

## Teversham Parish Council

Minutes of a Meeting of Teversham Parish Council  
on Monday 9<sup>th</sup> January 2017 at Hope Community Church 7:30pm

Present: **Vice Chair** Frances Amrani  
**Councillors** Sam Bramley                      Oliver Fisher (7.37pm)                      Liz Freeman  
                          Al MacInnes                                      Simon Martin                                      Michael Nicholson  
                          Ian Oxford    Chris van der Walle

In Councillor Kelleway's absence, Vice Chair, Councillor Amrani took the chair. County Councillor Williams and District Councillor Hunt both attended the meeting and left after item 1701/15. The Clerk attended and took the minutes.

1701/01	<b>Public Forum</b>	<b>Action</b>
	There were no members of the public present at the meeting.	
1701/04	<b>Vacancies on the Parish Council</b> Mr Chris van der Walle, addressed the parish council and it was unanimously <b>RESOLVED</b> to co-opt Mr van der Walle to the parish council. Councillor Walle signed his Acceptance of Office and joined members at the table.	Inform SCDC
1701/02	<b>Apologies, Welcome and Introductions</b> Apologies were received from Councillor Kelleway.	
1701/03	<b>Minutes</b> The minutes of the last Parish Council meeting held on 5 <sup>th</sup> December 2016 were agreed and signed by Councillor Amrani.	
1701/05	<b>Elect Members to Committees</b> Councillor van der Walle was unanimously elected to join the Recreation and Environment Committee.	
1701/06	<b>Report from County Councillor</b> County Councillor Williams circulated a report prior to the meeting. A short discussion took place regarding the outcome of the cuts to the No 17 bus service and the changes to the No 18 service.	
1701/07	<b>Report from District Councillor</b> Members noted receipt of a written report from District Councillor Hunt. There were no questions.	
1701/08	<b>Clerks Report</b> The Clerk gave a verbal report, including details of a proposed new service being offered to Parish Councils by South Cambridgeshire District Council to survey trees in the parish. Members agreed that this proposal should be deferred to the Recreation Committee to discuss at their next meeting. Members also noted receipt of notification of tree works in Sheppard Way.	Rec Comm  Cc Cllr Hunt
1701/09	<b>Bus Group Report/Changes to No 17 Bus Service</b> Members noted the response from County Councillor Williams. Copies of the new timetable for the No 18 were circulated and Cllr Amrani kindly agreed to display them at the relevant bus stops.	Cllr A Amrani

<p><b>1701/10</b></p>	<p>Cllr MacInnes reported that many residents are still very unhappy/disillusioned with the whole process and a short discussion took place.</p> <p><b>Borley Way Skate Park – Enforcement</b></p> <p>Members noted that to date, no further correspondence has been received from South Cambridgeshire District Council in respect of the Enforcement Notice Ref: ENF/0353/16 – Land East of Cherry Hinton Road. A further meeting with the residents is scheduled for 30<sup>th</sup> January 2017 at 6:30pm. It was agreed that the Clerk should hasten Susan Walford.</p>	<p>Clerk</p>
<p><b>1701/11</b></p>	<p><b>Borley Way Skate Park – Retrospective Planning Application for Fence S/3086/16/FL</b></p> <p>Members noted that confirmation explaining that the retrospective application was validated on 13<sup>th</sup> December 2016 and due to be determined by the end of the statutory period that expires on 7<sup>th</sup> February 2017. The Clerk thanked Mr Butler-Finbow for his invaluable assistance scouring full size plans.</p>	
<p><b>1701/12</b></p>	<p><b>Redevelopment of Pembroke Way</b></p> <p>Members noted that there has been no progress.</p>	
<p><b>1701/13</b></p>	<p><b>Precept for 2017/2018</b></p> <p>Members noted that that the formal request sent to South Cambridgeshire District Council requesting a precept of £77,945 for 2017/2018 has been accepted.</p>	
<p><b>1701/14</b></p>	<p><b>Car Parking Issues at High Street</b></p> <p>Members noted that there have been no further complaints about illegal parking on the High Street and an invitation has been sent to Mr Taylor to attend the next Recreation Committee meeting on 23<sup>rd</sup> January 2017.</p> <p>Members also noted that the works at the entrance to Clay Pits Road have been completed by Anglian Water. Councillor Bramley kindly agreed to photograph the damage already caused by lorries driving over the new kerb stones so Anglian Water can be informed.</p> <p>Whilst discussion parking issues, members discussed parking issues at school drop off and pick up times. It was agreed to contact our PCSO and ask for assistance.</p>	<p>Rec Comm</p> <p>Cllr Bramley</p> <p>Clerk</p>
<p><b>1701/15</b></p>	<p><b>Proposed Village Hall/Sports Provision</b></p> <p>There was no report.</p>	
<p><b>1701/16</b></p>	<p><b>Existing Highways and Street Lighting Issues</b></p> <p>Members noted that Nicola Burdon has carried out a site visit and will feedback with costs. It was agreed that the Clerk should hasten Nicola. Councillor MacInnes confirmed he is arranging an appointment to meet with the panel for the next stage of the Local Highways Initiative scheme. The Clerk confirmed she will also attend.</p>	<p>Cllr MacInnes</p>
<p><b>1701/17</b></p>	<p><b>New Highways and Street Lighting</b></p> <p>Members agreed to report the pot hole near the pinch point on Fulbourn Road.</p>	<p>Clerk</p>

1701/18	<p><b>Removal of Broken Play Equipment at Recreation Ground, High Street</b> Members <b>RESOLVED</b> to accept the quotation from Safeplay to remove the cabin slide at the Recreation Ground at a cost of £375.00.</p>	Clerk
1701/19	<p><b>Annual Play Equipment Inspections</b> Members <b>RESOLVED</b> to accept the quotation from Safeplay to arrange for the Annual Inspection of all play areas by an independent approved RPII Inspector at a cost of £65 per play area. It was also <b>RESOLVED</b> to accept the quotation for Safeplay to carry out a detailed operational testing all play and ancillary items along with risk assessment carried out by an approved RPII Operational Inspector at a cost £39.50 per play area during June/July 2017.</p>	Clerk
1701/20	<p><b>Broken Bus Shelter Windows</b> Members noted that the order has been placed with Queensbury Shelters for the glazing to be replaced in two bus shelters at a cost of £428.68 + VAT.</p>	
1701/21	<p><b>Grass Cutting Contact</b> It was <b>RESOLVED</b> to send out the option to quote for our grass cutting/landscape contract to a list of agreed contractors, subject to some minor amendments to the schedule of works. Quotations need to be in by 10am 24<sup>th</sup> February 2017 to enable members to review the options at their meeting on Monday 6<sup>th</sup> March 2017.</p>	
1701/22	<p><u><b>Finance</b></u> <b>Outsource Payroll Function</b> Members discussed the option of out sourcing the payroll or using a third party software package. It was <b>RESOLVED</b> to trial Brightpay software, free of charge for 60 days and review again.</p>	Clerk
1701/23	<p><b>Invoices</b> Members noted that no Invoices have been issued this month.</p>	
1701/24	<p><b>Receipts</b> Members noted there were no receipts.</p>	
1701/25	<p><b>Payments</b> It was <b>RESOLVED</b> to authorise payments as detailed on the payments schedule (last page of these minutes). Members also discussed the possibility of transferring all payments, where possible to BACS. It was agreed to defer the detail of this change to the Finance Committee to discuss.</p>	Clerk
1701/26	<p><b>Balances and Bank Reconciliation</b> Members noted that the Clerk presented a copy of the bank reconciliation to 31<sup>st</sup> December 2016. Balances held by the parish council as at 31<sup>st</sup> December 2016 totalled £140,736.35</p>	
1701/27	<p><b>Pension Scheme</b> The Clerk and Councillor Fisher will discuss this issue outside of the meeting.</p>	
1701/28	<p><u><b>Policies and Parish Council Administrative Housekeeping</b></u> <b>Monthly Consideration of Parish Council Risk</b></p>	

	There were no issues to discuss.	
	<b><u>Committees</u></b> Members noted:	
<b>1701/29</b>	<b>Recreation and Environment Committee</b> The next meeting of the Recreation Committee is scheduled for <u>23<sup>rd</sup> January 2017 at 6:30pm.</u> Please note a change of venue – this meeting will be held at Bewick Bridge CPS.	
<b>1701/30</b>	<b>Finance Committee</b> The next meeting is scheduled for <u>20<sup>th</sup> February 2017 at 6.30pm.</u> Please note a change of venue – this meeting will be held at Bewick Bridge CPS.	
<b>1701/31</b>	<b>Policy Review and Staffing Committee</b> The next meeting is scheduled for <u>20<sup>th</sup> February 2017 at 7.30pm.</u> Please note a change of venue – this meeting will be held at Bewick Bridge CPS.	
<b>1701/32</b>	<b>Consultation Committee</b> No meeting is scheduled at the present time.	
<b>1701/33</b>	<b>Community Care / Lifeline Committee</b> The next meeting has been scheduled for <u>20<sup>th</sup> March 2017 at 6.30pm.</u>	
<b>1701/34</b>	<b>Bus Group</b> Issues with changes to the local bus service is under item 1701/09. There were no further comments.	Clerk/ Cllr Amrani
<b>1701/35</b>	<b>Newsletter</b> Members noted that the cut off for the next Teversham News is <b>17<sup>th</sup> January 2017.</b> An article will be included detailing the changes to the No 18 bus service.	
	<b><u>Reports from Other Groups</u></b>	
<b>1701/36</b>	<b>Teversham C of E Primary School Governors</b> There was no report.	
<b>1701/37</b>	<b>Bewick Bridge Community Primary School Governors</b> There was no report.	
<b>1701/38</b>	<b>Airport Consultative Committee</b> This group does not meet again until May 2017.	
<b>1701/39</b>	<b>Neighbourhood Police Panel/Police Issues</b> There was no report.	
	<b><u>Correspondence</u></b>	
	Members noted receipt of the following correspondence:	
<b>1701/40</b>	<b>South Cambridgeshire District Council – Parish Council Duty of Care – Tree</b>	

	<p><b>Health and Safety</b> Applications for tree surgery works are now being processed through the 'APAS' system, just like planning applications.</p>	
<b>1701/41</b>	<p><b>Cambridgeshire County Council Part Night Street Lighting</b> Following the decision taken by Cambridgeshire County Council Full Council on 13<sup>th</sup> December to <u>overturn</u> the policy to switch off street lighting across the County between 2am and 6am and dim by 60% at all other times. These changes will have a positive impact on the parish council's budget.</p>	
<b>1701/42</b>	<p><b>Cambridge Architecture – autumn/winter 2016 publication</b></p>	
<b>1701/43</b>	<p><b>War Memorials Trust No 17</b></p>	
<b>1701/44</b>	<p><b>Newsletter from Broadway Farm Group – Riding for the Disabled</b></p>	
<b>1701/45</b>	<p><b>The Clerk – SLCC publication</b></p>	
<b>1701/46</b>	<p><b>Local Council Review – publication from NALC</b></p>	
<b>1701/47</b>	<p><b>Countryside Voice – publication from CPRE</b></p>	
	<p><b>Planning</b></p>	
<b>1701/48</b>	<p><b>S/3036/16/FL – Extension at Front and rear at 26 Fulbourn Old Drift, Teversham for Devakumar Kandasamy. Members RESOLVED to respond: Has no recommendation.</b></p>	
<b>1701/49</b>	<p><b>S/2717/16/PA Single Storey Rear Extension 6 Marshall's Close, Teversham for Mr N Wallace – Prior Approval Not Required dated 2<sup>nd</sup> December 2016.</b></p>	
<b>1701/50</b>	<p><b>Items to Report</b> Cllr MacInnes reported that Hope Community Church have purchased further lights for the village green in the sale. He also voiced an idea for the school to put out cones to deter parking on the double yellow lines on Church Road.</p>	

**The meeting closed at 9.17pm**

Teversham Parish Council Payment Schedule for January 2017 over page.

Payment Schedule for Teversham Parish Council  
January 2017

Description	Cheque No	Amount
K Quiggin – December Salaries – paid 30 <sup>th</sup> December 2016	<b>BACS</b>	1184.79
M Parcell – December Salaries – paid 30 <sup>th</sup> December 2016	<b>BACS</b>	198.10
Joshua Cowie — December Salaries – paid 30 <sup>th</sup> December 2016	<b>BACS</b>	103.13
Caroline Pittas-Goldsmith – December Salaries – paid 30 <sup>th</sup> December 2016	<b>BACS</b>	268.13
Borley Brothers – new post at Caudle Ditch	<b>C302535</b>	<i>waiting for invoice</i>
Victoire – printing plans for planning application	<b>C302550</b>	36.00
CGM – December 2016 grass cutting	<b>C302551</b>	542.20
Cambridge City Council – lifeline	<b>C302552</b>	97.89
South Cambridgeshire District Council – lifeline	<b>C302553</b>	58.11
PAYE Months 7, 8 & 9	<b>BACS</b>	761.60
January salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 31 <sup>st</sup> January 2017	<b>BACS</b>	To be calculated
<b>TOTAL (does not include Salary Payments or Borley Bros)</b>		<b>4719.15</b>