

# GREAT SHELFORD PARISH COUNCIL

## Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on  
Wednesday 21<sup>st</sup> September 2016 at 1930hrs

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1. Present: Councillors Bridget Hodge (Vice Chair, Acting Chair this meeting), David Coggins, Angela Milson, Malcolm Watson, Simon Talbott, Barrie Ashurst, Peter Fane, Richard Davies, Charlie Nightingale (District Councillor) Ben Shelton (District Councillor), County Councillors Tony Orgee and Gail Kenney  
Mrs Eleanor McCrone, Representing Playscape.  
Parish Clerk: Mike Winter

Three members of the public

Apologies Received: Councillors, Mike Nettleton (Chair), Helen Harwood, Stephen Chittenden and Stefan Harris-Wright attending Devolution Seminar on behalf of the Parish Council  
District Councillor Whiteman Downes not in attendance

2. There was one declarations of interest received.  
Councillor Charlie Nightingale, Payment to T. Nightingale for Village Man replacement services

### Public Session Notes

The pedestrian track from Mores Meadow to The Hectare was to receive new gates. Did this mean pedestrian restriction?

Councillor Simon Talbott advised land was Parochial Charities and that the plan was to restrict any potential vehicle access but direct contact with the Parochial Charities was advised.

Concern over the potential removal of High Green telephone kiosk. Chair confirmed the Parish Council was supporting the retention but decision rested with BT.

Romsey Mill representative stated that the Planning application made for a new coffee shop had a parking plan to maintain a play area to the rear, omitted from the Planning application. Chair advised that the information should be forwarded to the Planning authority.

3. To Review applications received for Additional Parish Councillors  
One applicant has withdrawn due to moving out of village, leaving one remaining applicant. Invited to next Parish Council meeting if available?
4. Minutes of the Parish Council F&GP meeting of 17<sup>th</sup> August 2016 were confirmed as being an accurate record with the addition in Item 7 of Mr Ryner and were signed by the Chair.
5. Consider Matters arising from meeting of 17<sup>th</sup> August 2016  
Item 8. Accounts transfer agreed at F&GP for Five Rivers payment not necessary as Amey Grant received prior to payment release. See Accounts report.  
Item 10a. Children's Fun Fair declined by Mr Harris due to cost  
Item 10b. Community Association BBQ request. CA allowed event to take place without providing security deposit, Liability Ins and Car Park sectioned off?
6. Reports from Elected Representatives were received
  - a) District Councillor Ben Shelton and Charlie Nightingale reported
    - Consultation on County Council boundaries continues
    - District boundaries and Devolution to be reviewed at full Council meeting on Thursday 22<sup>nd</sup> September 2016
    - South Cambs loan to develop Ice Rink on Newmarket Road was to be requested with the condition that the Ice Rink be available to all users not just clubs.

- South Cambs were offering a grant of £10,000 support to any Parish Council willing to trial a village monthly only waste bin collection. This was not considered by the Parish Council.
  - The trees at Hinton Way / Shelford Bottom were to be requested for inclusion in a TPO.
- b) County Councillor Tony Orgee and Gail Kenney report circulated, main topics
- LHI funding, applications by 30<sup>th</sup> November 2016 with bids reviewed at Panel meeting on 30/31<sup>st</sup> January 2017
  - City Deal, consultation closing on Monday 10<sup>th</sup> October 2016
  - Parish Council raised topic of Stapleford to Sawston cycle way being considered unsafe. Councillor Tony Orgee confirmed it had also been raised at Sawston Parish Council meeting and advised the Parish Council should e-mail Graham Hughes declaring that the route was unsafe.

## 7. Standing Committee Reports

New Councillor's Committee allocation.

- Councillor Stefan Harris-Wright, Recreation Ground and Highways Committees
- Councillor Richard Davies, Recreation Ground and Allotment Committees

Clerk Issued Updated Contact List and Committee Allocation.

### a) **Highways:** Councillor Barrie Ashurst, report circulated, main topics

- Revised location of parking areas along Church Street, options reviewed.
- Pedestrian Crossing in Woollards Lane, Zig Zag restrictions amended to improve parking arrangements but implementation may be delayed until 2017
- Options for location of SID on new posts or lamp-posts discussed.

Next Highways Committee meeting to review all proposals

### b) **Planning:**

- Minutes for 13<sup>th</sup> September previously circulated
- Neighbourhood Plan meeting, arranged for Wednesday 5<sup>th</sup> October at Shelford Memorial Hall at 7:30pm
- Local Plan hearing on 9<sup>th</sup> November

### c) **Recreation Ground:**

- Minutes for 17<sup>th</sup> August previously circulated
- Purchase of additional riverbank facilities deferred until plan for Cope development agreed.

### d) **Cemetery and Allotments:**

- Invoices for year April 2016 to March 2017 to be issued Sept / October 2016

### e) **Finance and General Purposes:**

- Minutes 17<sup>th</sup> August 2016 previously circulated

### f) **Playscape Liaison:**

Eleanor McCrone, representing Playscape reviewed the proposals for the Cope development.

Proposal to accept Sophie Smith design plan quotation with subsequent materials, equipment and SSYI support up to a maximum expenditure of £7,000.

Proposed: Councillor Malcolm Watson

Seconded: Councillor Simon Talbott

Vote: Unanimous

Financial grants and contributions are available from SSYI and Co-Op Community Fund towards this project.

Playscape are also having a general fund raising event of a Sponsored Charity Abseil down the tower of St Mary's church on Sat 1<sup>st</sup> Oct.

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

- Incidents on the Stapleford to Sawston cycle way have resulted in police attendance and a statement from the police that the cycle way needs improving
- Parking Enforcement to be reviewed at next Highways meeting

- h) Environmental & Sustainable Shelford:** Councillor Peter Fane reported  
A Green Living Event was to be held on Sunday 25th September at 2 - 4.30 pm,  
Venue, The Johnson Hall, 1 Gog Magog Way, Stapleford CB22 5BQ
- i) Social Media:**  
Great Shelford Web site at shelford.lucidata.com will cease to update from 17<sup>th</sup> October 2016.  
The new Parish Council operated website will be established asap.
- j) Community Association:** No new report items
- k) Parochial Charities & Schools:** No new report items
- l) Twinning Association & Feast Liaison:** No new report items
- m) Library:** No new report items
- n) Local Liaison Forum, City Deal:** No new report items  
Next Meeting on 26<sup>th</sup> September 2016 at Coton Village Hall, 19:30 – 21:30
- o) Pavilion:** Clerk Mike Winter full report previously circulated, main topics
- Upgrading of Pavilion Roof drainage quotation of £425  
Proposed: Councillor Malcolm Watson  
Seconded: Councillor David Coggins  
Vote: Unanimous
  - Village Man additional equipment for new work schedule, expenditure of up to £1,500  
Proposed: Councillor Simon Talbott  
Seconded: Councillor Ben Shelton  
Vote: Unanimous
  - Village Mans absence for family funeral approved but not to be part of employment contract
8. Increased charges to Sports Clubs for misuse of Recreation ground and Pavilion  
Proposal reviewed as Agenda Note circulated, with addition of Clerk to have discretion of issue on all potential charges and to circulate note to all club users  
Proposed: Councillor Ben Shelton  
Seconded: Councillor Simon Talbott  
Vote: Unanimous
9. Review Quotations and Expenditure for Memorial Hall flower beds  
Agenda Note Circulated  
Under supervision, Brownies to take over flower bed maintenance with a budget of £400 for plants and a Quotation of £183.32p for labour to dig out flower bed  
Proposed: Councillor Charlie Nightingale  
Seconded: Councillor Malcolm Watson  
Vote: Unanimous  
Cost Allocation to Highways as Grass Verges cutting etc.
10. Review Quotation for Stonehill Allotment hedge cutting  
Agenda Note Circulated  
Quotation of £2,189 for cutting of all perimeter hedges at Stonehill allotments  
Proposed: Councillor Angela Milson  
Seconded: Councillor Ben Shelton  
Vote: Unanimous
11. Options and Quotation for Maintenance of Clay Pit area discussed.  
Agenda Note Circulated  
Quotations held in abeyance. Councillor Bridget Hodge arranging initial clear up with the Wildlife Trust and an agreed annual maintenance plan.

12. 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 September in Financial Year 2016 / 2017  
 This was accepted with 13 cheques valued at £10,721-55p for payment
- Chair Mike Nettleton was now on signature list and Barclays had provided £105 compensation for the delays
- Clerk advised that current account balance may require £10,000 transfer from savings account prior to next Parish Council payment meeting (Subject to date of Precept receipt) and requests authority for the transfer if necessary  
 Proposed: Councillor Simon Talbott  
 Seconded: Councillor Malcolm Watson  
 Vote: Unanimous
- Clerk advised that if ½ year precept arrives in early October 2016 the account will be in excess of the FSCS limit, thus a transfer of £24,000 to the Nationwide account would be necessary and requests authority for the transfer  
 Proposed: Councillor Malcolm Watson  
 Seconded: Councillor Charlie Nightingale  
 Vote: Unanimous
13. External correspondence received, reviewed and replies agreed as follows
- a) E-mail from Charles Duthrie Smith re Post Office
    - Councillor Richard Davies requested to contact and advise accordingly
  - b) Response from Grange Field owners received
    - Noted for further contact
  - c) Request for Parish Council to maintain unattended grass strip at Maris Green
    - Clerk arranged for village man to provide ½ days work in clearance as immediate assistance but area not supported by Parish Council maintenance. County Council believed responsible. Clerk advised by County Councillors present to advise residents of Maris Green to contact Peter Taylor at County Council
  - d) E-mails re removal of Telephone kiosk at High Green, dealt with under Public Session Notes
  - e) Invitation from Amey to Awards Events on 9<sup>th</sup> November 2016. 1 to 3 Parish Council representatives invited. Names to be confirmed by 14<sup>th</sup> October 2016.
14. Matters raised for future agenda consideration were
- Next Meeting
- a) Tree survey of all Parish Council responsibility tree locations
- 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?
15. With all Agenda items covered the Vice Chair closed the meeting at 2150hrs.
- Reminders
- Next Parish Council Meeting - Wednesday 19<sup>th</sup> October
  - Neighbourhood Plan Meeting - Wednesday 5<sup>th</sup> October at 7.30pm in Shelford Memorial Hall

**Note.** All the above is the official minutes of the Parish Council meeting on 21<sup>st</sup> September 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