

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 22<sup>nd</sup> June 2016 at 1930hrs

Present: Councillors Mike Nettleton (Chair), Angela Milson, Barrie Ashurst, David Coggins, Malcolm Watson, Peter Fane, Ben Shelton (District Councillor), Charlie Nightingale (District Councillor) and County Councillor Tony Orgee  
Parish Clerk: Mike Winter

Two members of the public

1. Apologies Received: Councillors Bridget Hodge (Vice Chair), Helen Harwood, Simon Talbott Stephen Chittenden and County Councillor Gail Kenney

District Councillor Whiteman Downes not in attendance

2. There were two declarations of interests received.  
Councillor Charlie Nightingale, member of Shelford Feast Committee  
Councillor Mike Nettleton, proprietor Eagle Analysis

#### Public Session Notes

Chair Councillor Mike Nettleton addressed the public attending with a brief on the Agenda items and requested comments along with any other items of interest from the Public attending

- Post Office Change of Use, Public present expressed many strong reasons to maintain a Post Office within the village for the use of all local surrounding villages and requested the Parish Council used every possibility available to achieve that objective. Chair assured public attending that all opportunities were being explored and would update on progress when information was publically available.

The Planning Committee would be responding to the Change of Use application in the normal manner

- Highways update and Riverbank status was summarised, with no response from the Public attending
  - Concern for the Library status was raised. In response County Councillor Tony Orgee stated the Great Shelford Library was not at risk as he had stated previously at earlier meetings
3. Minutes of the Parish Council meeting of 18<sup>th</sup> May 2016 were confirmed as being an accurate record and were signed by the Chair.
  4. Consider Matters arising from meeting of 18<sup>th</sup> April 2016  
No items arising
  5. Reports from Elected Representatives were received
    - a) District Councillor, Ben Shelton and Charlie Nightingale
      - SCDC web site had listed recognised and approved Handyman services for public use
      - Parish Council request to identify process where verges have been damaged by property developers was referred direct to Planning Officer but in future it was recommended that the issue and reinstatement could be made a condition on Planning on application response
      - Parking enforcement in the Village was being considered by Cambridge City with potential to share utilisation of City Traffic Wardens. Councillor Charlie Nightingale to continue discussions on possibility of proposal

- Councillor Charlie Nightingale has arranged a contribution from the Shelford Support Group of £400 to the Parish Council for the provision of a Defibrillator, positioned in Tesco. Parish Council to purchase and any additional cost to be investigated as a grant or Parish Council funded.
- b) County Councillor Tony Orgee reported
- Devolution discussions continue with combined Cambridge and Peterborough proposal.
  - Access to Cambridge Strategy, could provide auto number plate recognition. Likely to be reviewed July to September 2016
  - City Deal, consultation available on website to 1<sup>st</sup> August 2016 and local exhibition at Great Shelford Memorial Hall on Thursday 21<sup>st</sup> July 1730 to 1930hrs
  - The Post Office had developed their facility in Harston and he saw no reason why they should not adopt the same considerations in Great Shelford.
6. Standing Committee Reports
- a) **Highways:** Chair Mike Nettleton, report circulated, main topics
- Main work programme now behind proposed schedule due to CCC delays, issues escalated. However main work programme still hoped for implementation over October half term holiday period
  - Continuation of Police Parking enforcement financial support. Inspector Southerland to advise if continuation available.
  - Open meeting held 14<sup>th</sup> June re next year's priorities identified for review
    - Parking around Railway Station
    - Widening of pavement in Woolards Lane
    - Additional Zebra crossings at Scotsdales and Davey Crescent
- Full report for June circulated  
 Main work programme costs reviewed for approval  
 Proposal to progress at cost of £40,093 and within 2016/17 Budget of £50,000 less LHI Grant of £10,000  
 Proposed: Ben Shelton  
 Seconded: Malcolm Watson  
 Vote: Unanimous
- b) **Planning:**
- Minutes for 8<sup>th</sup> June previously circulated
- c) **Recreation Ground:** Chair Malcolm Watson, advised
- No new items to report
- d) **Cemetery and Allotments:**
- June report circulated
- e) **Finance and General Purposes:**
- No new report items
- f) **Playscape Liaison:** In absence of Councillor Simon Talbott, the Parish Council was updated on status by Eleanor McCrone from the Payscape Working Group
- One year since starting Group, funding progressing and at £23,000 with target objective still at £200,000
    - Fund raising events planned include, Abseiling from Church Tower and reinitiating of the Shelford Fun Run in 2017
  - Review of Master Plan had raised some alternatives but the Architect felt they could all be overcome to everyone's satisfaction  
 Next step was to hold a provisional Pre Application Planning meeting (No Cost) with Planning Officials to establish any potential Planning difficulties. The PSWG requested Parish Council's view on Architects attending the Planning review at a cost of £500. This was agreed as essential by Parish Council.

PSWG to progress and keep Parish Council advised, with a Parish Councillor attending any Pre Application Planning meeting

When Planning considerations were included in the Master Plan the Parish Council would then consider the adoption of the Master Plan and progression to the detail design stage.

- SSYI had offered to provide free labour to start some development of the Copse area under guidance of Daniel Lee, Sterling Gardens at a cost.

This was postponed for review until after completion of Riverbank work due to safety concerns.

Full report for June circulated

**g) Police Liaison:** Councillor Barrie Ashurst report circulated, main topics

- Cyber Crime on increase and 3 PCSO's being trained to assist in combating this crime
- Speeding, more time being spent with speedwatch teams and specials being trained in use of speedguns
- Proposal to continue support for parking, PCSO patrol

Proposed: Charlie Nightingale

Seconded: Barrie Ashurst

Vote: Unanimous

Subject to Inspector Southerland advising the scheme continues to be available.

Full report for June circulated

**h) Environmental & Sustainable Shelford:** No new report items

**i) Social Media:** No new report items

**j) Community Association:** No new report items

**k) Parochial Charities:** No new report items

**l) Twinning Association & Feast Liaison:** No new report items

**m) Schools & Library:** No new report items

**n) Local Liaison Forum, City Deal:** No new report items

**o) Pavilion:** Clerk Mike Winter report circulated, main topics

- Re staining of players corridor completed
- Pavilion roof cricket ball catch netting started
- Shelford Feast using Village Hall car park for toilet truck parking this year.

Councillor Charlie Nightingale checked suitability of discharge into drainage system

Full report for June circulated

7. To Review applications received for Additional Parish Councillors

Agenda Note circulated.

Five applications received, one has subsequently withdrawn for the three vacancies.

EGM to be called specifically to review and receive personal statements from the four applicants.

EGM proposed objectively second week in July 2016 subject to co-opting rules with successful applicants objectively attending next scheduled Parish Council meeting on 20<sup>th</sup> July 2016

8. To Receive recommendations from the Tender Evaluation Panel on the Riverbank Project and

Approve the Preferred Supplier

Agenda Note and Recommendation circulated

Five Rivers Quotation of £25,174 from the six received was recommended by the evaluation panel.

Proposed: Malcolm Watson

Seconded: Charlie Nightingale

Vote: Unanimous

Subject to Grant Approval, Reference and Company checks.

9. To Approve a Financial Contribution of £2,000 to the Joint Account for the Great Shelford and Stapleford Neighbourhood Plan development

The joint village activity is progressing and a fund for the additional work agreed.

Proposal to contribute £2,000 to the Joint Fund

Proposed: Peter Fane  
Seconded: Charlie Nightingale  
Vote: Unanimous

10. Update on potential Land acquisition process  
Councillor David Coggins proposed to set up meeting for discussion on method of progress on the opportunity with all interested parties within the next two weeks.
11. To Review Village Post Office future with regard to Planning change of use application  
Hard copies of a Parish Council Notice had been made available to the public at this meeting and also displayed on media websites and at the Library  
This item was reviewed under Public discussion session with no further Parish Council discussion.  
Planning application for Change of Use to be reviewed at next Parish Council Planning Committee meeting
12. To Approve funding for the (2) Two newly opened Bank Accounts  
Agenda Note and Recommendation circulated  
New accounts established at
  - a) Cambridge building Society, Deposit of £74,000 (\$106 funds)
  - b) Nationwide Building Society, Deposit of £50,000All transfers to and from these accounts, as necessary to fund the Parish Council annual activities to be covered by a minute at a Parish Council meeting  
Proposal for the above transfers of Parish Council funds as above  
Proposed: Malcolm Watson  
Seconded: Ben Shelton  
Vote: Unanimous
13. To Review quotation for Maintenance of the border outside of the memorial hall  
Agenda Note circulated  
Quote from Daniel Lee, Sterling Gardens (Current free provider) reviewed.  
Councillor Helen Harwood requested (In absence) to obtain alternatives with possible use of a local working party and report back to next Parish Council meeting.
14. Review and Approve Financial monthly accounts for payment and Note receipts  
Clerk Mike Winter presented a schedule at meeting of Payments and Receipts for Month of June in Financial Year 2016 / 2017  
This was accepted with 14 cheques valued at £7,831-03p for payment and 2 Cheques for transfer to new Parish Council accounts duly signed by two councillors.
  - Chair Mike Nettleton was still not on signature list due to delays at Barclays
15. To Approve Chairman's Action and Costs for new e-mail address & website in view of security concerns  
Agenda Note circulated  
Chair Councillor Mike Nettleton advised the Parish Council that due to unresolved security issues with the current Gmail account it was advisable to acquire and establish a domain name as greatshelfordparishcouncil.gov.uk this would provide for multiple Councillor E-mail address and a Parish Council directly controlled website.  
Cost to date for approval of Chairman's action, £125 (Domain charge) and Hosting £95-40p per year  
Proposal to Approve Chairman's action  
Proposed: Charlie Nightingale  
Seconded: Angela Milson  
Vote: Unanimous

16. To Review & Amend Parish Clerk worked hours & Consider Project assistance allocation.  
Agenda Note circulated  
HR item moved to a private discussion between Chair and Clerk for Chair to advise Parish Council.
17. External correspondence received, reviewed and replies agreed as follows
- a) Aggressive Dogs, Window above TuckerGardner & on Westfield Road / Rugby Club path  
Considered Police matter outside of Parish Council remit
  - b) Anglia Water, Private Pumping Stations from Oct 2016 to be taken over with all maintenance costs  
No action other than advice
  - c) Camb & Pbo Devolution Survey, circulated for response
18. Matters raised for future agenda consideration were
- Next Meeting
- a) Currently no new items
- Outstanding from previous meetings
- a) Critical Succession and Critical illness proposals to be reviewed
  - b) Communications policy for review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location.
  - c) Update on proposal to disperse costs of street lighting to local residents for 2016/2017
  - d) Presentation from Network rail on footbridge proposal and Frequency of barrier closure to be requested?
19. With all Agenda items covered the Chair closed the meeting at 2130hrs.
- Reminders
- Planning Meeting, at Pavilion Tuesday 28<sup>th</sup> June 2016, 7pm  
**NOTE subsequently moved to Thursday 30<sup>th</sup> June at 7pm**
  - Police Crime Prevention Event at Pavilion Tuesday 19<sup>th</sup> July 2016, 5pm to 8pm
  - Next Parish Council Meeting, at Pavilion Wednesday 20<sup>th</sup> July 2016, 7:30pm

*Note. All the above is the official minutes of the Parish Council meeting on 22<sup>nd</sup> June 2016 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting*

Signed

Date

Chair  
Great Shelford Parish Council