Shelfords

#### Great Shelford Cricket Club

The club is in a very healthy position at the moment with the first team starting the season as one of the favourites for the CCA Senior One title and the second X1 with similar aspirations in CCA Junior 5 South. Our Youth section is thriving: we have teams in the Under 13 and Under 12 CYCA Leagues and we have started an Under 9s team who will play friendlies this summer. The youths are particularly representative of the village with most of our boys and girls living in Great Shelford or Stapleford. We now have four Level Two coaches in our club to provide a safe, stimulating coaching experience for our youngsters. We were awarded the Groundsperson of The year award for Cambridgeshire for 2015, a huge achievement for Paul Ellum and Kane Munday. Paul Ellum remains the rock on with our club is founded. we look forward to exciting times in the future.

**Brian Higgins** 

## **Great Shelford Football Club**

As we approach the end of the season our 1<sup>st</sup> team are in a situation where they could do the treble, by winning everything available to us or they could win nothing. We are top of the league at the moment with 5 away games left to play including games against the two teams directly below us. We are also in the finals of both the Cliff Bullen cup and also the Premier league cup. The Cliff Bullen cup final will be played on Wednesday April 20<sup>th</sup> at Histon kicking off at 7-30pm. However we end up it will have been a great season considering how many of last seasons team left us to either play at a higher standard or because they were moving from the area, 6 in all.

Our ladies are not doing too well and look likely to be relegated. Next season they have decided to transfer their allegiance to Histon FC where they can play at the Glassworld stadium every home game.

We are also hoping to have a reserve team for next season, made up mostly of very good young players finding their way in the game. We are lucky enough to have found two qualified coaches to manage that team.

Many thanks to all at the parish council including Seamus for keeping the playing area and changing rooms in good condition and to Mike Winter for always listening to our grumbles.

Regards Tony Holden Secretary



## **Great Shelford Parish Council Report April 2016**

#### Introduction

SSYI, established in 1997, is a community-based Christian charity serving the villages of Great and Little Shelford and Stapleford, providing youth activities for local 10-19 year olds. Our activities provide opportunities to engage with young people and build relationships, encouraging more positive behaviour, involvement in the community and activities to promote informal education.

#### 2015 - 2016 Report

#### Overview

SSYI continues to serve the young people of Shelfords and Stapleford. We continue to engage with around 40 - 50 young people, excluding our primary and secondary school engagement. We have new faces in our provision and many of our older ones have remained to volunteer their time to be positive role models. We have a real mix of ages and various different styles of provision to respond to needs. Our partnership with Romsey Mill has grown in strength, which has enabled us to grow stronger as a small charity in regards to practical administrative matters that impact delivery of our work and also allows us to do joint activities and share resources in an effective way.

#### **Friday Youth Club**

SSYI is often known for its well established Friday night Youth Club. Throughout the year, we have been able to stay open 48 weeks of the year, only closing down for the Christmas period and Good Friday. This has meant we have been able to provide a safe, relaxing and positive environment for most of the year for our young people. This year, we have been really intentional about reaching out to those hard to reach, at risk, marginalised, disengaged and socially or economically deprived. We engage around 20 to 25 young people on an average night and the atmosphere has been excellent. The older young people are brilliant at welcoming and supporting the younger young people. We invited the year 6s from June to come to the youth club to aid with their transitioning from primary to secondary school. This was really successful and consequently, we will be doing this once again. We have a "Centre 33" worker who has attended our youth club monthly to support and advise young people on sexual and mental health, which the young people use well. The youth club has been a brilliant foundation to engage with young people, build relationship, identify needs and offer an alternative positive outlet for young people on a Friday night.

#### **Detached Work**

As many of our young people attend Sawston Village College (SVC), we decided we wanted to engage with our young people throughout the day. Therefore, we have been going into SVC during the school lunch time and walk around the school every week, two to three times a week. This has been an amazing privilege for SSYI because it has meant we have been able to really identify needs through this. This is because the young people come to us because we are a 'novelty' part of their day as we are at their school and as there are no distractions of a youth club, we always have fact



Registered Charity 1073490

finding and meaningful conversations with them. It means that we can offer advice, support and challenge young people through an effective, voluntary relationship. Additionally, we are able to outreach to young people we have not previously engaged with.

#### Mix It Up

Mix It Up is a sports project we deliver at Sawston Village College every Thursday, straight after school. We engage around 12 young people on an average week. This has been the result of our detached work in SVC. We identified young people who were marginalised, enjoyed sport, but were not very confident with other people. April to September, we play on the Astro turf and from October to March, we play inside the sports hall. This has been a very positive provision we deliver. We are able to build up young people's skills, leadership, confidence and self-esteem. In addition, for those with behaviour problems, there has been a noticeable difference in their behaviour as they have learnt to control their frustrations and anger, which they continue to demonstrate off the pitch also.

#### RED

RED is youth café that is held at Great Shelford Social club, every Tuesday from 3.10pm to 5.30pm. This too, has been the result of the detached work at SVC because we identified a group of year 11s who were explaining how they were incredibly stressed over their exams and they wish they had somewhere to chill out after school in the middle of the week. Therefore, we responded to this need by recently starting up a youth café for them to come and relax. It is similar to the set-up of the youth club, but the atmosphere is more chilled in tone. This group of young people have all given positive feedback to this group and we hope to continue to develop this provision further.

#### **Great and Little Shelford Primary School**

We decided to offer support to Great and Little Shelford primary school for the year 6s transitioning to secondary school. The school identified a group of young people in particular with various needs and challenges who they felt needed extra support in transitioning to secondary school. We thus developed an 8 week programme and resource pack for this group and every week we delivered topical sessions such as homework, time table, how to get to school, fears and so forth. This again, was incredibly successful and the distance travelled evaluations were incredibly encouraging. We are pleased to say that are all doing well at school. Consequently, the school has requested us to do this once again for them this year. We also wanted to build an ongoing relationship with the school because we recognise the impact it has on the year 6s in regards to their transition to secondary. We therefore mentor two year 6 students on a weekly basis, have delivered a PSHE lesson and supported their residential trip. We are really pleased with our relationship with the school and we are looking forward to growing together in partnership.

#### YAC

One of our aims is to grow a generation of leaders that have a great influence in our communities. We recognised we had many young people who showed great skills, abilities and are positive role



Registered Charity 1073490

models. We decided to utilise this and from January 2016, we have selected 8 young people to become SSYI Ambassadors. This means they are representatives of their peers and have an expectation that they will welcome, represent, volunteer and be positive role models for others. As part of their responsibilities, they form together what is called the Youth Action Committee (YAC). This committee meets once a month with the youth workers to discuss matters around the work of SSYI. They advise and share opinions on topical issues and they plan and prepare for events and community projects. These young people have taken on the responsibility remarkably well and all express they wish to give something back to the community.

#### Leadership Training

In addition to the SSYI Ambassadors, we have also recognised those who may not be ready for SSYI Ambassadors but would flourish with responsibility. We have invited selected individuals to become young volunteers for Romsey Mill's work in Sawston. They are treated as staff and we have high expectations of them. We recently delivered a training session with over 20 young people on how to be positive role models and how to deliver effective youth work. We received really positive feedback from them and as a result, we will be running this training sessions termly. Those individuals who are known by the police and have previously shown unruly behaviour have gained more confidence, self-esteem and have seen in themselves the potential they have. Their behaviour and perceptions have significantly altered and are looking towards more positive outlets. We have also supported these individuals to write curriculum vitae, provided references and helped them in finding a job.

#### Trips

Trips have always been an important to the work of SSYI. Trips are a great way to challenge and achieve particular objectives because taking young people away from their usual surroundings and placing them into an unknown environment often draws them out of their comfort zone, often leading to meaningful conversations, unknown talents and leadership skills and builds relationships with those they don't usual engage with. We have organised trips to Alton Towers (theme park), The Mega Centre (laser tag centre), Bounce (trampoline centre), Great Yarmouth, Nerf wars (soft dart shooters), The North Pole (ice skating) and Grafham Water (outward bound centre).

#### **Future Opportunities**

The YAC have decided they would like to give back to the community and therefore we have been collaborating with the playscape committee to identify ways in which we can support their cause of redeveloping the Great Shelford recreation ground. Playscape recognised an area of their plans that SSYI could be significantly involved in. This area is The Copse, situated at the bottom of the recreational ground, by the river. The YAC plan to convert this into a wild play for both young and old. They want to develop it into an area of wildlife exploration and interaction, using natural resources and materials for learning, creativity and having fun. This will be a long-term project but one that the YAC are very excited about.



#### Staff

SSYI continue to employ Ollie Leonard as our Lead Youth Worker, a full time split role with Romsey Mill. Additionally, SSYI still employ an Assistant Youth Worker on a part time basis. We are currently exploring the possibility of partnering with St. Andrews Church in Stapleford to employ another full time split role Youth Support Worker. This worker would be assisting with the general work of SSYI, taking a lead role in developing the youth work in the church, and developing a working link between the two.

#### **Fund raising**

We want to say a big thank you again to all those who support us. Without the support of the Parish Councils, the local Churches and many generous individuals we could not continue our work. Particular thanks are due to those that supported the Big Breakfast in March which raised a record sum for our work and also events where the Young People take the lead, such as the recent car wash which helped fund a trip for the Young People. Community support is essential to all we do and our members understand and appreciate that the villages are willing to invest in their future.

#### More information

If you would like any further information about our projects or upcoming activities then please contact our lead Youth Worker, Ollie Leonard (ollie.leonard@romseymill.org or 07768 545915) or David Jones, our Chairman, (01223 847213 or davidjhjones@btinternet.com). Also, our details are on our website www.ssyi.co.uk or alternatively there is a free and easy way to donate each time you buy something online. Simply register at <a href="http://www.easyfundraising.org.uk/">http://www.easyfundraising.org.uk/</a> and nominate Shelford and Stapleford Youth initiative as your chosen charity or just support us with a donation which can be sent to the Chairman or made through the "just giving" web site at: <a href="http://www.justgiving.com/ShelfordandStaplefordYouthClub">http://www.justgiving.com/ShelfordandStaplefordYouthClub</a>.

# Gt Shelford Tennis Club – Parish Report 20<sup>th</sup> April 2016

## <u>GSTC – serving our local community</u>

- GSTC is an LTA-registered tennis venue with 355 members.
- 64% of our members live in Great Shelford, Little Shelford or Stapleford.
- 4no. floodlit courts maintained to an excellent standard.

# <u>GSTC – a club for the whole community</u>

- Membership types to suit those who like to compete as well as for the social players.
- 237 no. Adults.
- 118 no. Juniors (4yrs to 18yrs).
- Family membership scheme to encourage involvement.
- Low cost Junior membership and Free Trial Sessions to encourage participation.

## **GSTC – Social and Competitive**

- 14 hours per week dedicated court time in evenings and weekends reserved for social play <u>Cambs summer league</u>
- Mens 8 teams 1<sup>st</sup> and 2<sup>nd</sup> team in division 1 (Div 1 champions in two of the last three years)
- Ladies 6 teams 1<sup>st</sup> team in division 1
- Mixed 5 teams
- Junior teams (U8 through to U16)
   <u>Winter League</u> Men Div 1 Champions 2015
   <u>National Tennis League</u>
- We organise a fun open day on an annual basis where we have had the 280th Ranked player in the world attend for the last few years.

## GSTC – providing coaching excellence

- Managed by Over&In (www.overandin.com).
- Around 30 hours of group coaching provided per week.
- Many hours of individual coaching provided per week.
- Tennis camps in school holidays available for all local children.
- O&I works with local schools to develop tennis provision.

## <u>GSTC – time to expand?</u>

- The LTA recommends that a club with 4 courts would have approx. 240 members. GSTC currently has 355.
- Since we run a large number of teams in the Cambs league, court space is very limited in the evenings and at weekends, especially from April to September.
- We have demand for additional adult mid week evening group coaching.
- Currently reviewing the possibility of expanding by utilising the old Bayer sports ground site. Working closely with the Hauxton PC & Cambridgeshire Tennis on this project.

# GREAT SHELFORD PARISH COUNCIL Annual Parish Meeting 20<sup>th</sup> April 2016

# HIGHWAYS REPORT

#### Summary of Year

The major impact issues this year have been as follows

• Cambridgeshire Police explicitly said that they would not normally enforce parking regulations. The Parish Council agreed to pay for PCSO overtime on a 6 month trial basis, to try and exercise some control over the village illegal parking problem.

• CCC and SCDC share responsibility for different elements of cleaning gutters and gullies. Both bodies did not to undertake any work in Great Shelford over the last year, despite constant reminding from the Parish Council.

• The much debated and agreed Village highways proposals are delayed on their implementation due to CCC having a 12 month backlog of Highways improvement work, even when that work is being fully funded by a Parish Council.

#### **Routine Maintenance**

GSPC continues to spend a significant amount each year on routine maintenance in the Parish; two Typical examples:

• The bus shelters in the village have been extensively repaired over the last six months.

• The verges have been cut for the first time in the last couple of weeks. As part of this, we paid the contractors to remove all the debris from the first cut, which should make everything much tidier than in previous years.

We believe we now have a commitment from SCDC to clean the gutters by about the end of April 2016. CCC will then kill weeds and clean gullies shortly after.

CCC plan to resurface two local roads this year - Buristead Road and Granhams Road.

#### **Major Projects**

We held a number of open meetings last summer to discuss changes to be made in the centre of the village (particularly 20mph zone, zebra crossing and HGV loading bay in Woollards Lane and various changes to parking restrictions). We have successfully applied for the maximum Local Highways Improvement Grant of £10,000 towards the cost of the zebra crossing. As mentioned above, the work has been badly delayed because of CCC resource issues, but they have now confirmed that the main work programme will be implemented over the October 2016 half term (current plan is for weekend working).

As part of the improvements we have been attempting to reduce the impact of HGV deliveries in Woollards Lane. McColls deliveries now go into the car park. We have managed to get some Tesco deliveries re-timed to 0700, but probably made not enough progress on this.

We have committed to installing a Speed Indicator Device (SID). The mobile SID has been delivered, Parish Clerk obtaining quotes for poles to be installed at six locations in the village.

#### **Future issues**

We know that the gestation period for any significant project is far too long, but probably can't do anything about that at the moment. We therefore need to start looking at what we should be doing over the coming year.

My initial thoughts are:

· A further zebra crossing, probably in Cambridge Road, around either the Davey Crescent or Scotsdales area.

• Funding for a further mobile SID.

• Whether to continue funding PCSO overtime for parking enforcement.

Review of local parking issues.

I will be setting up an open Village meeting in early June 2016 to discuss these and other future issues or concerns.

Parish Council

### Mobile Warden Scheme

The village is fortunate to have a Mobile Warden Scheme. Back in 1998 Councils encouraged their formation as a way of helping social isolation. Many schemes have not survived because of difficulties in recruiting volunteers and lack of determination to keep going in difficult times. Our ability to evolve and change as needs developed means we have been able to maintain the scheme in Gt Shelford. We are so fortunate to have excellent wardens, both past and present, who are supported by a good committee and active visitors to our members. I would like to pay tribute to Derek Dobson who was chairman for many years. Derek died in December and his family kindly donated, in his memory, the collection taken at his funeral service to the scheme.

Over the years various grants towards funding became more difficult to access or disappeared completely for us, as was the case of the Cambridge Community Foundation. However, the help we get from The Parish Council and South Cambs DC and in recent years, many village organisations including the Shelford Feast, Village Carol Service, Village Magazine, Car Scheme, Country Market and donations from grateful members and their relations as well as generous philanthropic individuals, means that the cost to the users of the scheme can be kept to a minimum.

Thank you to David Nunn our treasurer who works hard to keep up to date with all the new legislation regarding pension payments and minimum wage, as well as keeping the books and paying the wages and HMRC. He produces the accounts at the year end, as well as updating the charity website and other chores like arranging insurance which go unseen with the job. He also applies for the South Cambs Grant which applies new conditions of payment nearly every year.

We are sad to have recently lost a number of members of the scheme. Some had belonged to the scheme for quite a number of years. We know that the help and friendship from the wardens made a difference to their lives.

We now have vacancies for persons who feel they need or would benefit from the help that the wardens can provide. Enquires to Jackie or Claire. Details in the Village Magazine

Jenny Morris Chairman

# GREAT SHELFORD PARISH COUNCIL Annual Parish Meeting 20<sup>th</sup> April 2016

# A Neighbourhood Plan for Great Shelford and Stapleford.

A Neighbourhood Plan enables us to influence the scale, siting and phasing of development

The right development happens in the right place with the right infrastructure

## The process so far:

Both Parish Councils have agreed to co-operate in the production of a joint Neighbourhood Plan and have held two public meetings, which have been publicised in the village magazines and have contacted businesses in the village. There was strong support for the production of a NP.

We have identified issues relating to housing, the green belt, village facilities and transport.

Members of both councils have attended workshops and roadshows on Neighbourhood Plans run by the District Council and Cambridgeshire ACRE

## We have learnt that:

- On average a NP takes at least 2 years
- It requires considerable commitment from the Steering Group in terms of time and effort
- Consultation is the key to a sound plan
- We must focus on the key issues and provide strong evidence to support our analysis of the issues
- Professional help for writing policies is worthwhile •

## So this is where you come in

Our parishioners have lots of skills but are probably time poor so we're not asking you for an open ended commitment but if you have skills which will enable us to

- Consult by building a consultation database and using social media e.g. creating a dedicated website
- Give the NP a character of its own a logo and help with layout and design of the final document
- Identify the issues of concern to all our parishioners (manning consultation events)
- Build an evidence base e.g. an analysis of the landscape character of the green belt, housing needs survey
- Run a group focussing on a particular issue
- Establish a vision for the future of the villages. •

## Please let

Bridget Hodge, Chair Great Shelford PC Planning Committee 842553, hodge family@hotmail.com Nick Pett, Chairman Stapleford P.C, 843278, npa.cantab@gmail.com

or our Parish Clerks

Great Shelford, Mike Winter parishclerkgreatshelford@gmail.com

Stapleford, Beckie Whitehouse staplefordparishclerk@gmail.com

know so the NP we produce will be a sound document based on wide consultation and one which will be strongly supported in the referendum.

**Councillor Bridget Hodge** 

#### THE GREAT SHELFORD PAROCHIAL CHARITIES

(Registered Charity 231486)

THE TRUSTEE'S ANNUAL REPORT FOR THE YEAR ENDED 31st DECEMBER 2015

The Great Shelford Parochial Charities was constituted on 15<sup>th</sup> April 1890 in the County of Cambridgeshire and Isle of Ely, regulated by a Scheme of the Charity Commissioners of 15<sup>th</sup> April 1890 and as varied by Schemes of the Charity Commissioners of 13<sup>th</sup> September 1935 and 2<sup>nd</sup> August 1963 and 11<sup>th</sup> July 1973.It is a Registered Charity No: 231486.The address of the correspondent is 16 Walden Way, Great Shelford, Cambridge. CB22 5JH. The Charities' Trustees during the year 2014 were:-

Ex-officio	Rev: S.J. Talbott	
Nominative	Mr: S.R.F. White	Treasurer
	Mr: I.M.S.Wilkinson	
Co-optative	Mrs: J.R. Amis	
	Mrs: D.A.V. Creek	Chair
	Dr. S.F. Rann	
	Mrs: E.Y. Robinson	

Clerk and Correspondent Mrs: M.H.Lester

During the year the Trustees met on six occasions plus one special meeting to discuss future plans. The eighteenth of fifty annual instalments of £22,000 was paid into the Capital Recoupment Fund which was established in accordance with the requirements of the Charity Commission, to recoup the expenditure from the permanent endowment of the Charities, for phases 1 and 2 of the development of properties at More's Meadow, Great Shelford. The development provides 28 bungalows and 4 houses. Routine and planned maintenance, including replacement of central heating boilers and ventilation units, has been carried out to the Charities' properties and gardens during the year. Help has been given with domestic and financial problems , in considered cases of need , within the Parish of Great Shelford.

315E March 2016

Mrs. D.A.V. Creek Chair

#### Police Report for Great Shelford APM

Crime for Great Shelford ward, which includes Little Shelford, Stapleford and Newton increased slightly last year compared to the previous year. For Great Shelford the most noticeable increase was in thefts from sheds and garages. Of 60 non dwelling burglary offences, which this crime comes under, 52 were burglaries of sheds and garages. Most of these were in Great Shelford. As a result of this we are planning to carry out a crime prevention event in Great Shelford, with the support of the Parish Council in July. PCSO Kendall will be liaising with members to advertise this event. There will be an opportunity for residents to have property marked and to buy crime prevention items.

The Community Parking Fund has been operating since January 2016 with patrols in Great Shelford and Linton. These are the only 2 Parish Councils who opted to pay into the fund. To date we have carried out 26 hours of patrols in Shelford and issued 23 tickets. The patrols will continue through April and May of this year.

There amount of ASB reports for the last year has remained at a very similar level to last year, with no noticeable hot spot areas.

# GREAT SHELFORD PARISH COUNCIL Annual Parish Meeting 20<sup>th</sup> April 2016

# **RIVERBANK REPORT**

#### Summary of Year

GSPC proposes to restore approx 100m stretch of eroding bank on the river Cam at Great Shelford recreation ground, to improve accessibility to the river, while increasing the biodiversity potential.

The Parish Council plan soft engineering to let a marginal screen of plants to develop and replacement of the hard revetment in selected places to enable the public to get close to the water.

Most costs are planned to be covered by Grant Funds. The Parish Council have already received a small grant from SCDC and are currently mid-way through an application with the Cambridgeshire Communities Fund.

All ideas welcome.

Councillor Stephen Chittenden Parish Council

18 April 2016

Great Shelford Annual Parish Meeting



Principal: Mr J M Culpin

On behalf of Sawston Village College I am delighted to be once again presenting a brief report of our activities over the past 12 months to Great Shelford Parish Council. Although I am unable to attend the annual parish meeting in person, due to prior engagements, I would nevertheless welcome an opportunity to attend another meeting over the course of the coming year to discuss the contents of this report in more depth, and update the parish council on other matters of common interest.

I would like to begin by briefly commenting on the College's performance in public examinations. Although to some extent these results are now very much in the past, with our current cohort of Year 11 pupils only a matter of weeks from sitting their examinations, it is worth noting that the 2015 results placed Sawston Village College as the ninth most successful secondary school (without a sixth form) in England, which was a remarkable achievement. Our achievement at GCSE 5 or more A\*-C grades with English and Maths were amongst the very best in Cambridgeshire, while the progress made by our pupils between Year 7 and Year 11 was well above the national average, including for those pupils who come from a disadvantaged background. Maths and Science results are also amongst the best in the country and English too was well above the average for local and national schools, supported by impressive results across the whole curriculum. We are confident of similar results this coming Summer.

Of course, at Sawston Village College we are equally passionate about the development of the whole child and ensuring a broad and balanced curriculum – examination success is the passport to so much for our young people but so is the development of life skills and ensuring that pupils enjoy their learning. The past twelve months have accordingly seen our young people engage in a wide variety of activity within and beyond the taught curriculum, visiting numerous foreign countries such as Germany, France, Iceland and Italy; they have taken part in concerts, productions and film making (the College now holds the prestigious Artsmark Platinum Award for its work in the arts) and took a leading role in the development of our celebrated Birdsong sculpture with help from local business and our valuable partnership with SCDFAS. Pupils have also raised a substantial sum of money through sponsored events to help enhance the College site and support a range of charities, at home and abroad, using our new House system as the vehicle to do so, which in turn has transformed our support for pupils and parents. In fact every week sees a new opportunity and event for pupils to become involved in, too many to mention here and I would urge members of the parish council to sign up to our Twitter account (@sawstonvc) to find out more about the range of our curricular and extra-curricular provision. I have also included some of our most recent newsletters and publications to give a better insight into what we do.



New Road · Sawston · Cambridge CB22 3BP · Tel: 01223 712777 · Fax: 01223 712754 · www.sawstonvc.org Community Education: 01223 712424 · email: office@sawstonvc.org · Company Reg. No. 7627138 We are not complacent however and we continue to push forward. At a whole school level and in response to ever tighter financial pressures and the wider national agenda the College is currently exploring entering into a formal partnership with two other academies. This would see the formation of a multi academy trust, based upon principles of mutual support, collaboration and the retention of individual identity, and builds upon the strong relationships that already exist between SVC and other village colleges. At the same time we are also looking to strengthen the excellent partnership that exists with our primary schools, with our local communities and Cambridgeshire as a whole. We remain fully committed to our outstanding adult learning provision, at a time when some other schools are scaling back their programmes and also to our strong sports centre activities, which are very successful. Although it is a time of rapid and unrelenting change, both nationally and locally, we hold true to the vision of the village college movement and that we are a local school for local people, providing cradle to grave learning and opportunity wherever possible.

As I noted above this is only a very brief overview of our work and I would be very happy to speak to the parish council at much greater length about our aims and development plans. I would also encourage any parish councillors who would like to contribute to the school, perhaps through business links or professional expertise, to get in contact with me at the College. We would very much like to hear from you.

Thank you for inviting me to contribute to your annual meeting.

Jonathan Culpin Principal

#### Shelford and Stapleford Strikers Football Club

The club currently operates 19 teams between our youngest age group – the mini strikers (U6/7) all the way through to the last age group of youth football U18's. We are now the largest youth football club in Cambridgeshire. We currently have almost 250 players registered across these different age groups. Many of our age groups have multiple teams, which demonstrates how the club is flourishing at present. We are very much a local club, giving boys and also girls within mixed teams, the opportunity to play competitive football.

The teams play at a several local venues - including Great Shelford Recreation ground - which is a great venue and a great location.

The club would like to thank the Parish Council for the use of the pavilion facilities, the pitch and also to thank Seamus for the marking of the pitch.

Next seasons we intend to have 3 teams playing at Great Shelford, the U15's, U17's and U18's (the same teams as last season, just one year older).

Best Regards,

John Gilchrist

### Shelford School 2015/16

The school has had another successful year. Pupil numbers have held steady at over 200, close to our capacity of 210, and we are again over-subscribed for our Reception class intake next September. Last year I wrote of the prospect of an improved budget situation, but this has proved to be temporary and governors are again faced with difficult decisions about how to allocate our scarce resources. We are also carefully considering our options in the light of recent government announcements about the requirement for all schools to convert to academies. The timetable is not yet clear, but it seems likely that significant change will come sooner rather than later.

We have been spared OFSTED inspection this year, but there has been no let-up in "initiatives" that have required a great deal of hard work by the Headteacher and her staff. In the summer we were sorry to say farewell to Miss Ralph after a very successful two years in the school. Recruiting good teachers is not easy, even for a successful school in such a desirable location, and it was only in January that we were joined by Mr Dagnall who has already made a very positive impression on his class and the school. With three male teachers the school has a degree of balance in its staff team that the large majority of schools can only dream of.

The school has contributed to discussions about the traffic situation in the village, and in particular in Church Street. There are no easy solutions, but we appreciate the efforts of the Parish Council and hope that the planned rearrangement of parking bays and the proposed reduced speed limit will help to alleviate the conflict and unpleasantness that sadly occurs from time to time.

A most welcome development this year has been the re-establishing of the PTA after an interregnum last year. The new committee, enthusiastically led by Charlie Russell, has organised a range of fundraising events, from old favourites such as the Christmas Fair and the Quiz to new ones including the Muddy Challenge. Whilst fundraising is critical for us, the PTA events also contribute hugely to the community feel of the school and its contribution to village life. The school of course greatly benefits from the support of the local community, in particular the churches and the Feast, and we were delighted that the children were again able to contribute musically to the Feast celebrations.

Peter Ede Chair of Governors

# GREAT SHELFORD PARISH COUNCIL ANNUAL RETURN / STATEMENT OF ACCOUNTS

## FINANCIAL YEAR

	2014/2015
ALL INCOME	£210,226
Precept	£100,000
Sports Club Contracts	
Allotments	
Cemetery	
Highways	
Pavilion	
S106	
Administration	
VAT Receipts	
Other & Cash Book	£31,497
BFW from Previous Yr	£78,729

2015/2016
£284,396
£125,000
£6,256
£1,006
£3,391
£1,500
£1,585
£63,521
£5,691
£5,900
£0
£70,546

ALL EXPENDITURE	£139,680
Recreation Ground	
Allotments	
Cemetery	
Highways	
Pavilion	
Plant & Tools	
S137	
Reserves	
S106	
Administration	
Staff Costs	£40,480
Loan, Interest, capital	£7,165
Other costs	£0
Other & Cash Book	£0

£154,531
£20,831
£158
£3,072
£23,588
£16,120
£54
£15,850
£18,620
£0
£55,257
£40,745
£7,164
£7,348
£981

INCOME less EXPENDITURE £70,546

TOTAL ACCOUNTS HELD	£70,546
Bank Accounts	
Cheques not drawn Yr End	
Cash & Stamps held	
Investments	

TOTAL ASSETS	£1,658,294
Fixed	£1,658,294
Investments	£0

TOTAL BORROWINGS	£82,362
PWLB	£82,362
Others	£0

£129,865	
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£129,865
£131,110
-£1,374
£129
£0

£1,658,294
£1,658,294
£0

£77,119	
£77,119	
£0	

The above statement represents the financial position of Great Shelford Parish Council as on 31st March 2016

Parish Clerk and Responsible Financial Officer Date Chair Parish Council Date