

Minutes of a Meeting of Teversham Parish Council  
on Monday 12<sup>th</sup> May 2014 at 7.30pm at Bewick Bridge Community Primary School

Present: **Vice Chairman** Ian Oxford  
**Councillors** Frances Amrani Oliver Fisher Al MacInnes Michael Nicholson

The Clerk attended and took the minutes.

**1. Election of Chair**

Councillor Dave Kelleway was proposed by Councillor Amrani and Seconded by Councillor MacInnes and elected unanimously. In Councillor Dave Kelleway's absence, Councillor Oxford chaired the meeting.

**2. Apologies**

Apologies were accepted from Councillors Dave Kelleway, Martin, Yau, Freeman, McIntyre and Denise Kelleway. Apologies were also accepted from District Councillor Hunt.

In his absence, members congratulated Councillor McIntyre on the recent birth of his Son, Thomas Edward. It was **RESOLVED** to send a card on behalf of the Parish Council.

**3. Election of Vice Chair**

Councillor Oxford was proposed by Councillor Amrani and seconded by Councillor Fisher and elected unanimously.

As so many Councillors were absent, it was **RESOLVED** to re-elect members to the same committees they served during 2013/2014. Members will be given the opportunity to change which committees they serve at the June meeting, under the standing item **Elect Members to Committees**.

**4. Election of Committees** quorum 3 elected members for each committee unless otherwise stated.

- i. **Planning Committee** – all members of the Parish Council as previously agreed by full council.
- ii. **Finance and Audit Committee** Councillors Amrani, Dave Kelleway, Denise Kelleway, Martin and Nicholson
- iii. **Recreation and Environment Committee** Councillors Freeman, Dave Kelleway, Denise Kelleway, Fisher, MacInnes and Yau
- iv. **Community Care Committee** Councillors Freeman, Dave Kelleway, Denise Kelleway, McIntyre and MacInnes.
- v. **Policy Review Committee** Councillors Amrani, Dave Kelleway, Martin, McIntyre and Oxford
- vi. **Consultation Committee** Councillors Dave Kelleway, Martin, McIntyre and Oxford

**5. Election of Council Representatives**

- i. **Teversham Primary School** – Councillor MacInnes
- ii. **Lady Joan Jermy Charity** – Councillor McIntyre
- iii. **Cambridge Airport Consultative Committee** – Councillor Freeman
- iv. **Parish Archaeological Warden** – Councillor Oxford
- v. **Tree Warden** – Councillor Dave Kelleway

**6. Register of Interests**

Members noted the reminder to update their Register of Interests as necessary. These are now managed by the District Council.

**7. Appointment of Responsible Financial Officer (RFO)**

The Clerk was unanimously re-elected as the Responsible Financial Officer.

## **8. Appointment of Internal Auditor**

Mr M Williamson was unanimously re-elected to carry out the Internal Audit 2014/2015.

## **9. Review of Banking Arrangements**

It was **RESOLVED** to make no changes to the banking arrangements and make no amendments to the signatories to these accounts. The Parish Council holds a Current Account and Reserve Savings Account with Unity Trust and a savings account with Cambridge Building Society.

## **10. Review of Standing Orders and Chairmanship**

It was noted that these were reviewed and amendments adopted October 2012. The Policy Review Committee will review the documentation in July 2014.

## **11. Review of Risk Management Document**

Members noted that this document was reviewed and amendments adopted March 2014.

## **12. Minutes**

The minutes of the last Parish Council meeting held on 31<sup>st</sup> March 2014 were agreed and signed by the Chair.

## **13. Public Forum**

No members of the public were present at the meeting

## **14. Elect Members to Committees**

There are currently no vacancies.

## **15. Milestone Public Art Project**

Councillor Amrani confirmed that the launch will now take place during June. The Clerk confirmed that Teversham Primary School are keen to be involved and it was **RESOLVED** to order some postcards from Victoire Press.

## **16. Report from PCSO John Coppard**

PCSO John Coppard did not attend the meeting and there was no report in his absence. Councillor MacInnes expressed concerns about how a local couple had been treated by the police during a recent incident. It was agreed Councillor MacInnes would speak with PCSO Coppard.

## **17. Report from County Councillor**

County Councillor Williams did not attend the meeting and there was no report in his absence.

## **18. Report from District Councillor**

The Chair read from the report submitted by District Councillor Hunt in her absence. Members **RESOLVED** to write to District Councillor Hunt to support her concerns at the change of plans to split the Pembroke Way house into two properties, rather than leave it as one family home. Councillor Amrani also asked for clarification regarding the recent introduction of CiL and if it is worth the Parish Council adopting a Neighbourhood Plan to enable access to a higher rate.

## **19. Clerks Report**

There was nothing to report.

## **20. Proposed Village Hall/Sports Provision**

The Clerk confirmed that comments made by Councillors were taken on board and a new plan would be presented for consideration in the near future.

**21. AON**

**Parish Council Insurance Renewal**

It was **RESOLVED** to accept the quotation from AON for £1,450.11 to renew Teversham Parish Council's policy. It was agreed NOT to accept the offer to lock into a Long Term Agreement, as the incentive is so low. It was **RESOLVED** that competitive quotes should be sought for next year (2015/2016).

**22. Cambridgeshire and Peterborough Clinical Commissioning Group – for information**

Members noted receipt of copies of the consultation document. Copies were passed to Councillor MacInnes to circulate.

**23. Land Maintenance and Play Areas/Equipment**

**a. Ferndale Trees**

Members noted that that are still waiting for confirmation when the trees will be planted, although this should be completed before the end of May 2014.

**b. Teversham Foxgloves**

It was noted that SCDC confirm that their contractor SP Landscapes will be cutting the grass on/around the following dates:

25<sup>th</sup> April 2014 – complete

6<sup>th</sup> June 2014

18<sup>th</sup> July 2014

29<sup>th</sup> August 2014

17<sup>th</sup> October 2014

Members also noted that the Parish Council have organised a cut of the grass at Teversham Foxgloves to be carried out by CGM w/c 12<sup>th</sup> May 2014.

**24. Highways**

Members noted that the Clerk has emailed Nicola Burdon for an update on issues first reported 11<sup>th</sup> November 2013 – 24<sup>th</sup> February and 24<sup>th</sup> March 2014. We have still received no communication from Nicola. It was agreed that this matter should be elevated to a more senior officer as no feedback has been received in six months.

**Finance**

**25. Internal Audit**

Members noted that Mr Williamson has been booked to carry out the Internal Audit on 19<sup>th</sup> May 2014.

**26. Invoices**

Members noted that the following invoices have been issued:

14-001            Borley Brothers        £ 1.00

14-002            CCC – Grass cutting    £625.29

**27. Receipts**

Members noted receipt of the following payment:

South Cambridgeshire District Council        10/04/14        Precept        £34,500

First half of the precept.

## 28. Payments

It was **RESOLVED** to authorise the following payments:

Description	Cheque No	Amount
M Pittas – April Salary – paid 30.04.14	<b>BACS</b>	158.90
J Cowie – April Salary – paid 30.04.14	<b>BACS</b>	74.50
K Quiggin – April Salary – paid 30.04.14	<b>BACS</b>	1009.78
M Parcell – April Salary – paid 30.04.14	<b>BACS</b>	143.00
K Quiggin Expenses – to be paid 13 <sup>th</sup> May 2014	<b>BACS</b>	79.92
SCDC – Lifeline Qtr	<b>AL302025</b>	56.42
Cambridge City Council – Lifeline	<b>AL302026</b>	97.89
CPALC – Annual Membership Fee	<b>AL306027</b>	740.95
AON Insurance Renewal	<b>AL306028</b>	1450.11
Teversham Primary School	<b>AL306029</b>	87.70
Age UK Annual Grant	<b>AL306030</b>	3750.00
Victoire Press – spring 2014 Teversham News	<b>AL306031</b>	112.00
CGM – Annual Grass Cutting Contract	<b>AL306032</b>	542.20
Bewick Bridge – invoices 218 and 205	<b>AL306033</b>	100.00
Craig Farrer – repair fence at LJW	<b>AL306034</b>	96.00
May Salaries to be Paid 31 <sup>st</sup> May 2014 for K Quiggin, M Parcell, M Pittas and J Cowie via BACS		To be calculated Not included in total
<b>TOTAL</b>		<b>8499.37</b>

Members noted that all cheques were signed at the meeting by Councillor Oxford. The Clerk will visit Councillor Martin to gain his signature after the meeting as no other signatories were present.

## 29. Lady Joan Jermy Eleemosynary Charity

There was no update at Councillor McIntyre was not present at the meeting.

## Planning

Members noted:

### **30. S/0357/14/FL First Floor side extension 19 Tamarin Gardens for Mr G Smith**

The Planning Committee (Councillors McIntyre, Freeman, Nicholson and Martin) met on 28<sup>th</sup> March 2014 and made no recommendation. SCDC have granted permission dated 10<sup>th</sup> April 2014.

### **31. S/04223/14/FL Loft conversion and roof dormer window 2 Lapwings Close for Mr & Mrs C Taylor**

The Planning Committee (Councillors McIntyre, Freeman, Nicholson and Martin) met on 28<sup>th</sup> March 2014 and made no recommendation. This application has now been withdrawn – letter from SCDC dated 15<sup>th</sup> April 2014.

### **32. S/0557/14/FL Two storey side extension 7 High Street, Teversham for Mr & Mrs A Middleton.**

The Planning Committee (Councillors McIntyre, Freeman, Nicholson and Martin) met on 28<sup>th</sup> March 2014 and agreed to recommend refusal as the extension is overbearing, too close to the boundary and concerns were raised over the height of the extension. SCDC have granted permission dated 28<sup>th</sup> April 2014.

### **33. S/0520/14/LD Lawful Development Certificate for proposed single storey rear extension 59, Eland Way for Ms M Tuladhar. Notification.**

### **34. S/2763/13/FL Solar Farm and Associated Development Mill Road, Great Wilbraham, Cambridge CB21 5JW for Great Wilbraham Solar Park Ltd – Members noted that the application is available to view online at <http://plan.scams.gov.uk>. It was RESOLVED to make no comment or representation.**

### **35. Correspondence**

Members noted receipt of the following correspondence:

- a. Cambridgeshire County Council, Local Infrastructure and Street Management – notification of verge grass cutting.
- b. Safeplay PMS Limited – quotation for playground equipment maintenance – to be presented at the next Recreation Committee meeting.

## Reports from Parish Council Committees

### **36. Community Care/Lifeline Committee**

Members noted that the next meeting has been scheduled for 6.30pm 9<sup>th</sup> June 2014.

### **37. Recreation and Environment Committee**

The next meeting has been scheduled for 6pm 19<sup>th</sup> May 2014. To date, Councillors Dave Kelleway and MacInnes have sent their apologies.

### **38. Policy Review Committee**

The date of the next meeting is to be agreed when meeting is necessary.

### **39. Consultation Committee**

The date of the next meeting is to be agreed when meeting is necessary.

### **40. Finance Committee**

Members noted receipt of a draft copy of the minutes of the last meeting held on 22<sup>nd</sup> April 2014 and noted that the date of the next meeting has been scheduled for 7.15pm 9<sup>th</sup> June 2014.

#### **41. Newsletter**

Members noted that the cut off for articles for the summer edition will be **11<sup>th</sup> July 2014.**

#### **Reports from Other Groups**

#### **42. Teversham C of E Primary School Governors**

No newsletters have been received this month.

#### **43. Bewick Bridge Community Primary School Governors**

No report.

#### **44. Airport Consultative Committee**

Members noted receipt of a copy of the draft minutes of the meeting held on 7<sup>th</sup> May 2014.

#### **45. Neighbourhood Police Panel**

There has been no meeting.

#### **46. Items to Report**

Councillor Amrani asked if anyone else was experiencing exceptionally poor broadband speeds. A general discussion took place and it was suggested agreed that the drop in speed might be down to work being carried out by BT whilst upgrading the network.

Councillor MacInnes reported a great turnout for the recent spring clean organised by members of Hope Community Church and raised a complaint about the poor state of the directional signs on Airport Way. The Clerk confirmed that Councillor Williams had reported that these are due to be replaced and will hasten him for a date.

A query was raised about the bin at the play area at Teversham Foxgloves. The Clerk confirmed that South Cambridgeshire District Council should be addressing this and she will hasten.

The meeting closed at 9pm