

Minutes of a Meeting of Teversham Parish Council
on Monday 7th July 2014 at 7.30pm at Bewick Bridge Community Primary School

Present: **Chair** Dave Kelleway **Vice Chair** Ian Oxford
 Councillors Oliver Fisher Al MacInnes Kevin McIntyre Michael Nicolson

County Councillor John Williams left the meeting after item 84. District Councillor Caroline Hunt arrived at 7.45pm and left after item 86. The Clerk attended and took the Minutes. Mr Moss was the only member of the public present at the meeting.

79. Apologies

Apologies were accepted from Councillors Amrani, Freeman, Denise Kelleway, Martin and Yau.

80. Minutes

The minutes of the last Parish Council meeting held on 2nd June 2014 were agreed and signed by the Chair.

81. Public Forum

There were no questions.

82. Elect Members to Committees

There were no changes to Committee Memberships.

83. Report from PCSO John Coppard

There was no report.

84. Report from County Councillor

County Councillor Williams gave a verbal report, reiterating the changes to the parking charges at the park and ride sites and explaining that Nicola Burden is available for drop in sessions in Fulbourn on the 2nd and 4th Thursday of each month.

A lengthy discussion took place regarding the parish council's dissatisfaction with the County Council's lack of communication and it was agreed to send a representative along to one of the drop in sessions to again try and get a response from Nicola regarding re-surfacing Church Road and other issues first discussed with her in September 2013. It was also agreed to advertise these sessions in the next edition of the Teversham News to give residents the opportunity to go along and speak with Nicola direct. Members also asked County Councillor Williams for information regarding the decision to re-surface the road adjacent to the village green. Members were not encouraged by the response received from Emma Murden, Highway Manager and will send a further letter asking for detailed information regarding the cost, which budget and who made the decision.

Members thanked County Councillor Williams for his work and he left the meeting.

85. Report from District Councillor

District Councillor Hunt reported on the recent decision to combine waste and recycling services with the City Council. The collection zones are being re-worked and facilities will still be based at Waterbeach. This should offer significant financial savings. District Councillor Hunt also explained that a new warden scheme is being trialled based on the Teversham model with the assistance of Marshall's.

Councillor Oxford asked a question about the report in the local press about the possibility of a new secondary school being built on the Newmarket Road park and ride site.

County Councillor Williams outlined the background of this report and confirmed that the Newmarket Road site could not be considered as it is not owned by the County Council.

County Councillor Williams left the meeting.

The Clerk reported that a complaint has been received regarding the overgrown state of the garden of the property owned by the District Council in Pembroke Way.

The Chair thanked District Councillor Hunt for her work.

District Councillor Hunt left the meeting.

86. Clerks Report

The Clerk gave a verbal report regarding further correspondence from Mr Wilkie and a request from Centre School, Cottenham to use the recreation ground for their sports day on 23rd July 2014. It was agreed that they could, and their request to light a disposable BBQ was also granted as long as they clear everything away after the event.

Members also noted that the Clerk has written to HMRC regarding an outstanding payment (last VAT claim for period 01.10.13 – 31.03.14).

87. Milestone Public Art Project

Members discussed the recent launch and members thank Councillor Amrani for her work. It was **RESOLVED** to place some postcards in the kiosk library.

**88. Fulbourn FP 15 – Caudle Ditch
Planned Maintenance**

Members noted receipt of confirmation that maintenance works have been agreed to be carried out at Caudle ditch.

89. Letter from Mr Barker

Members noted receipt of a letter from Mr Barker regarding his proposal to install a roundabout at the Church Road/Airport Way junction. A lengthy discussion took place and members agreed that the Clerk should write back confirming that Teversham Parish Council support the principle of a roundabout at the junction, subject to proper public consultation. Members are keen to reiterate their desire for a safe pedestrian crossing at this junction.

90. Highways – Letter to Service Director

Members noted that at the recent Recreation Committee meeting, following complaints from several residents, members noted that work has been carried out to re-surface the 'track' from Church Road, leading to only 3 properties, when our request to re-surface the footpath along Church road has been repeatedly ignored. County Councillor Williams submitted a response and a formal response has been received from Emma Murden, Highway Manager (as reported under item 84).

91. 16a Bus Service

Members noted receipt of an email correspondence dated 1st July from Mr MaGahon. It was agreed to write back, outlining the points raised by Councillor Amrani (in an email, read out in her absence).

92. Training Request

It was **RESOLVED** to agree to the Clerk's request to attend training.

93. SCDC – Parish Planning Forum – 21st July 2014

Members noted receipt of an invitation to attend a meeting of the Parish Planning Forum scheduled for 6.30-8pm on Monday 21st July 2014 at Cambourne. Several members expressed interest in attending and they will liaise with the Clerk.

94. Cambridge Boundary Run

Members noted receipt of a request from the Cambridge Boundary Run, who asked if they could use the Recreation Ground as a finishing point for their run next year. Although members agreed it would be great for the run to end in Teversham, the car park is too small to take the required number of vehicles.

95. Proposed Village Hall/Sports Provision

There has been no progress.

96. 2013/2014 Audit

Internal Auditors Report

Members noted receipt of the report submitted by Mr Williamson following the internal audit. There were no actions.

97. Recreation Committee

Members noted receipt of the draft minutes of the meeting held on 16th June 2014. In particular, members noted and discussed:

- *286. Skate Park* – Members of the Policy Review Committee met and have recommended new policies for approval – see item 98. The Clerk has submitted a hard copy of the Expression of Interest form.

- *288. Play Equipment Maintenance* – Safe Play have resubmitted their quotation. It was **RESOLVED** to accept the quotation as detailed below.

Recreation Ground (excluding new swings)	£1,041.50
Sheppard Way	£ 461.50
Borley Way	£2,249.50
Ferndale	£ 255.00
Lady Jermy Way	£1,789.75
Foxgloves	£2,861.75

- *289. Bus Shelter Refurbishment*
Members noted receipt of the quotation from Green Cleaning Services and accepted their quotation to clean each shelter at a cost of £45 per bus shelter. Members noted receipt of an alternative quotation for £61.00 per shelter from SM Cleaning.

98. Policy Review Committee

Members noted receipt of a copy of the draft minutes of the meeting held on 23rd June 2014. It was **RESOLVED** to adopt the following new policies:

- **Safeguarding Children**
- **Equal Opportunities**
- **Public Access and amenity Statement**

99. Land Maintenance and Play Areas/Equipment

a. Grass Cutting – Teversham Foxgloves

Members noted that an additional cut was carried out by CGM (to be paid for by the PC) on Saturday 28th June 2014. The next scheduled cut to be carried out by SP Landscapes is 18th July 2014.

b. Hedges and Verges

Members noted that CGM are currently in the process of cutting the verges in the village, along with hedges at Borley Way, Pembroke Way and Lady Jermy Way.

100. Highways/Street Lighting

- a. **Local Highway Improvement 2015/2016** application form – it was **RESOLVED** not to submit an application for 2015/2016 as Teversham was successful in securing improvements to the markings at the junction Church Road/Airport Way as part of the 2014/2015 improvement scheme.

Finance

101. Letter from Unity Trust

Members noted receipt of a letter confirming that the correspondence address for the Parish Council has changed following the Clerk's change of address.

102. Invoices

Members noted that the following invoice has been issued:
14-003 Beechwood School £30.00

103. Receipts

There were no receipts during June 2014.

104. Payments

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

Description	Cheque No	Amount
M Pittas – June Salary – paid 30.06.14	BACS	158.90
J Cowie – June Salary – paid 30.06.14	BACS	75.50
K Quiggin – June Salary/expenses and 6 month office allowance – paid 30.06.14	BACS	1210.76
M Parcell – June Salary – paid 30.06.14	BACS	143.00
PAYE Months 1, 2 & 3	BACS	853.49
CGM invs 5280 £133.69 & 5363 £542.20	AL302039	675.89
EON – electricity at pavilion	AL302040	63.05
SCDC – inv 201906 Lifeline	AL306041	56.42
MiJan – invoice 315	AL306042	63.80

Description	Cheque No	Amount
Office Depot – invoice 961472587	AL306043	196.06
Victoire – inv2615 – postcards for art project	AL306044	81.60
Cambridge City Council – Lifeline	AL306045	97.89
July Salaries to be Paid 31.07.14 for K Quiggin, M Parcell, M Pittas and J Cowie via BACS		To be calculated Not included in total
TOTAL		3676.36

105. Bank Balances/Reconciliation as at 31.05.14

The Clerk presented the bank balances and bank reconciliation at the meeting. The May and June bank reconciliations were agreed signed by the Chair.

106. Donations

Members noted receipt of a letter requesting a donation has been received from EACH Children's Hospice in Milton. Letter of acknowledgement has been sent, confirming all donations will be considered at the end of the financial year.

107. Lady Joan Jermy Eleemosynary Charity

Councillor McIntyre confirmed that he has scanned in all of the old documentation and he is now working on a plan for the future. He hopes this will be ready to present at the September meeting.

Planning

108. S/1033/14/PT Replacement of Existing 15m Hutchinson Streetpole – Adopted Grass Verge, Newmarket Road, Teversham for CTIL & Telefonica UK Ltd – dated 21st May 2014.

Members noted confirmation has been received that prior permission is not required from the local authority.

109. S/1978/13/FL First Floor Rear Extension 11 Fennec Close, Teversham for Mah-e-Laqa Abbas dated 8th January 2014

Members noted that SCDC have granted permission dated 11th June 2014. TPC previously agreed to make no recommendation.

110. S/2763/13/FL Solar Farm and Associated Development – Mill Road, Great Wilbraham

Members noted receipt of notice that the Planning Committee at SCDC is meeting on 2nd July 2014.

111. Correspondence

Members noted receipt of the following correspondence:

- a. Broadway Farm Riding for the Disabled – invitation to attend their Day of Achievement on 15th July at 10.15 at Needingworth.
- b. CPRE – Agenda for their AGM 16th July 2014 at 7.30pm at St Ives Corn Exchange.
- c. CCVS – information about training events – forwarded to Councillors by email.

- d. Cambridgeshire County Council – Safeguarding Adults and Mental Capacity Act Newsletter Issue 1.

Reports from Parish Council Committees

112. Community Care/Lifeline Committee

Members noted receipt of a copy of the draft minutes of the meeting held on 9th June 2014. The next meeting has been scheduled for 15th September 2014 at 6.30pm.

113. Recreation and Environment Committee

Members noted receipt of a copy of the draft minutes of the meeting held on 16th June 2014. The next meeting has been scheduled for 22nd September 2014 at 6pm.

114. Policy Review Committee

Members noted receipt of a copy of the draft minutes of the meeting held on 23rd June 2014. The next meeting has been scheduled for 29th September 2014 at 6.30pm.

115. Consultation Committee

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

116. Finance Committee

Members noted receipt of a copy of the draft minutes of the meeting held on 9th June 2014. The next meeting has been scheduled for 15th September 2014 at 7.15pm.

117. Newsletter

Members noted that the cut off for articles for the summer edition will be 11th July 2014.

Reports from Other Groups

118. Teversham C of E Primary School Governors

There was no report.

119. Bewick Bridge Community Primary School Governors

There was no report.

120. Airport Consultative Committee

There has been no meeting.

121. Neighbourhood Police Panel

Councillor Oxford gave a verbal report following the last panel meeting.

122. Items to Report

Councillor McIntyre asked a question regarding how to report flytipping and Councillor MacInnes thanked the Clerk for reporting the damage to the telephone kiosk on the High Street to BT. This was repaired within 2 days.

The meeting closed at 9.12pm