

GREAT SHELFORD PARISH COUNCIL

Minutes

Annual Meeting of the Parish Council held in the Pavilion, Woollards Lane on Wednesday 20th May 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Ashurst, Coggins, Fane, Milson, Nettleton, Poskitt, and Talbott.
County Councillors Kenney and Orgee
Four members of the public
Apologies Received: Councillors Shelton (District Councillor), Watson, Chittenden and Harwood.
2. There were no declarations of interests received.
3. Members of the public present stated their concerns over
 - a) Continued serious traffic congestion problems in Woollards Lane
 - b) Ability to provide larger car park in the village
 - c) Lack of progress on renewing yellow lines
 - d) Serious road pot hole outside 4 Mingle Lane
 - e) Consultation process to be adopted for Village Traffic issuesCouncillors Nightingale and Nettleton responded to questions and agreed to progress with South Cams enforcement teams and fully advise on consultation process to be adopted.
4. The previous year Chair Councillor Nightingale declared he was willing to stand as Chair for another year. No other nominations were made. Thus, Councillor Nightingale was appointed Chair as unopposed.
Councillor Nightingale duly signed acceptance of office.
5. The previous year Vice Chair Councillor Hodge was also appointed Vice Chair as unopposed.
Councillor Hodge duly signed acceptance of office.
6. Chair and membership of the Standing Committees and Officers were appointed / agreed as follows
F&GP: Chair, Vice Chair and Chairs of each Committee
Highways: Councillors Nettleton (Chair), Shelton, Coggins, Milson, Talbot, Ashurst
Planning: Councillors Hodge (Chair), Shelton, Harwood, Coggins, Milson, Talbott, Fane
Cemetery & Allotments: Councillors Harwood (Chair), Milson, Chittenden, Ashurst
Recreation Ground & Pavilion: Councillors Watson (Chair), Shelton, Talbott, Nettleton, Chittenden
Notes:
Councillor Poskitt is not allocated to any committee as he may require leave of absence after July 2015.
It was agreed that a Critical Succession and Critical Illness plan be produced for discussion.
Clerk to prepare a proposed plan for a future meeting discussion
Councillor Shelton has subsequently withdrawn from the Highways committee

Officers:

Playscape: Councillor Talbott

Environmental & Sustainable Shelford / Village Plan: Councillor Fane

Social Media: Councillor Poskitt (Subject to leave of absence)

Police Liaison: Councillor Ashurst

Community Association: Councillor Ashurst

Twinning Association: Councillor Nightingale

Schools & Library: Councillor Harwood

7. Minutes of the Parish Council meeting of 13th April 2015 were confirmed as being accurate records and were signed by the Chair. No matters arising were raised.
8. Minutes of the Annual Parish meeting of 16th April 2015 were confirmed as being accurate records and were signed by the Chair. No matters arising were raised.
9. County Councillor Kenney reported highlights from the attached News Letter
 - a) A £190m saving required over the next 5years
 - b) City Deal providing £500m investment
 - c) Funding for school children
 - d) £143m investment in roads and cycle pathways
 - e) Prioritisation funding for mental health
10. County Councillor Orgee reported
 - a) Response to draft Boundary changes consultation was required by 6th July 2015
 - b) Response to withdrawal of Sawston bus service was required by 12th June 2015
 - c) Village Traffic consultation process was of high importance
11. Standing Committee Reports

Highways: Minutes of meeting 12th May circulated for comment. Final version to be issued? Progress committee meeting to be arranged by Chair within the next week.

Planning: Minutes of meeting 5th May circulated for comment and submission to Parish Council.

Cemetery and Allotments: Chairs report for May circulated for comment and submission to Parish Council.

Playscape Liaison: Working Group to circulate for Expressions of Interest to potential providers. Report circulated for comment and submission to Parish Council.

Police Liaison: Shed burglary and car theft main issues.

Social Media: Facebook now 170 subscribers, showing support for proposed Christmas lights in village. Twitter, linked to Traffic Survey. Streetlife, main topic traffic problems in village.

Pavilion: Report circulated for comment and submission to Parish Council. Update on Warranty work progress. Satisfactory progress being made by contractor but still work outstanding. Part release of £5k from £25k retention proposed as gesture of faith to contractor. Parish Council agreed £5k release. Clerk to progress payment on recommencement of work on site.
12. No Changes to previous years Council policies, Standing orders and Insurances for 2015 - 2016 were proposed. Chair to provide Clerk with Feast RISK assessment for Insurance cover. A new Communication Policy to be investigated and considered.

13. RoSPA report on playground equipment reviewed. Urgent work was required on Skateboard ramp. Clerk to obtain quotes for review at next Parish Council meeting.
14. After review on the issues raised in Councillor Watson and Clerk Winter report on VAT it was agreed that
 - a) The Parish Council will register for VAT and charge same on private hire functions for the Pavilion
 - b) Revised contracts will be drawn up for all the regular club ground and pavilion users that allow exemption from vat
 - c) Councillor Watson will enlist the assistance of Robert Plumbly of PEM to assist with the vat registration process, review of club contracts for vat exemption and separation of the Parish Councils vat claim from the vat registered claim. The cost of this assistance believed to be £250 contract review / vat registration and £250 / year vat assistance
15. The proposal for 7 units of Christmas Street Decoration Lights at a cost of £2,500 first year and £1,800 subsequent years on a year contract was unanimously agreed. Clerk to provide letter for Chair to circulate with all local businesses and enlist support / financial contributions to the proposals.
16. Draft letter of support objecting to the withdrawal of School bus services from Great Shelford to Sawston College was agreed and sent by clerk asap.
17. Bank Mandate changes for Clerk change Kydd to Winter and removal of resigned Councillor Smith was approved.
18. Clerk presented schedule of accounts to be paid and receipts for review. The schedule was approved for payment and receipts noted.
19. Resolution taken to Appointment of Mr Hugh Holland as Internal Auditor for the year 2015 – 2016. Clerk to write and request Mr Holland acceptance accordingly.
20. External Correspondence reviewed covering Fields in Trust, Street lighting, National Cycle Network sign, Southern Fringe Community Forum Meeting, Community pub event, Local Government Boundary Commission, Fletcher Way e-mail from Charlie Fletchers great niece and e-mail from Heidi Allen MP to hold Constituency Surgeries at suitable Great Shelford venues.
21. Clerk presented schedule of proposed Parish Council Meeting dates and location for 2015 – 2016. The schedule was agreed.
22. Matters raised for future agenda consideration were
 - a) Critical Succession and Critical Illness plan be produced for future discussion.
 - b) Memorial Hall, Drain works quotes
 - c) Review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location within a communications policy
 - d) Village Plan / Neighbourhood Plan to be reviewed

23. With all Agenda items covered the Chair closed the meeting at 2136hrs.

Signed

Chair
Great Shelford Parish Council