

GREAT SHELFORD PARISH COUNCIL
Minutes of Parish Council Meeting held in the Pavilion
Woollards Lane, Great Shelford at 7:30 pm on 15 October 2014.

Present: Cllrs Nightingale (Chairman, and as District Cllr), Hodge, Ashurst, Coggins, Fane, Milson, Nettleton, Poskitt, Rev Talbott and Watson. **Also present,** County Cllr Dr Kenney, the Clerk and nine members of the public. **Apologies** received from Cllr Chittenden (Tennis Club AGM), Harwood (lecturing), Shelton (unwell), Smith (holiday), Winter (holiday) and County Cllr Orgee (at Hauxton PC Meeting). There were no **Declarations of Interest**.

1. Public Session. The Chairman suspended Standing Orders.

1.1. New Street Lighting: Keeley Russell, Head of Client Liaison, Balfour Beatty, briefed on the PFI with Cambridge County Council to upgrade and replace street lighting. Residents have received letters and leaflets; marks had been sprayed on pavements where new columns would be located; notices had been attached to columns that were to be removed. She stressed that the timetable demanded by the contract was very tight; work would begin very soon in Great Shelford. More than 10% of columns would be removed and not replaced. Most would be on quieter residential streets as distinct from busier traffic routes. There was some flexibility over which columns would go and where new columns were sited. There was scope for lanterns to be fitted with baffles and shades to minimise light shining through windows.

1.2. She emphasised that professional judgements had been made as to where the new, more efficient lights, will be located taking account of street layouts, junctions, crossings, trees and drives. Plans of each street showing columns, including those to be removed, can be seen at www.lightingcambridgeshire.com

1.3. Once started, the work will take up to six weeks including the removal of old columns and re-surfacing. All work will be carefully monitored by the County Council. She said that all lights would be dimmed between 10 pm and 6 am. She also confirmed recent press reports that the County Council intended switching off lights on residential streets from midnight with effect from 1 April 2015.

Balfour Beatty will consider all requests and representations from residents by telephone on 0800 7838 247 or by email to: enquiries@lightingcambridgeshire.com

1.4. Ms Russell spoke individually to residents who were present.

1.5. Superfast Broadband: Dr Mundell of The Orchards briefed on the inability of the four houses in The Orchards to connect to Superfast Broadband despite a BT Superfast Broadband cabinet being located on Hinton Way very close to The Orchards. It seemed they had been overlooked by Connecting Cambridgeshire when the contract with BT had been drawn up, possibly because most residents in the area were already served by Virgin, which was outside the remit of the project, and it had been assumed, incorrectly, that The Orchards were served by Virgin. Discussions were still taking place with BT and others. Dr Mundell was grateful for the support of the Chairman and Parish Council; he would be interested in hearing from anyone else in a similar position.

2. Sports Pavilion. The Clerk said that Tim Page (Architect and Project Manager) had regretted he could not be present because of family commitments. The Clerk said that Mr Page had taken legal advice and engaged TRADA (the timber trade association) to inspect the timber cladding. This had taken place. Preliminary findings were that juvenile, defective timber had been used and should be replaced. Mr Page expected to receive TRADA's Report on 20 October.

2.1. The Clerk said that Mr Page had spoken to Mr Worrall of Omnis (the Main Contractor) and informed him of TRADA's preliminary findings. Mr Worrall had said that he would like to receive a copy of the Report. As the fault appeared to lie with the timber supply, Omnis wished to resolve it with their supplier. Mr Page had told the Clerk that he recommended this approach. The Council **agreed**, but expected to see the TRADA Report before it was passed to Omnis. **Action:** Clerk to inform Mr Page.

2.2. The Clerk confirmed that Mr Page had said that legal and TRADA charges would be shown on his next Interim Certificate as costs due to Omnis. The Clerk said that the cost of the recently completed Recreation Ground repairs should also be included.

3. Minutes of the 17 September were **confirmed** as accurate records and signed by the Chairman.

4. Progress on matters arising.

4.1. Outstanding invoice from SOA: the Clerk was instructed to offer £1,000 in settlement. **Action:** Clerk.

4.2. Phone Kiosk at High Green: the Clerk said everyone was pleased at the outcome.

4.3. Speed Limit Reductions: The Clerk said that the 40 MPH signs had been removed on Cambridge Road. Work had not yet started on Hinton Way.

4.4. SSYI insurance cover in respect of using the Sports and Social Club premises: The Chairman said this was in place.

4.5. Welch's Site S106 meeting with Stapleford: the Chairman was setting this up.

4.6. Jesus College Science Park: Briefing Meeting for Councillors at Stapleford taking place on 22 October. Clerk to be informed of those wishing to attend.

4.7. Clay Pit: Cllr Hodge will be meeting the Wildlife Trust. The Chairman will brief Cllr Poskitt.

4.8. Village Plan: Cllr Fane briefed on the preliminary meeting he had convened recently. This had covered:

- the status of the plan, the way it should be drawn up and the possible issues it might cover;
- that we should at least consider progressing a formal neighbourhood development

plan, giving the plan (to include an updated Village Design Statement) some teeth in planning terms;

- that it was felt important the views of the wider village community be sought at the earliest stage, starting with a public meeting in the Memorial Hall, probably in November;
- that others in the village, possibly also in neighbouring villages, should be involved in any working group; and
- that Cllr Hodge had agreed in principle to chair the working group, at least in its initial stages.
- The Chairman had booked the Memorial Hall for an Open Meeting on 14 November at 7.30 pm and had invited two experts from SCDC. He would also be inviting representatives from Stapleford and Little Shelford. It was noted that the Histon and Impington plan was a good example.

5. Advertising/Notice Boards. The landscaping sign by the Memorial Hall required Planning Permission. This was regretted, particularly given the benefit derived from the planting and maintenance generously provided free by Sterling Plants. The Parish Council was grateful to Daniel Lee for this. Whilst temporary signs for events such as the Feast, fun runs, garden shows etc were allowed to be displayed without formal permission for up to 28 days, this did not cover the landscaping sign. It was suggested that the sign, or a similar one, could be placed within the adjacent Parish Council notice board. It was **agreed** that Cllr Harwood should explain the position to Mr Lee. **Action:** Cllr Harwood.

6. Reports of Elected Representatives. County Cllr Dr Kenney presented a joint report from her and County Cllr Orgee. A separate report had been circulated by County Cllr Orgee. Both attached.

7. Reports of Standing Committees and Nominative Representatives.

7.1. Cllr Hodge said that the **Planning Committee** had met on 7 October and recommendations had been circulated.

7.2. **Cemetery and Allotments.** Cllr Harwood's report had been circulated (attached) and was noted. It was agreed that Seamus (Village Man) had sufficient time to undertake strimming and other work through the winter months at the cemetery and allotments.

8. Risk Assessment/Risk Management: Cllr Watson referred to the matrix which had been circulated at earlier meetings. He and the Clerk had worked through it carefully. It was subject to regular review by the Council. Following questions and discussion, it was **agreed** that Cllr Watson and the Clerk should continue their work. **Action:** Cllr Watson and Clerk.

Cllr Nettleton left the meeting at 8.59 pm.

9. Request to Plant Tree on Recreation Ground. This was in memory of William John Wood, a long-time and popular resident of Great Shelford. It was **approved**, close to the river as shown on submitted photographs, without obstructing growth of other trees and allowing sufficient space and light for the new tree (a sugar maple). The tree to be staked.

10. Proposal for Fish & Chip Trailer at Memorial Hall Car Park. It was noted that there were precedents, but not for six days per week trading. Several Councillors expressed empathy with nearby residents and users of the Memorial Hall sharing their concerns in respect of noise, smells, congestion, litter, and traffic congestion. After taking note of views expressed by members of the public, and comments by Mr S Dara Bahadirgil in addition to those in his proposal letter of 17 September 2014 to Cllr Hodge, it was **agreed** to allow the venture to proceed on a trial basis for two months, 3 days a week, Thursdays, Fridays and Saturdays, from 1700 to 2200 hours. It would be subject to the Parish Council (through the Clerk) being satisfied that appropriate measures would be in place to minimise the above concerns, the production of satisfactory evidence of appropriate insurance, health and other certificates, and compliance with any other regulations. **Action:** Cllr Hodge to check Planning and other regulations, Clerk to liaise with Mr Bahadirgil and to reply to residents' letters.

11. Finance. Cheques (11) as presented by the Clerk amounting to £9,948.09 were signed and receipts of £54,819.67 noted. The Banking Arrangements paper circulated by the Clerk containing details of Standing Orders and Direct Debits was **approved** and signed by the Chairman and Cllr Hodge.

12. Correspondence.

12.1. The Clerk advised that the **External Audit** for 2013/14 had been concluded. The final Audit papers had been displayed publicly for the required number of days.

12.2. Mobile Warden Scheme: a request had been received for a grant of £3,300. It was agreed that this should be on the Agenda for the next meeting.

12.3. Remembrance Day Wreath. The Clerk had been advised that this was ready for collection. There was no charge but a donation was requested. It was noted that this was usually £20.

13. Matters for Future Consideration:

13.1. Request for annual grant from **Mobile Warden Scheme**.

13.2. **Roads and Pavements Survey.**

There being no other business, the Chairman closed the meeting at 9.25 pm.

Signed: