

# Great Shelford Parish Council

Minutes of Parish Council Annual Meeting held in the Pavilion  
Woollards Lane, Great Shelford at 7:30 pm on 28 May 2014.

**Present:** Cllrs Nightingale (Chairman and as District Cllr), Hodge (Vice Chairman), Chittenden, Milson, Shelton (also as District Cllr), Nettleton, Poskitt, Watson and Winter. Also present, County Cllrs Orgee and Dr Kenney, the Clerk and one member of the public. **Apologies** were received from Cllrs Coggins, Harwood, Smith and Revd Talbott. There were no declarations of interest.

1. **Public Session:** Jane Smith of Church Street addressed the Meeting. She said that the signs for the Village coming from Whittlesford/Little Shelford needed cleaning and the foliage, which was largely obscuring them, cut back; she was against proposals to reduce speeding in the Village as it was more important to implement a 20 mph limit by the school. The Chairman observed that this was unenforceable. She was concerned about the treacherous state of the roads and pavements: Woollards Lane was appalling and when it rained, pedestrians got soaked. She had spoken about this two years ago when a County Councillor was present. Nothing had been done. County Cllr Dr Kenney said she had raised this with the County Council, but every village was in much the same position, and Sawston was even worse. Jane Smith disagreed. She went on to say that the railings in front of the Memorial Hall looked appalling. The Chairman pointed out that they had been painted incorrectly and that once all the existing paint had come off, they would be dealt with. She said that she disliked the recent planting outside the Memorial Hall which she regarded as ineffectual. She asked what was to happen to the Arch. The Chairman said it was to be re-installed by the gate to the play area closest to the pavilion. Finally, she said that the grass area around the new pavilion was full of stones: not only would these damage a mower, but would also shatter the pavilion windows. The Chairman thanked her for her comments.
2. **Election of Chairman.** Cllr Nightingale was nominated by Cllr Shelton and seconded by Cllr Chittenden; Cllr Hodge was nominated by Cllr Watson and seconded by Cllr Milson. Both Cllrs Nightingale and Hodge left the room whilst a vote took place. Cllr Nightingale was elected as Chairman and delivered his Declaration of Acceptance of Office.
3. Cllr Hodge was elected, unopposed, as **Vice-Chairman** and delivered her Declaration of Office. Those other Councillors present also delivered their Declarations of Office.
4. **Minutes.** Minutes of the meetings of 14 April and 7 May were **confirmed** as being accurate records and were signed by the Chairman.
5. **Action Points from Annual Parish Meeting.**
  - a. Cllr Shelton said there had been no movement in respect of the **10-Acre Site** adjacent to the Rugby Club.
  - b. **Hinton Way/Cambridge Road Speed Limit Reductions.** It was noted that the only objection received by the County Council arising from the recent consultation had been from the Police on grounds of consultation, onerosity

and enforceability. County Cllr Orgee was confident there had been consultation with the Police; Cllr Shelton and the Chairman were also sure it had been raised at various quarterly Police Panels; it was their understanding that the Police had been comfortable with what was proposed. County Cllr Orgee said there would now be a County Council Committee meeting, probably in August, to decide the matter. He and County Cllr Dr Kenney would have the right to attend and would do so. It was noted that Cambridge Road was not dissimilar to Long Road and to Huntingdon Road where speed reductions from 40 to 30 mph had been introduced recently. County Cllr Dr Kenney said that the Police objection based on lack of houses and an impression of open space was specious: she said it was ribbon development and there were enough houses on both sides of the roads to warrant a reduction as well as numerous junctions; and, on Cambridge Road, there was the junction at Scotsdales. She and Cllr Orgee would support the Parish Council's position. Cllr Poskitt noted that he was a resident on Cambridge Road and did not recognise the immediate need for a speed reduction on Cambridge Road; he said that unlike Hinton Way, the pavements and verges were wider. Cllr Shelton said that over 75% of residents were in favour and that the Parish Council was reflecting their views. It was **agreed** that the Clerk should draft a letter to the County Council restating the strong views of residents and setting out, again, the process that had been followed and the arguments for seeking reductions.

- c. In respect of email correspondence from Mr Gunnell, a resident of Hinton Way, who was advocating Cherry Hinton-style traffic speed reduction and traffic calming measures, the Chairman and Cllr Shelton were of the view that such measures, which cost over £200,000 and involved new street furniture and bumps, would not work and were undesirable.

**6. Reports of Elected and Nominative Representatives.** County Cllr Orgee presented his and County Cllr Dr Kenney's report (attached). In answer to questions about the drains at the Woollards Lane traffic lights, they said there was a County Highways' commitment that they would be dealt with this year; potholes should be repaired shortly.

**7. Standing Committees.**

- a. Membership and Chairmanship were agreed:
  - F&GP:** Chairman (Chairman), Vice-Chairman and Chairmen of each of the other Committees.
  - Planning:** Cllrs Hodge (Chairman), Coggins, Harwood, Milson, Shelton, Smith and Revd Talbott.
  - Highways:** Cllrs Shelton (Chairman), Coggins, Milson, Nettleton, Poskitt, Revd Talbott and Winter.
  - Recreation Ground:** Cllrs Smith (Chairman), Chittenden, Nettleton, Shelton, Revd Talbott and Watson.
  - Pavilion:** Cllrs Watson (Chairman), Chittenden, Poskitt, and Smith.
  - Cemetery and Allotments:** Cllrs Harwood (Chairman), Chittenden, Milson, Nettleton and Poskitt.

- b. It was **agreed** that the Recreation Ground and Pavilion Committees should

continue to be separate for the time being. It was **agreed** that Eric Knowles be approached to be a member of the Pavilion Committee. It was **agreed** that the green on the corner of London Road and Woollards Lane be included in the Highways' Committee Terms of Reference.

**8. Police Liaison Officer.** Cllr Shelton wished to stand down. Cllr Winter was **elected**.

**9. Environmental Officer.** Cllr Winter said he was happy to continue in this role. He noted that job specifications for this position and that of Police Liaison Officer were needed.

**10. Reports of Standing Committees**

- a. Cllr Hodge presented the recommendations of the **Planning Committee** meeting of 23 May 2014 (attached). These were **accepted**. Cllr Chittenden asked what weight these carried when decisions were being taken by South Cambridgeshire District Council. The Chairman said that the views of the Council were heard and that there was also the opportunity for Cllr Hodge to speak at SCDC Planning Committee meetings and she had done so. Changes to the Station Road development were an example of Council views being taken seriously.
- b. Cllr Harwood's report (attached) on the **Cemetery and Allotments** was received and noted. Her disposition to refuse permission for further beehives was supported.

**11. New Standing Orders and Financial Regulations** as presented by the Clerk were **approved** and **adopted**.

**12. The Complaints Procedure** as proposed by the Clerk was **reviewed** and **adopted**.

**13.** The schedule of **future meetings** as presented by the Clerk was **approved** but it was noted that the date selected for Christmas Carols in the Memorial Hall might mean that the date of the December Meeting would change.

**14. New Pavilion.**

- a. The Chairman said he was looking for a high profile local sports personality to be involved in the Opening Ceremony along with Mr Dean and Mrs Burbidge.
- b. Cllr Watson said that following the recent, successful, inspection by the SCDC Environmental Officer, he would be amending the hiring arrangements. He had also received some comments from the Recreation Committee. He would be talking to the Architect about cleaning materials and requirements. In respect of fees, he said further discussions were necessary with the Football Club.
- c. The Clerk drew attention to recent correspondence with HMRC regarding VAT on the cost of constructing the pavilion. The Parish Council had been advised when construction was about to begin that it was appropriate to issue a

Zero Rated VAT Certificate. Consequently, VAT had not been included in any of the construction costs. HMRC was now scrutinising this and had suggested, contrary to earlier advice from them, that the Council should have paid VAT and then claimed it back. The Clerk had responded on 7 May to a questionnaire from HMRC. Nothing further had been received from HMRC.

**15. Tour de France.** The Chairman circulated a draft inviting the public to the event on the War Memorial Green on 7 July. The Twinning Committee and the Free Church would be doing refreshments; The Plough would be running a BBQ and providing toilet facilities; there would be a marquee and chairs were being borrowed from the Feast; a large screen TV, or smaller domestic TVs were possible. He had approached Lloyds Bank for support but had not received a response. He had secured a grant of £750 from SCDC so the event should be cost neutral. If necessary, he would consider coming back to the Parish Council for support.

**16. WWI Ceremony** at War Memorial on Sunday 3 August 2014 at 7.30 pm. The Chairman said arrangements were progressing. He and Cllr Harwood were trying to identify relatives of those named on the War Memorial who might participate by placing candles by the Memorial. The Free Church Pastor and the Vicar of St Mary's had agreed to take part. It was likely there would be songs rather than hymns. There would be a Reception at The Plough. The Clerk pointed out that minor repairs to the Memorial would be undertaken in the next week or so.

**17. Finances.**

- a. Settlement of 13 accounts for a total of £7,407 was approved.
- b. **Annual Financial Return.** Following careful and detailed consideration, the Accounting Statements for 2013/14 were approved and it was agreed that points 1 through 8 of the Annual Governance Statement be answered positively and signed by the Chairman and Clerk as having been approved by the Council. The Council also agreed that the Chairman should sign the paper concerning internal financial control arrangements and the annual risk management review during 2013-14.

**18. Correspondence.** The request received by the Chairman from Miss Bennett to run exercise classes on the Recreation Ground was **agreed**. It should be on the same basis as the outdoor Pilates classes, ie £10 per session subject to review.

**19.** There being no other business, the Chairman closed the meeting at 9.10 pm.

Signed: .....